LIBI LONG ISLAND BUSINESS INSTITUTE
The College for Career Education

FLUSHING (Main Campus)	MANHATTAN	COMMACK
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Flushing, NY. 11354	New York, NY. 10013	Commack, NY. 11725
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www.LIBI.edu

THE LONG ISLAND BUSINESS INSTITUTE ANNUAL SAFETY REPORT (ASR)

FOR THE 2014, 2015, 2016 REPORTING YEARS

REPORT OVERVIEW

This report contains the following information:

CRIME STATISTICS

Crime statistics for the three most recent calendar years for each of the following crimes that occurred on or within Clery geography that were reported to a local police agency or campus security authority:

- Criminal homicide: murder and non-negligent manslaughter, manslaughter by negligence
- Sex offenses: rape, fondling, incest, statutory rape » Robbery » Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
- Hate crimes for all of the above crimes that are determined to be hate crimes and larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property
- Dating violence, domestic violence, and stalking

REPORTING CRIMES & OTHER EMERGENCIES

LIBI's policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. LIBI's policies concerning its response to these reports, including:

- Policies for making timely warning reports to the campus community
- Policies for preparing the annual disclosure of crime statistics
- A list of the titles of each person or organization to whom students and employees should report criminal offenses for the purposes of making timely warning reports and the annual statistical disclosure
- Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics

SECURITY AND ACCESS

LIBI's policies concerning security of and access to campus facilities, and security considerations used in the maintenance of campus facilities.

CAMPUS LAW ENFORCEMENT

LIBI's policies concerning security of and access to campus facilities, and security considerations used in the maintenance of campus facilities.

- Addresses the enforcement authority and jurisdiction of security personnel
- Addresses the working relationship of campus security personnel with state and local police agencies, including:
  - Whether those security personnel have the authority to make arrests; and
  - Any agreements, such as written memoranda of understanding between the institution and such agencies, for the investigation of alleged criminal offenses

ACCURATE & PROMPT REPORTING

LIBI's stance and policies on encouraging accurate and prompt reporting of all crimes to the campus personnel and the appropriate law enforcement agencies, when the victim of a crime elects to, or is unable to, make such a report.

VOLUNTARY CONFIDENTIAL REPORTING PROCEDURES (Professional Counselors)

LIBI's procedures for encouraging counselors, when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

PROGRAMS

A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

MONITORING AND RECORDING

A description of programs designed to inform students and employees about the prevention of crimes.

DRUGS AND ALCOHOL

LIBI's policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws.

LIBI's policy regarding the possession, use, and sale of illegal drugs and enforcement of federal and state drug laws.

A description of LIBI's drug or alcohol-abuse education programs, as required under the Drug-Free Schools and Communities Act of 1989.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, & STALKING

LIBI's policy regarding programs to prevent dating violence, domestic violence, sexual assault, and stalking and procedures that LIBI will follow when one of these crimes is reported.

The policy includes:

Sexual Assault Domestic Violence, Dating Violence, & Stalking: Programs & Campaigns

A description of LIBI's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking.

Sexual assault domestic violence, dating violence, & stalking: procedures to follow

Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:

- The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order;
- How and to whom the alleged offense should be reported;
- Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to
  - Notify proper law enforcement authorities, including local police;
  - Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
  - Decline to notify such authorities; and
  - Where applicable, the rights of victims and LIBI's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal or civil court, or by LIBI;
- Information about how LIBI will protect the confidentiality of victims and other necessary parties, including how LIBI will:
  - Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)); and
  - Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Sexual Assault Domestic Violence, Dating Violence, & Stalking: Written Notification

LIBI's policies on how the college will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community; LIBI's policies on providing written notification to victims about options for, available assistance in, and how to request changes to academic, transportation, and working situations or protective measures. (LIBI will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement).

Sexual Assault, Domestic Violence, Dating Violence, & Stalking: Procedures For Disciplinary Action

An explanation of the procedures for LIBI's disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

Sexual Assault, Domestic Violence, Dating Violence, & Stalking: Written Explanations Of Rights & Options

LIBI's policies on providing a written explanation of the rights and options to any student or

employee who reports to the college that he/she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus.

SEX OFFENDER REGISTRATION

A statement advising the campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), concerning registered sex offenders may be obtained.

EMERGENCY RESPONSE & EVACUATION

LIBI's policy regarding emergency response and evacuation procedures.

ANNUAL SECURITY REPORT (ASR) FOR THE 2014, 2015, 2016 REPORTING YEARS

This is the 2017 Annual Security Report (ASR) for the Long Island Business Institute (LIBI). Part of LIBI's mission is to be an inclusive and diverse community. The development of the Annual Security Report (ASR) helps meet this goal by sharing the options and resources we provide to all students and employees regardless of race, gender, gender identity, sexual orientation, religion, or disability.

This security report was produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also referred to as the Clery Act or Campus Security Act, as part of the Higher Education Act of 1965 (HEA). The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics. It requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety. This report is distributed annually electronically to all students and employees. Hard copies of the report are available upon request in the libraries at all three LIBI locations and from the Director of Operations and Institutional Effectiveness.

Locations:

Flushing Library – Main building, 4th floor, Room 412

Commack Library – 2nd floor

NYC Library – 2nd floor

Director of Operations and Institutional Effectiveness: jaybar@libi.edu

Accessible Format: Individuals with disabilities can obtain this document in an accessible format (e.g., large print, audio, or disc) on request to the Director of Operations and Institutional Effectiveness by calling 718.939.5100 ext.112 or emailing jaybar@libi.edu.

OVERVIEW

The 2017 Annual Security Report includes statistics for the previous three years about reported crimes that occurred on campus[1] and on public property within, or immediately adjacent to and accessible from each LIBI campus location. Outside of the core physical LIBI locations, the college does not own or control "noncampus buildings or property" that are used for educational purposes or used by students but not a part of the core campus.

