# Brooklyn Law School Annual Security and Fire Safety Report 2013-2014

Brooklyn Law School conducts primary operations in buildings located in Brooklyn, NY. These are: 250 Joralemon Street, 1 Boerum Place, which are buildings used for academic and administrative purposes, in addition to Feil Hall, 2 Pierrepont Street, and 148-150 Clinton Street.

#### Security at Brooklyn Law School

The Facilities Manager is charged with responsibility for overseeing the security function at the Law School. Students wishing to submit suggestions relating to security should contact the Facilities Manager directly. The Facilities Manager's office is located in Room 117 at 250 Joralemon Street and the telephone number is 718-780-7982. Suggestions related to security at the School's residences should contact the Assistant Dean for Student Affairs at 718-780-7926.

A security desk is maintained in the entrance lobby of the Law School's main building at 250 Joralemon Street and is staffed twenty-four hours, seven days a week by trained security guards. The phone number is 718-780-7972. Video cameras assist the guards in monitoring the building.

A security desk is also maintained in the entrance lobby of One Boerum Place. This desk is staffed when the building is open, which ordinarily is from 7 a.m. until midnight, 7 days a week. The telephone number is 718-780-7518. Video cameras assist the guards in monitoring the building.

Feil Hall, which is located at 205 State Street, also has a security desk that is staffed twenty-four hours a day, seven days a week. The telephone number is 718-780-7991. Video cameras assist the guards in monitoring the building.

The officers at the security desks are available to receive emergency calls and each security desk is equipped with a radio which enables the officers to be in voice contact with the Facilities Manager and other Law School security officers.

A valid Law School I.D. card is needed to enter any of these buildings. Security guards will call to announce visitors before allowing them entry into the building.

Security guards working in any of the Brooklyn Law school facilities do not have the authority to make arrests and are tasked with enforcing Brooklyn Law School policies and procedures. NYPD is contacted to respond to incidents to enforce local, state and Federal laws and conduct arrests if necessary. Currently, Brooklyn Law School does not have a Memorandum of Understanding (MOU) with NYPD and NY State Police pertaining to the investigation of criminal incidents. Brooklyn Law School maintains an ongoing working relationship with the NYPD. Brooklyn Law School does not have any student organizations that have off campus housing facilities.

## **Reporting Procedures**

#### **General Procedures for Reporting a Crime or Emergency**

In the event of a security or safety concern, students should notify the security officer on duty, who will log the incident and promptly report it to the Dean, the Assistant Dean for Student Affairs, and/or the Facilities Manager. If there is no security officer in a Law School building, students should contact the security officer on duty at 250 Joralemon Street by calling 718-780-7972.

Community members, students, faculty, staff, and guests are encouraged to accurately and promptly report all crimes and emergencies in an accurate and prompt manner directly to the NYPD by dialing 911 and also notifying a Brooklyn Law School security guard by dialing 718-780-7972 or by calling the guard in Feil Hall or 1 Boerum Place.

In response to a call, the security guard will take action it deems appropriate, generally logging non-emergency reports which will be submitted to the Assistant Dean for Student Affairs office for review and potential action. Internal reports involving a student, which are made to security guards, will be forwarded to the Office of Student Affairs. The Assistant Dean for Student Affairs, or a designee, is responsible for reviewing all reports and determining if the case will be referred for adjudication through the Dean of the Law School. If deemed necessary, the security guard will summon NYPD or FDNY to respond to the scene.

This publication contains information about on- and off-campus resources and is made available to all Brooklyn Law School community members. The information regarding "resources" is not provided to infer that those resources are "crime reporting entities" for Brooklyn Law School. Crimes should be reported to a Brooklyn Law School security guard as described above to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the St. Luke's Roosevelt Crime Victims Treatment Center would not be included in with the School's crime statistics.

#### **Confidential Reporting Procedures**

At the present time, Brooklyn Law School does not allow voluntary confidential reporting but if a victim wants to report a crime in a confidential manner, the victim can report it to the Assistant Dean for Student Affairs. Brooklyn Law School does not employ licensed counselors; however a student in distress is encouraged to speak to the Assistant Dean for Student Affairs. Since there are no voluntary confidential reporting procedures, a student could not access that option of reporting.

