



**Finger Lakes**  
SCHOOL *of* MASSAGE

Mt. Kisco Campus:

272 North Bedford Rd  
Mount Kisco, NY 10549

Ithaca Campus:

215 E State Street  
Suite 203  
Ithaca, NY 14850

2017

Finger Lakes School of Massage  
Mount Kisco, NY 10549

Campus Safety and Security Annual Report  
Drug Free Campus/ Workplace Policies

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## PREPARATION OF THE ANNUAL SECURITY REPORT AND REPORTING OF CRIME STATISTICS

The Annual Security Report for Finger Lakes School of **Massage**, Mount Kisco Campus (FLSM) is prepared annually by the FLSM Campus Director. Input to the report is supplied by the Director of Student and Career Services and all designated Campus Security Authority (CSA). The crime statistic information is forwarded from each CSA and local law enforcement agencies to the Campus Director. The Campus Director is responsible for submitting the statistics to the United States Department of Education website and the website may be accessed at <http://ope.gov/security/>. The Campus Director is responsible for submitting the statistics to the CMSM website and notifying students and employees of the location and access to the Annual Security Report and Crime Statistics by October 1 of each calendar year. The Annual Security Report and Crime Statistics are retained and available for review.

### CAMPUS SECURITY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act), originally known as the Campus Security Act, since amended by the Higher Education Act (HEOA), The Campus Sexual Violence Elimination Act (SaVE), and the Violence Against Women Act (VAWA) requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime and sexual violence on and near their respective campuses. Campuses are not permitted to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

It is the responsibility of the administration of Finger Lakes School of Massage, Mount Kisco Campus (FLSM) to provide a safe environment for study and to prevent crime and sexual violence. FLSM is concerned about the safety and welfare of its students and employees. Therefore, the following Campus Security and Safety Policy is implemented for the protection of students, faculty and staff. The policy is published annually by October 1. The Campus Security and Safety Policy is in compliance with the Student Right-to-Know, the Campus Security Act and as amended by HEOA, the Drug-Free Schools and Communities Act of 1989 (DFSCA), the SaVE Act and Violence Against Women Act. The Campus Security and Safety Policy may be accessed at the Central Maryland School of Massage [www.teachingmassage.com](http://www.teachingmassage.com) click on Student/ Consumer information. A printed copy may be obtained at the campus.

### Security and Access to Facilities

The Finger Lakes School of Massage is located at 272 N. Bedford Road, Mount Kisco, New York. The campus will be open during posted hours. During business hours the campus is open to students, faculty, employees, guests and public through the main entrance. When the campus is open an Administrator on Duty is always present. After the campus is closed the campus is locked and secured. Adequate lighting is provided, especially in outside areas. The campus does not have a police department. The Westchester County Police Department patrols our area. The Westchester County Police Department can be contact in an emergency by dialing 911 on your phone.

### Campus Security Authorities

Security personnel is defined as campus security officer, or any Individuals who have responsibility for campus security such as individuals who are responsible for monitoring entrance into campus property, or individuals designated as Campus Security Authority Personnel. The designated Campus Security Authority personnel on this campus are as follows:

- Campus Director
- Education Director
- Director of Student & Career Services
- Front Desk Administrative Assistant

Additional Campus Security Authorities are as follows:

Jeany DonPierre  
Title IX Coordinator  
272 N. Bedford Road  
Mount Kisco, New York 10549  
[idonplerre@flsm.edu](mailto:idonplerre@flsm.edu)  
914.241.7363 ext. 34

The security personnel do not have powers of arrests, unless such personnel possess valid certification as a law enforcement officer or are authorized to act in such a capacity by way of official authority as granted by a court of state regulatory agency. The security personnel have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing. The campus does not utilize pastoral or professional counselors for this process.

The campus maintains its relationship with local police through campus in-services and collection of statistical crime information. The Campus works with local law enforcement as necessary to report or investigate crimes.

## **Timely Warnings**

The campus is required to make timely warnings to members of the campus community regarding the occurrence of crimes, those that are reported to the campus security authority, and those considered by the campus to represent a threat to students and employees. The campus includes the campus building and grounds, and all adjacent public property. Timely warnings are announced by text messages and via e-mail notifications to students, staff, and faculty. The email database is updated monthly by replacing the current contacts lists with new lists provided by the Human Resource Administrator and data pulled from our campus learning management system. Access to send alerts has been given to the Campus Director, in the absence of the Campus Director the Administrator on Duty will be tasked to assume that function. Training on the system has been provided by the National Director of Information Technology to each user of the system as to how to create and execute an e-mail through the system. In addition, timely warnings to the campus will also be issued in a handout or flyer and posted on notice boards within the Student Resource Center and front lobby entrance. In the event that the campus is closed due to an emergency there will be a voice mail message on the telephone and our Facebook page will be updated. If there is an ongoing investigation of a crime that occurred at the campus that would jeopardize the investigation, cause the suspect to flee, risk the safety of an individual, or result in destruction of evidence the campus may delay the timely warning until any adverse situation is no longer likely to occur.

Timely warnings are decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as:

- Nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

The decision to issue a timely warning is the responsibility of the Campus Director or Administrator on Duty.

## **Emergency Response and Evacuation Plan**

The campus maintains an Emergency Response and Evacuation Plan which includes plans and instructions to be followed by campus faculty, staff, students and guests in the event of emergencies and evacuations. The Campus Security Authority personnel and other designated personnel are responsible for reporting and ensuring the evacuation of the campus in the case of emergency. The Emergency Response and Evacuation Plan contain the following elements:

- Detailed process by which the campus will confirm that there is a significant emergency and an immediate threat
- to the health and safety for individuals on campus.
- Immediate notification to the campus community on confirmation of an emergency or dangerous situation.
- Instructions for disseminating emergency information to the larger community.
- Procedures for the distribution of updated emergency information to the campus and relevant members of the
- community on a regular basis.
- The plan is tested, evaluated and published on an annual basis.
- The plan contains the list of campus security authority personnel and other personnel who are responsible for
- carrying out the plan in event of an emergency or dangerous situation.
- The plan is contained in Appendix D entitled: Emergency Response and Evacuation Plan.

## **Crime Awareness and Prevention**

All employees and students are required to follow campus security guidelines for their own personal and property safety and are encouraged to report any suspicious activity to the campus security authority personnel.

Prospective students, students and employees are provided with a summary of the campus measures to prevent crime on campus, with details for acquiring the complete policies and procedures package from the campus website at [www.flsm.edu](http://www.flsm.edu) and on campus.

This information on crime awareness and prevention is readily available on request and is updated and re-distributed on an annual basis.

Awareness and crime prevention is a topic covered and taught during our new student and employee orientation. Orientation is scheduled at the start of each class, typically monthly.

### **Crime Prevention**

People often allow a crime to happen by carelessly or needlessly putting themselves or their property at risk. Several precautions may be taken to prevent a crime from happening. Be aware, don't allow yourself or someone else to become a victim.

