



COLLEGE

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ASA CAMPUS SAFETY GUIDE



DOWNTOWN BROOKLYN

81 Willoughby Street
Brooklyn, NY 11201
Tel.: 718 - 522-9073

MIDTOWN MANHATTAN

1293 Broadway/One Herald Center
New York, NY 10001
Tel.: 212-672-6450

NORTH MIAMI BEACH

3909 N.E. 163rd Street
North Miami Beach, FL 33160
Tel.: 786-279-1740

Facility Department is committed to providing a safe and secure environment for students, faculty, staff and visitors to ASA College. The department maintains and promotes respect for the individual rights and dignity of all persons and continually attempts to instill public confidence by maintaining a high degree of professionalism, dedication and expertise in the delivery of the service it provides.

Facility Department is located on the 2nd floor of the 151 Lawrence Street, suite 225 Brooklyn NY 11201 and is responsible for all Campus Security and Facility Department matters. Facility Department contract WINFIELD Security Company who assists the department with security duties. These non-sworn officers are registered and trained in accordance with the provisions of the New York State Security Guard Act.

Facilities Management may be called directly (718-534-0840; 718-534-0755) to report any safety or security hazard.

Facility Department Services

The Facility Department serves the college 24 hours a day, 7 days a week, year-round.

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Uniformed security officers always present to handle emergencies, address safety and security concerns and perform enforcement duties and assist Facility Department personnel by reporting potential safety and security hazards.

The department can also assist members of the college community in many non-emergency situations to include building and room openings, direction assistance, vehicle problems, referral information, etc.

As part of its overall responsibilities, the Facility Department, in order to promote a safe and secure environment on campus, conducts a continuous inspection of campus facilities and grounds, promptly make repairs affecting safety and security, and respond to reports of potential safety hazards, such as lights out and broken windows and locks, etc.

Facility Department requires contractors and service providers to wear identifying badges when working on campus. Contractors and service providers must check in and out with the Facility Department whenever they come to campus.

Facility Department is responsible for the maintenance of fire/life safety systems and oversees construction projects involving these systems. Facility Department also manages hazardous materials, hazardous waste removal, etc.

In routine matters, their office can be contacted directly during normal business hours at ext. 2160 / 2156 or at direct #'s 718-534-0840 / 718-534-0755.

After these hours, situations requiring immediate attention should be reported to the Facility Director at 917-709-2415.

A copy of the Annual Security Report for ASA College is available upon request by contacting:

Facility Director, ASA College,

151 Lawrence Street , suite #225

Brooklyn, New York 11201

How to Report a Crime or Other Emergency

Any Incidents, crime or emergency must be reported directly to either Security Officer (stationed at lobby of each ASA Building) or Facility Department by dialing from campus phones ext. 2160 / 2156 or from an outside phone at 718-534-0840 or 718-534-0755, or by calling directly to Facility director at 917-709-2415.

Note: For an immediate Police Department response or for off campus incidents, dial 911.

When reporting a crime or incident please provide as much information as possible to include:

- Details of what happened
- Specific location
- Identity and/or description of person(s) involved
- Date and time of incident
- Be as specific as possible when giving any information (i.e. description of person(s), vehicles(s), etc.)

The Facility Department or security officers should be notified immediately of any threat to the safety and security of any member of the college community. Such reports may include criminal matters, medical emergencies, disturbances, fires, and damage to personal or college property, equipment or buildings.

An immediate investigation will be conducted into the details of such reports. Written reports are kept on file in the Facility Department and copies are distributed to the appropriate campus departments.

If deemed appropriate, the department will also notify the New York City Police Department (NYPD) for its appropriate action and/or response.

The ASA Facility Department also maintains a close professional relationship with the members of the 84 Pct. regarding matters of mutual concern effecting members of the college community both on and off campus.

