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Updated: 10/03/17
HELENE FULD COLLEGE OF NURSING

2017 ANNUAL SECURITY AND FIRE SAFETY REPORT

INTRODUCTION

Helene Fuld College of Nursing is committed to providing a safe and secure environment for members of its community to learn and work. The degree to which it succeeds is dependent upon the partnership that is created between the students, faculty, and staff that comprise the college community—a partnership built upon mutual respect, responsibility and participation.

The College strives to provide a safe campus through diligence and professionalism in the protection of persons and property. The College is committed to reducing the opportunity for crime through raising awareness of safety issues and developing a sense of communal concern for each other’s wellbeing.

The Helene Fuld College of Nursing 2017 Annual Security and Fire Safety Report contains statistics for calendar years 2014, 2015 and 2016. The report is a statement of security measures through which Helene Fuld College of Nursing strives to maintain a safe and secure community. The report is prepared annually for Helene Fuld College of Nursing students, faculty, and staff, as well as prospective students and employees in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report is available in a hard copy print version in the office of the Director of Administration (room 313) and in the Human Resources office (room 308) at Helene Fuld College of Nursing and in electronic format accessible at: https://www.helenefuld.edu/wp-content/uploads/2017/10/Annual_Security_Report-2017.pdf

The information contained in this report is for your use and understanding. It is our expectation that you will assist us in making the Helene Fuld College of Nursing campus as safe and secure as possible.

If you have any questions regarding the information contained in this report, please contact the Director of Administration by phone at 212-616-7273 or e-mail at celeste.wallin@helenefuld.edu.
2017 ANNUAL SECURITY REPORT

CRIME AWARENESS AND CAMPUS SECURITY

Helene Fuld College of Nursing is concerned with the security and safety of the College community and is determined to provide a safe and pleasant environment for all its students, employees, and visitors.

The Crime Awareness and Campus Security Act of 1990 requires the College to distribute information on campus safety and security to students and employees, including information and policies regarding crime, sexual misconduct, sexual harassment, and drug and alcohol use. Data on crime statistics is distributed annually on or before October 1st. The Director of Administration (212-616-7273), who has overall responsibility for security at the College, will provide, upon request, all campus crime statistics as reported to the United States Department of Education. The United States Department of Education's website for campus crime statistics is: http://ope.ed.gov/security/.

Changes made to campus security policies and procedures after October 1st will be distributed to all students and employees via campus e-mail. Inquiries regarding the College's security policies and procedures should be directed to the Director of Administration (212-616-7273).

CAMPUS SECURITY AND CRIME PREVENTION

The College occupies space on the 3rd and 4th floors of the Bethel Gospel Assembly church building. The main entrance/exit is at 24 East 120th Street. There are four other exits that are clearly marked as emergency exits only.

No one without a college-issued ID card or visitor pass is allowed into the College. Family members and friends of students, food delivery personnel, etc., must wait at the security desk on the first floor.

Any student or employee who refuses to show their ID card upon entering the College may be subject to disciplinary action.

All incidents (e.g. theft) and emergencies (e.g. falls) are to be reported to the Director of Administration (room 313) or the Executive Office (room 309) who will immediately notify the appropriate personnel.

CAMPUS SECURITY AUTHORITIES

The Jeanne Clery Act Regulations define a Campus Security Authority as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Crimes may be reported to any Campus Security Authority, including the College's security guards who will report them to the Director of Administration. Examples of other Campus Security Authorities include, but are not limited to, the President, Director of Counseling Services, Director of Student Services, and faculty. Certain classes of crimes or incidents, when reported to a Campus Security Authority, are required to be disclosed to the campus community as specified through the Jeanne Clery Act. (See this report or the Policy and Procedures for Reporting Sexual Misconduct on the College’s website for more information https://www.helenefuld.edu/wp-content/uploads/2017/07/Sexual_Misconduct_Policy_2016.pdf)
The College reserves the right to hold students and employees accountable for violations of local, state, and federal laws or behaviors that jeopardize the security and/or safety of the College or surrounding community.

