

ASA College - 2013 Annual Security Report and Safety Plan 2013 – 2014

This document provides a summary of our annual reporting of Crime Statistics pursuant to the provisions of the Clery Act and the basic safety plan in place at ASA College.

Policies for Annual Campus Crime Reporting and Statistics Disclosure

It is the policy of ASA College to report all data required by the Clery Act in a timely manner (Campus Crime Statistics) through the required reporting venues, available for public perusal at <http://nces.ed.gov/collegenavigator/?q=ASA&s=all&id=404994>, (under CAMPUS SECURITY). ASA College also publishes the above on its website and in other appropriate documents, such as this annual summary report and Basic Safety Plan, prepared by the College Safety Committee, operating under the aegis of the Vice President for Facilities and IT, who assumes primary accountability to collect and assess all College Safety Data. The Safety Committee meets at least twice annually to review data, suggest changes and updates to the plan, and to inform the Executive Committee of any developing trends.

- ***Monitoring and Recording of Crime at Off-campus Locations***

ASA College does not collect or report on crimes or police activities that occur on non-college property except during an officially sanctioned event, such as an athletic competition. In the event that an incident was to occur on a non-college site during a college-sanctioned event, ASA College recommends that the incident be reported to the site owner or manager.

- ***Introduction and Overview***

To maintain compliance with the Clery Act, and in an effort to continuously promote and improve the safety and security measures on campus, ASA College collects and publishes certain required information regarding the colleges' security policies, services and crime statistics. Once collected, the information is presented in this annual document for your use.

This document also provides basic guidelines to promote the conservation of life, protect property, and maintain the continuity of operations through emergencies and other situations. This document is to be supplemented by the ASA College Emergency Action Plan (EAP) which includes detailed policies and procedures that will be implemented should there be a need to evacuate personnel due to a natural disaster, i.e. earthquake, hurricane, or other threat to security, or for numerous other possible threats to the safety and well-being of all ASA College students and staff.

The senior administration of ASA College, through the office of the Vice President of Facilities and IT, assumes primary responsibility for implementing this Basic Safety Plan and the broader EAP. This responsibility includes the allocation of adequate resources that will ensure adherence to

applicable federal, state and local regulations as well as institutional policies. The Basic Safety Plan and EAP contain the procedures to be implemented at any of the ASA College facilities in the event of an emergency and intend to minimize hazards to human health which might result from emergencies. All employees are encouraged to take actions in emergency situations that will ensure their own safety and the safety of others.

ASA College operates two campuses, each with three locations. ASA College also operates a dormitory nearby the Brooklyn campus. The Brooklyn campus is situated in close proximity to the MetroTech Center, and because of this, benefits from the highly visible police and security patrols throughout the area. The Manhattan campus is mostly situated right in the heart of New York City's Herald Square, and is also the beneficiary of municipal patrols and local security presence.

Awareness programs are an integral part of ASA's approach to campus safety. Our motto is "Don't be a victim of opportunity!" and we promote AWARENESS as a key to maintaining a safe and secure place that supports the teaching and learning environment. As noted below, in Table 1: 3-Year Crime Statistics, ASA College is a very safe college community, and incidents of violent crime are virtually non-existent. However infrequent, things can and do occur and no matter how minor a crime may be, victims find it to be serious, frustrating, and at best inconvenient. Our Security Team therefore works closely with students and staff, often reminding everyone to watch their valuables and avoid vulnerable situations where one can become a victim of a crime of opportunity.

- ***Campus Law Enforcement***

ASA College has contracted the services of Winfield Security <http://www.winfieldsecurity.com/>, who handle all internal patrols and staff all entry and egress points, during all hours of operations. All Winfield Security Personnel hold a valid New York State Security Guard License. They are highly visible and can communicate via radio. They not only monitor security checkpoints, but also record and report any potential safety issues. Due to the high importance placed on safety by ASA College, we are pleased to have been able to maintain highly incident-free campuses that promote the type of safe and secure environment needed by our students and staff.