The statistics listed in this report are compiled from campus incident reports, reports from designated campus personnel, and from the local precinct with jurisdiction over the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, including those that involve sexual misconduct, emergency, and evacuation procedures.

LIBI was founded in 1968 as a business school in Commack, Long Island, and was certified as an occupational College in 1995 by the New York State Board of Regents. The Regents authorized LIBI to award the Associate in Occupational Studies (A.O.S.) degree in Court Reporting under the guidance of the Office of Higher Education of the New York State Education Department (NYSED). In May 2017 LIBI was authorized to award A.S. degrees in Business and Homeland Security. LIBI offers degree programs in Accounting, Business Management, Homeland Security and Security Management, Hospitality Management, and Office Technology with Medical Office Option. LIBI offers adult education courses as part of its academic programs and in self-standing format that includes free ESL classes for individuals in the community who wish to one day go to college. The free ESL classes are offered at the main campus in Flushing. These classes are limited to approximately 30 individuals per eight-week semester. LIBI does not offer any weekend classes, however, students can take classes in the day or in the evening Monday through Friday. LIBI's class schedules begin at 8:30 am for day students and end at 10pm for evening students.

LIBI serves approximately 600 students at the Main Campus,100 in Commack, and approximately 600 at the NYC extension center. The college employs approximately 80 full-time faculty/staff and 70 part-time adjunct/staff members.

The main campus is located at 136-18 39th Avenue in Flushing, Queens. The campus is comprised of two buildings, the Main building (136-18 39th Avenue) housing three floors of the college, and the Annex building across the street from the main building located at 139-17 39th Avenue housing one floor of the college. The Main building is in the Flushing Professional Tower, a mixed-use 13-story modern commercial building and one of the original high-rises in Downtown Flushing. The Annex building is located in Queens Crossing on the 4th floor of a mixed-use commercial modern building.

The 2016 census estimated Queens County at 2,333,054 residents[2]. Queens is densely populated with heavily trafficked sidewalks, and apartment buildings and condos built along the routes of the subway and bus lines. According to a recent report by the Department of City Planning approximately half of New York's Asian population lives in Queens and Asian immigrants account for 37 percent of the population, making Queens the only county in the city where Asians formed a plurality[3]. Queens is also the most ethnically diverse borough with the highest immigrant concentration in the city; nearly half (49%) of the borough's population is comprised of foreign-born individuals[4].

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1 Campus. (i) 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; and (ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) 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 a food or other retail vendor).

2 Bureau, US Census. "Population and Housing Unit Estimates Tables." Tables, www.census.gov/programs-surveys/popest/data/tables.2016.html. Accessed 16 July, 2017.

3 http://www.nyc.gov/html/dcp/html/census/demo_tables_2010.shtml

4 Santucci, Photo by Christina, et al. "Study finds immigrants make up larger share of Queens neighborhoods." *TimesLedger*, www.timesledger.com/stories/2014/2/immigrantnabes_all_2014_01_10_q.html. Accessed 17 July. 2017.

REPORTING CRIMES AND EMERGENICIES PROCEDURES

Question: What is "reportable"?

Answer: Any **actual crime or criminal activity** committed on campus or on any contiguous geographic perimeter of the campus, including public property[5] within or immediately adjacent to and accessible from the campus; any **attempted crime or criminal activity** committed on campus or on any contiguous geographic perimeter of the campus, including public property within or immediately adjacent to and accessible from the campus; or any **past crime or criminal activity** committed on campus or on any contiguous geographic perimeter of the campus, including public property within or immediately adjacent to and accessible from the campus. LIBI stresses the importance of accurate and prompt reporting of all criminal actions, accidents, injuries, and emergencies to the college administration and designated individuals as well as appropriate police agencies.

Question: Who should the criminal activity be reported to?

Answer: Any criminal activity on campus or on any contiguous geographic perimeter of the campus should be reported to the individuals who hold the titles listed below. Those individuals are considered officials who have the authority and duty to take action or respond to particular issues on behalf of LIBI.

These individuals have a significant responsibility for student and campus activities, and are referred to as campus security authorities (CSA):

- Provost;
- Assistant Campus Director;
- Director of Academic Affairs
- Executive Director of Academic Operations and Student Services;
- Student Success Advisors
- Director of Intercampus Activities
- Director of Operations
- Title IX Coordinators
- Members of a sexual assault response team (SART)
- a faculty advisor to a student group;
- Victim advocates or others who are responsible for providing victims with advocacy services, such as assisting with housing relocation, disciplinary action or court cases, etc.

Students, staff, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to one of the Campus Security Authorities identified above. Once reported, the individual making the report will be encouraged to also report it to appropriate police agencies. If requested, the CSA or a designated and trained member of the college staff will assist a student in making the report to the police.

Question: How should I report a crime or criminal activity to LIBI?

Answer: LIBI asks that anyone who witnesses any criminal activity, or attempted criminal activity, emergencies, accidents, or injuries on campus or on the designated contiguous areas, should report it promptly to one of the members of the Safety and Security team, or to the Campus Security Authorities (CSA). As mentioned above, these individuals are: the Provost, the

5 For the purposes of reporting "public property" is defined as: all public proberty, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Executive Director of Academic Operations and Student Services, the Director of Operations and Institutional Effectiveness, the Director of Intercampus Activities, the Director of Academics, the Title IX Coordinators, or any member of the Academic Advising team (Student Success Advisors). Reports can be made in person, by contacting one of the designated individuals enumerated above directly by email, phone, or in person, or by sending an anonymous email to safe@libi.edu. Reports can also be made to the President of the college by emailing president@libi.edu. Anonymous calls can be made to **347-696-SAFE**.