## Notification to the Brooklyn Law School Community about Reported Crimes-Timely Warning Notices

In an effort to provide timely notice to the BLS community, and in the event of a crime which may pose a serious or ongoing threat to members of the BLS community, a "Timely Warning" will be sent to all students and employees via the BLS Community Email List. In the event of a failure in email, Timely Warning notices may also be disseminated by placing posters in the building lobbies. These alerts will be prepared and approved by the Assistant Dean for Student Affairs and distributed to the community by the Assistant Dean or a designee. Follow-up information will be disseminated via the BLS Community Email List.

Timely Warnings are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by BLS. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other BLS community members and a Timely Warning may not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount information known by BLS. Timely Warnings may also be posted for other crime classifications, as deemed appropriate.

#### **Daily Crime Log**

A daily crime log is available for review during normal business hours at the entrance lobby of the Law School's main building at 250 Joralemon Street.

#### **Emergency Response and Evacuation Procedures**

The BLS Emergency Response Plan includes information about the School's Building Emergency Coordinators; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; crisis communications plans; and continuity of operations plans. The School conducts a minimum of one Emergency Response test per year. These tests may be in the form of an exercise, which could include a table top or functional exercise, and a drill which tests a procedural operation or technical system. The tests are designed to assess and evaluate the emergency plans and capabilities of the institution. On an annual basis, BLS publishes the results of the annual test and discloses whether or not the test was announced or unannounced.

Security guards are familiar with all aspects of the Emergency Action Plan including Incident Command. If a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the NYPD and/or the FDNY. These agencies will work with BLS staff to manage the incident.

Information and updates to the Emergency Response Plan is available on the BLS website at <a href="http://www.brooklaw.edu/safety-health-wellness">http://www.brooklaw.edu/safety-health-wellness</a>.

#### Notification to the BLS Community about an Immediate Threat

BLS will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring in and around BLS campus facilities. Security, the Facilities Manager, the Assistant Dean for Student Affairs and/or designee will confirm the emergency with assistance from various offices/departments on campus or external agencies, such as the NYPD, and the FDNY. The Vice Dean for Operations, the Vice Dean for Academic Affairs, the Assistant Dean for Students Affairs and/or the Dean of the Law School will determine the content of the message and the appropriate segments of the community to receive the notification. The institution may limit the message to a particular segment of the community, if the threat is limited to a particular building or segment of the population. The IT Department typically initiates the MIR3 and BLS website systems. The Assistant Dean for Student Affairs, the Vice Dean for Operations or a designee will initiate the

immediate notification for BLS community. See the chart below for specific details regarding the development and initiation of the messages. BLS staff will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the BLS community, the School has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the BLS campus community. These methods of communication are part of the MIR3 Notification System and BLS Connect which include mass emails, emergency text messages that can be sent to a phone or PDA, and website postings through BLS Connect. The MIR3 Notification System is the primary communication system used to disseminate information about emergencies or dangerous situations at the BLS campus.

Students are responsible for keeping their contact information up to date. They may do this on BLSConnect. Instructions on enrollment and how to update individual information are available on BLSConnect. Students and staff are strongly encouraged to go to the following website to sign up for the system. <a href="https://www.brooklaw.edu/updatecontactinfo/">https://www.brooklaw.edu/updatecontactinfo/</a>

System to Use	Primary Message Creator	Backup Message Creator	Authority For Approving & Sending Messages	Primary Message Sender/Distributor	Backup Message Sender/ Distributor
PRIMARY					
MIR3 (Phone, Text, Email)	Vice Dean for Operations	Vice Dean for Academic Affairs, Assistant Dean for Student Affairs or Dean of Law School	Vice Dean for Operations, Vice Dean for Academic Affairs, Assistant Dean for Student Affairs, or Dean of Law School	IT Department Staff	N/A
BLS Connect Website and 6 Monitors	Vice Dean for Operations	Vice Dean for Academic Affairs, Assistant Dean for Student Affairs or Dean of Law School	Same as above	IT Department Staff	N/A
BLS Community Email	Vice Dean for Operations	Vice Dean for Academic Affairs, Assistant Dean for Student Affairs or Dean of Law School	Same as above	Assistant Dean for Student Affairs	Vice Dean for Operations or designee.
SECONDARY					
Fire Alarm System	Security	Facilities	Security or Facilities	Security	Facilities
Face to Face Communication	Security	Deans	Security or Facilities	Security	Deans

