

Brooklyn Law School
**Annual Security &
Fire Safety Report**
2022 - 2023



Brooklyn Law School
ESTABLISHED 1901



TABLE OF CONTENTS

Security at Brooklyn Law	1
Reporting Procedures:	
General Procedures for Reporting a Crime or Emergency.....	2
Confidentiality.....	2
Notification to the Brooklyn Law School Community about Reported Crimes – Timely Warning Notices.....	3
Notification of Missing Student.....	4
Daily Crime and Fire Log.....	5
Emergency Response and Evacuation Procedures.....	5
Notification to the Brooklyn Law School Community about an Immediate Threat.....	5
Emergency Evacuation Procedures.....	7
Persons in Need of Assistance During an Emergency.....	8
Shelter-in-Place Procedures – What is “Shelter-in-Place”?.....	8
Security and Access to BLS Campus Facilities.....	10
Maintenance of BLS Campus Facilities.....	10
Education of Members of the BLS Community.....	11
Responsibilities of the BLS Community.....	11
Alcohol and Drug Policies.....	12
Smoke and Tobacco-Free Campus Policy.....	12
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, As Amended by the Violence Against Women Reauthorization Act of 2013.....	13
A. Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking.....	13
B. Definition of Affirmative Consent/Incapacity.....	17
C. How to be an Active Bystander.....	18
D. Risk Reduction.....	19
E. Prevention Programs.....	20
F. Procedures a Victim Should Follow if a Crime of Domestic Violence, Dating Violence, or Sexual Assault Occurs.....	23
G. Procedures the Law School will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking is Reported.....	26
H. Assistance for Victims: Rights and Options.....	28
I. Resources – On and Off Campus	32

J. Adjudication of Violations.....	36
K. Protective Measures Available to Victims Alleging Misconduct.....	39
L. Notification to Victims of Crimes of Violence.....	40
FERPA.....	40
Sex Offender Registration.....	40
Committee on Campus Security.....	40
Procedures for Preparing the Annual Disclosure of Crime Statistics.....	41
Definition of Crimes.....	41
Definition of Clery Act Geography.....	43
Crime Statistics.....	44
Fire Safety Report.....	47
Fire Safety Systems.....	47
Procedures for Evacuation of Campus Housing in Case of Fire.....	47
Procedures for Evacuation of Academic Building in Case of Fire.....	49
Policies on Portable Electrical Appliances, Smoking, and Open Flames in Campus Housing.....	51
Fire Safety Education and Training Programs.....	51
Reporting of Fire Safety Information.....	51
Fire Statistics.....	52



ANNUAL SECURITY AND FIRE SAFETY REPORT 2022 - 2023

Brooklyn Law School (BLS) conducts its academic and administrative operations at 250 Joralemon Street, Brooklyn, New York, and 205 State Street (Feil Hall), which is a residential facility.

Security at Brooklyn Law School

Watch Guard 24/7 LLC, a New York State licensed security company, currently provides security for the Law School.

Security desks are in operation at the following locations:

1. **250 Joralemon Street** - The entrance lobby of the Law School's main building is staffed twenty-four hours, seven days a week by security officers. The phone number is **718-780-7972**.
2. **205 State Street (Feil Hall)** - The entrance lobby is staffed twenty-four hours a day, seven days a week by security. The telephone number is **718-780-7991**.

Each security desk is equipped with two-way radio transmitters, and the security desks can receive emergency calls which enables security officers. A valid Law School I.D. card is needed to enter all BLS buildings. Visitor will be announced by phone before permitting entry to a building. Video cameras have been installed on the Law School's premises at the two locations.

Security guards enforce Brooklyn Law School policies and procedures only on BLS-owned or controlled property. They do not have authority to enforce rules in public space or other private property. They also do not have legal authority to make arrests. The NYPD is contacted to initiate an arrest, when necessary.

Brooklyn Law School has a Memorandum of Understanding (MOU) with the New York Police Department (NYPD) pertaining to the investigation of criminal incidents. None of its student organizations have campus or non-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 guard on duty. The officer will log the incident and promptly report it to Karley Heavey at 718-780-7561 or karlye.heavey@brooklaw.edu. Ms. Heavey will report the incident to the appropriate persons, which

may include the Vice President of Operations; the Dean of Students; the Assistant Dean of Students; The Title IX Coordinator; and the Office of Legal Counsel. **If a security officer is not present in a Law School building, students are to call 718-780-7972.**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and emergencies in an accurate and prompt manner (including when the victim elects to or is unable to make such a report) directly to the NYPD by dialing 911. They should also notify a Watch Guard security guard by dialing **718-780-7972**. The security officer will act as deemed appropriate. The officer will also log non-emergency reports to be submitted to the Vice President of Operations for review and potential action. An internal report that involves a student, submitted will be forwarded to the Office of Student Affairs. The Dean of Students, or a designee, is responsible for reviewing all reports and will determine whether the case will be referred for adjudication through the Dean of the Law School. If deemed necessary, the Watchguard security guard will summon NYPD or FDNY to respond to the scene.

As per NY Law, Article 129A, Brooklyn Law School is required to adopt and implement a plan providing for the investigation of any violent felony offense occurring at or on the grounds of each building location. The plans shall provide for the coordination of the investigation of such crimes and reports with local law enforcement agencies. Brooklyn Law School has a Memorandum of Understanding (MOU) with the NYPD pertaining to the investigation of criminal incidents.

Crimes should be reported to a Watch Guard 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. A crime that is reported only to any of the off-campus resources listed in this report, such as Safe Horizon's Counseling Center, would not be included in the Law School's crime statistics.

Confidentiality

Campus "Pastoral Counselors" and "Professional Counselors," when acting as such, are not considered a **campus security authority** for Clery Act purposes, and are *not* required to report crimes for inclusion in the annual disclosure of crime statistics. Only licensed counselors, health care providers, and clergy serving in pastoral counseling roles are designated **confidential resources**. The Law School does not have a health or counseling center or a chapel or ministry; therefore, confidential havens do not exist on campus. Students and employees who do not wish to disclose to the Law School a complaint of sexual misconduct or any other crime should utilize health, religious and counseling services in the community where their confidentiality may be protected. For a list of off-campus resources, see page 35 of this Report.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the Law School system or the criminal justice system, you may still want to consider making a confidential report. With your permission, Security can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a report which falls under the Law School's Sexual Misconduct Policy.) The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, the Law School can keep an accurate record of the number of incidents involving

students, employees, and visitors; determine where there is a pattern of crime regarding a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the Law School.

If a complainant requests confidentiality or asks that the complaint not be pursued, the Law School will evaluate confidentiality requests in the context of its responsibility to provide a safe and nondiscriminatory environment for all persons. There may be instances where an investigation may have to be pursued against the complainant's wishes if doing so fulfills the Law School's responsibility to protect the Law School community. In those cases, the Law School will undertake all efforts to safeguard the privacy of the complainant. If a complainant insists that his or her name or other identifiable information not be disclosed to the accused individual, the Law School's ability to respond may be limited. If the complainant continues to ask that his or her name not be revealed, the Law School will take all reasonable steps to investigate and respond to the complaint consistent with the request, as long as doing so does not prevent the Law School from responding effectively.

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

To provide timely notice to the BLS community, and in the event of a crime within the BLS Clery geography 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 (which is the primary method of disseminating Timely Warning Notices), Timely Warning notices may also be disseminated by placing posters in the building lobbies and/or floors. These alerts will be prepared by Security and approved by the General Counsel Office and distributed to the community. 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 of arson, murder/non-negligent manslaughter, 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 on-going threat to other BLS community members; therefore, a Timely Warning may not be distributed. In cases involving sexual assault, the reports are often made 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 of information known by BLS. Timely Warnings may also be posted for other crime classifications and locations outside of the BLS Clery geography, as deemed necessary. Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

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 Watch Guard security

guard on duty at 718-780-7991 or one of the other public safety phone numbers listed earlier in this report. The security guard will generate a missing person report and notify the he Dean of Students.