LIBI students, employees, visitors, vendors, or anyone else who may be on LIBI's premises or on any contiguous geographic perimeter of the campus to witness an actual crime or attempted criminal act are asked to promptly report it to college administration. Individuals with knowledge of any past criminal activity or attempted criminal activity are also encouraged to make a report to one of the designated administrators, or CSAs. The designated members of the Safety and Security team will respond without delay to the report and will make necessary notifications to the local police precinct when appropriate. Members of LIBI's Safety and Security team, the CSAs, and members of the Crisis Intervention Committee do not have the authority to make arrests.

WHEN TO CALL 911

Situations that pose imminent danger or while a crime is in progress should be reported to local law enforcement by calling 911 from any campus phone or cell phone. Individuals making the call from a cellphone will need to provide the address where the emergency has occurred.

PROCEDURES FOR REPORTING CRIMES OR CRIMINAL ACTIVITY

Crimes, attempted criminal activities, or any emergency situations where safety of any member of the LIBI community is at stake should be reported by:

1. Calling the emergency telephone line by dialing **347-696-SAFE**.
2. Contacting and relaying the information to any member of the Safety and Security team, or to the Campus Security Authorities (CSA). Members of the Safety and Security team are: the Provost, the Executive Director of Academic Operations and Student Services, the IT Manager, the Director of Operations and Institutional Effectiveness, the Director of Intercampus Activities, the Director of Academics, the Title IX Coordinators, and any member of the Academic Advising team. Reports can be made in writing to these individuals or in person by going to the Advising Office located on the 5th floor in room 507 in the Main Building or the Provost's Office, located on the 4th floor of the Annex Building in room A107. The designated members of a sexual assault response team (SART) are: the Registrar and the Senior Librarian. Direct Contact information for all enumerated individuals are listed at the end of this section.
3. LIBI encourages all individuals to report activities that threaten the safety and security of any member of the LIBI community without fear of punishment or retribution. Crimes and criminal activities can be reported anonymously and confidentially for the purposes of being included in LIBI's ASR (Annual Safety Report) and Annual Disclosure of Crime Statistics by emailing safe@libi.edu.
4. Designated individuals advising victims or bystanders are asked by the college to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. *Victims and bystanders (witnesses) who wish to report any criminal activity on campus or contiguous areas of the campus **only for the purposes of inclusion in the annual safety report** should do so with individuals designated as Campus Safety Authorities but should indicate their request for confidentiality and anonymity. The receiving CSA will forward only the report of the crime, name of victim or witness will not be included, to

the Director of Operations and Campus Effectiveness for inclusion in the annual crime report.

CONFIDENTIALITY

LIBI recognizes the importance of confidentiality to victims and witnesses of crimes. LIBI will not disclose the identity of the victim or the witness when providing crime statistics pursuant the Camus Security Act. LIBI, however, cannot guarantee full confidentiality or anonymity in all other contexts. LIBI reserves the right to notify law enforcement when the designated college official handling the case believes in good faith that such reporting is necessary for the protection of the LIBI community. Whenever college-wide notifications will be necessary, those will be sent to the community without disclosing the victim's identity and will only be done for the purposes of providing a community-wide safety alert.

Members of the community who wish to alert the college about an import safety and security concern or crime but who wish to remain anonymous may call 347-696-SAFE and leave a message. This line was set-up by the Safety and Security team to enable individuals who are unwilling to disclose their identity for any reason, but who feel that the information they have is important for LIBI to know, to be able to share that information anonymously with the college. This line is monitored by the Director of Operations.

A subset of LIBI's Safety and Security team has been set-up to function as a first-response team to address behavioral situations, to identify, investigate, assess, refer, monitor and take action in response to behaviors exhibited by a member of the college community that may pose a threat. The members of this subset group form the Crisis Intervention Committee, or the CIC. The purpose of the Crisis Intervention Committee, or the CIC, is to assist all members of the LIBI community, including students, faculty, and staff with staying safe, healthy, and well. The CIC can help when the danger is not imminent or immediately life-threatening. Any member of the LIBI community concerned about the physical or mental health of another member of the community should reach out to CIC, which is a subset of LIBI's Safety and Security team. If a student's behavior disrupts class or causes others to worry about his/her future actions, those concerned should report these concerns to the Safety and Security team as soon as possible. Help for individuals in distress is available through the Crisis Intervention Committee, which will investigate and assess the situation to determine what course of action may be best or most effective for the individual involved. Ensuring that LIBI is a safe place to learn and work is everyone's responsibility. All members of the community are strongly encouraged to alert the college when behaviors of others become unpredictable or worrisome. Keep in mind that by reporting the situation you may have the opportunity to help someone else avoid a dangerous situation and to obtain the help they need.

If you are witnessing or are in a life-threatening situation immediately call 911. Any situations that escalate quickly and that make you feel unsafe should be directly reported to law enforcement as quickly as possible. Unless members of the Safety and Security Team are readily available or in the vicinity, do not risk putting yourself or others in further danger by looking for these individuals, immediately call 911 and direct responding law enforcement to your location. If you use your cellphone to call 911, you will need to provide the address where the emergency is occurring/has occurred.

INVESTIGATION OF VIOLENT FELONY OFFENSES

LIBI does not have dormitories or residences it owns, controls, or operates. No students reside on LIBI's premises, or on any premises the college owns, controls, or operates.

The section below discusses the obligations colleges and universities have with respect to implementing a plan for the notification of local law enforcement of any violent felony offense occurring at or on the grounds of the institution.

Such plans shall include, but not be limited to, written agreements with appropriate local law enforcement agencies providing for the prompt investigation of such crimes and reports and a requirement that the institution shall notify the appropriate law enforcement agency as soon as practicable but in no case more than twenty-four hours after a report of a violent felony or that a student who resides in housing owned or operated by such institution is missing; provided that each institution shall:

1. inform each victim of a sexual offense of their options to notify proper law enforcement authorities, including on-campus and local police;
2. inform the victim of a sexual offense of the right to report or not to report such offense to local law enforcement agencies; and
3. offer the option to be assisted by campus authorities in notifying such authorities, if the victim of sexual assault so chooses, all in compliance with applicable federal law, including, but not limited to, the federal Campus Sexual Assault Victims' Bill of Rights under Title 20 U.S. Code Section 1092(f).