In addition, BLS will use some or all of these methods of communication to provide follow-up information to the BLS community following an emergency on campus. BLS will post any emergency notifications on its opening home page which can be accessed by any member of the BLS community and the larger community. The BLS homepage is located at <a href="http://www.brooklaw.edu">http://www.brooklaw.edu</a>.

BLS community members are encouraged to notify the security guard on duty at 718-780-7972 or the other guard phone numbers as described in the Reporting Procedures section of this document of any situation or incident in or around a BLS facility that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus.

#### **Emergency Evacuation Procedures**

Always evacuate the building immediately upon hearing a fire alarm in the facility. Use the nearest stairwell and/or exit to leave the building.

In the event of a fire or other emergency, everyone needs to be familiar with the stairwell exits in all of the Law School buildings. Detailed signs showing all available exits and instructions in case of an emergency have been posted near the entrance in each classroom. Faculty members and students are expected to familiarize themselves with these signs in any classroom in which they teach or have class.

All emergency exits should be used during drills as well as emergencies. Do not worry about making the alarm go off. If an exit has an alarm bar, push it to unlock the door. Everyone is expected to use the closest stairway to their location to exit to the ground floor. Doors to stairwells must be kept closed, unless a person is entering or exiting. To avoid an accident or injury, do not, at any time, wedge or tie the stairwell doors open.

During an emergency or drill, remain calm. Follow the directions of fire wardens and faculty members. When a fire alarm sounds:

- Terminate all telephone conversations, meetings or classes;
- Do not call the lobby security guard to find out whether there is an actual emergency; the lobby phone must be kept available for phone calls seeking assistance;
- Take all valuables and coats with you, if readily available;
- Do not return for valuables;
- Close all doors behind you and leave the lights on;
- Do not run and do not use the elevators as means to the exit the floor; and
- Proceed to the nearest stairwell and exit the building.

Security and emergency personnel will direct you out of the building and inform you when it is safe to return. In an emergency, non-compliance with these rules could be fatal to you and others.

#### Persons In Need of Assistance During an Emergency

In the event of any emergency requiring the evacuation of personnel and students, it is important that Law School's security personnel and the Office of Student Affairs are aware of all staff members, faculty, students and visitors who have any condition or disability that will result in the need for assistance. These conditions include, but are not limited to, limitation of sight, hearing or mobility, heart condition, back problem, pregnancy, respiratory condition or any other condition that would make it difficult to follow emergency procedures.

Anyone who might require assistance should an emergency arise should notify the Assistant Dean for Student Affairs at 718-780-0679. All information will be kept confidential to the full extent possible consistent with the needs of the Law School. Any individual whose condition improves and no longer requires assistance during an emergency evacuation should also notify the Assistant Dean for Student Affairs.

Students, faculty and staff receive information about evacuation and shelter-in-place procedures during their annual training meetings and during other educational sessions that they can participate in throughout the year.

#### Shelter-in-Place Procedures – What it Means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to seek shelter indoors. Thus, to "shelter-in-place" means to utilize the building that you are in as shelter from danger that is outside of the building or in other areas of the building. With a few adjustments, these locations can be made even safer and more comfortable until it is safe to go outside.

#### Basic "Shelter-in-Place" Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, BLS ID Card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, proceed to the pre-designated evacuation point or to a safe location. If police or fire department personnel are on the scene, follow their directions.

#### How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from several sources but will most likely be via the MIR3 Notification System which delivers emergency information to students, faculty and staff via several possible channels, including text, phone and email; NYPD or the FDNY personnel; or New York City government agencies/officials.