<p>84th precinct is located at 301 Gold Street, Brooklyn, NY 11201</p> <p>http://www.nyc.gov/html/nypd/html/precincts/precinct_084.shtml</p> <p>Contact Information:</p>	<p>Manhattan, Midtown South Precinct located at 357 West 35th Street, New York, New York 10001</p> <p>http://www.nyc.gov/html/nypd/html/precincts/precinct_014.shtml</p> <p>Contact Information:</p>	<p>North Miami Beach Police Department located at 16901 NE 19th Avenue, North Miami Beach, FL 33162</p> <p>http://www.citynmb.com/police/</p> <p>Contact Information:</p>
<p>Precinct: (718) 875-6811</p> <p>Community Affairs: (718) 875-6850</p> <p>Crime Prevention: (718) 875-6363</p> <p>Domestic Violence: (718) 834-4579</p> <p>Youth Officer: (718) 834-4581</p> <p>Auxiliary Coordinator: (718) 875-6368</p> <p>Detective Squad: (718) 875-6687</p>	<p>Precinct: (212) 239-9811</p> <p>Community Affairs: (212) 239-9846</p> <p>Community Policing: (212) 239-9805</p> <p>Crime Prevention: (212) 239-9846</p> <p>Domestic Violence: (212) 239-9863</p> <p>Youth Officer: (212) 239-9817</p> <p>Auxiliary Coordinator: (212) 239-9836</p> <p>Detective Squad: (212) 239-9856</p>	<p>Precinct: (305) 662-7654</p> <p>Crime Prevention: (305) 948-2955</p>

ASA College's Safety Committee

ASA Safety Committee is composed of faculty and staff from various ASA Departments.

It was established to promote a safe environment for all students and staff focused on student learning and student development.

The committee reviews current campus security procedures and makes recommendations for their improvement.

Members of this committee are a multi-disciplinary team that meets regularly, and when information of concern is received, to serve the following functions:

- 1) Provide consultation and support to faculty, staff and administration in assisting students who display concerning or disruptive behaviors.
- 2) Gather information to assess situations involving students who display concerning or disruptive behaviors.
- 3) Recommend appropriate intervention strategies or disciplinary sanctions.
- 4) Connect students with needed campus and community resources.
- 5) Monitor ongoing behavior of students who have displayed concerning or disruptive behavior.

Crime Prevention and Campus Security Program

Representatives of the campus join together at student orientations to provide information and advice to newcomers to the campus in order to familiarize themselves with the functions of the Facility Department and to address any questions or concerns.

Personal Safety Program

Publications and crime prevention pamphlets are available at the Facility Department as well as Academic Affairs Office and other locations throughout the campus. Some of the topics addressed included but not limited to sexual assault, date rape, domestic violence, larceny and alcohol and drug abuse.

Subject matter deals with a variety of preventative measures regarding crime and/or abuse.

Safety and security information is also included in general campus publications such as the College Catalog, the Student Handbook, the Faculty Handbook and other campus literature.

Lost and Found

If a member cannot find his or her car keys, wallet, purse, backpack or other personal property, he/she should contact the Facility Department at ext. 2160 or directly at 718-534-0840.

If a member finds someone's property he/she can deliver it or have it forwarded to the Facility Department.

General Safety Tips

- Always be alert and aware of your surroundings and project a confident attitude.
- All suspicious activity should be reported to the Facility Department at 718-534-0840 / 0755.
- Timely and accurate reporting of information makes it easier to gather critical evidence and increase the odds of recovering stolen property and/ or successfully apprehending and prosecuting criminals.
- Avoid working, studying or being alone in buildings or isolated areas of the campus.
- If you must walk alone, please make sure to use well-lighted paths and sidewalks and take the most direct route. Inform someone of your destination and your expected arrival and return times.
- Identify your valuables - record serial numbers on items like computers, etc. or engrave them.
- Always secure your valuables and NEVER leave items such as pocketbooks, wallets, keys, cell phones, etc. unattended, even for a brief period of time.
- Never leave valuables in your vehicle in plain view. Always lock your door.
- Use designated crosswalks and pedestrian crossings.