- ***Emergency Notifications***

Clery Act is a federal statute requiring all colleges take measures to notify all members of the campus community upon confirmation that there is a significant emergency or dangerous situation that involves an immediate threat to the health or safety of students or staff.

In the event that a situation arises, either on or off campus, that in the judgment of the Director of Facilities or his designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued via one or more of the following methods: electronic e-mail to ASA email addresses, posted on our website (www.asa.edu) and portal, or via media announcement. In the event of an emergency, 1-877-319-5364 will become an Information Hotline Number that will provide information to the general public.

- ***Procedures for Reporting Crimes***

If you become aware of a crime, observe a suspicious person, or are a victim yourself, the first thing you should do is promptly report it to the police. Additionally, please report all incidents or suspicious activity to either the Security Guard or a College official. Reports to College personnel involving bodily injury (including sex offenses), theft, or an ongoing threat to campus security will be reported to the New York City Police Department. Reports not involving bodily injury (including sex offenses), or theft will usually be investigated internally. Police reports are public records under state law. If you are the victim of a crime and do not want to pursue action within the public criminal justice system, you may still want to consider filing a confidential report with the College. With your permission, the Campus Operating Officer or designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

The primary person responsible for reports, early warnings, and other information related to the annual statistical disclosure is:

Director of Facilities – t:718-534-0755 e-mail: ykrumer@asa.edu

- ***Incident and Emergency Management and Reporting***

ASA's Director of Facilities Management is the designated Incident Commander/Emergency Coordinator, and is responsible for keeping the plan current and for making any necessary revisions to the Plans. The Emergency Coordinator has responsibility for implementing any and all emergency procedures (including the development of ongoing emergency training and conducting evacuation drills) and emergency station operations, and for ensuring that outside assistance is obtained as needed. The Emergency Coordinator or designee will notify and request assistance from outside emergency response personnel if and when necessary.

In the event of a fire or other exigent emergency, the ASA College policy is that of **TOTAL EVACUATION**. The Emergency Coordinator and the Security Team assume primary responsibility to ensure that the buildings are evacuated completely and safely.

During an emergency situation, the Emergency Coordinator shall:

- ✓ Determine if an emergency requires implementation of this Plan.
- ✓ Direct and document all emergency activities.
- ✓ Assist personnel and visitors in a safe and orderly evacuation of the appropriate building(s).
- ✓ Account for the presence of all persons at the Designated Assembly Area.
- ✓ Ensure that the fire department and/or emergency medical services are called when necessary, and direct on-site emergency medical procedures until outside responders arrive.
- ✓ Coordinate the shutdown of operations and systems within the building(s) when necessary.
- ✓ Direct the Security Team and any other ASA personnel to ensure that no one re-enters a burning or otherwise unsafe building.

- ***Safety of and Access to Campus Facilities***

Students and employees are required to carry a photo identification card for access to all areas on campus, which is restricted for use by authorized visitors and members of the college community. The Security Team has authority and responsibility over all security matters on campus, including the establishment of schedules for securing of perimeter doors and access to facilities after hours. The Security Team also monitors closed circuit cameras which are placed at strategic locations throughout all buildings and locations, and which most importantly record activities near all entryways of all campus buildings. Recordings are kept on DVR for a period of 30 days except when the recordings are known to or possibly contain evidence that might be used by internal committees or external agencies, when they will remain on file pending final disposition of any case.

On a daily basis, the Security Supervisor prepares a summary report for the Director of Facilities Management which may include incidents, if any, lock and security failures, or safety hazards/violations of any type. Other campus constituencies are also encouraged to report any specific concerns regarding campus safety to Facilities Management at 718-534-0755 or ext. 2156.

- ***Maintenance and Security Considerations***

The campus is equipped with an emergency lighting system and fire alarms. These are all tested and/or inspected according to a schedule determined by local ordinance or other agency requirement. Inspection records for all Fire Detection and Prevention Systems are maintained in the Facilities Office at 151 Lawrence Street, in Brooklyn, and can be viewed on request.