#### How to "Shelter-in-Place"

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

- 1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- 2. Locate a room to shelter inside. It should be:
- 3. an interior room
- 4. above ground level
- 5. without windows or with the least number of windows
- 6. if there is a large group of people inside a particular building, several rooms may be necessary
- 7. Shut and lock all windows and close exterior doors.
- 8. Turn off air conditioners, heaters, and fans.
- 9. Close vents to ventilation systems as you are able.
- 10. Make a list of the people with you and ask someone to call the list in to the security guard at 718-780-7972.
- 11. If possible, turn on a radio or TV and listen for further instructions.
- 12. Remain calm and make yourself comfortable.

## **Security and Access to Campus Facilities**

## **Academic and Administrative Buildings**

BLS is part of the borough of Brooklyn, and although some entrances to the buildings have security guards on site to controlled access, it is impossible to monitor every one of those areas all the time. Unauthorized individuals could possibly gain entrance if they are determined to thwart the security of the School by timing their entries behind other entrants, or asking someone to hold a door open, etc.

Feil Hall has a security guard at the front entrance of the building 24/7, when residents enter the building they have to present their ID card (residents receive a green ID card which separates them from non-residential students). When guests come in their ID is requested and their information is captured on a guest log. The security guard then confirms with the resident that the individual is an authorized guest. Feil Hall has a security camera system which monitored by the security guard at the front entrance.

The buildings at 2 Pierreport Street (8 blocks off campus) and 148-150 Clinton Street (4 blocks off campus) are locked and residents have a key to the front door to gain access to those buildings. If the residents of those buildings have a security related matter the residents would call NYPD. There is no security patrolling or CCTVs for these buildings currently.

The buildings listed below have a security guard on site to monitor access and respond to security issues when necessary.

- 250 Joralemon Street (Admin.) 24 hours/day, this guard controls access by checking IDs and is on site to respond to emergencies if necessary. (From 8am-4pm there are two guards).
- 1 Boerum Place (Admin.) 7am-12 midnight. This guard controls access by checking IDs and is on site to respond to emergencies if necessary. The building is placed in a locked status at midnight. The building is alarmed from midnight to 7am.

## **Maintenance of Campus Facilities**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The BLS Facilities Maintenance Staff addresses maintenance issues at all BLS facilities to assess and initiate repairs of malfunctioning lights and other unsafe physical conditions. Other members of the BLS community are helpful when they report equipment problems to the security guards on duty.

## **Education of Members of the College Community**

NYPD officers from the 84<sup>th</sup> precinct attend new student orientation to answer questions and provide information upon request pertaining to safety and security information. This officer can provide students with information related to security risk assessments, crime prevention talks, and situational awareness.

Campus security and emergency procedures are discussed during new student orientations held at the start of every fall semester. Information is provided encouraging participants to be responsible for their own security/safety and for the security/safety of others on campus. BLS personnel do not currently conduct additional educational programs throughout the year. There is typically one crime prevention and security awareness program conducted each academic year during new student orientation.

#### **Responsibilities of the BLS Community**

Members of the BLS community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:

- 1. Report all suspicious activity to the security guard or NYPD immediately.
- 2. Never take personal safety for granted.
- 3. Try to avoid walking alone at night.
- 4. Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively or are engaging in illegal activity. Remember to call the security guard for help at the first sign of trouble.
- 5. Carry only small amounts of cash.
- 6. Never leave valuables (wallets, purses, laptops, phones, calculators, etc.) unattended.
- 7. Carry your keys at all times and do not lend them to anyone.

- 8. Always lock the door to your office when you are not there.
- 9. Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.

#### **Alcohol and Drug Policies**

## **Drug-Free Schools and Communities**

In accordance with the federal Drug Free Workplace Act of 1988, the federal Drug Free Schools and Communities Act of 1989, and the Brooklyn Law School's Drug-free Workplace Policy, it is the policy of BLS that the unlawful or unauthorized manufacture, sale, distribution, dispensation, possession or use of alcohol and illicit drugs by students on BLS property or as part of any BLS activity (unless alcohol is served as part of the activity) is prohibited. This includes prescription medications that are being used contrary to how they were prescribed. The full policy is available here: <a href="http://www.brooklaw.edu/safety-health-wellness">http://www.brooklaw.edu/safety-health-wellness</a>.