#### **Safety in the Office and Classroom**

- 
- Avoid working or studying in secluded areas
- Let someone know where you are and when you expect to return
- When hanging up your coat, remove any valuables
- Do not "hide" a pocketbook under a desk or in an unlocked drawer
- Keep files and desk drawers locked when away
- Never leave valuables unattended
- 

#### **Safety in the Student Lounge and Resource Center**

- Keep an eye on your valuables
- Do not leave property unattended
- Report suspicious activity to the Administrator on Duty

#### **Safety on the Street**

- Walk **with a friend**
- Be alert to people passing by and your surroundings
- Do not be distracted by cell phone conversations or texting
- Hold pocketbooks and purses under your arm
- At night, walk in well-lit heavily traveled areas
- Do not stop if a car pulls up alongside you
- Use pedestrian walk lights and crosswalks
- NEVER HITCHHIKE!!!
- 

#### **Safety on Public Transportation**

- When possible travel with a companion
- If you're the only passenger in a bus, sit as close to the operator as possible
- At night, be particularly careful of oncoming traffic while getting off a bus

#### **Safety and Motor Vehicles**

- Report suspicious persons or vehicles around campus parking areas
- Never leave your motor running when vehicle is unattended
- When parking, choose a well-lit, heavily traveled area
- **Packages**, luggage, and other valuables should be locked in the trunk
- Keep spare keys in your wallet or purse, never inside the vehicle

#### **Theft Prevention**

Be particularly careful of your personal property in public areas such as the student lounge, restrooms and the media center. Never leave your pocketbook or backpack unattended even if only for a "minute." If you must leave your property behind, ask a trusted friend to watch it. Never allow yourself to be lured away from your property by a stranger

#### **Reporting Crimes**

Criminal Acts and suspected criminal acts should be immediately reported to the Campus Director, or any other member of the designated Campus Security Authorities or local law enforcement. The campus does not utilize pastoral or professional counselors for this process.

Reporting crimes is on a voluntary, confidential basis. Confidentiality will be maintained unless mandated otherwise by Maryland Statutes or the victim (s) requests the information to be disclosed.

The Campus Director is ultimately responsible for the documentation of any criminal acts, as well as reporting crimes to local authorities as required by law.

## **Crime Statistics**

Each year the campus is required to submit crime statistics to the United States Department of Education as required In the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Campus Director is responsible for submitting the crime statistics to the United States Department of Education. Beginning in 2015 the campus was required to include the statistics for Domestic Violence, Dating Violence, and Stalking. The statistics are obtained from the campus and the statistics for the last calendar year from the local law enforcement agencies. The Finger Lakes School of Massage has determined the appropriate law enforcement agencies and makes a good faith effort each year to obtain the statistics from the law enforcement agencies. The crime statistics must be published each year by October 1• and made available to students, employees and prospective students. The crime statistics for the last three calendar years are in Appendix E entitled: Campus Crime Statistics.

## **Crime Definitions**

The definitions for the criminal offenses Included in the crime statistics report are from the Federal Bureau of Investigation Uniform Crime Report definitions and the crimes to be reported are as follows:

**Murder/ Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental death, and justifiable homicides are excluded. Negligent Manslaughter: the killing of another person through gross negligence.

**Robbery:** the taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** an unlawful attack by one person upon another for Inflicting severe or aggravated bodily Injury. This type of assault usually is accompanied by use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if they were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny, housebreaking, safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including any joy riding)

**Arson:** The willful or malicious burning or attempt to bum, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

**Weapons Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, furnishing deadly weapons to minors, aliens possessing deadly weapons, all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana, synthetic narcotics (Demerol, methadone); and dangerous non-narcotic dn.1gs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of law or ordinance prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or In temperate person, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition)

**Hate Crimes:** All of the above - plus the following:

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.



**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible Internal injury, severe laceration or loss of consciousness.

## **VIOLENCE AGAINST WOMEN ACT (VAWA) VIOLATIONS:**

**Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction... or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence:** Violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship (ii) the type of relationship (iii) the frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

**Consent** - Means intelligent, knowing, and voluntary consent and does not include coerced submission. The law says that consent does mean your failure to offer physical resistance to the offender. If you are under 16 years of age, consent cannot be used as a defense to a sexual crime. Further, a 16 or 17-year-old cannot legally consent to sexual activity with a person in a position of familial or custodial authority or to a person 24 or older.

**Sex Offenses - Forcible** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Forcible Rape** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**Forcible Sodomy** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault with An Object** The use of an object or instrument to unlawfully penetrate, however slightly the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

**Forcible Fondling** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex Offenses - Non-forcible** Unlawful non-forcible sexual intercourse.

**Incest** Non-forcible sexual Intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

If a weapon is utilized in any of the crime categories above a separate weapons violation will be recorded in the campus



## **Disciplinary Referrals**

In addition to maintaining statistics for arrests the following crime categories require statistics to be maintained for disciplinary referrals regarding violations of law:

### **Weapons: Carrying Possessing, etc.**

1. The number of campus violations
2. The type of sanctions for violations
3. The number of arrests

### **Liquor Law Violations**

1. The number of campus violations
2. The type of sanctions for violations
3. The number of arrests
4. The number of fatalities

### **Drug Law Violations**

1. The number of campus violations
2. The type of sanctions for violations
3. The number of arrests
4. The number of fatalities

### **Sex Offenders/Sexual Predators**

In 1996 The Campus Sex Crimes Prevention Act (Megan's Law) became federal law. Megan's Law requires colleges and universities to disclose to its students the location of sex offender registries and the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The law requires registered sex offenders to provide notice to the state enforcement agency of any campus of higher education in which the offender is employed, carries on a vocation, or is a student. Megan's Law requires state and local law enforcement agencies in all 50 states to notify schools, day care centers and parents about the presence of dangerous offenders.

information regarding registered sex offenders/ sexual predators may be found at the New York Registered Sex Offenders website: <http://www.ny.gov/services/search-sex-offender-registry> or toll free number- 1-800-262-3257.

## **POLICY STATEMENT - DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING**

On March 7, 2013 The Campus Sexual Violence Elimination Act (SaVE Act) was enacted into law. This bill strengthened and reauthorized the Violence Against Women Act of 1994. Included within the Act were amendments to the Clery Act that afford additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking. In order to comply with the provisions of the SaVE Act Finger Lakes School of Massage is required to develop and distribute a statement of policy regarding its programs to prevent domestic violence, dating violence, sexual assault, and stalking; and the procedures Finger Lakes School of Massage will follow once an incident of domestic violence, dating violence, sexual assault or stalking has been reported, including the standard of evidence that will be used during any institutional conduct proceeding arising from such a report.