- Be aware of campus and local crime trends. You are your best protection - educate yourself.
- Carry only necessary cash and credit cards and avoid wearing expensive jewelry. However, always carry enough money for an emergency phone call or ride home.
- TRUST YOUR INSTINCTS! If someone does not look right to you or makes you feel uneasy, get away fast! Immediately report him/her to the Facility Department.

Campus Buildings

Access to ASA's buildings is restricted and requires valid ASA College ID card for students, faculty and staff.

Academic and administrative buildings on campus are normally open at 8am 7 days a week and locked after business hours: at 10:30PM Monday – Friday; at 6PM Saturday and Sunday, unless they are being used for legitimate evening or educational purposes.

Security and Access to Campus Facilities

Access to ASA's buildings is restricted and requires valid ASA College ID card for students, faculty and staff.

Security systems in place on campus include security guard stations, Fire Alarm systems and some CCTV.

Academic and administrative buildings are secured after normal business hours unless being utilized for legitimate evening or weekend classes or programs. The Facility Department is notified in advance of all sanctioned campus activities or events in order that appropriate security arrangements can be made.

Fire Safety Guidelines

All members of the college community should be guided by the following:

In your building/classroom

- Note the location of fire alarms, extinguishers and other emergency equipment.
- Note the location of landmarks which may aid your exit when visibility is reduced by smoke.
- Locate at least two emergency exits from your floor and make sure they are free from obstruction.
- Re-familiarize yourself with standard fire drill procedures in the event of a fire
- Remain calm. Act quickly, not rashly. Your object is to survive. If you can exit safely, do so. If not, you must work quickly to defend yourself against smoke and flame.
- NEVER open a door without first checking for heat or smoke. Close door behind you.
- Do not allow doors to lock behind you. You may be forced to return. If smoke is encountered during your exit, do not walk upright - crawl. The air is cooler and less toxic near the floor.
- NEVER use an elevator.
- If smoke is present in a stairwell,- avoid it. Choose another route.
- If your clothes catch fire stop, drop and roll to extinguish the flames.
- If you are in the room where the fire starts, leave quickly, close the door and call **Facility Department at 718-534-0840 / 0755** or directly to **Facility Supervisors: Brooklyn Campus 917-709- 4252; Manhattan Campus 718-986-9409.**
- Upon exiting, move at least 70 yards from the building. Make yourself or a group designee available to the Facility Department or FDNY in order to give as much information about the fire situation as possible. Be factual and be calm.

If you are trapped in a room :

- Seal the door/window and ventilation grills with duct tape or towels and clothing, preferably wet, to keep the smoke out. If there is smoke in the room, open the window to let it out.
- Hang an article of clothing large enough for rescuers to see out of a window then close the window and keep it closed to prevent outside smoke from entering.

- Do not break the window unless the room has been heavily invaded by smoke and you must get air to survive. REMEMBER to stay close to the floor for air. Call Facility Department and report the fire location and your situation.
- If possible, tie a towel or clothing (preferably wet) around your nose and mouth to filter smoke.
- DO NOT JUMP.

Always REMEMBER:

- You must believe that every fire alarm is real. Failure to exit the building when an alarm sounds may put you and others in danger and is a violation of campus policy.

Alcohol and Drugs

The college recognizes that students are adults and expects them to obey the law and adhere to college regulations. All students must take personal responsibility for their own actions and behavior.

The college has established policies regarding the consumption of alcohol and the use of illegal drugs, narcotics and other controlled substances, and supports federal, state and local laws regarding their usage.

Policy on Possession/Use of Alcoholic Beverages:

1. The unlawful possession, use or distribution of alcohol by students and employees on college property or as a part of any college activity is prohibited.
2. No student or student organization is permitted to serve alcoholic beverages on this campus.
3. No alcoholic beverages are to be brought on the campus for any reason unless approved in advance and in writing by the Department for Student Affairs.
4. It is also the policy of ASA College that any actions or behaviors that recklessly or intentionally endanger mental or physical health or involve the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization is **prohibited**.

