

# ASACollege Clery Act Quick Guide



## INTRODUCTION

**ASA College is pleased to present the 2018 Annual Security and Fire Safety Report. The report is prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and is intended to disseminate important information to the College community.**

**This PowerPoint presentation is intended as a summary of the report. The complete report is available upon request.**

With the report and this PowerPoint presentation, it is our intent to communicate not only mandatory information, such as crime statistics and fire safety data, but also to inform current students and employees and assist prospective students and their families in the decision-making process of selecting a college by describing the many ways in which we strive to keep this community safe.

At ASA College, the safety and well-being of our students, faculty, and staff are our top priorities. ASA's campuses and the surrounding areas are safe and have an extremely low crime rate for an urban college. Our community takes pride in this fact and in all of our public service accomplishments.

# The Clery Act History and Facts

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The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics, most commonly known as the Clery Act, is a Federal Act. It is named after Jeanne Clery who tragically lost her life after being raped while in college. The event took place in 1986 on the campus residence at Lehigh University.

This sad and brutal event has become the foundation for laws and regulations whereby

institutions of higher education in the United States are required to report a recent history of campus crime, fire safety statistics and certain statements of campus security policy.

Additionally, it is required to familiarize the community of an institution with "what to do in case of an emergency"

**SAFETY FIRST**

# Important Facts to Know in Case of an Emergency

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- All ASA College campuses and dorms are patrolled by uniformed security personnel. They are the first point of contact should an emergency take place.
- If a member of security personnel is not available, call police by dialing **911**
- Additionally, any specific concerns regarding campus safety may be reported to Facilities Management at 718-534-0755 or ext. 2156.

# Fire and Smoking Policy

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- All ASA buildings are equipped with fire extinguishers, emergency lighting, smoke and fire detectors, as well as fire doors and clearly marked exit signs. However, in case of fire, please inform any member of staff or security personnel, and/or call **911**
- Also, it is crucial that all fires, no matter how small, be reported to the Facility Management at 718-522-9073 ext. 2160 or 2156
- ASA College maintains a strict no smoking policy, therefore it is prohibited to smoke inside any of the school's buildings and facilities.

# Fire Safety Information

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Additional fire safety information could be obtained from New York Fire Department

<http://www.nyc.gov/html/fdny/html/safety/index.shtml>.

Information about the community of ASA College in Miami can be obtained at

<http://www.miamigov.com/Fire/pages/Programs/>.

# Get Educated on Crime Prevention

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It is recommended students attend crime prevention seminars that are conducted by The New York State Crime Prevention Coalition

<http://nyscpc.org/drupal/?q==node/10>

or

Obtain valuable information from the Office of Public Safety at New York State Division of Criminal Justice Services <http://www.criminaljustice.ny.gov/ops/>



# Reporting a Crime or Threat to Campus Safety

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All ASA College students, faculty members and staff, as well as guests of the college are encouraged to report accidents, emergencies and other criminal incidents and activity to any uniformed security on campus, or by calling **1-811-441-6109**

**718-534-0811 in Brooklyn**

**212-612-6450 in Manhattan**

**186-219-1141 in Miami**

Additionally, crimes and emergencies could be reported to local law enforcement agencies either by phone at **911** or in person.

# Emergency Policy

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In the event of a fire or other exigent emergency, the ASA College policy is that of ***TOTAL EVACUATION***. Designated staff members will assist all in getting evacuated properly.

*Importantly*, In the event of an emergency,

**1-811-441-6109**

will become our Information Hotline Number that will provide information to the general public.

# Drug and Alcohol Policy

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In compliance with federal, state and local regulations, ASA College is committed to providing a drug and alcohol free environment for its students, faculty members and staff.

Based on that, it is strictly prohibited to possess and/or use any alcoholic beverages and illegal drugs or controlled substances by students, employees, guests and any individuals on campus of the college and areas adjacent to the buildings occupied by ASA College, including, but not limited to, campuses in Brooklyn, Manhattan, Miami, athletic facilities, dormitories and other group housing facilities.

# Missing Student Notification and Policy

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Whenever an ASA College student is believed missing, the college will utilize all reasonable effort to locate the student and to determine his or her state of health and well-being. These efforts include:

1. Speaking with friends/roommates
2. Calling confidential contacts
3. Notifying law enforcement agency

# Weapons Policy

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With Limited Exceptions,

**NO ONE IS PERMITTED TO  
CARRY  
A WEAPON ON CAMPUS**

Violators of this policy are subject to criminal prosecution as well as discipline by the College.

# Gender-Based Misconduct Policy

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Gender-based misconduct comprises a broad range of behaviors focused on sex and/or gender discrimination.

- Sexual harassment
- Sexual assault
- Gender-based harassment
- Stalking
- Intimate partner violence

These are just a few forms of gender-based misconduct prohibited under this policy.

# Gender-Based Misconduct Policy

- The College treats allegations of Gender-based misconduct extremely seriously and has a system in place to assist survivors in obtaining medical treatment, counseling, and support services.
- Survivors have the option to report the assault to the New York City Police Department.



# Gender-Based Misconduct Policy

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- Survivors may also choose to file a report with the College. ASA College's disciplinary system and police/legal system work independently from one another.
- Reports of alleged gender-based misconduct by a student, faculty member, staff member, or administrator of ASA College should be filed with:

Office of the Director of Student Support Services

151 Lawrence St. 2 Floor Room 214

Brooklyn, NY 11201

718-522-9073 ext. 2026