Finger Lakes School of Massage provides primary prevention and awareness programs for all incoming students and employees. The programs include the following information:

A statement that Finger Lakes School of Massage prohibits the offenses of domestic violence, dating violence, sexual assault and stalking Definitions for domestic violence, dating violence, sexual assault and stalking the definition of consent in reference to sexual activity

Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks. The possible sanctions or protective measures that Finger Lakes School of Massage may impose following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking. Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about:

- The importance of preserving **evidence** as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order
- To whom the alleged offense should be reported
- Options regarding law enforcement and campus authorities, including notification of victim's option to notify proper law enforcement authorities be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and decline to notify such authorities

Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders Issued by a criminal, civil, or tribal court. Procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking, which shall include a clear statement that; such proceedings shall:

- Provide a prompt, fair, and impartial Investigation and resolution
- Be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability
- The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding; including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice; and

Both the accuser and the accused shall be simultaneously informed in writing of:

- 1) The outcome of any Institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking
- 2) The institution's procedures for the accused and the victim to appeal the results of the Institutional disciplinary proceeding
- 3) Of any change to the results that occurs prior to the time that such results become final; and when such results become final.
- 4) How the institution will protect the confidentiality of victims including how publicly-available recordkeeping will be accomplished without the inclusion of identifying Information about the victim, to the extent permissible by law
- 5) Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community
- 6) Written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available regardless of whether the victim chooses to report the crime to local law enforcement

A student or employee who reports to Finger Lakes School of Massage that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on campus or off, shall be provided with a written explanation of the student or employee's rights and options, as described in 1 through 6 above.

The Finger Lakes School of Massage offers orientation training programs for students and employees for awareness, prevention and victim rights for incidents of domestic violence, dating violence, sexual harassment, sexual assault and stalking. The programs contain the information above. The programs are provided as part of new student and new employee orientation, and additionally as appropriate.

## Incidents of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The SaVE Act mandates that all colleges have an obligation to respond to reported Incidents of domestic violence, dating violence, sexual harassment, sexual violence and stalking on or off-campus. The Finger Lakes School of **Massage** prohibits domestic violence, dating violence, sexual harassment, sexual assault, and stalking and encourages students and employees to report incidents against them on-campus and off-campus. These incidents should be reported to the Campus Director or any other Security Authority.

The Finger Lakes School of Massage provides awareness, prevention and victim rights training to its employees and students. Information is available in the Student Resource Center. In addition, this important Information is included in our new student and employee orientation.

Domestic violence, dating violence, sexual harassment, sexual violence and stalking involve unwelcome conduct of a violent and/or sexual nature and are traumatic to the victim (s). If you are a victim of domestic violence, dating violence, sexual harassment, or stalking tell someone who understands these offenses. It is a tremendous burden to bear alone. These incidents are terrifying and traumatic. It is not uncommon to feel fearful, confused, guilty, ashamed, or isolated. It is better not to deal with these feelings alone. There are many concerned and professionally trained people in the community who are prepared to help you. The campus assists students with information for off-campus counseling, mental health services, and other services for victims. Information may be obtained from the Student Resource Center or the Director of Student and Career Services. Local counseling services are listed in the Appendix C entitled: Local Counseling, Treatment, and Rehabilitation programs.

If you **are** a victim:

1. You have the option to report domestic violence, dating violence, rape or sexual offenses and stalking to the proper law enforcement authorities including Campus Security Authority personnel and local police. The campus staff will assist you in reporting these offenses at your request. Get to a safe place where you will be safe from further attack. For your own protection you are advised to call the local police immediately, especially if the assailant is still nearby. Call a friend or family member for support.
2. Once you have reported incident to the Campus Security Authority whether the offense occurred on or off campus, you shall be provided with a written explanation of the student or employee's rights and options.
3. Get medical attention immediately for incidents involving domestic violence, dating violence, rape or sexual assault. It is extremely important that you seek medical attention immediately because you may have been injured internally as well as externally by the attack. A prompt medical examination in rape and sexual violence incidents will test for pregnancy and disease. Do not drink, bath, change clothing, or comb your hair before receiving medical attention. It is only natural to want to do these things, but you may be destroying evidence you will need if you decide to prosecute. In the course of your medical examination, this evidence **will be** collected by the hospital staff.
4. Seek professional counseling. Regardless of whether you report the incident, you should always seek counseling for the traumatic experience you have survived. The long-lasting psychological effects of a domestic violence, dating violence, rape or sexual assault or stalking do not go away if they are ignored. The campus will provide students and employees written notification about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims.
5. Whether or not to report the crime to the police????
  - Reporting a domestic violence, dating violence, rape, sexual assault or stalking incident to the police does not commit the victim to further legal action. In the initial meeting with the police, you will be asked to tell the police what happened, where it happened, and what your attacker looked like. The earlier you report an offense, the easier it will be for police to investigate the crime, and to prosecute the case successfully, if that is your choice. It helps to preserve your options for the future.
  - If you desire assistance in contacting the appropriate law enforcement agencies the campus will assist you in notifying the local law enforcement agencies
  - If you wish to have the assailant prosecuted the police and the State Attorney's office will handle the legal proceedings without expense to you. You do not need to hire an attorney.
  - You have the right not to report the offense to the local law enforcement agencies
  - Where applicable, the rights of victims and the Finger Lakes School of Massage responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court will be explained to the victim(s)
  - Upon request by a victim of a domestic violence, dating violence, rape or sex offense or stalking, the campus will change the victim's academic schedule if the change is reasonably available.

## **DISCIPLINARY PROCEEDINGS**

If the offender is a student or employee, FLSM may impose institutional disciplinary sanctions including suspension and dismissal. Persons seeking to file a complaint should contact the Director of Student Services. In domestic violence, dating violence, rape or sexual assault, or stalking cases, the following additional provisions apply:

- The Finger Lakes School of **Massage** (FLSM) has zero tolerance for any criminal offenses involving students and/or employees that occur on-campus, non--campus properties and on public property immediately adjacent to the campus. Violators will be immediately suspended and depending on the results of the investigation will be disciplined up to and including expulsion from school or employment termination. Any disciplinary hearing stemming from the investigation(s) will be conducted within 14 days of the investigations conclusion.
- The investigation and disciplinary hearing will be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability
- The standard of evidence utilized in the investigation and hearing is the preponderance of evidence standard
- The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding; including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice; and
- Both the accuser and accused shall be simultaneously informed, in writing, of:
- The outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, rape or sexual assault, or stalking
- FLSM's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding. Appeal requests must be in writing to the Campus Director and within 14 days after the date the individuals are notified of the disciplinary proceeding findings.
- Of any change to the results that occurs prior to the time that such results become final; and
- When such results become final

The victim will be provided with information of how FLSM will protect the confidentiality of victims, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent possible by law. The Higher Education Opportunity Act (HEOA) requires the campus to disclose, upon written request, to the alleged victim of a crime of violence or sexual assault, the results of any disciplinary hearing related to the offense conducted by the campus against the student or employee who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the campus must provide the results of the disciplinary hearing to the victim's next of kin, if requested.

## **NO WEAPONS ON CAMPUS**

Students are prohibited from possessing firearms, knives, and other weapons on campus.