Missing Student Policies

If a student is under 18 years of age and not emancipated, the Law School must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, the Law School will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Missing Student Procedures

If it is determined that a student is missing and has been missing for more than 24 hours, the Law School will notify local law enforcement with jurisdiction in the area the student went missing, and the student's emergency contact no later than 24 hours after the student is determined to be missing, regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor. If the missing student is under the age of 18 and is not an emancipated individual, the Law School 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 for 24 hours. 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](#).

A student's confidential missing person contact information will be accessible only by authorized campus officials and law enforcement as appropriate and may not be disclosed outside of a missing person investigation.

Daily Crime and Fire Log

A daily crime and fire 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 Law 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 Law School conducts a minimum of one Emergency Response test per year. A test may be in the form of an exercise, which could include a tabletop or functional exercise, and a drill which evaluates a procedural operation or technical system. The tests are designed to assess and evaluate the emergency plans and capabilities of the Law School. On an annual basis, BLS publishes the results

of the annual test. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all the requirements of the Higher Education Opportunity Act.

Security guards are familiar with all aspects of the Emergency Response 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 Procedures are available on the BLS website at www.brooklaw.edu/emergency-response-procedures

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 on campus. Security, the Facilities Manager, Deans' Office 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, the Dean of Students, Director of Communications 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 Law School 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 Dean of Students, Vice Dean, or Director of Communications will send the immediate notification to the BLS community. Please refer to the chart below for specific details regarding the development and initiation of the messages. BLS staff, without delay and considering the safety of the community, will determine the content of the notification and initiate the notification system, unless issuing a notification, in the professional judgment of the first responders¹, will 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 Law School has various systems in place for communicating information quickly. Some or all 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.

BLS community members are strongly encouraged to review their contact information and update it on ADP.

¹ NYPD, FDNY and Brooklyn Law School Security are considered to be first responders.

<u>System to Use</u>	<u>Primary Message Creator</u>	<u>Backup Message Creator</u>	<u>Authority for Approving & Sending Messages</u>	<u>Primary Message Sender/Distributor</u>	<u>Backup Message Sender/Distributor</u>
PRIMARY					
MIR3 (Phone, Text, Email)	Vice Dean	Dean of Students, Director of Communications, or Dean of the Law School	Vice Dean, Dean of Students, or Dean of the Law School	Vice Dean, Dean of Students, Director of Communications, Director of Public Safety	IT Department Staff
Alerts Page Website and 6 Monitors	Vice Dean	Same as above	Same as above	External Affairs	IT Department Staff
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 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 Home page is located at <https://www.brooklaw.edu>.

BLS community members are encouraged to notify the security guard on duty at 718-780-7972 or the other 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 which may pose an immediate or ongoing threat to the health and safety of students and/or employees on campus.

Emergency Evacuation Procedures

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 setting off the alarm. 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 security guards, fire wardens and faculty members. When a fire alarm sounds at 250 Joralemon Street:

- 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.

Public Safety 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.

Please note that 205 State Street (Feil Hall) is a non-combustible (fireproof) building. In the event of a fire in **Feil Hall**, if the fire is not in your apartment, stay inside your apartment and listen for instructions from firefighters unless conditions become untenable.

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 Director of Equal Opportunity and Title IX Coordinator 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. The Director of Equal Opportunity and Title IX Coordinator, Louise Cohen, can be reached at 718-780-0377 or louise.cohen@brooklaw.edu.

If you are physically disabled (even temporarily), please notify the Reasonable Coordinator at louise.cohen@brooklaw.edu to your needs during an evacuation. All information will be kept confidential to the full extent possible; consistent with the ability of the Law School to provide emergency assistance.

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

Shelter-in-Place Procedures

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 exit. 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, most likely, will 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 housed, 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 indoors, 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:
 - a. an interior room;
 - b. above ground level;
 - c. without windows or with the least number of windows; and

- d. if there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows and close exterior doors.
4. Turn-off air conditioners, heaters, and fans.
5. Close the vents to ventilation systems as you are able.
6. Make a list of the people with you and ask someone to notify the security guard at 718-780-7972.
7. If possible, turn-on a radio or TV and listen for further instructions.
8. Remain calm and make yourself comfortable.

Security and Access to BLS Campus Facilities

Main entrances to BLS buildings have security guards on site to control access. However, unauthorized individuals could possibly gain entrance through side doors if they are determined to thwart the security of the Law School by timing their entries behind other entrants or asking someone to hold a door open. Please be aware of this and refer any unauthorized persons to the security guard at the lobby desk.

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

- **Feil Hall (205 State Street)** has a security guard at the front entrance of the building 24/7. Residents must present their ID card and use the card reader when entering the building. The photo of the card holder is displayed when the card is used at the card reader. Student residents receive a green ID card which distinguishes them from non-residential students. When a guest arrives, a photo ID card is requested, and information is captured on a guest log. The security guard then confirms with the resident that the individual is an authorized guest. Security guards sign in visitors and respond to emergencies, if necessary, 24 hours/day. Feil Hall has a security camera system.
- **250 Joralemon Street** uses turnstiles to control access to the building. The photo of the card holder is displayed when the BLS ID card is used to access the turnstile. Security guards control access and register all visitors and are on site to respond to emergencies, if necessary, 24 hours/day. This building has a security camera system.

Maintenance of BLS 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 BLS Community

NYPD officers from the 84th Precinct attend new student orientation to answer questions and provide information pertaining to safety and security information. They provide students with information related to security-risk assessments, crime prevention, and situational awareness.

The Department of Public Safety provides information on campus safety and emergency procedures 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. There are typically several crime prevention and security awareness programs conducted each academic year during new student orientation. In addition, the Department of Public Safety, the Title IX Coordinator, NYPD, the NYC Office of Emergency Management, New York National Guard, WomanKind, New York City Alliance Against Sexual Assault, Wycoff Hospital Violence Intervention and Treatment Program, and the Kings County District Attorney's Office have conducted educational programs for students, faculty, and staff.

NY Education Law, §129A requires BLS to inform incoming students about bias-related crime prevention measures through programs, which may include workshops, seminars, discussion groups, and film presentations, in order to disseminate information about bias-related crime, promote discussion, encourage reporting of incidents of bias related crime, and facilitate the prevention of such incidents. BLS provides this information during new student orientation.

The information disseminated shall include, but not be limited to:

1. the applicable laws, ordinances, and regulations on a bias-related crime, including the provisions and coverage of the Hate Crimes Act of 2000 codified in §485 of the penal law;
2. the penalties for commission of a bias-related crime;
3. the procedures in effect at the Law School in dealing with a bias-related crime;
4. the availability of counseling and other support services for the victims of a bias-related crime;
5. the nature of and common circumstances relating to a bias-related crime on the law school campus; and
6. the methods the Law School employs to advise and to update students about security procedures.

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 a 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, etc.) unattended.
7. Always carry your keys and ID and do not lend them to anyone.
8. Always lock the door to your apartment and/or office when you are not there.
9. Register your electronic devices with NYPD – free of charge.

Alcohol Policies

For information on the possession, consumption, and sale of alcoholic beverages on the Law School Campus, please see The Brooklyn Law School Alcohol Policy at <https://www.brooklaw.edu/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 why/how they were prescribed. The full policy is available here: <https://www.brooklaw.edu/policies>.

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 are not tolerated by Brooklyn Law School and are subject to disciplinary action.

Any student who violates this policy is subject to disciplinary action, including referral for prosecution by the Dean of Students, 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 Law School.