ASA Fire Detection and Protection Systems include:

- ✓ Hand-held portable extinguishers located throughout the facilities
- ✓ Fire detection, alarm and sprinkler systems
- ✓ Fire doors

- ***Security Awareness and Crime Prevention Programs***

General policies regarding the safety of ASA College students and staff during crisis situations – in addition to student discipline procedures – are also located in the Faculty Handbook and the 2011 Student Handbook.

- ***Substance Free Campus Policy***

In compliance with federal regulations, ASA College is committed to providing a drug and alcohol free environment for its employees and students. Therefore, ASA College prohibits the possession or use of alcohol, and possession or use of illegal drugs or controlled substances by students and employees on its property. Both the Employee and Student Handbooks include the policies. In addition, all new ASA students receive a copy of the ***ASA DRUG AND ALCOHOL FREE WORKPLACE/SCHOOL POLICY*** with their initial schedule. All new employees are also provided with the policy, acknowledged at the time of hire. Additional literature and a list of available community

drug counseling and rehabilitation services is available as part of the company's drug awareness program in the Office of Student Services or through Human Resources.

- ***Sexual Assault & Harassment – Prevention, Reporting and Follow-up Procedures***

In accordance with federal regulations, the College is informing you that registered sex offenders are listed on the internet at <http://www.criminaljustice.state.ny.us/nsor/>

The official policies regarding Sexual Harassment are included in the Employee Handbook and the Student Handbook. Additionally, ASA College holds periodic workshops on *CRIME PREVENTION AND DATE AWARENESS*, which are open to students, faculty and staff.

The college reaffirms the principle that students, faculty, and staff have a right to be free from any form of sexual offenses, both forcible and non-forcible. Sexual offenses are unlawful, unacceptable, and they will not be tolerated. Sexual assaults include rape (including statutory rape), sexual battery and corruption of a minor, gross sexual imposition, voyeurism and public indecency.

Any student or employee who believes that a sexual offense may have occurred is directed to refer to the College Grievance Procedure in the Student or Employee Handbook, and strongly encouraged to report the matter promptly and to preserve any evidence intact. This is the most effective way to ensure that a competitive investigation is possible, and that if a criminal assault occurred it can be prosecuted effectively. An immediate report should be made to Campus Security and the Dean of Students or the Human Resources department. Residential students should also report any sexual offenses to the most readily available Residence Hall Director or Assistant. Students and employees also have the option to notify the area police department, regardless of any other action taken or anticipated on campus. Student affairs and security personnel are available to assist in reporting to the police.

In the event of an alleged sexual assault on campus, without regard to whether the alleged victim is a student or member of the faculty/staff/administration or the alleged perpetrator is a student or member of the faculty/staff/administration, all parties have access to the campus judicial process, which is fully explained in the College Grievance Procedure. The Dean of Students or any Residence Hall Director or Assistant, or the Director of Human Resources will assist any person in bringing charges against any other member of the college community under this procedure.

In extraordinary cases, such as those involving highly confidential matters, problematic timing, or severe infractions of acceptable behavior, the President or his designee may initiate, review or take interim or final action with respect to any student disciplinary matter by means of an administrative disciplinary hearing.

Complaints of sexual offenses will be responded to promptly and in an equitable manner. The right of confidentiality of all members of the college community will be respected, insofar as possible. Retaliation against individuals bringing complaints of sexual assault is specifically prohibited.

Possible sanctions for students found guilty of sexual offenses may include a possible transfer of residence; removal of residence privileges; restricted access to specified buildings, events, or areas of the campus; up to suspension or dismissal from the college. It should be also understood that (as with any crime) if charges of a sexual offense are prosecuted, criminal penalties could result in addition to sanctions imposed by the college.