## **DRUG-FREE-CAMPUS AND WORKPLACE**

The Drug Schools and Communities Act (DFSCA) of 1989 requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Students and employees are prohibited from possessing illicit drugs and alcohol. Students and employees in violation of this policy may be dismissed.

### **Drug-Free Campus and Workplace Statement**

FLSM is committed to providing a learning and working environment free of the abuse of alcohol and the illegal use of drugs and the abuse of alcohol by FLSM Community members. The policies and laws described in this statement apply to all employees and students of FLSM. The FLSM campus is a drug-free schools and workplace.

### **Alcohol & Substance Abuse Policy**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or the unlawful possession and use of alcohol are handfoul and prohibited in and on property owned and/or controlled by FLSM. No employee or student is to report to work, class, or any FLSM sponsored activity (whether on or off-campus) while under the influence of illegal drugs or alcohol. The

use of alcoholic beverages by employees and students of FLSM is at all times subject to the alcoholic beverage laws of the state of New York, applicable county and city regulations and FLSM's Employee Code of Conduct and Compendium of Policies. The possession and use of controlled drugs by members of the FLSM community must at all times be in accordance with the provisions of New York law, federal law, and FLSM's policies. Under New York law, no person may possess substances regulated under the provisions of State Statutes (controlled substances and Designer drugs"), unless dispensed and used pursuant to prescription or otherwise authorized by law. Sale and delivery of such substances is prohibited unless authorized by law.

Violation of the policies and laws described in this policy statement by an employee or student is grounds for disciplinary action up to and including termination or expulsion. Such disciplinary actions may also include reprimand or suspension. Additionally, a violation may be reason for evaluation and treatment of a drug-and/or alcohol-use disorder or referral for prosecution consistent with local, state, and federal criminal law. Disciplinary action by FLSM does not preclude the possibility of criminal charges against a student or employee. Similarly, the filing of criminal charges does not preclude action by FLSM.

Employees must notify the School's Campus Director in writing of a conviction of a criminal drug statute occurring within the workplace within five days after receiving the conviction. Disciplinary action will take place within 30 days of notification. Each year the campus must determine the number of drug and alcohol-related violations and fatalities that occur on campus or as part of any of the campus activities as well as the number of arrests, and number and type of sanctions that are imposed by the campus. Those statistics are sent to the Department of Education and published by October 1.

Students who are convicted of drug related charges are subject to losing Title IV federal financial aid. The campus must provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties in a clean and written notice that notifies the student of the loss and advises the ways in which to regain eligibility. The student must successfully pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the United States Department of Education Secretary to determine whether or not the student may be eligible to regain eligibility of Federal funds.

## **Federal Legal Sanctions**

FLSM is required to notify current/perspective students and employees of the Federal legal sanctions associated with the possession or trafficking of a controlled substance. The Federal sanctions are in [Appendix A](#) entitled Federal Sanctions.

## **State Legal Sanctions**

FLSM is required to notify current/perspective students and employees of the State legal sanctions associated with the possession or trafficking of a controlled substance. The State legal sanctions are In [Appendix B](#) entitled State Legal Sanctions.

## **Local Counseling, Treatment, and Rehabilitation Programs**

FLSM is required to notify current/perspective students and employees of local counseling, treatment, and rehabilitation programs. A listing of the programs is in [Appendix C](#) entitled Local Counseling, Treatment and Rehabilitation Programs.

## **Health Risks Associated with Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood the driver will be involved in an accident. Low-to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other children. Underage consumption of alcohol may lead to dismissal.

## Health Risks Associated with Drug Usage

Drugs	Physical Dependence	Psychological Dependence	Possible Effects
<b>Narcotics</b>			Euphoria Drowsiness Respiratory Depression Constrained Pupils
Heroin	High	High	
Morphine	High	High	
Codeine	Moderate	Moderate	
Hydrocodone	High	High	
Hydromorphone	High	High	
Oxycodone	High	High	

<b>Methadone &amp; LMM</b>	High	High	Nausea
Fentanyl & Analogs	High	High	
Other Narcotics	High-low	High-Low	
<b>Depressants</b>			Slurred Speech Disorientation Drunken <b>Behavior</b> Without odor of Alcohol
Chloral Hydrate	Moderate	Moderate	
Barbiturates	High-Moderate	High-Moderate	
Benzodiazepines	Low	Low	
Glutethimide	High	Moderate	
Other Depressants	Moderate	Moderate	
<b>Stimulants</b>			Increased Alertness Euphoria Increased Pulse Rate & Blood Pressure Excitation Insomnia Loss of <b>Appetite</b>
<b>Cocaine</b>			
<b>Amphetamine/Me amphetamine</b>	Possible	High	
<b>Methylphenidate</b>	Possible	High	
<b>Other Stimulants</b>	Possible	High	
<b>Cannabis</b>			
<b>Marijuana</b>	Unknown	Moderate	Euphoria
<b>Tetrahydrocannabinol</b>	Unknown	Moderate	Relaxed Inhibitions
<b>Hashish &amp; Hashish Oil</b>	Unknown	Moderate	<b>Increased Appetite</b> Disorientation
<b>Hallucinogens</b>			
<b>LSD</b>	None	Unknown	
<b>Mescaline &amp; Peyote</b>	None	Unknown	
<b>Amphetamine Variants</b>	Unknown	Unknown	Illusions & Hallucinations



<b>Phencyclidine &amp; Analogs</b>	Unknown	High	Altered Perception of Time and Distance
<b>other Hallucinogens</b>	None	Unknown	
<b>Anabolic Steroids</b>			
<b>Testosterone (Cypionate, Enanthate)</b>	Unknown	Unknown	Virilization Acne
<b>Nandrolone (Decanoate, Phenarolone)</b>	Unknown	Unknown	Testicular Atrophy Gynecomastia <b>Aggressive Behavior</b>
<b>Oxymetholone</b>	Unknown	Unknown	<b>Edema</b>

There are classic danger signals that could indicate the first sign of drug use. The primary ones that would call attention to one's use of drugs are:

- Abrupt changes in mood or attitude
- Continuing slump at work or in school.
- Continuing resistance to discipline at home or school
- Inability to get along with family or friends
- Regular temper flare-ups
- Increased borrowing of money
- Heightened secrecy / isolation
- Acquiring a whole new set of friends.

It is recommended that any person observing any of the above changes in either students or staff behavior immediately notify the School Campus Director. Caution must be observed, however, to avoid wrongful accusation of a person suspected of taking drugs as an improper accusation could lead to embarrassment to both the individual and the Institution.

Once it has been determined by management that assistance to overcome the problem is indicated, the individual and his/her family should be advised on the need for assistance. Records must be maintained of any such advising provided to an individual. If the individual is in immediate danger of harming himself/herself or others, local law authorities should be contacted immediately.