The legal drinking age in New York State is 21 and underage drinking is strictly prohibited. It is also unlawful to sell or give away alcohol to anyone under the age of 21. In addition to college disciplinary action, violators will also be subject to criminal prosecution.

Policy on Illegal Possession and Use of Drugs:

1. The unlawful manufacture, distribution, dispensing, possession, sale or use of marijuana, illegal drugs or other controlled substances by college students or employees on college premises or as a part of any college activity is prohibited. Violators will be subject to campus disciplinary sanctions, as well as criminal prosecution.
2. Non-college personnel apprehended on campus for any alcohol or drug violation will be subject to arrest and criminal prosecution.
3. Since this campus is in no sense a sanctuary, outside law enforcement officials may, on their own initiative, take such action as they deem necessary and appropriate.
4. For the purpose of this policy, the campus is understood to be all facilities in which this college conducts, administers and is responsible for college business.

Weapons

No one within the college community, shall have in their 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 a campus.

To prevent personal injury, ASA prohibits the possession or use of any potentially dangerous weapon or explosive on college property. Firearms, ammunition, air guns, spring-type weapons, bows and arrows, slingshots and fire-crackers are among those items prohibited.

This policy is in full accord with the NYS Penal Law and State Education Law. Violators will be subject to college discipline as well as possible criminal prosecution.

College Policy on Conduct

1. In accordance with Federal and State Law, ASA College prohibits discrimination and harassment based on race, gender, religion, color, creed, disability, sexual orientation, national origin, ancestry, age, marital or veterans' status. Specifically a student may be disciplined for hostile conduct or behavior that might incite immediate violence. Vandalism, racist graffiti, intimidation harassment and other forms of organized hatred will not be tolerated on campus and violators will be punished.
2. All students, faculty and staff are required to have in their possession a valid College ID card while on campus.
3. All visitors must have a legitimate reason for being on campus and are required to show acceptable identification to Security Officers to get a daily pass.
4. All persons on campus are required to show their college ID cards upon the request of any college employee, security officer or student responsible for a student event.
5. Any person, who upon request, refuses or is unable to produce valid identification will be evicted from the campus and/or arrested for trespass.
6. Cellular phones, beepers and all other personal electronic devices may not be used in the classroom while classes are in session.
7. The playing of radios on campus is prohibited. Disturbing others will be considered an infraction of appropriate student conduct.
8. The college seeks to foster an atmosphere of mutual respect and civility and expects students to demonstrate proper classroom decorum, which includes appropriate behavior and dress.

Title IX Regulations Concerning Sex Discrimination including the Policy on Sexual Harassment

Rules and regulations concerning sex discrimination policies of the college are available at the Facility Department, Dean of Students, HR Office and on ASA's WEB Site

Students who have a complaint concerning sex discrimination or sexual harassment should contact the Dean of Students, Security Officer or Facility Department. The discussion will be strictly confidential. If a person chooses to take action, the incidents must be documented and witnesses identified, whenever possible.

Sexual Assault Policy and Procedures

Sexual assault is defined as any sexual act directed against another person, forcibly, and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

The college recognizes the serious physical and psychological impact of sexual assault. It is one of the most frequently committed violent crimes in the U.S. and yet one of the most unreported.

If attacked or confronted by an assailant, try to attract attention. Assess the situation: options are to fight, run, or reason with the assailant. Personal safety awareness programs and self-defense courses can help educate one as to how to respond appropriately in a sexual assault situation.

Acquaintance rape, sexual assault that occurs between people who know each other, is far more common to college campuses than stranger rape. Acquaintance rape is as serious as any other form of rape.