Smoke and Tobacco-Free Campus Policy

In accordance with New York State and New York City Public Health Laws and Smoking and Tobacco Control laws, smoking and the use of any tobacco products are prohibited in the offices, common areas, restrooms, hallways, stairwells, rooftops, lobbies, and the pedestrian plaza of Brooklyn Law School. Smoking and the use of tobacco products is also prohibited in the residential

buildings owned or operated by Brooklyn Law School, including student and faculty apartments, common areas, bathrooms, hallways, stairwells, rooftops, lobbies, and entrances.

Smoking includes the burning of a lighted cigar, cigarette, pipe or e-cigarette, or other matter or substance which contains tobacco. The full No-Smoking Policy can be found at <https://www.brooklaw.edu/policies>.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, As Amended by the Violence Against Women Reauthorization Act of 2013.

Brooklyn Law School prohibits acts of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the law school community. Toward that end, Brooklyn Law School issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**
 - i. A felony or misdemeanor crime of violence committed—
 - A) By a current or former spouse or intimate partner of the victim;
 - B) By a person with whom the victim shares a child in common;
 - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E) 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 in which the crime of violence occurred.
 - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- i. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - ii. For the purposes of this definition—
 - A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - B) Dating violence does not include acts covered under the definition of domestic violence.
 - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Sexual Assault:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental incapacity.
 - **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:**
 - i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - A) Fear for the person’s safety or the safety of others; or
 - B) Suffer substantial emotional distress.
 - ii. For the purposes of this definition—
 - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
 - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the Purposes of Clery Act reporting.

Jurisdictional Definitions of Sexual Assault, Domestic Violence, Dating Violence and Stalking Sexual Assault

Under the New York State Penal Law, any of the following acts, if perpetrated against a victim *without consent* is a **sexual assault crime**.

- **Rape and Attempted Rape:** engaging or attempting to engage in sexual intercourse with another person either: (1) without the person's consent; (2) where a person is incapable of consent due to a mental disability, mental incapacitation, or physically helpless; or (3) the person is less than seventeen (17) years old. **Sexual intercourse** is any penetration of the penis into the vagina, however slight. There is no requirement of physical injury, ejaculation, or orgasm.
- **Criminal sexual acts (oral or anal sexual conduct)** occur upon contact between penis and mouth, penis, and anus (rectum), mouth and anus, or mouth and vaginal area. No penetration is required.
- **Sexual contact** is any touching of the sexual or intimate parts of the body, whether over or under clothing, done for the purpose of gratifying the sexual desire of the perpetrator. Sexual contact includes both: (i) the touching of the victim's sexual or intimate parts by the perpetrator; and (ii) the touching of the perpetrator's sexual or intimate parts by the victim.
- **Sexual abuse** is subjecting a person to sexual contact without that person's consent.
- **Forcible touching** is the intentional and forcible touching of another, done for the purpose of: (i) degrading or abusing another person; or (ii) gratifying the defendant's sexual desire. Forcible touching includes squeezing, grabbing, or pinching.
- **Aggravated sexual contact** is the insertion of a foreign object (e.g., bottle, broom handle, etc.) into the vagina, urethra, penis, or rectum.

Domestic Violence

In New York State, the crime of domestic violence includes the following acts by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim: (1) actual physical abuse; (2) an attempt to harm another; (3) placing another in fear of imminent, serious, physical harm, like violating a protective order; or (4) causing another to engage in sexual relations by force, threat of force, or duress.

The term **intimate partner** includes persons legally married to one another; persons formerly married to one another; persons who have a child in common (regardless of whether such persons are married or have lived together at any time); couples who are in an "intimate relationship" including but not limited to couples who live together or have lived together; and persons who are dating or who have dated in the past, including same-sex couples.

Examples of behaviors that may constitute **domestic violence** include:

- Hitting, punching, pinching, slapping, or choking;
- Violating a protective order; and
- Harming a person's children or animals.

Acts of domestic violence include the following behaviors in addition to the behaviors described above:

- Emotional abuse;
- Psychological abuse; and
- Economic abuse.

Dating Violence

Dating violence is 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 will 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.

Dating violence includes the use or threat of physical force or restraint carried out with the intent of causing pain or injury to another within a dating relationship.

Examples of behaviors that may constitute **dating violence** include:

- The threat of physical or/and sexual assault;
- Taking away a person's cell phone during an argument so the person cannot call a friend or the police for help; and
- Threatening to self-harm if another does not do what is said.

In New York State, dating violence is prosecuted under domestic violence laws.

Stalking

Stalking is 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.

In New York State, a person is guilty of stalking when the person intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct:

- (a) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted;

(b) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning, or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or

(c) is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Brooklyn Law School follows New York State Education Law's definition of Affirmative Consent and applies it to all cases under the Sexual Misconduct Policy and to all members of the BLS community.

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions if those words or actions create clear permission regarding a willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. The person initiating each specific act, regardless of whether the person is under the influence of alcohol or drugs, is responsible for seeking consent and having consent accepted. Past sexual activity does not constitute consent for future acts. In addition:

- Consent may be initially given, but withdrawn at any time;
- When it is withdrawn, or can no longer be given, or at any time consent is uncertain, *sexual activity is to stop*;
- Consent is not given when it is under the threat of harm, intimidation, coercion, or force. Under New York State Penal Law, **forcible compulsion** means to compel by actual physical force; by the threat of expressed or implied physical force, which puts the victim in fear of being physically harmed or of another person being physically harmed (e.g., one's child); or by the threat to kidnap the victim or a third person;
- Consent cannot be given when a person is incapacitated, which occurs when a person lacks the ability to knowingly choose to participate in sexual activity; and
- Depending upon the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and, therefore, unable to consent.

Under New York State Penal Law, **incapacity** exists when a person is:

- **physically helpless** — unconscious or otherwise physically unable to indicate unwillingness to engage in an act;
- **under 17 years of age** — New York law states that a person less than 17 years of age is legally incapable of consenting to sexual intercourse or other sexual contact (these laws are typically known as statutory rape laws);
- **mentally incapacitated** — the person is temporarily incapable of understanding or controlling his or her conduct because a drug or other intoxicating substance (e.g., alcohol)

was given to him or her without his or her consent. A person is mentally or physically incapacitated when he or she has consumed alcohol and/or drugs, legal or illegal, **voluntarily, or involuntarily**, and is in a state where a reasonable person would believe that the person is unable to make reasonable judgments or render self-care; or

- **mentally disabled** — the person suffers from a mental illness or condition that renders the person incapable of understanding the nature of one’s conduct.

Incapacitation includes, but is not limited to, lack of consciousness and being asleep, being involuntarily restrained, or otherwise being unable to consent.

Indicators of incapacitation may include:

- Slurred speech
- Bloodshot or unfocused eyes
- Unsteady gait; needing assistance to walk/stand
- Vomiting
- Outrageous or unusual behavior
- Concern expressed by others about the individual
- Expressed memory loss or disorientation

How to Be an Active Bystander

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”² We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list³ of some ways to be an active bystander. Further information regarding bystander intervention may be found at <https://www.rainn.org/articles/your-role-preventing-sexual-assault>. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

² Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

³ Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org).

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cash money or have access to a ride-sharing service such as Uber or Lyft.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the alcohol they have consumed, or is acting out of character, get the

- friend to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
 15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault.** You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use include needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
 16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
 17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Law School engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that includes the following:

- A. A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act);

- B. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- C. What behavior and actions constitute consent, in reference to sexual activity, in the State of New York;
- D. The Law School’s definition of consent AND the purposes for which that definition is used.
- E. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- F. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- G. Information regarding:
 - a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this document)
 - b. how the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
 - c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document); and
 - d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
 - e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document);

Primary prevention programs means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Awareness programs means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

The Office of Equal Opportunity and Title IX Coordinator provide information to new students during orientation to cover the following topics: the Annual Security and Fire Safety Report, how to contact the Department of Public Safety, access control at BLS, emergencies, services provided, crime prevention information and information on what to do if they become a victim of a crime. In addition, information is provided on Title IX, the definition of consent, Bystander Intervention, and information on resources on and off campus. These programs include presentations made to new students, student leaders, and distribution of pertinent materials at the Community Fair. Students will be notified of the training schedules on a yearly basis.