## APPENDICES

## Appendix A - Federal Sanctions

### Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

First Conviction: Up to 1 year of imprisonment and fined at least \$1,000 After one prior drug conviction: At least 15 days in prison, not to exceed two years, and fined at least \$2,500 After two or more drug convictions: At least ninety days in prison, not to exceed three years, and fined at least \$5,000

Any person convicted for possession of flunitrazepam (roofie, date rape drug) shall be imprisoned for no more than 3 years, and shall be fined in accordance with prior mentioned convictions. Special sentencing provisions for possession of a substance with a cocaine base:

1. Mandatory at least five years in prison, not to exceed twenty years, and fined a minimum of \$1,000 or both if:

First convictions and amount of crack possessed exceeds 5 grams Second crack conviction and the amount of crack possessed exceed 3 grams

c. Third or subsequent crack conviction and the amount of crack possessed exceeds 1-gram Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year of imprisonment

- Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance
- Denial of federal benefits such as student loans, grants, contracts, and professional and commercial licenses, up to one year for the first offense and up to five years for second and subsequent offenses
- Ineligible to receive or purchase a firearm
- Revocation of certain federal licenses and benefits (e.g. pilot licenses, public housing tenancy, etc.) are vested within the authorities of individual federal agencies

For Federal Drug Trafficking penalties go to the website: <http://www.justice.gov/dea/agency/penalties.pdf>

## Appendix B - State Sanctions Alcohol Laws State of New York

### Underage possession and consumption

It is illegal under state law for a person under the age of 21 to possess or consume an alcoholic beverage, but the law contains several exceptions:

- Underage individuals who are employees of businesses that hold a valid state-issued liquor license may possess (but not consume) alcohol in the course of their job during regular business hours. Common examples are serving alcoholic drinks to customers of a restaurant, making deliveries for a catering company, and stocking shelves at a store that sells alcohol.
- Alcohol may be possessed or consumed by an underage person in a private residence so long as it is furnished or allowed by a member of that person's immediate family (typically a parent).
- Alcohol may be consumed as part of a religious ceremony, such as the Roman Catholic or Episcopal Communion rite.

It is a separate offense for an underage person to misrepresent age for the purpose of obtaining alcohol, or to possess any sort of card or document that falsely identifies the person's age. An underage person who illegally possesses alcohol or false identification is subject to a citation rather than arrest, and the event is considered a civil offense, meaning that it does not count as a criminal conviction and cannot result in imprisonment in and of itself. Because the reason for the drinking age in the first place is that the law does not consider individuals under 21 to be responsible enough to consume alcohol unsupervised; therefore, holding them fully criminally responsible would be paradoxical.

### Furnishing alcohol to underage persons

Except for the specific exempt circumstances provided in New York law, it is also illegal for anyone to purchase alcohol for someone under 21, or to give it to them. New York alcohol laws require that the defendant knew the person was under 21, and purchased or furnished alcohol for that underage person to consume. In addition, it is also illegal for an adult who owns or leases property, and lives at that property, to knowingly and willfully allow anyone under 21 to consume alcohol there, unless they are members of the same immediate family. This law does not necessarily make homeowners criminally responsible for any illegal drinking at their residence, unless they were both aware of it and intentionally allowed it to happen.

### Employment

A person must be at least 21 years old to be employed to serve alcoholic beverages or sell alcoholic beverages, although some counties have different laws. A person must be at least 18 years old to work in another capacity at an establishment that serves alcohol.

### Open Containers

State law prohibits open containers with any amount of alcohol within the passenger area of a motor vehicle. Passengers of a vehicle are similarly prohibited from consuming alcohol in the passenger area, but the law provides exceptions for non-drivers in the back of hired vehicles such as taxis, limousines, and buses, as well as in the living areas of motor homes. The driver is also shielded from prosecution if it is based solely on another occupant of the vehicle having an open container. This law only considers certain parts of a vehicle to be the passenger area, and excludes locked glove compartment, trunks, and the area behind the rear-most seats if the vehicle has no trunk (such as those commonly found in vans and SUVs). Like underage possession above, violation of the open container law is a civil offense.

### Controlled Substance Laws State of New York

(a) Except as otherwise provided in this title, a person may not:

- (1) possess or administer to another a controlled dangerous substance, unless obtained directly or by prescription or order from an authorized provider acting in the course of professional practice; or
- (2) obtain or attempt to obtain a controlled dangerous substance, or procure or attempt to procure the administration of a controlled dangerous substance by:

- (i) fraud, deceit, misrepresentation, or subterfuge;
- (ii) the counterfeiting or alteration of a prescription or a written order;
- ii) the concealment of a material fact;
- (iv) the use of a false name or address;

(vi) making, issuing, or presenting a false or counterfeit prescription or written order.

(b) Information that is communicated to a physician in an effort to obtain a controlled dangerous substance in violation of this section is not a privileged communication

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8. In addition to a fine, a court shall order a person at least 21 years old who commits a violation punishable under sub subparagraph 3 of this subparagraph to attend a drug education program approved by the Department of Health and Mental Hygiene, refer the person to an assessment for substance abuse disorder, and refer the person to substance abuse treatment, if necessary.

C. A court that orders a person to a drug education program or substance abuse assessment or treatment under this sub subparagraph may hold the case sub curia pending receipt of proof of completion of the program, assessment, or treatment.

(3)(i) 1. In this paragraph the following words have the meanings indicated.

2. •bonafide physician-patient relationship• means a relationship in which the physician has ongoing responsibility for the assessment, care, and treatment of a patient's medical condition.

3. •caregiver• means an individual designated by a patient with a debilitating medical condition to provide physical or medical assistance to the patient, including assisting with the medical use of marijuana, who:

- A. is a resident of the State;
- B. is at least 21 years old;
- C. is an immediate family member, a spouse, or a domestic partner of the patient;
- D. has not been convicted of a crime of violence as defined in § 14-101 of this article;
- E. has not been convicted of a violation of a State or federal controlled dangerous substances law;
- F. has not been convicted of a crime of moral turpitude;
- G. has been designated as caregiver by the patient in writing that has been placed in the patient's medical record prior to arrest;
- H. is the only individual designated by the patient to serve as caregiver; and
- I. is not serving as caregiver for any other patient.

4. •Debilitating medical condition• means a chronic or debilitating disease or medical condition or the treatment of a chronic or debilitating disease or medical condition that produces one or more of the following, as documented by a physician with whom the patient has a bona fide physician-patient relationship:

- A. cachexia or wasting syndrome;
- B. severe or chronic pain;
- C. severe nausea;
- D. seizures;
- E. severe and persistent muscle spasms; or
- F. any other condition that is severe and resistant to conventional medicine.

Qi) 1. In a prosecution for the use or possession of marijuana, the defendant may introduce, and the court shall consider as a mitigating factor any evidence of medical necessity.

2. Notwithstanding paragraph (2) of this subsection, if the court finds that the person used or possessed marijuana because of medical necessity, the court shall dismiss the charge.