**CAMPUS SECURITY STAFF**

The College employs security guards from Allied Universal security service who provide security services to the College on a daily basis. They report to a supervisor from Allied Universal security service and are internally supervised by the College's Director of Administration.

A Daily Logbook is maintained by the security guards and is reviewed weekly by the Allied Universal security service supervisor. The Director of Administration also periodically reviews the logbook.

**A SAFE AND SECURE CAMPUS**

The housekeeping staff and Director of Administration monitor conditions within the College. If students or employees notice maintenance issues that may pose a threat to safety they should report them immediately to the Director of Administration or housekeeping staff. Maintenance problems that pose a threat to safety and security are given urgent priority and either handled by the Director of Administration or reported to Bethel Gospel Assembly's Facilities Manager or superintendent.

**THE RESPONSIBILITY OF THE COLLEGE COMMUNITY**

Security measures taken by the College do not relieve individuals of responsibility for self-protection. The cooperation and involvement of all members of the College community in creating a safe environment is imperative. Students and employees must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. One should always remain alert to the surrounding environment. Items should never be left unsecured and unattended, even for short periods of time. Cars should be parked in designated areas and should be kept locked. Valuables should be locked in the trunk. Students and employees should immediately report any suspicious individual(s) or activity to the Director of Administration (room 313) or to the Executive Office (room 309).

**CRIME PREVENTION**

Helene Fuld College of Nursing maintains the campus in a manner that reduces the likelihood of crime. All students and employees are issued ID cards that give them access to the College’s space. Sharing of ID cards is a violation of College policy.

Helene Fuld College of Nursing Campus security guards patrol the College two or more times a day to help ensure a safe environment for students, faculty, staff, and visitors. The Director of Administration presents safety and security information to new incoming students in the associate degree program on a quarterly basis and to students in the bachelor’s degree program annually in September. Faculty and staff are also oriented to the College’s safety and security policies by the Director of Administration annually in August.

Topics that are covered at all of the orientation events include:

- Crime awareness, campus security, and crime prevention
- Harassment policies, responsibilities, and procedures
• Definitions of what constitutes sexual misconduct and policies and procedures for reporting it
• The Campus Sexual Assault Victim's Bill of Rights
• The Campus Sex Crimes Prevention Act
• Bias-related crimes
• The College’s drug and alcohol policy and anti-hazing policy
• Fire and safety procedures and regulations
• Hotlines, counseling, and referral services

COLLEGE POLICIES AND REPORTING


Sexual misconduct, sexual harassment, and bias crimes are not only prohibited by College policy, but are also a violation of both state and federal laws. Incidents of sexual offenses and/or bias related crimes should be reported to a faculty member, administrator, or the Director of Counseling Services who will report this to the Title IX Coordinator. The complainant retains the right to decide whether or not to pursue an investigation. Confidential records are retained. Legal consequences of committing offenses in New York State range from prison terms of from three months to 25 years, depending on the nature of the offense.

• HARASSMENT POLICY

Helene Fuld College of Nursing prohibits any form of unlawful harassment based on gender, sexual orientation, race, color, religion, national or ethnic origin, age, disability, or status as a Vietnam-era or special disabled veteran. Improper interference for any of the above reasons with an employee’s job duties or a student’s academic performance is not tolerated.

The Helene Fuld College of Nursing Catalog and Faculty and Staff Handbook articulate the College’s policies, responsibilities, and procedures for dealing with all types of alleged harassment.

• CAMPUS SEXUAL MISCONDUCT

An area of concern for colleges and universities throughout the country is the high incidence of campus sexual assault. In accordance with Article 129-B and Amendment 5, section 6450 of the Education Law of the State of New York, it is the responsibility of the College to inform all students and employees of their rights in the event that they become a victim of a campus related sexual assault and of the College’s policy and procedures for reporting sexual misconduct.

Helene Fuld College of Nursing’s Policy and Procedures for Reporting Student Sexual Misconduct, Catalog, and Faculty and Staff Handbook articulate the College’s policies and procedures for dealing with incidents of sexual assault and violence. Students receive information about sexual assault, domestic violence, dating violence, and stalking during New Student Orientation.