As used in this section, the following terms shall have the following meanings:

a. "Local law enforcement agencies" means any agency or agencies employing peace officers or police officers for the enforcement of the laws of the state, and which has or have jurisdiction under provisions of the criminal procedure law over offenses occurring at or on the grounds of any institution subject to the provisions of this section.
b. "Violent felony offense" means a violent felony offense as defined in subdivision one of section 70.02 of the penal law.

In accordance with New York State Education Law - EDN § 6434 (Investigation of Crimes and Crime Reporting), LIBI maintains a plan for the investigation of violent felonies, which includes coordination with appropriate local law enforcement agencies if violent felonies occur on campus or on any of LIBI's designated geographic areas. In compliance with New York State Law and subject to applicable federal law, including, but not limited to, the federal Campus Sexual Assault Victims' Bill of Rights under Title 20 U.S. Code 1092(f) which gives the victim of a sexual offense the right–to-decide whether to report, LIBI will notify the appropriate law enforcement agency within 24 hours of receiving a report of a violent felony.

HATE CRIME AND BIAS-RELATED INCIDENTS BIAS
New York Penal Law - PEN § 485.05 Hate Crimes

State

A person commits a hate crime when he or she commits a specified offense and either:

a. intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, gender identity, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
b. intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, gender-identity, religion, religious practice, age[6], disability7[7] or sexual orientation of a person, regardless of whether the belief or perception is correct.

6 For the purposes of New York Penal Law - PEN § 485.05 Hate Crimes the term "age" means sixty years old or more.
7 For the purposes of New York Penal Law - PEN § 485.05 Hate Crimes the term "disability" means a physical or mental impairment that substantially limits a major life activity.

Hate crimes have a pervasive effect. As the Legislative Findings of New York's Hate Crimes Act of 2000 state, "Crimes motivated by invidious hatred toward particular groups not only harm individual victims but send a powerful message of intolerance and discrimination to all members of the group to which the victim belongs. Hate crimes can and do intimidate and disrupt entire communities and vitiate the civility that is essential to healthy democratic processes." [8]

Federal

Hate crimes, also sometimes referred to as bias crimes, are criminal offenses that carry penalties that range from fines to imprisonment for extensive periods of time depending on the nature of the offense, whether the offender was previously involved in a similar Hate Crime or is a hate group member, and whether violence was involved. The Department of Justice aggressively prosecutes hate crimes, which include acts of physical harm and specific criminal threats motivated by hostility or animosity based on race, color, national origin, religion, gender, sexual orientation, gender identity, or disability. The Matthew Shepard and James Byrd Jr. Hate Crimes Prevention Act of 2009, 18 U.S.C. § 249 makes it a federal crime to willfully cause bodily injury, or attempt to do so using a dangerous weapon, **because of the victim's actual or perceived** race, color, religion, or national origin. **The Shepard-Byrd Act is the first statute allowing federal criminal prosecution of hate crimes motivated by the victim's actual or perceived sexual orientation or gender identity.** For example, if a victim is attacked by someone who believes that the victim is gay, the attack is a hate crime whether or not the victim is actually gay.

Examples of hate crimes may include, but are not limited to:

- Bias-related oral comments, written statements or gestures;
- Bias-related drawings, markings, symbols or graffiti;
- Willfully or maliciously vandalizing, destroying, damaging or defacing property belonging to someone because of the individual's membership in a particular racial, ethnic, religious, or otherwise protected group;
- Physical assault;
- Intimidation with the intent to put another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack;
- Threatening phone calls;
- Hate mail (including e-mail, text messages, voicemails)
- Stalking or causing someone to fear for their safety;
- Intentionally creating situations or conditions that have the potential to cause bodily harm to others;
- Fire bombings.

In addition to the legal ramifications from the state and federal governments, LIBI students, staff or faculty who commit bias crimes will also be subject to LIBI's disciplinary procedures and a range of sanctions as applicable up to and including suspension, expulsion or termination of employment. LIBI strongly encourages any member of the community who is a victim of a hate crime or witnesses it, to report it to the college in a manner described in the **Procedures for Reporting Crimes or Criminal Activity** section of this document. The college asks that victims and witnesses come forward as soon as feasible so that proper steps can be taken to handle the perpetrator(s) and to prevent future occurrences.

To effectively handle incidents of bias related crimes and to prevent them in the future victims or witnesses of a hate crime are encouraged to immediately report incidents in the manner

8 https://www.nysenate.gov/sites/default/files/report_2017_update_to_hate_crimes_report.pdf

described above. LIBI's Student Success Advisors will assist victims of hate/bias crimes obtain access to counseling and support services.

An integral part of LIBI's mission and a key fiber of the community is the college's racial, ethnic, linguistic, and religious diversity. As a career college preparing students to enter New York City's job marketplace, LIBI's curriculum and classroom education aims to promote tolerance and diversity, multiculturalism and understanding of other cultures and identities. Active classroom emphasis on the value of multiculturalism supported by co-curricular activities that aim to deepen students' understanding of other cultures and identities helps graduates form more meaningful perspectives on LGBTQ people and other minority communities. According to New York State's Division of Criminal Justice Services Report issued in August 2016, 83% of hate crime offenders were male, and of those, the greatest concentration of offenders were under the age of 25[9]. Although LIBI's student demographics do not coincide with the demographics reported for hate crime offenders (LIBI's student population is approximately 70% female with the average student age of 29), LIBI continues to incorporate tolerance, anti-bullying and anti-harassment education into existing curriculum and co-curricular activities so that graduates are able to recognize and address bullying, harassment and discrimination in their private and professional lives as part of LIBI's mandate to create empowered life-long learners. In addition to classroom education, LIBI provides community awareness on the Hate Crimes Law in order to raise understanding and help individuals and communities devise strategies to address hate violence and provide guidance to victims.