(iii) 1. In a prosecution for the use or possession of marijuana under this section, it is an affirmative defense that the defendant used or possessed marijuana because:

- A. the defendant has a debilitating medical condition that has been diagnosed by a physician with whom the defendant has a bona fide physician-patient relationship;
- B. the debilitating medical condition is severe and resistant to conventional medicine; and
- C. marijuana is likely to provide the defendant with therapeutic or palliative relief from the debilitating medical condition.

2. A. In a prosecution for the possession of marijuana under this section, it is an affirmative defense that the defendant possessed marijuana because the marijuana was intended for medical use by an individual with a debilitating medical condition for whom the defendant is a caregiver.

## Possession of marijuana / Unlawful possession of marijuana

Possessing **less than 2 ounces** of marijuana in a **non-public place** is classified as **unlawful possession of marijuana** ([New York State Penal Law § 221.05](#)), a violation which carries a penalty of a fine up to \$100. A second offense may be punished by a fine of up to \$200. A third offense may be punishable by a fine up to \$250 and 15 days in jail.

An arrest for possession of **less than 2 ounces** of marijuana in a **public place** is classified as **criminal possession of marijuana in the 5th degree** ([New York State Penal Law § 221.10](#)), a Class B misdemeanor punishable by 3 months in jail.

An arrest for possession of 2 ounces or more of marijuana or a mixture containing marijuana is classified as criminal possession of marijuana in the 4th degree ([New York State Penal Law § 221.15](#)), a Class A misdemeanor punishable by one year in jail.

An arrest for possession of 8 ounces or more of marijuana or a mixture containing marijuana is classified as criminal **possession of marijuana in the 3rd degree** ([New York State Penal Law § 221.20](#)), a Class E felony punishable by 1 to 1½ years in prison. Second time offenders may face up to 2 years in prison, and a previous violent offender could face 2½ years.

An arrest for possession of **16 ounces or more** of marijuana or a mixture containing marijuana is classified as **criminal possession of marijuana in the 2nd degree** ([New York State Penal Law § 221.25](#)), a Class D felony punishable by 1 to 2½ years in prison. Second time offenders may face up to 4 years in prison, and a previous violent offender could face 4½ years.

An arrest for possession of **10 pounds or more** of marijuana or a mixture containing marijuana is classified as **criminal possession of marijuana in the 1st degree** ([New York State Penal Law § 221.30](#)), a Class C felony punishable by 1 to 5½ years in prison. Second time offenders may face up to 8 years in prison, and a previous violent offender could face 9 years.

## Appendix C - Local Counseling, Treatment, and Rehabilitation Programs

**Slrona Therapy 313 Ft**

280 North Bedford Rd #301  
Mount Kisco, NY 10549  
(914) 241-0727

MHA of Westchester 1.3 Mi

344MalnSt  
Mount Kisco, NY 10549  
(914) 666-4646

Taconic Counseling Group .07 Mi

66 Cliffside Ln  
Mount Kisco, NY 10549  
(845) 89&.7787

Northeast Counseling Center 6.0 Mi

70 Bedford Rd  
Pleasantville, NY 10570  
(914) 769-2483

Cross River Counseling 6.8 Mi

873 NY-35  
Cross River, Ny 10518  
(914) 262-6320

Peaceful Living Mental Health Counseling 14.0 Mi

280 Central Park Ave  
Hartsdale, NY 10530  
(914) 250-4450 Ext 104

The Counseling Center at Yorktown Heights 5.2 Mi

2000 Maple Hill St# 101  
Yorktown Heights, NY 10598  
(914) 962-5101

The Therapy Center 2.2 MI

333 Adams St  
Bedford Hills, NY 10507  
(914) 362-8308

Huntington Drug & Alcohol Counseling Center 28.6 Mi

2803, 423 Park Ave  
Huntington, NY 11743  
(631) 271-3591

Lexington Center for Recovery Mt Kisco 1.3 Mi

24SmithAve  
Mount Kisco, NY 10549  
(914) 666-6740

Young Adult Behavioral Expert:  
Assessment & Short -Term Treatment  
153 **E. Main** St, Suite G  
Mount Kisco, NY 10549  
(914) 299-9754

Putnam County Women's Center 10.8 Mi  
935 S. Lake Blvd #2  
Mahopac, NY 10541  
**(845) 628-9284**

My Sisters Place 12.9 Mi  
1 Water St  
White Plains, NY 10601  
(914) 683-1333

Hopes Door 8.6 Mi  
50 Broadway  
Hawthorne, NY 10596  
**(914) 747-0828**

Rockland Family Shelter 15.4 Mi  
9 Johnson Ln #1  
New City, NY 10956  
**(845) 634-3344**

Westchester Jewish Community Services  
845 N. Broadway  
White Plains, NY 10601  
**(914) 761-0600**

Westchester County Social Services  
85 Court St  
White Plains, NY 10601  
**(914) 995-8452**

Lutheran Social Services  
2488 Grand Concourse  
Bronx, NY 10548  
(347) 726-3855

## Appendix D - Emergency Response and Evacuation Plan

These emergency guidelines are based on a practical approach to the issues that may be encountered on campus during an emergency. An emergency may occur at any time with little or no warning. The succession of events during an emergency is not predictable, so this policy will serve only as guidance and may require field modification in order to meet the requirements of the emergency.

This Information applies to students, employees, guests, and property of FLSM.

### Reporting an Emergency

**Call 911** from a campus phone or from a cell phone. Notify a member of the campus staff.

Before taking any action, be sure you are not endangering yourself. Avoid unstable structures, electrical wires, chemical vapors, chemical spills, fire, etc. Do not jeopardize your life or the lives of others in attempting to save personal or FLSM property. When you call, give your name, telephone number and the nature and location of the emergency. **Don't hang up** until the person answering the call ends the conversation.

### Acting in an Emergency

Remain calm and render assistance consistent with your skills and knowledge. Please don't panic. Evacuate building immediately upon request of authorities, upon hearing an audible alarm, or when remaining in the building becomes life-threatening. Know the location of at least two emergency exits in your area. Emergency exits evacuation route maps are located in every classroom and office throughout the building.

#### **DO NOT:**

Use the telephone for reasons other than emergency purposes during an emergency.

### Emergency Coordinators

Upon confirmation of an emergency the Campus Director, the Administrator on Duty, and other Emergency Coordinators will immediately notify the campus community of the existence of an Immediate threat to the health or safety of students and employees occurring on campus. Depending on the severity of the threat the notification may include posting notice on the campus bulletin boards, locking the campus down, or evacuating the building or other appropriate notifications. Emergency Coordinators **are as follows:**

Campus Director  
Director of Education  
Director of Admissions  
Director of Student & Career Services  
Administrator on Duty

### Violent or Criminal Behavior

The campus has zero tolerance for any form of violent or criminal behavior on campus. It is the policy of FLSM to view violence of any type as a potential crime that requires immediate intervention and a coordinated response from school officials and local authorities.

The campus community will be notified by postings on campus bulletin boards the likelihood of a potential crime occurring on campus. If necessary a Timely Warning or Emergency Notification may be activated.