Any student who violates this policy is subject to disciplinary action up to and including referral to the Assistant Dean for Student Affairs for referral for prosecution, and/or referral for satisfactory participation in an appropriate evaluation or rehabilitation program. Failure of BLS community members to comply with this requirement could result in the loss of federal funds to the school.

The School does not condone violations of laws proscribing possession, use, or sale of alcoholic beverages and possession, use, sale, manufacture, or distribution of controlled substances and illegal drugs and NYPD enforced Federal and State laws and local ordinances regarding alcohol and drug law violations, including State underage drinking laws.

#### **Response to Sexual Assault**

BLS is committed to creating and maintaining a work and study environment free of conduct and communication of a sexual nature that interferes with an individual's work or academic performance or that creates an intimidating, hostile or offensive work or academic environment. Sexual harassment is inconsistent with the school's commitments to excellence and to a community in which mutual respect is a core value.

Rape and all forms of sexual assault by and against students are violations of the Brooklyn Law School Student Handbook.

#### **Male Victims**

While most victims of sexual assault are women, some men are also victims. Male victims at BLS receive the same services as women. Emotional support, counseling about options, information about resources related to legal issues and medical treatment are available to assist all those recovering from sexual assault.

#### **Prevention and Education Programs**

Information about sexual assault awareness and prevention is available in the Student Handbook Safety and Security which is available through the Assistant Dean for Student Affairs upon request. General safety procedures, that include sexual assault awareness, are covered during new student orientation.

#### Title IX

It is the policy of BLS to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, including, but not limited to, sexual harassment and sexual violence, in the School's educational programs and activities. Title IX also prohibits intimidation, coercion or retaliation against individuals for engaging in activities protected by Title IX including asserting claims of sex discrimination. BLS has a designated Title IX Coordinator, the Assistant Dean for Student Affairs, who can be reached at 718-780-0679. Title IX complaints, grievances or inquiries concerning Title IX may be directed to that Title IX Coordinator. A person may also file a written complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 1-800-421-3481.

#### Guidelines for Assistance for Students, Employees, and Guests of Brooklyn Law School

It is important for a victim of sexual assault to get assistance and support right away. It is important for the victim to follow the steps outlined below.

- Go to the closest emergency room. It is important that a sexual assault victim have a medical exam as soon as possible to ensure proper treatment and prompt collection of physical evidence, which is important in the prosecution of the case. If the sexual assault victim receives medical care within 72-96 hours of the assault, he or she may be able to receive preventative treatment for certain sexually transmitted diseases and pregnancy.
- Ask to speak with a rape crisis counselor or advocate at the emergency room.
- Do not shower, change clothes, douche or comb hair until after you have been examined in the emergency room.
- Do not drink or urinate, if possible, until after you have been examined in the emergency room.
- Keep the clothes you wore at the time of the attack for the medical/forensic exam.
  Remember to bring them with you. Do not wash them. Keep them in a paper bag, if possible.
- Make sure you are tested for possible HIV, sexually transmitted diseases and pregnancy.
- Call a crime victim's hotline for help. See phone numbers listed below.
- Contact the NYPD or appropriate law enforcement agency to report the crime. Ask the hospital to conduct a rape kit exam to preserve forensic evidence. If you suspect you were drugged, ask that a urine sample be collected for testing. If emergency contraception (the "morning after pill") is not offered to you, you may request it to prevent pregnancy.
- Try to remember as many details of the attack, the appearance and actions of the attacker and any other information you can because this information will help the Police Department with its investigation.

To pursue criminal charges, a victim must report the crime to the police. This right to file a formal complaint with local law enforcement exists under Title IX of the Education Amendments of 1972. 20 U.S.C. §§ 1681-1688. The police recommend that this be done as soon as possible after the assault. The student should also report an assault to the Assistant Dean for Student Affairs. If the assault has taken place on Law School property, the student should also report the assault to the Law School security.

The NYPD has a special sex crimes liaison squad. The twenty-four-hour hotline number is 212-267-RAPE (7273). The officers in this squad have been trained to respond in a sensitive manner to a victim of sexual assault.

The NYPD can be contacted by dialing 911.