If you are assaulted:

- Report the incident immediately.
- Do not wash, shower, change clothes or douche before calling for help.
- All efforts should be made to preserve evidence. Do not touch or disturb evidence of an attack or struggle, even if the assault took place in our home.
- Go to a safe place. Ask a friend to stay with you. Call Facility Department at 718-534-0840 / 0755 if incident occurred on campus or 911 if it occurred off campus.

If you feel you are the victim of a sexual assault on campus, report the incident so that campus staff members can provide prompt and supportive assistance. Facility Department personnel will keep all calls confidential and will:

- Meet with you privately at a place of your choice to take a complaint report.
- Refuse to release your name to the public and press.
- Treat you and your particular case with courtesy, sensitivity, dignity, understanding and professionalism.
- Try to accommodate your wish to speak to a male or female officer.
- Assist you in arranging for any hospital treatment or other medical care
- Assist you in notifying outside law enforcement authorities.
- Fully investigate your case along with local law enforcement. This may lead to the arrest and full prosecution of a suspect. You will be kept up to date on the progress of the investigation and prosecution.
- Continue to be available to answer your questions and explain systems and legal processes involved.
- Consider your case seriously regardless of your gender.
- Cooperate with other campus departments in changing academic arrangements precipitated by the offense, if you request such action.

Student Disciplinary Proceedings

Procedures are in place for on-campus disciplinary action in cases of reported sexual assaults and other violations of College Rules and Procedures. If disciplinary action is sought on campus, all students involved will be informed of their rights:

- To present his/her side of the story.
- To present witnesses and evidence on his/her behalf.
- To be represented by counsel, and be informed of the outcome of the hearing and of any disciplinary sanction(s) against the accused.

Any individual found guilty of rape or sexual assault in a campus disciplinary proceeding, will be subject to sanctions ranging from suspension, up to and including expulsion from the campus.

NYS Laws & Penalties regarding sex offenses

NYS Penal Law definitions involving lack of consent: To charge any sex offense you **MUST** have “lack of consent” as defined in one of the below listed categories:

A) Mentally disabled - a person suffers from a mental disease or defect which renders him or her incapable of appraising the nature of his or her conduct.

B) Mentally incapacitated - a person is rendered temporarily incapable of appraising or controlling his conduct owing to the influence of a narcotic or intoxicating substance administered to him without his consent, or to any other act committed upon him without his consent.

C) Physically helpless - a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

D) Forcible compulsion - to compel by either (a) use of physical force; or (b) a threat, express or implied, which places a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she or another person will immediately be kidnapped.

E) Age - male/female less than 17 years of age is incapable of consenting to any act as per NYS

Penal Law Article 130 (Sex Offenses). One must be at least 17 years of age to legally engage in any sexual activity. If age is the only factor, it is known as a “statutory” offense.

Note: It is not a defense that the defendant did not know the age of the victim. The basic element of all sex offenses is the lack of consent. Without lack of consent there would be no sex offense.

A violation of any law regarding a sexual offense is also a violation of the College's Code of Student Conduct will be treated as a separate disciplinary matter by the College.

Rape

Rape is always a felony. A person is guilty of rape when a person engages in sexual intercourse with another person without that person's consent.

Rape may be committed in the following ways:

1. By forcible compulsion.
2. By reason of being physically helpless.
3. By reason of being mentally disabled or mentally incapacitated.
4. Person 21 years of age or older, engages in sexual intercourse with another person who is less than 17 years of age (16 or 15).
5. Person, age 18 years of age or older, engages in sexual intercourse with another person who is less than 15 years old (14, 13 or 12).
6. A male engages in intercourse with a female who is less than 11 years old (10 or less).

Criminal Sexual Act (formerly Sodomy)

A criminal sexual act is always a felony. A person is guilty of a criminal sexual act when that person engages in deviant sexual intercourse with another person without that person's consent. A criminal sexual act may be committed in the same ways as described above, under rape.

Sexual Misconduct

Sexual misconduct is always a misdemeanor.