When confronted with a violent act Involving a student, alumni, or staff member, the affected faculty/staff members shall:

Assess the situation and **CALL 911 immediately** if a violent confrontation is taking place or is threatened. Where possible, restore order by separating the parties, assessing any injuries or the need for medical attention. Avoid taking any action that would place you at risk. If no immediate threat is present, faculty/staff shall notify their immediate supervisor. In his/her absence, the Administrator on Duty should be apprised of the situation. The Administrator on Duty, or members of the Campus Security Authority, will interview the possible victim and all involved parties separately in an effort to gain insight into the facts surrounding the allegation (s). In part, the investigation will seek to determine if school rules or policies have been violated. If so, appropriate disciplinary action will be initiated.



## Civil Disturbances

Civil disturbances or demonstrations are to be reported to school officials as quickly as possible. A civil disturbance or demonstration may occur at one of the three levels that follow:

**Peaceful, non-obstructive demonstration:** No evidence that it is disrupting normal college operations and poses no threat of injury or damage to school property.

**Non-violent, disruptive demonstration:** Disrupts school operations such as preventing building access but does not pose a threat of injury or damages to school property.

**Violent, disruptive demonstration:** Involves injury to persons and/or damage property, or such injury and/or damage appears imminent.

Students and faculty/staff should not attempt to take matters involving civil disturbances or demonstrations into their own hands, as it may cause the situation to worsen.

## Bomb Threats

### Bomb Threat Checklist

- Note the exact time of the call
- Note the caller's exact words
- DURING THE CALL, ask: When is the bomb going to explode? Where is the bomb? What will cause it to explode? Did you place the bomb? Why? Where are you calling from? What is your name? What is your address?
- Note the qualities of the caller's voice: Calm or Angry or Excited, or Stressed Slow or Rapid, Crying, Slurred, Stutter or Lisp, Deep or High, Loud or Quiet, Giggling, An accent, Sincere, Squeaky Disguised
- Did the voice sound familiar? If so, who did it sound like?
- Note any background noises.

Immediately notify the Campus Director, in the director's absence notify The Administrator on Duty or any staff member of the Campus. The Campus Director, Administrator on Duty or Campus Security Authority member will notify local law enforcement. Local law enforcement will determine if the building should be immediately evacuated. Do not activate the alarm system or use cell phones or radios before, during and after the evacuation. The signals may cause the bomb, if there is one, to explode

## Fire Emergencies

In the case of a fire emergency, (1) an uncontrolled fire or imminent fire hazard, (2) the presence of smoke or the odor of burning, (3) the uncontrolled release of a flammable or combustible substance, or (4) a fire alarm sounding, **CALL 911**. During a fire emergency, only Emergency Coordinators may remain in the building to fulfill their responsibilities. All other occupants must immediately evacuate the building.

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small incipient stage fires (no larger than a waste paper basket). Fire-fighting efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat or flames

### If you discover a fire:

Do not immediately try to fight the fire. Alert people in the area of the need to evacuate. Activate the nearest fire alarm. **CALL 911**

### If a building fire alarm is sounding or you receive notification of a fire emergency:

Feel the door or doorknob to the hallway with the back of your hand. If it feels hot, do not open it - the fire may be on the other side of the door. If you are trapped, put a cloth or towel under the door to help prevent the entry of smoke. Dial 911 and tell the dispatcher your location and that you are trapped in the room and need rescue. Stay on the phone until instructed otherwise. If the door is not hot, open it slowly. If the hallway is clear of smoke walk to the nearest exit and evacuate via the exit to the parking lot. Close doors

behind you. Assemble at the area designated by the Emergency Coordinator and remain there until Instructed by the fire department, police or sheriff that is safe to re-enter the building.

## **Evacuation Procedures**

Emergencies such as fires, bomb threats, violent or criminal behavior, civil disturbances, etc. may necessitate the evacuation of the building. Any incident requiring evacuation shall be immediately reported to the appropriate authorities by dialing **911**. Students and visitors who may not be familiar with the emergency evacuation plan **MUST** be informed by the Emergency Coordinators of the requirement to evacuate. Special attention should also be given to any persons with disabilities, especially those who are visitors or are unfamiliar with the building. If the building evacuation is required, all individuals will exit the building expeditiously and in an orderly manner via the nearest emergency exit route. Instructors should ensure that they and their students know the correct route to take as indicated on the evacuation maps in each classroom. Instructors should take attendance rosters with them when evacuating. Take along any personal property, if safe to do so, including car keys, medications, etc. Doors to rooms should be closed (but not locked), do not open drawers or cabinets, or turn lights on or off.

Once outside the building, move immediately to the staging area designated by the Emergency Coordinators. If an alternate staging area is used, affected individuals will be so notified. Instructors will take attendance to ensure that all students are present and out of the building. Do not allow students to go to their vehicles or otherwise leave the staging area. Emergency Coordinators will ensure that roadways, fire lanes, fire hydrant areas and walkways are kept clear for emergency vehicles and personnel. **DO NOT** return to the building once evacuated to look for missing people or property, as you may become another victim needing rescue. Wait until Instructed to return inside. The **All Clear**" signal will come from the Emergency Coordinators.

## **Medical Emergencies**

Do not exceed your training or knowledge when attempting to render first aid. Ask the injured or sick person if they want emergency medical treatment. If yes, or unable to give assent, **CALL 911**. Do not move the injured or sick person unless there is danger of further harm. Keep the injured or sick person warm. A first aid kit is kept in the Education Office. Injuries and illnesses requiring medical attention should be reported to the Campus Director.

## **Threats**

### **If you receive a threatening call:**

Ascertain as much information from the caller as possible. Use the guidelines in the Bomb Threat checklist above to assist you in recording the information. Notify the Campus Director, Administrator on Duty, or Campus Security Authority. The Campus Director, Administrator on Duty, or Campus Security Authority will notify appropriate authorities as necessary. **DO NOT** activate the building alarm system to evacuate.

### **If you receive a threatening e-mail:**

Do not delete the e-mail, Forward the e-mail as directed by the Campus Director, Administrator on Duty or Campus Security Authority. The Campus Director, Administrator on Duty or Campus Security Authority will notify appropriate authorities as necessary. **DO NOT** activate the alarm system to evacuate the building.

### **If you receive a suspicious letter or package:**

Do not try to open the package. If there is spilled material, do not try to clean it up and do not smell, touch or taste the material. Do not shake or bump the package or letter. Isolate the package, placing it in a sealable plastic bag, if available. Calmly alert others in the immediate area and leave the area, closing the door behind you. Wash hands and exposed skin vigorously with soap and flowing water for at least 20 seconds. Antibacterial soaps that do not require water are not effective for removing anthrax or other threatening materials. Notify the School's Campus Director, Administrator on Duty or Campus Security Authority. The School Campus Director, Administrator on Duty or Campus Security Authority will call the appropriate authorities. Wait for the law enforcement/ fire rescue response. Do not leave the building unless instructed to do so by the authorities.