DAILY CRIME LOG

LIBI's daily crime log is maintained by the Director of Operations. All reportable criminal incidents that occur on campus or in the LIBI's reportable geography (public areas immediately adjacent to the campus), irrespective of whether they are Clery classified or not, are logged in. The log available for public inspection contains records of incidents reported in the past 2 years. The crime log is kept in a physical format at the front desk of the Main building and contains the following:

- date and time the crime was reported to the college;
- date and time of the incident;
- the location of the crime;
- the nature of the crime;
- available details/description;
- the disposition, if known and any notes that may be relevant.

All individuals wishing to inspect the log may do so Monday through Friday from 10am to 6pm by going to the fifth floor of the Main building reception visitor's desk. As mentioned, the log is in hardcopy format so it may not be removed from the Main Building. LIBI updates the log within 48 hours (2 business days) of receiving an incident report. The log is automatically updated on the first business day of each month to indicate how many reports were received in the previous month. If no reports were received in the previous month, the report is updated to reflect that.

Individuals wishing to review entries beyond the last two years (as far back as six calendar years), must make the request in person to the Director of Operations and Institutional Effectiveness. The Director's office is located on the fifth floor of the Main building in room 512 Individuals are encouraged to call the Director's office at 718.939.5100 ext. 112. before making the trip to ensure the Director's availability. Requests are granted within 2 business days of receipt of the request.

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9 http://www.criminaljustice.ny.gov/crimnet/ojsa/stats.htm

Special Note: Media requests specifically regarding the Clery Report should be referred to the Office of the President 718.939.5100 for appropriate handling.

CAMPUS SECURITY AUTHORITIES (CSAS)

As mentioned in the previous section of this document, members of the college community may make reports of crimes and security incidents to college officials designated as Campus Safety Authorities. Each year, the Director of Operations and Institutional Effectiveness requests data electronically from employees designated as CSAs for inclusion in this report.

LIBI's Campus Security Authorities are:

- ***The Provost***
  Ms. Stacey Johnson
  Office: 136-17 39th Avenue, Room A107, Flushing, NY 11354
  Phone: 347.368.1193
  Email: sjohnson@libi.edu
- ***The Director of Operations and Institutional Effectiveness***
  Mr. Jhonatan Aybar
  Office:136-18 39th avenue, Room #512 Flushing, NY 11354
  Phone: 718.939.5100 ext. 112
  Email: jaybar@libi.edu
- ***The Director of Intercampus Activities***
  Mr. Ronald Murray
  Office: 408 Broadway, 2nd floor, NY, NY 10013
  Phone: 212.226.7300 ext.347
  Email: ronald.murray@libi.edu
- ***The Executive Director of Academic Operations and Student Services***
  Ms. Anna Venturino
  Office: 136-18 39th Avenue, 5th floor, Flushing, NY 11354
  Phone: 718.939.5100 ext. 126
  Email: aventurino@libi.edu
- ***The Director of Academic Affairs***
  Mr. Peter Agcaian
  Office: 136-17 39th Avenue, 4th floor – A104, Flushing, NY 11354
  Phone: 347.368.1193 ext. 104
  Email: pagcaian@libi.edu
- ***The Senior Librarian***
  Ms. Adriana Arguelles (Member of a sexual assault response team (SART)
  Office:136-18 39th Avenue, Room 412, Flushing, NY 11354
  Phone: 718.939.5100 ext. 114
  Email: aarguelles@libi.edu
- ***The Registrar***
  Ms. Connie Zheng (Member of a sexual assault response team (SART)
  Office: 136-18 39th Avenue, Room 502, Flushing, NY 11354
  Phone: 718.939.5100 ext. 143
  Email: szeng@libi.edu
- ***Title IX Coordinator***
  Ms. Anna Venturino
  Office: 136-18 39th Avenue, 5th floor, Flushing, NY 11354
  Phone: 718.939.5100 ext. 126
  Email: aventurino@libi.edu

SEXUAL MISCONDUCT

Allegations and incidents of sexual harassment including sexual assault, stalking, or intimate partner violence should be reported to one of the individuals listed below:

- ***The Executive Director of Academic Operations and Student Services***
  Ms. Anna Venturino
  Office: 136-18 39th Avenue, 5th floor, Flushing, NY 11354
  Phone: 718.939.5100 ext. 126
  Email: aventurino@libi.edu
- ***The Senior Librarian***
  Ms. Adriana Arguelles (Member of a sexual assault response team (SART)
  Office:136-18 39th Avenue, Room 412, Flushing, NY 11354
  Phone: 718.939.5100 ext. 114
  Email: aarguelles@libi.edu
- ***The Registrar***
  Ms. Connie Zheng (Member of a sexual assault response team (SART)
  Office: 136-18 39th Avenue, Room 502, Flushing, NY 11354
  Phone: 718.939.5100 ext. 143
  Email: szeng@libi.edu