The College is committed to assisting survivors and to holding offenders accountable for such assaults in conjunction with local law enforcement. Any student or employee who is responsible for committing sex crimes can be subject to both college disciplinary action and state judicial proceedings as outlined in the College’s Policy and Procedures for Reporting Student Sexual Misconduct, Catalog, and Faculty and Staff Handbook. The College’s Policy and Procedures for
Reporting Student Sexual Misconduct and the Catalog can be found on the College’s website under “About Us—Campus Safety”.

THE CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act (section 106 of Public Law 106-39) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State, concerning registered sex offenders, may be obtained.

In New York, information can be obtained by contacting the Division of Criminal Justice Services at 800-262-3257 or by visiting: http://www.criminaljustice.ny.gov/nsor/index.htm. Anyone can anonymously search the Sex Offender Registry. The Information Line is open Monday through Friday from 8:00 a.m. to 5:00 p.m., except on state holidays.

BIAS RELATED CRIMES

The College is in compliance with Section 6436 of the New York Education Law, the Hate/Bias Crime Reporting Act. The Act mandates that all crimes that are judged to be based on racial, religious, ethnic, sexual orientation or disability biases must be reported both as hate/bias crimes and under the customary offence categories. All actions against persons or property that may be considered bias crimes are unequivocally prohibited at all times at the College and at any College sponsored activity.

The penalties for committing such crimes are articulated in the College’s Catalog and Faculty and Staff Handbook.

DRUG AND ALCOHOL POLICY

Helene Fuld College of Nursing is a drug and alcohol-free college, and is in full compliance with the Drug-Free Schools and Communities Act of 1989, the Drug Free Work Place Act of 1988, and Federal regulation 34CFR Part 86.

Possession, use, or distribution of illicit drugs or alcohol in the College or at College-sponsored events is prohibited and is cause for dismissal. Legal sanctions will be taken under local, state, or federal law against any student or employee who possesses or distributes illicit drugs or alcohol.

Drug and alcohol counseling and treatment service referrals are available to students and employees.

ANTI-HAZING POLICY

Helene Fuld College of Nursing prohibits any action or situation that recklessly or intentionally endangers mental or physical health, or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Any organization which authorizes such conduct will not be allowed to operate.
REPORTING MEDICAL EMERGENCIES, CRIMES, OR OTHER SUSPICIOUS BEHAVIOR

To keep the College community safe, it is crucial to report medical emergencies, crimes, and suspicious activity as soon as possible. Any student or employee who is injured or who is the victim of a crime in the College must report this to a faculty member, administrator, or security guard at the time the incident occurs. An Incident Report will be filed with the Director of Administration and if necessary “911” will be called. The Director of Administration's office is in room 313 and she can be reached by phone at 212-616-7273 or by e-mail at celeste.wallin@helenefuld.edu. If a student or employee has a health emergency during an off-campus clinical experience they are referred to the affiliating agency’s Emergency Department and/or to a private physician.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Upon confirmation of a significant emergency or dangerous situation (i.e., gas leak, active shooter, etc.) involving an immediate threat to the health or safety of students or employees occurring within the College or within the city (i.e., terrorist threat, tornado, etc.), the Director of Administration will, without delay, notify the campus community via a Timely Warning Notice. The only exceptions to this would be when notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

To confirm that there is a significant emergency or dangerous situation, the President of the College, the Director of Administration, and the Director of External Affairs will conduct an evaluation. These individuals will gather all available information from their areas of expertise to determine who to notify, to determine the content of the notification, and to initiate the notification. The information will be disseminated via e-mail blast, via text message, and will be posted on the homepage of the College's website (www.helenefuld.edu).

The President and Director of External Affairs are the designated spokespersons for any college statements made to the news media. Anyone with information warranting a timely warning should report the circumstances to the President or Director of Administration.