## **Harassing Phone Calls and Messages**

Each year members of the college community are victimized by harassing phone calls and messages. Most of these calls, which fall into several categories (obscene, no one on the line, solicitation, surveys), can be stopped by hanging up quickly and quietly. Here are a few ground rules:

- Don't answer questions that make you feel uncomfortable
- If you don't want to talk, say so or hang up
- Don't give the caller any indication that you may be alone
- Don't let the caller know he/she has upset you
- If the caller indicates that he/she is an official, ask for a number or address where they can be reached
- If the harassing caller leaves a message on your voice mail, please do not delete the message.
- If calls persist, or at any time that you feel threatened contact the Campus Director, Administrator on Duty or Campus Security
- Authority. The Campus Director, Administrator on Duty or Campus Security Authority will contact law enforcement. Often a pattern will emerge, and the caller can be identified and charged.

## Power Outages

Equipment that will continue to operate during a Power Outage: Cell Phones, Emergency Lighting, Building Alarm Systems. General Steps to take: Remain calm and stay where you are unless there is an imminent threat to your safety (e.g. fire). Since most power outages last less than 5 minutes, it may be best to remain in place, rather than to attempt to evacuate the building. Contact Facilities - front desk to report an outage in your area. Do not call 911 to report the outage or to find out more information. If you are in an unlit area, proceed with caution to an area that has emergency lighting. The backlighting on your cell phone may function as a source of light to help you navigate. Turn off all computers, light switches and appliances to avoid a power surge when power is restored. Classrooms and Assembly Spaces: Faculty should instruct the class to remain in place and await the restoration of power. If power does not return in 15 minutes, an orderly evacuation may be attempted under the direction of the Administrator on Duty.

## Sheltering Within the Building

Some emergencies may necessitate that students and employees take shelter and remain within the building during the course of the emergency. Students will be notified by the faculty and /or Emergency Coordinators of the correct assembly areas within the campus building. This is extremely important so that everyone can be accounted for. Faculty and students will gather in designated rooms/areas and restrooms. Staying sheltered inside the building would become necessary only when conditions outside of the building become unsafe due to such things as natural disasters, a chemical spill in the immediate area releasing toxic vapors, civil disturbances, etc.

## Natural Disasters

Earthquakes- During an earthquake, remain calm and quickly follow the appropriate steps listed below:

Indoors: Seek refuge in a doorway or beneath a desk or table stay away from glass windows, shelves and heavy equipment. When the building alarm is sounded, follow the building evacuation procedures outlined in this plan. Outdoors: Move quickly away from a building, utility poles and other structures. Move to an area at least 500 feet away from the affected buildings(s). If requested, please assist emergency crews as necessary. Do not return to the evacuated building unless you have been told by a school official that the building is clear, and it is safe to return. Avoid downed power or utility lines, as they may be energized. Automobiles: Stop at the safest place available, preferably **away** from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers

Tornados and Hurricanes - During a tornado or hurricane, remain calm and quickly follow the appropriate steps listed below. Do not go outside and if outside, move into a building as soon as possible! Move away from the outer walls of the building and exterior glass areas. Faculty and students should gather in rooms/areas and restrooms as designated by Campus Emergency Coordinators. Take cover beneath heavy furniture on the lowest floor possible, in the center of the building or in a room away from the perimeter of the building.

## Thunderstorms and Lightning:

All thunderstorms are dangerous. Every thunderstorm produces lightning. In the United States, averages of 300 people are injured, and 80 people are killed each year by lightning. Although most lightning victims survive, people struck by lightning often report a variety of long-term, debilitating symptoms. Other associated dangers of thunderstorms include tornadoes, strong winds, hail, and flash flooding. Flash flooding is responsible for more fatalities - more than 140 annually-than any other thunderstorm-associated hazard.

Facts about Thunderstorms: They may occur singly, in clusters, or in lines. Some of the most severe occur when a single thunderstorm affects one location for an extended time. Thunderstorms typically produce heavy rain for a brief period, anywhere from 30 minutes to an hour. About 10 percent of thunderstorms are classified as severe - one that produces hail at least three-quarters of

an inch in diameter, has winds of 58 miles per hour or higher, or produces tornadoes.

Facts about Lightning: Lightning's unpredictability increases the risk to individuals and property. Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from any rainfall. "Heat Lightning" is actually lightning from a thunderstorm too far away for thunder to be heard. However, the storm may be moving in your direction. Most lightning deaths and injuries occur when people are caught outdoors in the summer months during the afternoon and evening. Your chances of being struck by lightning are estimated to be 1 in 600,000 but could be reduced even further by following safety precautions.

### **Periodic Drills**

Drills will be conducted periodically so that everyone is aware of the proper procedures and exit routes. The drills will follow these guidelines:

Evacuation Drills - If the alarm is sounded or you are directed by the campus Emergency Coordinators to evacuate the building, follow the evacuation map located in your classroom to the nearest exit. The last person in each room should close the door upon exiting. You must meet outside the building in the area designed by the Emergency Coordinators. You must wait for the campus Emergency Coordinators to give the "ALL CLEAR" signal before re-entering the building.

Shelter Drills - If a shelter drill occurs in case of a hurricane or tornado, all students and employees must report to the rooms/areas and restrooms designated by the Emergency Coordinators. The doors should be closed by the last staff member entering the room. Wait for the Emergency Coordinators to give the "ALL CLEAR" signal before leaving the area.

### **School Closure**

In the case of a temporary school closure, students and staff should refer to our Facebook page. A voicemail will also be left on the answering system as well at (914) 241-7363. School closures will also be announced on 100.7 WHUD. Students and staff may also sign-up for texts regarding storm closures at [pamal.com/storm\\_center/whud.php](http://pamal.com/storm_center/whud.php).

Appendix E - Crime Statistics Crime Statistics - No Student Housing

<b>Criminal Offense</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder and Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
<b>Forcible Sex Offenses</b>			
Rape	0	0	0
Fondling	0	0	0
<b>Non-forcible Sex Offenses</b>			
Incest	0	0	0
Statutory Rape	0	0	0
Aggravated Assault	0	0	0
Robberies	0	0	0
<b>Burglaries</b>	0	0	0
<b>Motor Vehicle Theft</b>		0	0
Arson	0	0	0
<b>Arrests For</b>			
<b>Liquor Law Violation</b>			
Number of Campus Violations	0	0	0
Campus Sanctions	0	0	0
Number of Arrests	0	0	0
Number of Fatalities	0	0	0
<b>Drug Law Violations</b>			
Number of Campus Violations	0	0	0
Campus Sanctions	0	0	0
Number of Arrests	0	0	0
Number of Fatalities	0	0	0
<b>Weapons Possession</b>			
Number of Campus Violations	0	0	0
Campus Sanctions	0	0	0
Number of Arrests	0	0	0
Number of Fatalities	0	0	0
Liquor Law Violations			0
Drug Law Violations			0









Appendix F: Clery Act Geography