A person is guilty of sexual misconduct when:

1. He or she engages in sexual intercourse with another person without such person's consent; or
2. He or she engages in deviate sexual intercourse with another person without such person's consent;
or
3. He or she engages in sexual conduct with an animal or a dead human body.

Sexual Abuse

Sexual abuse is either a felony or a misdemeanor. A person is guilty of sexual abuse when he or she subjects another person to sexual contact without the latter's consent. In addition to forcible compulsion or incapacity to consent, a person can be charged with sexual abuse in any case, in which the victim does not expressly or impliedly acquiesce in the actor's conduct. "Misdemeanor" means an offense other than a "traffic infraction", for which a sentence to a term of imprisonment in excess of fifteen days may be imposed, but for which a sentence to a term of imprisonment in excess of one year may not be imposed.

"**Felony**" means an offense for which a sentence to a term of imprisonment in excess of one year may be imposed.

"**Crime**" means a misdemeanor or a felony.

Sexual Assault Prevention

- Avoid working, studying or being alone in buildings or isolated areas of the campus.
- Do not shower in a deserted gym.
- Be cautious about dating someone you do not know well. Obtain information from a mutual acquaintance or try to arrange a double date or group activity.

- Avoid excessive use of alcohol and do not use illicit drugs; they interfere with clear thinking and effective communication.
- Never leave beverages unattended or out of sight.
- Know your sexual desires and limits, and communicate them clearly. If you find yourself in an unwanted sexual situation, be assertive. Just say NO. If you are told no when you make sexual advances, accept it.
NO MEANS NO!

Offender Registry and Access to Related Information The Campus Sex Crimes Prevention Act of 2000 (CSCPA) 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, to each institution of higher education of that state at which the person is employed, carries on a vocation, volunteers services or is a student.

The New York State Division of Criminal Justice Services maintains a registry of convicted sex offenders that is available to local law enforcement agencies.

To obtain information about a Level 2 or Level 3 registered sex offender you may:

http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp

Hate Crimes/Bias Related Incidents

Investigation of hate crimes and bias related incidents are a priority at ASA College. The department's response and, when necessary, a police investigation is necessary to ensure that racism, prejudice and violence will not be tolerated in our college community and that perpetrators of such crimes will be prosecuted.

Definition of a Hate Crime

A hate or bias related crime is not a separate distinct crime but is a criminal act or attempted criminal act intended to cause injury, emotional suffering or property damage which is or appears to be motivated, all or in part by race, ethnic background, national origin, religious belief, sex, age, disability or sexual orientation.

Reporting Hate Motivated Crimes and Bias Related Incidents.

The Facility Department is responsible for collecting and reporting hate-motivated crime statistics. Hate motivated crimes should be reported as indicated in the section "How to Report a Crime or Other Emergency".

Counseling & Educational Programs

For off campus counseling services contact:

Sexual Assault/Harassment

- 24-hour Rape Report Line 1-212-267-7273
- Rape & Sexual Abuse Helpline 1-212-267-RAPE(7273)

Alcohol & Drugs

- Alcoholics Anonymous - 1-212-647-1680
- Alanon - 1-800-344-2666 / 1-212-941-0094
- Alcohol Council of NY - 1-212-252-7001
- Narcotics Anonymous Regional Helpline - 1-212-929-6262
- Marijuana Anonymous - 1-800-766-6779
- nototobacco.org (for tips on quitting smoking)

Domestic Violence

- NYC Domestic Violence Hotline (24 hour) - 1-800-621-4673
- NYPD Website - www.nyc.gov/nypd
- www.opdv.state.ny.us
- NYS Domestic Violence Hotline - 1-800-942-6906
- 911 for Emergency

EMERGENCY PROCEDURES AND ACTION PLANS

Overview

ASA's Emergency procedures and Action Plans has several elements. The plan outlines sample procedures for responding to various campus emergencies. It also outlines the different communication systems utilized to notify the campus community that a significant emergency or dangerous situation, involving an immediate threat to health or safety, exists.