THE ANNUAL DISCLOSURE OF CRIME STATISTICS

Helene Fuld College of Nursing prepares an Annual Security and Fire Safety Report. Campus crime, arrest, and referral statistics include those reported to the Director of Administration and to the College's local police precinct, the 25th precinct of the New York City Police Department. Once this data is compiled, the report is written and placed on the College's website. The report is then e-mailed to all enrolled students, faculty, and staff. Copies of the report may also be obtained from the Human Resources Generalist or the Director of Administration.

The College submits its annual crime statistics to the U.S. Department of Education, which are available to the public on the Department’s website: http://ope.ed.gov/security/. On the following pages are the College's crime statistics for the calendar year 2016 as well as the previous two years and the latest NYPD posted crime statistics for the 25th precinct.
## HELENE FULD COLLEGE OF NURSING

### CRIME STATISTICS

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*There is no non-campus property operated by the College

**Local statistics were not available
2017 ANNUAL FIRE SAFETY REPORT

FIRE AND SAFETY SYSTEM AND REGULATIONS

Helene Fuld College of Nursing is equipped with a fire alarm system that reports to a central monitoring station within Bethel Gospel Assembly. The College's security guards respond to all alarms and are usually the first personnel on the scene. All security guards have fire guard certification.

Fire alarms and extinguishers are located throughout the College. There is a fire extinguisher next to each alarm box. Smoke/carbon monoxide detectors are located in classrooms, offices, lounges, and the Library. Smoking, candles, and open flame devices are not allowed in the College.

Fire safety information is presented to new students during New Student Orientation. Fire drills are conducted on a regular basis. These drills are documented and a description of each exercise including the date and time of the exercise and whether it was announced or unannounced is recorded.

All students and employees are expected to familiarize themselves with the fire and safety regulations of the College and clinical areas. All employees should know the exact locations of the fire alarm boxes, fire exits, stairways, and fire extinguishers in the College and the clinical areas assigned.

Fire extinguishers on the 3rd floor of the College can be found in the following locations:

- One in the corridor next to room 301
- Two inside the science lab (room 304)
- One in the corridor next to room 306
- One in the corridor across from room 313
- One in the corridor next to room 313
- One inside the telephone closet in the Library
- Two inside the Library

Fire extinguishers on the 4th floor of the College can be found in the following locations:

- One inside the student lounge
- One in the corridor next to room 400A
- One in the corridor next to room 400B
- One in the corridor outside the faculty offices (room 404)

All fire extinguishers are serviced annually by Total Fire Protection, Inc. and are in compliance with National Fire Protection Association (NFPA) standards.

There are five entrances/exits from the College. All fire exits and stairways are clearly marked. All entrances/exits are checked for hazards by the housekeeping staff and/or security guards on a regular basis. Entrances/exits are located in the following places:

- Near rooms 300 (the Office of Student Services) and 301. This is the main entrance/exit to the College and leads outside to the corner of 120th Street and Madison Avenue.
- Near classrooms 306 and 307. This exit leads downstairs to the corner of 119th Street and Madison Avenue.
- Near the elevator on the 3rd and 4th floors. This exit leads downstairs to 119th Street or 120th Street between Fifth and Madison Avenues.
- Near the faculty offices (room 404) or near room 315 (conference room) through an alarmed door. This exit leads downstairs to 119th Street between Fifth and Madison Avenues.
• Inside the Library. This exit leads to a stairwell within Bethel Gospel Assembly and downstairs to 119th Street between Fifth and Madison Avenues.

DISCOVERY OF FIRE OR SMOKE IN THE COLLEGE AND EVACUATION PROCEDURES

Upon discovering a fire or smoke in the College, immediately locate the nearest fire alarm box, open the door of the alarm box, pull the interior hook all the way down, and then let go.

When the fire alarm bells ring everyone must leave the building immediately by going directly to the nearest staircase and exiting the building. A designated fire marshal will enter the restrooms in order to alert anyone in those areas to leave immediately.

Evacuation will proceed from all fire exits directly to the street. When exiting, use only the right side of the stairway. Remain quiet so that instructions are clearly understood and followed. Silence also aids in diminishing confusion and panic. Do not return to the College until the “all clear” is sounded.