Ongoing prevention and awareness campaigns means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution. The schedule for such programs is publicized throughout the academic year.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at an emergency room that is a certified SAFE Center for Excellence (see page 32). Victims can locate hospitals with such emergency rooms by referring to this document or by calling the NYPD at 911.

In New York State, evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where the person was assaulted if the offense occurred within the past ninety-six (96) hours so that evidence as may be necessary to the proof of criminal activity may be preserved. If sexual assault victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, which would be useful to Law School investigators/ hearing boards or the police.

Although the Law School strongly encourages all members of its community to report violations of the Sexual Misconduct Policy to law enforcement, it is the victim's choice whether to make such a report, and victims have the right to decline involvement with the police and/or on-campus authorities. If a complainant chooses to file a criminal complaint, the Title IX Coordinator, Louise Cohen, will assist any victim with notifying local police. She can be reached at (718) 780-0377 or louise.cohen@brooklaw.edu. The 84th Precinct may also be reached directly by calling (718) 875-

6811 or in person at 301 Gold Street. Additional information about the 84th Precinct Police department may be found online at:

<http://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/84th-precinct.page>.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings (proceedings means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings), or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Director of Equal Opportunity & Title IX Coordinator, or local law enforcement to preserve evidence to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining an order of protection later.

Off-campus Jurisdiction

The Law School assumes jurisdiction to adjudicate off-campus complaints should they become known and does not limit the timeframe for reporting. If the accused person is no longer affiliated with the Law School at the time the report is made, then the Law School will still conduct an inquiry, take steps to prevent the recurrence of such conduct to the Law School community, and remedy the effects, if appropriate.

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

Any individual who believes that she or he has been the subject of any form of sexual misconduct, including gender-based discrimination or harassment, domestic violence, dating violence, sexual assault, or stalking, or is aware of someone who has been subjected to such conduct, including child abuse, must report the conduct to the **Director of Equal Opportunity and Title IX Coordinator** to file a complaint, or to a “**Responsible Employee**” who will report the conduct to the Director of Equal Opportunity and Title IX Coordinator.

Louise Cohen, Director of Equal Opportunity, and Title IX Coordinator

250 Joralemon Street

Brooklyn, NY 11201

(718) 780-0377

louise.cohen@brooklaw.edu

Brooklyn Law School has designated the following individuals as “**Responsible Employees:**”

- The President and Dean and all other individuals holding Vice, Associate, and Assistant Dean titles;
- The Director of Equal Opportunity and Title IX Coordinator;

- The Director of Public Safety and staff;
- Senior staff;
- Student Affairs staff;
- Human Resources staff;
- The General Counsel and Chief Compliance Officer;
- Supervisors/Department Heads; and
- Faculty.

All faculty and staff contact information can be found in the directory located on BLSCConnect.

Responsible Employees are required to:

(1) Inform the person reporting acts of sexual misconduct of the following rights:

“You have the right to: (1) make a report to the Office of Public Safety, local law enforcement, and/or the State Police or choose not to report to these entities; (2) report the incident to the Law School; (3) be protected by the Law School from retaliation for reporting an incident; and (4) receive assistance and resources from the Law School. The Responsible Employee must report the incident to the Director of Equal Opportunity and Title IX Coordinator. Please be aware that if you choose to report an incident to the Law School, confidentiality cannot be maintained, and the incident will have to be reported to the Director of Equal Opportunity and Title IX Coordinator.”

(2) The Responsible Employee will collect the name of the complainant and respondent, date, time, location, and names of other witnesses and report the matter to the Director of Equal Opportunity and Title IX Coordinator.

(3) The Responsible Employee should assure the complainant that the Director of Equal Opportunity and Title IX Coordinator will share information only on a need-to-know basis and respect privacy as much as possible. If the complainant decides not to go forward, the complainant will be directed to legally confidential resources such as clergy, mental health professional, and sexual assault services. Such resources are listed at the end of this Policy.

A Responsible Employee will be held responsible for actions or inactions that obstruct the application of this policy and may be subject to disciplinary sanctions.

A complaint does not have to be in writing. Notice to the Law School is made when the Law School knows or reasonably should know, based on the statements of a complainant or other reports, that sexual misconduct is alleged. Actual notice from the complainant, which consists of direct statements alleging sexual misconduct, is preferable, although the Law School accepts verbal or written statements from *any party* who has knowledge of an incident of sexual misconduct occurring either on or off campus. A complaint may also be initiated when a possible Title IX violation comes to the attention of the Law School through social media sites (e.g., Facebook, You Tube) and news media.

Complaints should be filed as soon as possible so that the Law School can promptly and effectively address the issue. However, untimely complaints will be accepted, thoroughly investigated, and addressed.

Anonymous reports are accepted by the **Director of Equal Opportunity and Title IX Coordinator, Louise Cohen**, via email at louise.cohen@brooklaw.edu, but the supplier of the anonymous report should be aware that failure to disclose identifying information about the accused party, the victim of the sexual misconduct, or the facts and circumstances regarding the misconduct severely limits the Law School’s ability to respond and remedy the effects of sexual misconduct. Anonymous reports that provide enough information to constitute a criminal offense, less any identifying information regarding the complainant, will be included in the Annual Security Report and assessed for purposes of sending out a Timely Warning under the Clery Act.

The Law School is sensitive to those who report sexual misconduct under this Policy and will inform individuals of their right to file criminal charges and to medical, counseling and support service referrals. The Law School can also take interim measures pending the investigation of a report or complaint to prevent contact between a complainant and an accused party and to protect the Law School community, such as: (i) making housing, academic, and work-related adjustments, if reasonably available; (ii) prohibiting contact between the parties; (iii) assisting in the filing of a criminal complaint or seeking an order of protection; and (iv) making arrangements for counseling and emotional support.

Procedures the Law School Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The Law School has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The Law School will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Students and employees should contact **Director of Equal Opportunity and Title IX Coordinator, Louise Cohen**, for assistance.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the Law School, below are the procedures that the Law School will follow:

Incident Being Reported	Procedure the Law School Will Follow
Sexual Assault	1. Depending on when reported (immediate vs delayed report), the Law School will provide complainant with access to medical care

	<ol style="list-style-type: none"> 2. The Law School will assess immediate safety needs of complainant 3. The Law School will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 4. The Law School will provide complainant with referrals to off campus mental health providers 5. The Law School will assess need to implement interim or long-term protective measures, if appropriate. 6. The Law School will provide the victim with a written explanation of the victim’s rights and options 7. The Law School will provide a “No Trespass” (PNG) directive and/or “No Contact” order if deemed appropriate 8. The Law School will provide written instructions on how to apply for Protective Order 9. The Law School will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution 10. The Law School will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and the outcome of the hearing 11. The Law School will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation
Stalking	<ol style="list-style-type: none"> 1. The Law School will assess immediate safety needs of complainant 2. The Law School will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. The Law School will provide written instructions on how to apply for Protective Order 4. The Law School will provide written information to complainant on how to preserve evidence 5. The Law School will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. The Law School will provide the victim with a written explanation of the victim’s rights and options 7. The Law School will provide a “No Trespass” (PNG) directive and/or “No Contact” order if deemed appropriate
Dating Violence	<ol style="list-style-type: none"> 1. The Law School will assess immediate safety needs of complainant 2. The Law School will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. The Law School will provide written instructions on how to apply for Protective Order 4. The Law School will provide written information to complainant on how to preserve evidence