These procedures are designed to insure equal opportunity for both the accused and the accuser. During any hearing, both the accused and the accuser may also present witnesses and be assisted by an advisor of their choice from the college community. All cases heard by the Grievance Committee result in an official recommendation, and all parties are apprised of the same, with a copy forwarded to the Office of the President. Any individual who feels that a sexual offense complaint did not receive a prompt and equitable response, after pursuing the procedures outlined in the Student Handbook should contact the Office of the President, and after that, the accrediting agency or licensing body, both listed in the Student Handbook.

- ***Violent Felony Offenses***

Defined in Section 70.02 sub. 1 of the New York State Penal Law and include Class A, B, C, D and E violent felony offenses. These crimes will be immediately reported to the New York City Police Department by the Office of Campus & Community Safety Services. A joint initial investigation will be conducted and follow up investigation by the appropriate unit of the New York City Police Department will be conducted with the New York City Police Department as the lead agency. The college administration and college community will be kept informed and updated on developments.

- ***Missing Student Notification***

As an institution that maintains on-campus housing (as defined in the Clery Act), ASA College has prepared the following policy and procedure to address a missing persons situation for any and all residence students. Students are provided with and acknowledge receipt of a copy of the policy at dorm check-in for each semester.

- ***Weapons Policy***

No one within the ASA College (including visitors and Campus Security Officers), pursuant to authorization of the College President, shall have in his/her possession a rifle, shotgun, firearm, or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or the grounds of the campus.

- ***Whistleblower Protection & Anti-Retaliation***

The Higher Education Opportunity Act establishes safeguards for “whistleblowers” by prohibiting any retaliatory action against any individual “with respect to the implementation of any provision” of the Clery Act.

POLICY

In the event that a student residing in any ASA owned or controlled facility has been determined to be missing for 24 or more hours, the following person(s) or agency(ies) must be contacted: **New York City Police Department, 84th Precinct: 718-875-6811**

Any and all official missing persons report(s) will be referred immediately to ASA Campus Security and/or local law enforcement agency with jurisdiction in the area.

ASA College further stipulates that in addition to notifying local law enforcement personnel, as identified above, all affected students are offered the option of registering a confidential contact person to be notified in the case that the student is determined to be missing, and that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

In the event that an affected student is less than 18 years of age and not emancipated is determined to be missing for 24 or more hours, a parent or guardian will be notified.

PROCEDURE

Once it has been determined that a student is missing for 24 or more hours:

1. The Dorm Director will immediately contact Campus Security.
2. The responding Campus Security officer will immediately advise his/her supervisor.
3. The Security Supervisor shall contact the person(s) listed above at the local law enforcement office.
4. The Campus Security supervisor then contacts the Vice President for Facilities and/or the Director of Facilities.
5. The Dorm Director and the Campus Security Supervisor will prepare the appropriate documentation while waiting for local law enforcement arrives.
6. If the student is under 18 years of age or is not emancipated, a parent or guardian will be contacted.
7. If the student has registered a confidential contact person to be notified in such a case, that person will be notified by the Vice President of Facilities, the Director of Facilities, or his/her designee.
8. ASA College may implement the above procedures in less than 24 hours if there are circumstances that warrant a faster implementation.

• *Other Emergencies and Emergency Specific Procedures*

The ASA College EAP includes some general tips and detailed information about policies and procedures for the emergency situations listed below:

Fire Emergency/Evacuation, How to Survive a Building Fire,
Mechanical issues: Steam Leaks, Water Leaks/Flooding, Utility/Electrical Failure,
Medical Emergencies, Pandemic Response Plan, Police/Security Emergencies,
Natural Disasters, Accidents, Suspicious Package Response Guide,
Bomb Threat, Hostage Situation, Responding to an Active Shooter

In addition, the EAP includes some general information on the following:

What to Expect from Responding Police Officers
General Quick Response Guide (for all emergency situations), Dealing With Unusual, Disturbing, or Suspicious Behavior, Working with Students with Behavior Problems