The student may request that a school administrator assist with notifying local authority. Important information and guidelines to be followed in reporting sex crimes are available from the NYPD. For assistance with reporting an incident to officers at the NYPD, or pursuing legal action contact the Associate Dean of Student Affairs or Professor Lisa Smith, at 718-780-7919, who has extensive experience working with victims of violent crime.

#### RESOURCES: COUNSELING AND EMOTIONAL SUPPORT

#### On Campus

During the difficult period after a sexual assault, it is important to obtain emotional support. The student should seek out emotional support from friends, family and religious advisors. Victims are encouraged to contact the Law School's mental health consultants for counseling. Professional counseling is available through these consultants, in the form of up to two free and confidential sessions. These consultants can assist students with finding further low cost counseling. These consultants are listed in the Student Life section of BLSConnect. Informal counseling is also available from the Office for Student Affairs. The Assistant Dean for Student Affairs can, upon request, assist the student with alternate academic and living arrangements, if reasonably available.

Various rape crisis intervention programs provide support services not only to victims of sexual assault, but to their family and friends as well. Organizations serving victims of sexual assault are listed below.

For any concerns or questions about sexual violence or harassment, please contact Assistant Dean for Student Affairs, Jennifer Lang, 250 Joralemon Street, Ninth Floor, Brooklyn, New York 11201, 718-780-0679, <a href="mailto:studentaffairs@brooklaw.edu">studentaffairs@brooklaw.edu</a>.

#### **Off Campus**

NYC Police Emergency Number	911
NYPD Sex Crimes Hotline	212-267-RAPE (7273)
NYC Police Brooklyn Special Victims Squad	718-230-4417
Brooklyn DA's Special Victims Bureau	718-250-3170
Local Precinct (84th) 301 Gold Street	718-875-6811
Emergency Department of LICH Amity Street (between Hicks and Henry)	718-780-1961
New York City Gay and Lesbian Anti-Violence Project, <a href="http://www.avp.org/">http://www.avp.org/</a>	212-714-1141
24 -hour bilingual Crime Victims Hotline	
Safe Horizon, www.safehorizon.org	1-800-621-4673
24 Hour Crime Victims Hotline	1-866-689-4357
24 Domestic Violence Hotline	1-800-621-4673
Rape Crisis and Sexual Assault Hotline	212-227-3000
Counseling Centers Services by Appointment	347-328-8110
St. Luke's Roosevelt Crime Victims Treatment Center	212-523-4728

## REPORTING TO BLS TO INITIATE THE JUDICIAL/ DISCIPLINARY PROCESS UNDER THE BROOKLYN LAW SCHOOL STUDENT HANDBOOK

#### **Procedures for Law School Disciplinary Action**

If the sexual assault involves a fellow student or an employee of the Law School, an informal or formal complaint can be filed with a member of the Committee on Sexual Harassment.

Sanctions for a violation of the disciplinary code for sexual assault include dismissal, suspension for a definite or indefinite period, with or without conditions, admonishment or probation. These sanctions are independent from those imposed as a result of a criminal proceeding.

If a member of BLS is sexually assaulted by another member of the BLS community, there are disciplinary processes available at the institution.

#### BROOKLYN LAW SCHOOL DISCIPLINARY ACTION

#### **Sexual Assault**

Students found to have committed a sexual assault are subject to the following disciplinary sanction: Disciplinary Probation, Disciplinary Suspension, Financial Restitution, Alternative Sanction (*e.g.*, community service, restricted access to School programs, activities, services, facilities, etc.), Psychological Assessment, and/or Expulsion. Pursuant to the School's disciplinary procedures, both the accuser and the accused are entitled to have an advisor or support person

present during a hearing. Finally, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault.

BLS will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

## **Sex Offender Registry**

The federal "Campus Sex Crimes Prevention Act", enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. Information regarding sexual offenders is available through the New York State Offender Registry at <a href="http://criminaljustice.state.ny.us/nsor/">http://criminaljustice.state.ny.us/nsor/</a> or 1-800-262-3257.

#### **Notification of Missing Students**

If a member of the Brooklyn Law School community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify the security guard on duty at 718-780-7972 or one of the other security phone numbers listed earlier in this report. The security guard will generate a missing person report and notify the Assistant Dean for Student Affairs.