All those evacuating the building should proceed to Marcus Garvey Park opposite the building where they should remain until instructions have been received from the New York City Fire Department or from another person in authority from Bethel Gospel Assembly, Inc.
HELENE FULD COLLEGE OF NURSING

FIRE STATISTICS

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*There is no non-campus property operated by the College
**Local statistics were not available
IMPORTANT TELEPHONE NUMBERS

Director of Administration................................................................. 212-616-7273
Security Desk............................................................................................... 516-532-5568
Title IX Coordinator.................................................................................. 212-616-7263/84

College Counselor...................................................................................... 212-616-7264
Emergencies.................................................................................................. 911
Executive Office............................................................................................. 212-616-7263
Human Resources Generalist.......................................................................... 212-616-7283

HOTLINES, TREATMENT CENTERS, COUNSELING, AND REFERRAL SERVICES

National Sexual Assault Hotline................................................................. 800-656-HOPE (4673)
Safe Horizon................................................................................................. 212-227-3000
NYC Domestic Violence Hotline................................................................. 800-621-HOPE (4673)
Lifenet Crisis Hotline.................................................................................... 800-LIFENET (543-3638)
(Suicide hotline and other mental health needs)
NYC Police Dept. Sex Crimes Report Line................................................... 212-267-7273
(for victims of sexual assault)
Crime Victims Treatment Center............................................................... 212-523-4728
Wyckoff Heights Medical Center............................................................... 718-906-3846/3857
(Violence Intervention and Treatment Program)

Additional resources are available from the Director of Counseling Services.
APPENDIX A

CRIME DEFINITIONS

The definitions of crimes reportable under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act are:

1. Murder—The killing of a human being either willfully or through gross negligence.
   A. Non negligent Manslaughter [murder]—the willful (non-negligent) killing of one human being by another.
   B. Manslaughter by Negligence [criminal homicide]—the killing of another person through gross negligence.

2. Forcible Sex Offenses—Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcible or against the person’s will where the victim is incapable of giving consent.
   A. Forcible Rape—The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
   B. Forcible Sodomy—Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
   C. Sexual Assault With An Object—The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
   D. Forcible Fondling—The touching of the private parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

3. Non-forcible Sex Offenses—Unlawful, non-forceful sexual intercourse.
   A. Incest—Non-forceful sexual intercourse between two persons who are related to each other within the degrees wherein marriage is prohibited by law.
   B. Statutory Rape—Non-forceful sexual intercourse with a person who is under the statutory age of consent.

4. Robbery—The taking or attempting to take anything from the care, custody, or control of a person or persons by force, or threat of force, or violence and/or by putting the victim in fear.

5. Aggravated Assault—An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of attack usually assault accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury results from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

6. Burglary—The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes:
   A. Unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny;
B. Housebreaking; safe-cracking; and all attempts to commit any of the aforementioned. Burglaries Must Meet These 3 Conditions:
   A. Evidence of unlawful entry (trespass), which may be either forcible or not involve force.
   B. Unlawful entry must be of a structure—having four walls, a roof, and a door.
   C. Must show evidence that the entry was made in order to commit a felony or theft.

7. Motor Vehicle Theft—The theft or attempted theft of a motor vehicle. (Classify as a motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

8. 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.

9. Weapon Law Violations—The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

10. Drug Abuse Violations—Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

11. Liquor Law Violations—The violation of laws or ordinances prohibiting: the manufacture, sale, transportation, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

12. Hate Crimes—A reportable hate crime is any of the crimes in the first nine categories listed above, larceny-theft, simple assault, intimidation, destruction, damage or vandalism of property, or a crime involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim. (See 20 U.S.C. §1092(f).)

The following definitions are used for the classification of geographic locations in the reporting of various on campus crime statistics:
   A. Part 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.
   B. Part 2—Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).
   C. Public Property—All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
   D. Non Campus buildings or property—Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or is in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonable contiguous geographic area of the institution.