PUBLIC SAFETY

The main campus and its Annex building is in commercial mixed-use buildings; therefore, LIBI's contiguous geographic perimeter is adjacent to facilities accessible by the general public. The Main building has a security desk at the entrance of the building. At least one security person is assigned by the building management company to the front desk each day until 10:00pm. Evening classes that end at 10:20pm are only scheduled at the Annex since there is 24-hour security presence there. The buildings and the college both have surveillance cameras independent of one another. LIBI's security cameras are located in the Facilities Manager's office which remains locked. LIBI also employs full-time Visitor and Information front desk personnel from 9 am to 7pm. The Visitor and Information desk is located on the fifth floor of the Main Building. The staff issue visitor badges to individuals who are not students or employees of the college. The Annex is located on the 4th floor of the Queens Crossing Mall away from the fashion boutiques, specialty lifestyle stores, and restaurants. The only entity sharing LIBI's floor in the Annex building is Northshore North Shore LIJ Medical Group. Queens Crossing employs Security Guards to monitor the premises. There is a 24-hour security presence in the building. The security personnel provided by the building management companies at both, the Main building and in the Annex, do not have the authority to make arrests. The garage in the basement of the Annex Building operates shuttle service to Laguardia Airport and it is open from 6am Monday through Friday until 2am each day. Attendants are on site throughout the time the garage is open. At LIBI, incidents of a criminal nature that are reported to anyone employed by the building management companies to monitor the Main building or the Queens Crossing building (which includes the Annex), are referred via the complainant to the New York Police Department. The college does not employ any security officers specific to the campus in the Main Building or in the Annex. LIBI works with the building management companies to organize fire drills, test central emergency communications systems, and LIBI's administrators, outside of select Homeland Security faculty, do not have the power, outside of the powers of private citizens, to make arrests. Together, the Director of Operations and the IT Department oversee the electronic intrusion alarm system that protects LIBI's premises and monitor approximately 27 security surveillance cameras to ensure the safety of the college community. Supplementing these campus security systems are Emergency Fire Pull Boxes that are conspicuously located in hallways in the event of a fire or emergency requiring the response of the fire department. Campus security escort system is available to students, faculty, and staff on individual basis. Individ-

uals requiring a safety escort to their car or to the train because of a documented safety concern or because they are working late outside of the normal hours of operation for the college may obtain such assistance from LIBI by contacting the Director of Operations and Institutional Effectiveness (staff and faculty) or the Executive Director of Academic Operations and Student Services (students). Staff and faculty approved to work late or outside of LIBI's official hours of operation may request a campus safety escort to the parking lot or the train station by emailing Jhonatan Aybar at jaybar@libi.edu; students can email Anna Venturino at aventurino@libi.edu. To ensure proper arrangements can be made individuals anticipating the need for this service should contact the Directors above as soon as the need becomes apparent. LIBI works with the community liaisons at the local Police Departments to provide safety and security training for members of the college and to help LIBI students and employees better understand the types of crimes being committed in the area where the campus is located, and how to keep alert and safe. LIBI does not have any formal written agreements, such as written memoranda of understanding between the institution and such agencies for the investigation of alleged criminal offenses, but the college maintains close relationships with the local police precincts.

OFF-CAMPUS ORGANIZATIONS CRIMES AND SAFETY HAZARD MONITORING RESIDENCE HALLS/OFF CAMPUS STUDENT ORGANIZATIONS: 347-696-SAFE

LIBI does not have facilities for housing students. The college does not own, operate, or control any dorms or on-or-off-campus housing. LIBI's does not maintain any off-campus buildings or property. The College does not have any recognized off-campus student organizations, buildings, or property.v

EMERGENCY NOTIFICATION AND RESPONSE

Students:

Sign-up with the Registrar

Faculty and Staff:

Sign-up with the Director of Operations and Institutional Effectiveness

All members of the LIBI community who register to receive LIBI's Emergency Notifications will receive an alert on the cellphone number they provided to the college at the time of the sign-up. Members of the college who **affirmatively selected to opt out** of receiving Emergency Notifications **will not receive any warning messages.** All students, as well as faculty and staff are strongly encouraged to participate in LIBI's Emergency Notification system. LIBI's Emergency Notification system is intended to provide immediate and up-to-date information regarding weather and other emergency situations. The system contacts individuals who have elected to receive these notifications whenever LIBI issues such warning messages. Receiving messages to cellphones allows members of the community an easy way to stay abreast of any dangerous situation and to receive updates if an emergency is occurring on campus or on one if the contiguous geographic areas of the campus. Updates will be sent as appropriate or necessary; an "all-clear" will be sent when the college believes that the immediate emergency is over and it is safe to return to regular activities. Students and employees are urged to update their cellphone numbers with the college whenever their main contact number changes. The college will use the phone number on file from when the individual signed-up originally to send emergency notifications. When that changes, **the college should be notified immediately** so that there is no disruption in communication.

WHEN AND HOW ARE NOTIFICATIONS ISSUED

Emergency Notification is utilized to distribute information regarding emergencies (when there is imminent danger to the health, safety and well-being of the members of the LIBI community) that require immediate action from the recipients. The system is activated when an imminent danger situation has not been contained or controlled, and an immediate response is required by members of the community.

Some examples of when LIBI uses the Emergency Notification system to alert the campus community by text and community wide e-mail are: when the operations of the college or individual campus are impacted either because of a natural disaster (any extreme/severe weather conditions), environmental disasters, chemical spills, methane gas leaks, explosion hazards, fires, significant transport accidents, ongoing criminal incidents, and other man-made disasters. In all cases, when the emergency notification message goes out, the expectation is that community members will take action to secure their safety.

Upon confirmation of a significant emergency or dangerous situation occurring on campus or in LIBI's contiguous campus geography involving an immediate threat to the safety and well-being of the students or employees, the college will immediately alert the campus community. LIBI will act without delay, but will take into consideration the safety of the community, determine the content of the notification and initiate it using the Emergency Notification system – unless issuing a notification will, in the professional judgment of the senior administration, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Emergency Notification System is activated by the decision of the President of the college, the Provost, the Assistant Campus Director, the Director of Operations and Institutional Effectiveness, the Executive Director of Academic Operations and Student Services, or a properly qualified designee, based on the best available information at the time of the emergency. On activation by the college, the notification system sends messages during emergency events via email and text messages. The notification system is tested quarterly. LIBI makes every effort to inform affected registered users of an emergency in a timely and appropriate manner; however, members of the LIBI community registered to receive warnings should be aware of the following:

- LIBI is not responsible for outdated or incorrect subscriber information;
- LIBI is not responsible for technical limitations such as overtaxed communications systems or transmission errors;
- LIBI is not responsible for roaming or out of range areas that may delay, block, or prevent, the communications of messages to any users;
- LIBI is not responsible for any costs incurred by registered users for any alert received;
- LIBI is also not responsible for any actions taken or not taken by the registered user, or any third party, because of an alert.