	<ol style="list-style-type: none"> 5. The Law School will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. The Law School will provide the victim with a written explanation of the victim’s rights and options 7. The Law School will provide a “No Trespass” (PNG) directive and/or “No Contact” order if deemed appropriate
Domestic Violence	<ol style="list-style-type: none"> 1. The Law School will assess immediate safety needs of complainant 2. The Law School will assist complainant with contacting local police if complainant requests AND provide complainant with contact information for local police department 3. The Law School will provide written instructions on how to apply for Protective Order 4. The Law School will provide written information to complainant on how to preserve evidence 5. The Law School will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. The Law School will provide the victim with a written explanation of the victim’s rights and options 7. The Law School will provide a “No Trespass” (PNG) directive and/or “No Contact” order if deemed appropriate

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the Law School will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information is in the Sexual Misconduct Policy and includes:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
- information about how the Law School will protect the confidentiality of victims and other necessary parties;
- a statement that the Law School will provide written notification to students and employees about victim services within the Law School and in the community;
- a statement regarding the Law School’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

A Victim’s Rights Under New York Law

In New York, victims of sexual assault, domestic violence, dating violence, or stalking have the following rights:

McKinney’s Executive Law; Article 23, Fair Treatment Standards for Crime Victims

§ 640 – Fair Treatment Standards for Crime Victims

1. Ensure that crime victims routinely receive emergency social and medical services as soon as possible and are given information pursuant to section six hundred twenty-five-a of this chapter on the following:

- (a) availability of crime victim compensation;
- (b) availability of appropriate public or private programs that provide counseling, treatment, or support for crime victims, including but not limited to the following: rape crisis centers, victim/witness assistance programs, elderly victim services, victim assistance hotlines and domestic violence shelters;
- (c) the role of the victims in the criminal justice process, including what they can expect from the system as well as what the system expects from them;
- (d) stages in the criminal justice process of significance to a crime victim, and the way information about such stages can be obtained.

2. Ensure routine notification of a victim or witness as to steps that law enforcement officers or district attorneys can take to protect victims and witnesses from intimidation.

3. Ensure notification of victims, witnesses, relatives of those victims and witnesses who are minors, and relatives of homicide victims, if such persons provide the appropriate official with a current address and telephone number, either by phone or by mail, if possible, of judicial proceedings relating to their case, including:

- (a) the arrest of an accused;
- (b) the initial appearance of an accused before a judicial officer;
- (c) the release of an accused pending judicial proceedings; and
- (d) proceedings in the prosecution of the accused including entry of a plea of guilty, trial, sentencing, but prior to sentencing specific information shall be provided regarding the right to seek restitution and reparation, and where a term of imprisonment is imposed, specific information shall be provided regarding maximum and minimum terms of such imprisonment.

Orders of Protection and the New York State Family Protection Registry

An order of protection is issued by the court to limit the behavior of someone who harms or threatens to harm another person. It is used to address various types of safety issues, including, but not limited to situations involving domestic violence. Family Courts, Criminal courts, and Supreme Courts in the State of New York can all issue orders of protection. For information and hotline numbers for addressing situations involving domestic violence, [see](#) the off-campus resource chart.

An order of protection may direct the offending person not to injure, threaten or harass you, your family, or any other person(s) listed in the order. It may include, but is not limited to, directing the person to:

- stay away from you and your children
- move out of your home
- follow custody orders

- pay child support
- not have a gun

What is the difference between a Family Court, Criminal Court, and Supreme Court order of protection?

A Family Court order of protection is issued as part of a civil proceeding. Its purpose is to stop violence within a family, or within an intimate relationship, and provide protection for those individuals affected. *All Family Court proceedings are confidential.*

To obtain an order of protection in the Family Court, your relationship to the other person must fall into one of the following categories:

- Current or former spouse;
- Someone with whom you have a child in common;
- A family member to whom you are related by blood or marriage;
- Someone with whom you have or have had an “intimate relationship.” An intimate relationship does not have to be a sexual relationship. A relationship may be considered intimate depending on factors such as how often you see each other, or how long you have known each other. After a petition is filed, the court will decide if it is an intimate relationship.

To start a proceeding in Family Court, you need to file a form called a Family Offense petition. The person filing the petition is called the “*petitioner*,” and the person the petition is filed against is called the “*respondent*.” You can contact the Family Court in your county for help completing and filing the petition. You may also wish to speak with an attorney or domestic violence advocate before filing.

For information specific to filing an order of protection in New York City visit the Family Court Website. This page also includes helpful information about what to expect in court no matter where in New York State you live. The website may be found here:

http://www.nycourts.gov/courts/nyc/family/faqs_domesticviolence.shtml#op1.

A Criminal Court order of protection is issued as a condition of a defendant’s release and/or bail in a criminal case. A criminal court order of protection may only be issued against a person who has been charged with a crime. Criminal cases are prosecuted for the State of New York by the district attorney. Although the district attorney may start a criminal case before a person is arrested, a criminal case usually begins with a person’s arrest. The person charged with abuse is called a “*defendant*.” The victim of abuse is called the “*complaining witness*.” There does not need to be a relationship between the complaining witness and the defendant.

In a criminal case, the district attorney may request an order of protection for the victim or complaining witness. The judge decides whether to issue the order of protection and what terms and conditions will be included in the order.

A Supreme Court order of protection can be issued as part of an ongoing divorce proceeding. If you have an ongoing divorce case and would like to request an order of protection, you may do so by making a written request by Motion or Order to Show Cause; or you may make an oral request at a court appearance. If you are represented by an attorney, your attorney may make the written or oral request for you. The judge decides whether to issue the order of protection and what terms and conditions will be included in the order.

Orders of protection are valid in every county in New York State and are honored in every State throughout the country through the Full Faith and Credit provision of the U.S. Constitution.

The New York State Family Protection Registry was created as part of the Family Protection and Domestic Violence Intervention Act of 1994. The Registry, which became operational in October 1995, is the repository for orders of protection issued pursuant to articles four, five, six and eight of the Family Court Act, Section 530.12 of the Criminal Procedure Law, sections 240 and 252 of the Domestic Relations Law, and all arrest warrants issued pursuant to section 827 of the Family Court Act and Article 120 of the Criminal Procedure Law. The Registry was developed by the NYS Unified Court System in collaboration with the New York State Police, and links to the New York Statewide Police Information Network (NYSPIN). The Registry is a historical record; orders of protection remain in the database even after they expire. The Registry is helpful in locating outstanding or expired orders of protection against a person who may pose a threat of sexual misconduct, domestic violence, and/or stalking.

No Contact Order

The Law School may issue an institutional No Contact Order if deemed appropriate or at the request of the victim or accused. If the Law School receives a report that such an institutional No Contact Order has been violated, the Law School will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the No Contact Order.

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, the Law School will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, Law School offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a

different room or residential building. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact Louise Cohen, the Director of Equal Opportunity, and Title IX Coordinator.

Resources – On and Off Campus

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Brooklyn Law School will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. The Law School does not have a health or counseling center or a chapel or ministry; therefore, certain on-campus resources are not available.

SAFE Centers of Excellence

Sexual Assault Forensic Examiner (SAFE) services are considered the best and most victim-centered approach to acute health care for sexual assault patients. The New York State Department of Health certifies Emergency Departments as SAFE Centers of Excellence.

SAFE Centers provide sexual assault patients with:

- 1) Sensitive, victim-centered, medical, and forensic health care performed by a specially trained Sexual Assault Forensic Examiner (SAFE) — a SAFE is a healthcare provider such as a doctor, nurse, physician’s assistant, or nurse practitioner;
- 2) Care that is timely, compassionate, and patient-centered, in a designated and appropriately equipped private room;
- 3) Assurance about the quality of collection, documentation, preservation, and custody of physical evidence by utilizing a trained and New York State Department of Health-certified sexual assault forensic examiner to perform exams. These examiners are available to provide expert testimony if patients choose to report crimes to law enforcement;
- 4) Psycho-social and legal support by a specially trained Rape Crisis Advocate or Counselor; and
- 5) Reliable referrals to mental and physical health care and follow-up services.