After investigating the missing person report, should the security staff determine that the student is missing and has been missing for more than 24 hours, BLS will notify NYPD and the student's confidential contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, BLS will notify the student's parent or legal guardian and any other designated contact person immediately after BLS has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by BLS in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, BLS will notify that individual no later than 24 hours after the student is determined to be missing. Residential students will be notified of this option annually and a student who wishes to identify a confidential missing person contact can do so through this link:

https://blsconnect.brooklaw.edu/academics/forms/Lists/Missing%20Person%20Contact%20Information/newform.aspx. A student's confidential missing person contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

#### **Appendix**

#### **Sex Offenses Definitions**

As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program:

#### **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 against the 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 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 youth or 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; or, not forcibly or against the 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 or physical incapacity.

#### <u>Sex Offenses – Non-Forcible</u>

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.

#### **As Per the Uniform Crime Reporting Handbook:**

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the 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 the crime were successfully completed.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

**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. (Classified as motor vehicle theft are all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: 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, violence, and/or causing the victim fear.

**Weapon 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, but are not limited to: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate 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.)

## Offense Definitions Relating to Hate/Bias Related Crime Statistics as per the UCR Hate Crime Reporting Guidelines:

**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.

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

**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.

## **Geography definitions from the Clery Act:**

On-Campus-Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

**Non-Campus Building or Property**-Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property**-Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The BLS crime statistics do not include crimes that occur in privately owned homes or businesses around BLS facilities.

Offense	Year	On Campus	Non Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Negligent Manslaughter	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Sex Offenses, Forcible	2010	0	0	0	0	0
	2011	1	0	0	1	1
	2012	0	0	0	0	0
Sex Offenses, Non Forcible	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Robbery	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Aggravated Assault	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Burglary	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Motor Vehicle Theft	2010	0	0	0	0	0
	2011	0	0	1	1	0
	2012	0	0	0	0	0

Offense	Year	On Campus	Non Campus	Public Property	Total	Residential Facilities
Arson	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Liquor Law Arrests	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Drug Law Arrests	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Weapons Law Arrests	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012		0	0	0	0

#### **Hate Crimes**

None of the crimes listed above manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability in 2010, 2011 and 2012.

## **Procedures for Preparing the Annual Disclosure of Crime Statistics**

In compliance with the Clery Act, reports from the university community (CSAs and Judicial Referrals) and local law enforcement agencies are compiled and published annually by BLS

through coordination from the Assistant Dean for Student Affairs. This report explains public safety and security policies in effect at BLS. It summarizes crime reporting procedures, crime prevention programs, and other services available to the campus community. Crime statistics for the 2010 through 2012 calendar years are provided, including information regarding number of arrests made and types of criminal offenses that occurred during these time periods. It should be noted that the crime statistics included in this publication are gathered for buildings owned or controlled by BLS and used for educational purposes.

## **Fire Safety Report**

#### **FIRE SAFETY**

This report contains information related to fire safety in campus housing at Brooklyn Law School, in accordance with the requirements of the Higher Education Opportunity Act of 2008. Brooklyn Law School creates this report annually, relying on information provided by collaborative partners, including but not limited to Croker Fire Drill Corporation.

The security guard maintains the campus housing fire log at the lobby of the Law School's main building at 250 Joralemon Street.

#### **Fire Safety Systems**

Feil Hall is the only on campus residential facility and the building has the following fire safety Systems:

- The fire safety system is monitored by Tyco.
- There are sprinklers throughout the building.
- The building has smoke detectors in each apartment.
- The building has fire extinguishers on each floor.

Brooklyn Law School conducts two evacuation drills in Feil Hall each year.

#### **Procedures for Evacuation of Campus Housing In Case of a Fire**

The FDNY has provided guidance to Brooklyn Law School regarding fires. The following information has been posted in every apartment in Feil Hall.

In the event of a fire, stay calm. Notify the Fire Department and follow directions of the Fire Department personnel. If you must take immediate action, use your judgment as to the safest course of action, guided by the following information:

You are in a non-combustible (fireproof) building.