ACTIVATION PROCEDURES FOR THE EMERGENCY NOTIFICATION SYSTEM

- The college confirms that a significant on-campus, or in contiguous campus geography, emergency exists.
- The President, the Provost, Director of Operations and Institutional Effectiveness or designee is notified of this emergency and determines what methods of notification will be activated. This may be in consultation with other college officials, including, but not limited to, IT Managers, Executive Consultant to the Academic Administration, the Safety and Security team, when time permits. In addition, the President, the Provost, or designee, in consultation with other college officials, will determine the

appropriate campus locations and members of the college community to receive the notification, and the content of the notification.

- The IT manager will send the mass notification via text, and e-mail.
- A message will be recorded on LIBI's emergency lines **347.827.0874**.
- LIBI's website will be updated to reflect emergency notifications.
- If appropriate, the building management will make announcements using the building's public address system (PA system).
- Periodic updates will be sent as information becomes available.
- When the emergency situation has been fully resolved, an "all-clear" alert will be issued to the campus community.

When the Emergency Notification system is activated, members of the community are asked to follow the directions provided in the message. These notification messages will follow the procedures outlined in the LIBI's Safety and Security Plan. All members of the community are, therefore, urged to familiarize themselves with LIBI's emergency response and evacuation procedures.

Throughout the year LIBI routinely tests its emergency response and evacuation procedures and asks that all members of the college community cooperate and participate in these tests in good faith. Some tests are announced while others are not. No one is to remain in the buildings during evacuation drills regardless of the activity they are involved in. LIBI also regularly conducts fire evacuation drills and active shooter drills, among other emergency response training. Emergency response and evacuation procedures are published and released to the community annually. They are also available on LIBI's website.

LIBI is committed to respecting the privacy of all members of the LIBI community, including those registered for emergency notifications. LIBI does not collect or use any personal information provided by registrants for the Emergency Notification system for any purpose other than for the purpose that it is intended. All information provided to LIBI for the purposes of registering to receive emergency notifications will only be used by LIBI to conduct official college business. LIBI does not, and will not, sell, trade, lease, rent, or loan any personal information provided on the Emergency Notification Form.

Members of the LIBI community may register for alerts on the college website by going to http://www.libi.edu/footer/emergency.html. Once the form is completely filled out and transmitted to the college, the individual will be added to the list of recipients. Anyone having trouble submitting the from electronically can contact the IT department for assistance ithelpfl@libi.edu or email the registrar at szeng@libi.edu (Flushing), mhui@libi.edu (NYC), and cmattar@libi.edu (Commack).

New Students have the opportunity to sign-up for the Emergency Notification while processing all of their enrollment paperwork with the Registrar. Students also receive information regarding the notification system during New Student Orientations and have the opportunity to sign-up to participate at that time. New employees are given information about the Emergency Notification system in New Employee Orientation. All new employees have the opportunity to register for notifications at that time.

Should emails or text messages be not found or rejected for incorrect or expired information during a live alert, the college reserves the right to delete the problem entry or to deactivate a user's account.

TIMELY WARNINGS TO MEMBERS OF THE COMMUNITY

Timely Warnings are issued by the Assistant Campus Director, the Director of Operations and Institutional Effectiveness and the Executive Director of Academic Operations and Student Services in consultation with the Provost, the President, and the Safety and Security committee.

When it is appropriate, LIBI will issue immediate notification of security issues via the building's public address system, community-wide e-mail, on campus bulletin boards, fliers, posting on walls of high-traffic areas, and placing them in faculty mailboxes.

The issuing of a Timely Warning is ultimately the decision of the Provost, the Assistant Campus Director, or the President based on the information provided by the local police departments or other law enforcement entities or departments about certain crimes in and around the communities where LIBI's campuses are located. Depending on the time sensitivity of the incident, the issuance of the Timely Warning may be made without consulting the Safety and Security committee. The crimes that would trigger a Timely Warning include all Clery Act reportable crimes (listed in the Appendix of this document) that are reported to college authorities or local police agencies and are considered by the college to represent a threat to students and employees. Timely Warnings will be issued withholding the names and other identifying information of victims, and will be issued in a timely manner to aid in the prevention of similar crimes.

Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the Provost, the Assistant Campus Director, to the Executive Director of Academic Operations and Student Services, or to the Director of Operations and Institutional Effectiveness so that a timely warning can be issued, if warranted.

Special Note:

1. *The President will speak on behalf of the college in the event of possible media inquiries.*
2. *The college community will receive an immediate notification (Timely Warning) unless such notice and warning compromises the containment of an emergency, or would likely result in an expansion or exacerbation of an emergency. Otherwise, as stated in the Timely Warning to Members of the Community Section, immediate notification of an emergency will take place through one – or a combination of – the following methodologies: (1) text message, (2) public announcement through the buildings public announcement (PA) system, (3) or via the building fire control system if a fire or smoke issue is detected, (4) Community/campus-wide e-mail message, and/or (4) LIBI's website notice.*

EMERGENCY RESPONSE AND EVACUATION FIRE DRILL TESTS

During an emergency, LIBI may use the building's Public Announcement system to advise the college community of procedures to be followed. LIBI is unable to use the public announcement (PA) system in the Annex building at the Flushing campus therefore employees and students must follow verbal evacuation instructions provided by an authorized LIBI employee or designated building representative. The Provost, the Assistant Campus Director, the Director or Academic Affairs, the Safety and Security team, the Director of Operations and the Executive Director of Academic Operations are authorized to make such announcements. All named authorized personnel will also assist in directing building occupants to a safe location. The building will remain unoccupied until deemed safe to re-enter by emergency personnel. LIBI conducts) fire drills per year. LIBI complies with NY Educ L § 807-B (2015) law (see Appendix B) and all related fire inspection requirements.