In New York State, evidence may be collected even if you chose not to make a report to law enforcement.

Hospitals and Organizations in NYC with SAFE Centers:

Manhattan

- Bellevue Hospital
462 First Avenue, New York, NY 10016
- Harlem Hospital Center
506 Lenox Avenue, New York, NY 10037
- Lenox Health Greenwich Village
30 7th Ave, New York, NY 10011
- Metropolitan Health Center
1901 1st Ave, New York, NY 10029
- Mount Sinai Hospital
One Gustave L. Levy Place, New York, NY 10029
- Mount Sinai Beth Israel
281 1st Ave, New York, NY 10003
- Mount Sinai Morningside
1111 Amsterdam Avenue, New York, NY 10025
- NYC Family Justice Center, Manhattan
80 Centre Street, 5th Floor, New York, NY 10013
- New York Presbyterian/Columbia University Medical Center
622 W 168th Street, New York, NY 10032
- New York Presbyterian/Weill Cornell Medical Center
525 E 68th Street, New York, NY 10065

Brooklyn

- **Coney Island Hospital**
2601 Ocean Parway, Brooklyn, NY 11235
- Kings County Hospital Center
451 Clarkson Ave, Brooklyn, NY 11203
- Woodhull Medical and Mental Health Center (HHC)
760 Broadway, Brooklyn, NY 11203
- Safe Horizon Counseling Center
50 Court Street, Brooklyn, NY 11201
Need to call 347-328-8110 to make appointments, no walk-in's

Bronx

- Bronx Family Justice Center

198 East 161st Street, 2nd Floor, Bronx, NY 10451

- Jacobi medical Center
1400 Pelham Parkway, South Bronx, NY 10467
- Lincoln Hospital
234 E. 149th Street, Bronx, NY 10451
- North Central Bronx Hospital
3424 Kossuth Avenue, Bronx, NY 10467
- Safe Horizon – Bronx Community Program Office
384 East 149th Street, 6th Floor, Bronx, NY 10451

Queens

- Elmhurst Hospital Center
79-01 Broadway, Queens, NY 11373
- NYC Family Justice Center, Queens
126-02 82nd Ave, Kew Gardens, NY 11415
- Queens District Attorney’s Crime Victims Advocate Program
125-01 Queens Blvd., Kew Gardens, NY 11415
- Queens Hospital Center (HHC)
82-68 164th Street, Jamaica, NY 11432
- Safe Horizon – Queens Community Program office
63-49 Alderton Street, 2nd Floor, Rego Park, NY 11374

Staten Island

- Richmond University Medical Center
355 Bard Ave., Staten Island, NY 10310
- Safe Horizon – Staten Island Community Program Office
30 Bay Street, 5th Floor, Staten Island, NY 10301
- Staten Island District Attorney’s Crime Victim and Witness Assistance Program
130 Stuyvesant Place, 7th Floor, Staten Island, NY 10301
- Staten Island Family Justice Center
126 Stuyvesant Place, Staten Island, NY 10301

For free, confidential help 24/7, contact the National Sexual Assault Hotlines 800-656-HOPE (4673) or online.rainn.org.

On-Campus Resources

<u>RESOURCE</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>
Director of Equal Opportunity and Title IX Coordinator	250 Joralemon Street, Room 927	718-780-0377; 929-253-7510 (after business hours)
Security	250 Joralemon Street, Front Desk	718-780-7561
Dean of Students	250 Joralemon Street, Deans' Suite, 9 th Floor	718-780-0679
Human Resources	250 Joralemon Street, 8 th Floor	718-780-0305

In addition, Brooklyn Law School offers students a free, confidential consultation with several mental health therapists in our area. You can view the full list of therapists here:

<https://blsconnect.brooklaw.edu/studentlife/health/Pages/default.aspx#tabs2>.

Off-Campus Resources

NYC Police Emergency Number	911
NYPD Sex Crimes Hotline	212-267-RAPE (7273)
Brooklyn DA's Special Victims Bureau	718-250-3820
Local Precinct (84th) 301 Gold Street	718-875-6811
NYC Family Justice Center	718-250-5113
New York City Gay and Lesbian Anti-Violence Project, http://www.avp.org/ 24 -hour bilingual Crime Victims Hotline	212-714-1141 1-866-604-5350 (TDD)
NYU Langone Cobble Hill, 83 Amity Street, Brooklyn, NY	646-754-7900
Safe Horizon, www.safehorizon.org	800-621-4673
24 Hour Crime Victims Hotline	866-689-4357
24 Domestic Violence Hotline	800-621-4673
Rape Crisis and Sexual Assault Hotline	212-227-3000
Counseling Centers Services by Appointment	347-328-8110
Safe Horizon Alternatives to Violence Program	718-834-7471
Crime Victims Treatment Center	212-523-4728
National Domestic Violence Hotline	800-799-7233 800-787-3244 (TDD)

SurvJustice: <https://survjustice.org/services/legal/>

Legal Momentum: <https://www.legalmomentum.org/>

NYSCASA: <http://nyscasa.org/> or NYSCADV: <https://www.nyscadv.org/>

Pandora's Project: <https://pandys.org/>

RAINN: <https://www.rainn.org/>

Brooklyn Batterer Intervention Program: <https://eac-network.org/brooklyn-batterer-intervention-program/>

Please note that these Hotlines are for crisis intervention, resources, and referrals. They are not reporting mechanisms; therefore, these Hotlines do not provide information to the Law School regarding an incident. The Law School’s Title IX Coordinator should be contacted to report an incident.

Legal Assistance

National Crime Victims Bar Association	202-467-8716
NYS Office of Victim Services	800-247-8035
LawHelp.org	
Connect, Inc. (provides legal information for domestic violence survivors)	212-683-0605

Confidential Record Keeping

Student and employee complainants may request that directory information on file be removed from the Law School’s public sources by contacting the following offices:

For Students - Registrar and FERPA Officer, at Brooklyn Law School,
250 Joralemon Street, 9th Floor Brooklyn, New York 11201,
registrar@brooklaw.edu

For Employees - Human Resources
250 Joralemon Street, 8th Floor, Brooklyn, New York 11201,
human.resources@brooklaw.edu

Regardless of whether a victim has opted-out of allowing the Law School to share directory information, personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the Law School will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the Law School to provide the accommodations or protective measures.

The Law School does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued based on a report of domestic

violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Adjudication of Violations

The Law School's disciplinary process includes a prompt, fair, and impartial investigation, and resolution process. In all instances, the process will be conducted in a manner that is consistent with the Law School's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. Law School officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The advisor's role is not to act as a representative of or speak on behalf of the complainant or respondent or take action that interferes with the integrity of the investigation and the disciplinary process. The Law School will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. The advisor may assist the students in understanding the hearing proceedings, and answer and formulate questions. The Hearing Panel may limit the advisors' role at its discretion.
5. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim, and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the Law School. The result must include any sanctions imposed by the Law School. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly referred to as the Family Educational Rights

and Privacy Act (FERPA). The result must also include the rationale for the result and the sanctions.

Whether or not criminal charges are filed, the Law School or a person may file a complaint under the following policies, depending upon the circumstances of the case:

- **BLS Sexual Misconduct Policy** - (<http://www.brooklaw.edu/policies>)
- **BLS Policy on Non-Discrimination and Harassment** - (www.brooklaw.edu/policies)

A complaint may be filed by contacting the Director of Equal Opportunity and Title IX Coordinator or by notifying a Responsible Employee under Title IX. The Director of Equal Opportunity and Title IX Coordinator will determine which policy is applicable to the alleged misconduct depending on the circumstances of the case.

If after an investigation, a violation of the Sexual Misconduct/Non-Discrimination & Harassment Policy is found, disciplinary action may ensue. For Students, disciplinary action will be pursued through the **Brooklyn Law School Student Disciplinary Procedures Policy**. When a complaint is received, a Notice of the Charges shall be delivered to the student by the Dean of Students either by personal delivery, overnight mail with signature, or by certified mail with return receipt to the address in the Law School's records, *and* by email to the student's Law School email account. The complainant shall receive a copy of the Notice.