The most important element of any Emergency procedures and Action Plans is communications. Timely information is crucial in helping to ensure one's personal safety. Students, faculty and staff are encouraged to join ASA Emergency Alert Notification System to receive text or voice notifications of campus emergencies, weather related closings, etc. Sign up is a simple process at <http://www.asa.edu/alerts-registration.asp> in order to receive cell phone, home phone and/or email messages of important information and campus emergencies.

As members of the campus community, it is important for each of us to understand our roles and responsibilities, and to be prepared to respond if a crisis occurs. Please take a few minutes to look through the ASA website at <http://www.asa.edu/right-to-know.asp> and review the Emergency Procedures and Action Plans and other valuable safety information. Note: The plan is provided in its entirety to Executive and Administrative Leaders, and Department Heads throughout the campus. It was drafted by the ASA Facility Department in conjunction and consultation with other college administrators.

Purpose

The ASA Emergency procedures and Action Plans is a procedural document for organizing, coordinating and directing available resources toward the control of an emergency. The plan includes a chain of command establishing the authority and responsibility of various individuals. As with any document of this nature, the plan should be seen as a living text, subject to changes, update and revision as the environment of the College changes.

Emergency Confirmation Process

Upon receipt of a report that a significant emergency, involving a threat to the safety and/or security of the campus community exists, the Facility Department will, without delay, conduct an investigation into the details of such reports. Upon verification of such an incident, established protocols will be followed regarding notification of the appropriate campus personnel, to include the Administrative hierarchy. Dependent on circumstances, the New York City Police Department will be notified for its appropriate action and/ or response.

After consultation between responsible campus authorities timely information will be broadcast to the affected campus population(s) and areas, through an integrated series of communication systems to include: ASA Emergency Alert Notification System, Staff, Faculty and Student emails and ASA Website Emergency Notifications, etc.

Defining Emergency Conditions

The following are the different levels of emergency with the appropriate communications, notifications, and involvement for each level:

LEVEL 1 A Level 1 emergency includes a minor department or building incident that can be resolved by the responding service unit. This may result in calling in personnel and notifying the department where the problem occurred. An example is the physical plant response to a broken water pipe. There is no need to notify or involve anyone outside of the affected area.

LEVEL 2 A Level 2 emergency includes a department or building incident that can be resolved with existing University resources or limited outside help. A Level 2 incident is usually a one-dimensional event that has a limited duration and little impact on the campus community beyond those using the space/ building in which it occurred. Examples include: minor chemical or fuel oil spills, building loss of heat or electricity for several hours, or a minor fire confined to a room and not involving hazardous chemicals.

LEVEL 3 A Level 3 emergency is an incident that is primarily people, rather than infrastructure focused. Examples include: assaults, sexual assaults, building/ office occupations, hate crimes, or workplace violence. In these situations, the campus Emergency Procedures and Action Plans must be implemented with involvement from the Facility Department or local law enforcement.

LEVEL 4 A Level 4 emergency includes a major emergency that impacts a sizable portion of the campus and/or outside community. Level 4 emergencies may be single or multi-hazard situations and often require considerable coordination both within and outside the College. Level 4 emergencies also include imminent events on campus or in the general community that may develop into a major College crisis or a full disaster. Examples include: bomb threats, heating plant failures, extended power outages, weather emergencies, major fires, contagious disease outbreaks, or domestic water contamination. In these situations, the campus Emergency Procedures and Action Plans must be implemented with involvement from the Facility Department or local law enforcement.

LEVEL 5 A Level 5 emergency includes a catastrophic emergency event involving the entire campus and surrounding community. Immediate resolution of the disaster, which is usually multi-hazard, is beyond the emergency response capabilities of campus and local resources. Examples include: earthquakes, tornadoes, or major hurricanes that require State and Federal assistance. In these situations, the campus Emergency Procedures and Action Plans must be implemented with involvement from the Facility Department or local law enforcement.