If the Fire is in your apartment:

- Close the door to the room where the fire is and leave the apartment.
- Make sure everyone leaves the apartment with you.

- Take your keys.
- Close, but do not lock, the apartment door.
- Alert people on your floor by knocking on their doors on the way to the exit.
- Use the nearest stairwell to leave the building.
- Do NOT use the elevator.
- Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your household at pre-determined location outside the building. Notify the firefighters if anyone is unaccounted for.
- If the fire is not in your apartment:
- Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.
- If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
- Seal the doors to your apartment with wet towels or sheets, and seal the air ducts or other openings where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below.
- Do not break any windows
- If conditions in the apartment appear life threatening, open a window and wave a towel or sheet to attract attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

## Procedures Students and Employees should follow in Case of a Fire

In the event of a fire or other situation requiring evacuation and notification of emergency services personnel, please follow these directions:

- Sound the fire alarm by activating the nearest manual pull station.
- Move swiftly to the nearest emergency exit

- Call 911 to report the fire.
- DO NOT re-enter the building for any reason until given clearance by emergency responders on the scene.

In the event of a fire or other emergency, everyone needs to be familiar with the stairwell exits in all of the Law School buildings. Detailed signs showing all available exits and instructions in case of an emergency have been posted near the entrance in each classroom. Faculty members and students are expected to familiarize themselves with these signs in any classroom in which they teach or have class.

All emergency exits should be used during drills as well as emergencies. Do not worry about making the alarm go off. If an exit has an alarm bar, push it to unlock the door. Everyone is expected to use the closest stairway to their location to exit to the ground floor. Doors to stairwells must be kept closed, unless a person is entering or exiting. To avoid an accident or injury, do not, at any time, wedge or tie the stairwell doors open.

## Policies on Portable Electrical Appliances, Smoking, and Open Flames in Campus Housing

Housing License Policies Related to Portable Electrical Appliances, Smoking and Open Flames:

- A. No candles, incense, or other open flame items. Barbeque grills are not permitted, including on terraces.
- B. Free standing halogen torchiere pole lamps or halogen desk lamps, and tubular halogen bulbs are strictly forbidden in Brooklyn Law School residences due to the potential danger of fire associated with their use.
- C. Evergreen trees or other flammable decoration are not permitted.
- D. No tampering with fire extinguishers, equipment, alarms, or signs.
- E. No smoking is permitted in any student apartment, including on terraces. Smoking is never permitted in the common areas of any building.
- F. No firearms, explosives, fireworks, or weapons of any kind, including air pistols and BB guns.
- G. Electrical appliances are permitted in the residential facilities

## **Fire Safety Education and Training Programs**

All BLS security staff members are trained according to the fire safety plans established Brooklyn Law School. All BLS security staff members are trained based upon standard school protocols for fire safety, with additional information in residence hall rooms for occupants to review.

#### **Reporting of Fire Safety Information**

All fire safety concerns should immediately be reported to the security guard at 718-780-7972 or one of the other lobby guards at the numbers provided earlier in this report. If a member of the BLS community finds evidence of a fire that has been extinguished, and the person is not sure

whether the security guard has already responded, the community member should immediately notify the security guard to investigate and document the incident.

## **Plans for Future Improvements to Fire Safety**

Brooklyn Law School currently plans to upgrade the fire alarm system in 1 Boerum Place and to install a fire alarm control system in 2 Pierreport Street barring any future unforeseen circumstances.

#### **Fire Statistics**

#### FIRE STATISTICS CHART

## 2012

Residential Facility Name and Address	Total # Fires	Fire#	Cause of Fire	# Injuries	# Deaths	Value of Property Damage
Feil Hall, 205	3	0	no flames;	0	0	0
State Street			only smoke			

#### 2011

Residential Facility Name and Address	Total # Fires	Fire #	Cause of Fire	# Injuries	# Deaths	Value of Property Damage
Feil Hall, 205	2	0	no flames;	0	0	0
State Street			only smoke			

## 2010

Residential Facility Name and Address	Total # Fires	Fire #	Cause of Fire	# Injuries	# Deaths	Value of Property Damage
Feil Hall, 205	1	0	no flames;	0	0	0
State Street			only smoke			