Hearing Procedures are detailed in the **Brooklyn Law School Student Disciplinary Procedures Policy** on page 3. Time frames referenced in the policy shall exclude weekends and holidays.

Anticipated Timelines

A hearing date shall appear in the Notice of Charges. The hearing shall be scheduled to commence no later than fifteen (15) days after delivery of the Notice of Charges but may be postponed to accommodate the mediation process or by mutual consent of the parties.

Within ten (10) days of the hearing, the Panel shall issue a written decision summarizing its findings and stating its judgment, including the penalty (if any).

An appeal of the Hearing Panel's decision by either the complainant or the charged student must be made in writing to the Dean within ten (10) days of receipt of the Notice of Discipline.

Decision Making Process

Following the Parties' presentation of their cases, the Panel shall deliberate in a closed session and vote. If a majority of the Panel determines that the charges against the student are sustained, the Panel shall determine the penalty to be imposed. In the event of a disagreement among the Panel, the Chair shall have final authority to determine the penalty. The Panel's decisions regarding whether to sustain the charges and what penalty to impose (if any), shall be based solely on the evidence presented at the hearing, including testimony and documents.

Standard of Evidence – BLS will apply the *Preponderance of the Evidence* standard which is that it is more probable than not that the violation of the policy occurred.

Disciplinary Penalties - One or more of the following disciplinary penalties may be imposed if the charges are sustained:

1. Written reprimand;
2. Restitution or restoration;
3. Referral to the appropriate civil/criminal authorities;
4. Probation for one semester or more with specific conditions;
5. Suspension for one semester or more with or without specific conditions;
6. Expulsion; and
7. Any other penalty deemed appropriate by the Hearing Panel or as dictated by another School Policy (e.g., Regulations Regarding Intellectual Property Infringement).

Appeals Process – Information on the appeals process can be found in the Brooklyn Law School Student Disciplinary Procedures Policy.

Protective Measures Available to a Victim Alleging Misconduct – Members of the BLS community who experience sexual assault, sexual harassment, domestic violence, dating violence, stalking or any other form of sexual misconduct have the right to be provided with interim protective measures pending investigation and disciplinary proceedings such as no-contact orders, academic or living adjustments, prohibitions against retaliation.

Employee Disciplinary Procedure – If after a thorough investigation, the Director of Equal Opportunity and Title IX Coordinator finds that the Brooklyn Law School Sexual Misconduct Policy or the Brooklyn Law School Policy on Non-Discrimination and Harassment was violated, disciplinary measures may be pursued against the respondent under **the procedures in the Employee Handbook**.

Standard of Evidence – BLS will apply the Preponderance of the Evidence standard which is that it is more probable than not that the violation of the policy occurred.

Disciplinary Penalties –

1. Written Warning
2. Suspension
3. Termination

Faculty Disciplinary Procedure – If after a thorough investigation, the Director of Equal Opportunity and Title IX Coordinator finds that the Brooklyn Law School Sexual Misconduct Policy or the Brooklyn Law School Policy on Non-Discrimination and Harassment was violated, disciplinary measures may be pursued against the respondent under the **Faculty Regulations**.

Standard of Evidence – BLS will apply the Preponderance of the Evidence standard which is that it is more probable than not that the violation of the policy occurred.

Disciplinary Penalties –

1. Written Warning
2. Suspension
3. Termination

Appeals Process – Information on the appeals process can be found in the **Faculty Regulations**.

Brooklyn Law School-Initiated Protective Measures

In addition to those protective measures previously described, the Director of Equal Opportunity and Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include but are not limited to: a BLS order of no contact, residential relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, and the multiple parties involved. Violations of the Director of Equal Opportunity and Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Brooklyn Law School.

Notification to Victims of Crimes of Violence

Brooklyn Law School 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 Law School against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Family Educations Rights and Privacy Act of 1974 (FERPA)

Compliance with the provisions of this Policy on Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence and Sexual Assault does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educations Rights and Privacy Act of 1974 (FERPA).

Sex Offender Registration

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, 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 <http://www.criminaljustice.ny.gov/nsor/> or 1-800-262-3257.

Committee on Campus Security

As per NY Education Law Article 129A, BLS has a committee on campus security that reviews campus security policies and procedures and makes recommendation for their improvement. The committee is required to review the following on an annual basis:

- a. educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault, domestic violence, and stalking offenses;
- b. educating the campus community about personal safety and crime prevention;
- c. reporting sexual assaults, domestic violence and stalking incidents and assisting victims during investigations;
- d. referring complaints to appropriate authorities;
- e. counseling victims; and
- f. responding to inquiries from concerned persons.

The Committee submits a written report with its findings and recommendations to the Dean of the Law School on an annual basis.

Procedures for Preparing the Annual Disclosure of Crime Statistics

In compliance with the Clery Act, reports from the Law School community (CSAs and Judicial Referrals) and local law enforcement agencies are compiled and published annually by BLS through coordination from Security, the Office of Student Affairs and the Office of the General Counsel and Chief Compliance Officer. 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 2017 through 2019 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.

Definition of Crimes (Specified by the Federal Clery Act)

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.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

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 by putting the victim in fear.

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.

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).

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 of another, etc.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, 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 in which the crime of violence occurred.

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 the reporting party's statement and with 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.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking: Engaging in a course of conduct (two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property), directed at a specific person that would cause a reasonable

person (a person under similar circumstances and with similar identities to the victim) to (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress.

Weapons Law Violation: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Law Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance; and arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Hate Crimes: A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and Disability.

Offense Definitions Relating to Hate/Bias Related Crime Statistics as per the UCR Hate Crime Reporting Guidelines (included in Clery Act statistics only if they are Hate Crimes):

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

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or person having custody or control of it.

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

Definition of Clery Act Geography:

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) of this definition, which is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other 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, which 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.

Brooklyn Law School reports the crimes required by the Clery Act that occurred on or within an institution’s Clery Geography that were reported to a Campus Security Authority.

2021 Crime Statistics

Offense	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities*	Unfounded Crimes**
Murder/Non-Negligent Manslaughter	2021	0	0	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0	0	0
Rape	2021	0	0	0	0	0	0
Fondling	2021	0	0	0	0	0	0
Incest	2021	0	0	0	0	0	0
Statutory Rape	2021	0	0	0	0	0	0
Robbery	2021	0	0	0	0	0	0
Aggravated Assault	2021	0	0	1	1	0	0
Burglary	2021	0	0	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0	0	0
Arson	2021	0	0	0	0	0	0
Domestic Violence	2021	2	0	0	2	0	0
Dating Violence	2021	0	0	0	0	0	0
Stalking	2021	3	0	0	3	0	0
Weapons Law Violations - Arrests	2021	0	0	0	0	0	0
Drug Law Violations - Arrests	2021	0	0	0	0	0	0
Liquor Law Violations - Arrests	2021	0	0	0	0	0	0

Weapons Law Violations - Referred for Disciplinary Action	2021	0	0	0	0	0	0
Drug Law Violations - Referred for Disciplinary Action	2021	0	0	0	0	0	0
Liquor Law Violations - Referred for Disciplinary Action	2021	0	0	0	0	0	0

***Residential Facilities Crime Statistics** are a subset of the On-Campus Category, i.e., incidents are counted in both categories.

****Unfounded Crimes** - A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

HATE CRIME REPORTING

There were no hate crimes, as defined by applicable law, reported for 2021.