Table 1: 3-Year Crime Statistics

Criminal Offense		2010	2011	2012
Murder/Non-negligent manslaughter		0	0	0
	Total On Campus	0	0	0
	Total On Campus in Residence Hall	0	0	0
	Total On Public Property	0	0	0
	of them – Hate Crimes	0	0	0
Negligent manslaughter		0	0	0
	Total On Campus	0	0	0
	Total On Campus in residence Hall	0	0	0
	Total On Public Property	0	0	0
	of them – Hate Crimes	0	0	0
Sex-Offences – Forcible		0	0	0
	Total On Campus	0	0	0
	Total On Campus in Residence Hall	0	0	0
	Total On Public Property	0	0	0
	of them – Hate Crimes	0	0	0
Sex Offences – Non-forcible (incest & statutory rape)		0	0	0
	Total On Campus	0	0	0
	Total On Campus in Residence Hall	0	0	0
	Total On Public Property	0	0	0
	of them – Hate Crimes	0	0	0
Robbery		1	0	1
	Total On Campus	1	0	1
	Total On Campus in Residence Hall	0	0	0
	Total On Public Property	0	0	0
	of them – Hate Crimes	0	0	0
Aggravated Assault		0	0	0
	Total On Campus	0	0	0
	Total On Campus in Residence Hall	0	0	0
	Total On Public Property	0	0	0
	of them – Hate Crimes	0	0	0
Burglary		3	6	0
	Total On Campus	3	6	0
	Total On Campus in Residence Hall	0	0	0
	Total On Public Property	0	0	0
	of them – Hate Crimes	0	0	0
Motor vehicle theft		0	0	0
	Total On Campus	0	0	0
	Total On Campus in Residence Hall	0	0	0
	Total On Public Property	0	0	0
	of them – Hate Crimes	0	0	0
Arson		0	0	0
	Total On Campus	0	0	0
	Total On Campus in Residence Hall	0	0	0
	Total On Public Property	0	0	0
	of them – Hate Crimes	0	0	0
Any other Hate crime involving bodily injury		0	0	0
	Total On Campus	0	0	0
	Total On Campus in Residence Hall	0	0	0
	Total On Public Property	0	0	0
Number of Arrests		0	1	0
	Total On Campus	0	0	0
	Total On Campus in Residence Hall	0	1	0
	Total On Public Property	0	0	0

Campus Crime Statistics

The Campus Crime Statistics report is prepared by the ASA College Institutional Researcher. In compliance with federal law, the Crime Awareness and Campus Security Act (Public Law 101-542 as amended), The College must disclose crime statistics for the campus and unobstructed public areas immediately adjacent to or running through the campus. Crimes are reported in the following major categories, with several sub-categories:

- **Criminal Homicide, Manslaughter by Negligence:** the killing of another person through gross negligence.
- **Criminal Homicide, Murder and Non-Negligent Manslaughter:** the willful killing of one human being by another.
- **Forcible Sex Offenses (includes rape):** any sexual act directed against another person, forcible and/or against that person's will or not forcibly against the person's will where the victim is incapable of giving consent.
- **Non Forcible Sex Offenses (incest & statutory rape):** unlawful, non-forcible sexual intercourse.
- **Robbery:** taking or attempting to take anything of value from the care, custody, or control of a person(s) by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** an unlawful attack by one person upon another to inflict severe or aggravated bodily injury. This is usually accompanied by the use of a weapon or by means likely to produce great bodily harm or death, although it is not necessary that injury result when a weapon is used.
- **Burglary:** unlawful entry of a structure to commit a crime including, but not limited to, larceny, arson, sexual assault, criminal mischief, and all attempts to do so.
- **Motor Vehicle Theft:** the taking (or attempt) or use of a motor vehicle by persons not having lawful access.
- **Arson:** willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, personal property of another, etc.

The College is also required to report the following three types of incidents if they result in either an arrest or disciplinary referral: 1.) Liquor Law Violations; 2.) Drug Law Violations; and 3.) Illegal Weapons Possession. If both an arrest and referral are made, only the arrest is counted.