2020 Crime Statistics

Offense	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities*	Unfounded Crimes**
Murder/Non-Negligent Manslaughter	2020	0	0	0	0	0	0
Manslaughter by Negligence	2020	0	0	0	0	0	0
Rape	2020	0	0	0	0	0	0
Fondling	2020	0	0	0	0	0	0
Incest	2020	0	0	0	0	0	0
Statutory Rape	2020	0	0	0	0	0	0
Robbery	2020	0	0	0	0	0	0
Aggravated Assault	2020	0	0	0	0	0	0
Burglary	2020	0	0	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0	0	0
Arson	2020	0	0	0	0	0	0
Domestic Violence	2020	0	0	0	0	0	0
Dating Violence	2020	0	0	0	0	0	0
Stalking	2020	0	0	0	0	0	0
Weapons Law Violations - Arrests	2020	0	0	0	0	0	0
Drug Law Violations - Arrests	2020	0	0	0	0	0	0
Liquor Law Violations - Arrests	2020	0	0	0	0	0	0

Weapons Law Violations - Referred for Disciplinary Action	2018	0	0	0	0	0	0
Drug Law Violations - Referred for Disciplinary Action	2018	0	0	0	0	0	0
Liquor Law Violations - Referred for Disciplinary Action	2018	0	0	0	0	0	0

***Residential Facilities Crime Statistics** are a subset of the On-Campus Category, i.e., incidents are counted in both categories.

****Unfounded Crimes** - A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

HATE CRIME REPORTING

There were no hate crimes, as defined by applicable law, reported for 2020.

2019 Crime Statistics

Offense	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities*	Unfounded Crimes**
Murder/Non-Negligent Manslaughter	2019	0	0	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0	0	0
Rape	2019	0	0	0	0	0	0
Fondling	2019	0	0	0	0	0	0
Incest	2019	0	0	0	0	0	0
Statutory Rape	2019	0	0	0	0	0	0
Robbery	2019	0	0	0	0	0	0
Aggravated Assault	2019	0	0	1	1	0	0
Burglary	2019	0	0	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0	0	0
Arson	2019	0	0	0	0	0	0
Domestic Violence	2019	2	0	0	2	0	0
Dating Violence	2019	0	0	0	0	0	0
Stalking	2019	3	0	0	3	0	0
Weapons Law Violations - Arrests	2019	0	0	0	0	0	0
Drug Law Violations - Arrests	2019	0	0	0	0	0	0
Liquor Law Violations - Arrests	2019	0	0	0	0	0	0

Weapons Law Violations - Referred for Disciplinary Action	2019	0	0	0	0	0	0
Drug Law Violations - Referred for Disciplinary Action	2019	0	0	0	0	0	0
Liquor Law Violations - Referred for Disciplinary Action	2019	0	0	0	0	0	0

***Residential Facilities Crime Statistics** are a subset of the On-Campus Category, i.e., incidents are counted in both categories.

****Unfounded Crimes** - A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

HATE CRIME REPORTING

There were no hate crimes, as defined by applicable law, reported for 2019.

Fire Safety Report

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.

The Department of Public Safety maintains the Daily Crime and Fire Log at the lobby of the Law School's main building at 250 Joralemon Street.

Fire Safety Systems

Feil Hall (205 State Street) has the following fire safety systems:

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

Evacuation drills were not conducted in Feil Hall in 2021.

148/150 Clinton Street

- There are sprinklers in the hallways
- The buildings have smoke detectors in each apartment.
- The building has fire extinguishers on each floor.

Evacuation drills were not conducted in 148/150 Clinton Street in 2021

Plan for Improvement to Fire Safety

The Law School does not have plans for future improvements in fire safety at this time.

Procedures for Evacuation of Campus Housing in Case of a Fire

Please note that Feil Hall is a non-combustible (fireproof) building. 148/150 Clinton Street are combustible (non-fireproof) buildings.

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

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:

Evacuation Instructions 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 (and ID).
- 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.

Evacuation Instructions If the Fire Is Not in Your Apartment

Non-Combustible or Fireproof Buildings (FEIL HALL):

- 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.

Combustible or Non- Fireproof Building (148/150 CLINTON STREET):

- Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat, or fire.
- Exit your apartment and building if you can safely do so, following instructions above for a fire in your apartment.
- If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.
- If you cannot use the stairs or fire escape, call 911 and tell them your address, floor, apartment number and the number of people inside your apartment.
- Seal the door to your apartment with wet towels or sheets, and seal 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 for Evacuation of Academic Buildings in Case of a Fire (250 Joralemon Street)

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. Building Evacuation Procedures can be found on [BLS Connect](#).

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.

Procedures for Evacuation of 111 Livingston Street⁴

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.** Manual pull stations are located by both stairways (L and M) in the main elevator lobby.
- **Call 911.**
- **Move swiftly to the nearest emergency exit** and go down three floors below the fire floor.
- Fire Wardens will use the Warden Phones to communicate with the Building Fire Safety Director.

General Building Information

1. The building has two stairways (L & M) that connect each floor to the lobby. Both stairways have battery operated emergency lights.
2. Each floor is equipped with a sprinkler system and fire extinguishers. There is a Standpipe System on each stairway.
3. Each floor is equipped with manual pull stations located by each stairway. This sends a signal to the Fire Command Station located in the lobby and to the Fire Department via the ADT Security System.
4. Each Floor is equipped with a Warden Phone to communicate with the Building Fire Safety Director during an emergency.
5. There are three sets of elevators: High Rise, Low Rise, and Freight. **DO NOT USE THE ELEVATOR IN A FIRE EMERGENCY.**

In the event of an emergency...

- The strobe lights would be flashing, and the siren will sound.

⁴ Premises vacated October 21, 2021.

- The Building Fire Safety Director would attend to the Fire Command Station (lobby).
- The Fire Warden (there is one warden and one deputy warden on each floor) would respond to the Warden Phone located in the elevator lobby to communicate with the Building Fire Safety Director.
- The Building Fire Safety Director would then make an announcement throughout the building to say what the situation is and would give direction to the Wardens to start the evacuation from the fire floor and the floor above; to go three floors down below the fire floor.
- The Building Fire Safety Director will advise which stairway to use for the evacuation.
- The male and female searchers (one male and one female searcher on each floor) will also respond immediately and proceed to their respective bathrooms to get everyone out.
- The Building Fire Brigade will respond immediately. One person will report to the fire floor to see where the signal is coming from and what the present condition/situation is of the fire, if any. This person will use the fire extinguisher or hose from the Standpipe System to contain the fire until the Fire Department arrives.

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. Smoking is not permitted in any student apartment, including on terraces, or 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 public safety staff members are trained according to the fire safety plans established by Brooklyn Law School. All BLS staff members are trained based upon standard school protocols for fire safety. Additional information is posted in residence hall rooms for occupants to review. Please visit the [BLSConnect](#) Security page for more information regarding building evacuation procedures.

Reporting of Fire Safety Information

All fire safety concerns should immediately be reported to a Security Officer Officer at 718-780-7972 or one of the other lobby officers 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 Security has already responded, the community member should immediately notify Security to investigate and document the incident.

FIRE STATISTICS

2021

Residential Facility Name and Address	Total # Fires	Fire #	Cause of Fire	# Injuries	# Deaths	Value of Property Damage
Feil Hall 205 State Street	0	0	N/A	0	0	0
148 Clinton Street	0	0	N/A	0	0	0
150 Clinton Street	0	0	N/A	0	0	0

2020

Residential Facility Name and Address	Total # Fires	Fire #	Cause of Fire	# Injuries	# Deaths	Value of Property Damage
Feil Hall 205 State Street	0	0	N/A	0	0	0
148 Clinton Street	0	0	N/A	0	0	0
150 Clinton Street	0	0	N/A	0	0	0

2019

Residential Facility Name and Address	Total # Fires	Fire #	Cause of Fire	# Injuries	# Deaths	Value of Property Damage
Feil Hall 205 State Street	0	0	N/A	0	0	0
148 Clinton Street	0	0	N/A	0	0	0
150 Clinton Street	0	0	N/A	0	0	0