Drills are conducted to ensure that LIBI's students, faculty, and staff are familiarized with campus evacuation procedures so that they may in a sudden emergency be able to leave the campus building in the shortest possible time and without confusion or panic. Each building has assigned fire/evacuation floor Wardens who provide direction to the members of the college community during drills and actual emergency events. Fire Emergency Floor Wardens and searchers are designated to serve specific areas of the building. In an emergency when evacuation is warranted the Wardens will assist with the process of clearing the campus quickly and

ensuing that no one has been left behind. The Wardens are responsible for facilitating evacuations, for helping to gather members of the college community in designated safe assembly places, and for passing information to the fire safety command. All students, faculty, and staff are required to promptly comply with their directions. When the fire alarm goes off, members of the community should not talk or make noise. Announcements will generally follow the fire alarm. If a false alarm occurs, an "all clear" announcement will follow via the public announcement system.

ALL members of the LIBI community should treat all fire alarms as real unless otherwise directed by the floor wardens or members of the safety staff.

Below are general guidelines for dealing with a fire.

When the building evacuation alarm is sounded, always assume that an emergency exists.

Any members of the college community that do not have the ability to access stairwells without assistance should follow these directions: Go directly to the nearest stairwell – DO NOT USE ELEVATOR. Emergency personnel will assist you down the stairs to safety.

WHEN TO CALL 911

- Familiarize yourself with the location of stairways, fire extinguishers, fire exits, and pull boxes in the buildings.
- If a minor fire appears controllable, immediately contact college administration and locate a portable fire extinguisher. If you don't know how to use an extinguisher do not do so, seek assistance. If you know how to use an extinguisher, promptly direct the discharge of the fire extinguisher toward the base of the flame by squeezing the trigger and moving the hose in a side- to-side motion. **Do not use water extinguishers on electrical fires.**
- Do not attempt to extinguish any fire if such action is a direct threat to your safety –such as leaving you no avenue of escape. **Your personal safety is the number one priority.**
- In the case of large fires that **do not appear controllable**, immediately activate a fire alarm and, if time permits, notify the front desk to report the exact location of the fire. If time permits, close the door of the room where the fire exists.
- When the building evacuation alarm is sounded, always assume that an emergency exists.
- Gently touch closed doors; **do not open them if they are hot**. If the door is cool, brace yourself behind the door and open it slowly. Bracing yourself behind the door prevents the door from being blown open due to the pressure created by the fire. Walk quickly to the nearest exit and alert others to do the same.
- **Do not use the elevators during a fire.**
- Smoke is the greatest danger in a fire, so **stay near the floor where the air will be less toxic.**
- Once outside, move to a clear area at least 100 feet away from the affected building.
- Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. These essential personnel must be allowed to do their jobs.
- Do not return to an evacuated building unless you are told to do so by the designated college official.
- If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.

- If possible, place a wet cloth at the base of doors to keep smoke from entering. Shout at regular intervals to alert emergency crews of your location. Dampen a cloth with water, place it over your nose, and breathe lightly through it. These items may not be available to you which is why it is important for you to know the escape routes and to move quickly.
- **Should your clothing catch on fire, stop, drop and roll**. Rolling on the ground will help smother the fire. When clothing, hair or other body part does become engaged by fire, follow the rules of STOP DROP AND ROLL. STOP do not run DROP to the ground or floor and cover your face ROLL rolling may not extinguish the flames but this action will start to smother them and slow down the burning process. There are no guarantees that STOP DROP AND ROLL will prevent burns. This tactic will however help a person survive a clothing fire with less damage and allow for a better chance of survival.
- • If you or another person's clothing, hair or any part of your person becomes engaged by fire **DO NOT RUN or allow another to run. Running will actually 'fan' the fire and cause the clothes, etc., to burn at an accelerated rate, creating a greater risk for the victim.**

EVACUATION OF INDIVIDUALS WITH PHYSICAL DISABILITIES

Members of the Safety and Security team and authorized college personnel will assist individuals with physical disabilities in an emergency, and will make every attempt to lead them to safety. Students with physical disabilities who anticipate having difficulties with LIBI's general evacuation procedures should inform the Registrar and the Executive Director of Academic Operations and Student Services of their individual circumstances upon arrival to campus. The Executive Director of Academic Operations or the Accessibility Coordinator will discuss any special emergency response accommodations needed and will draft a safety plan with the student. The student's faculty will be notified that assistance will be needed if an evacuation is necessary. The Accessibility Coordinator and the Director of Operations and Institutional Effectiveness maintains a master list of all students requiring assistance during a building evacuation. In an emergency 911 should be called without delay. When calling 911 the person reporting the emergency should disclose to the dispatcher the location and specific assistance required.

Any members of the college community that do not have the ability to access stairwells without assistance should follow these directions: Go directly to the nearest stairwell – DO NOT USE ELEVATORS. Emergency personnel will assist you down the stairs to safety.

ADDITIONAL RESOURCES

https://www.usfa.fema.gov/prevention/outreach/extinguishers.html

https://www.youtube.com/watch?v=fkQdmsgyHLo

https://www.osha.gov/SLTC/etools/evacuation/portable_use.html

https://www.usfa.fema.gov/prevention/outreach/media/videos.html

https://www.youtube.com/watch?time_continue=14&v=MrB0OSxj0os

http://alarmingtruth.org/firesafety-education-resources/

HOW TO RESPOND TO AN ACTIVE SHOOTER

Quickly determine the most reasonable way to protect your own life.

If an intruder is on campus and is actively causing physical harm or presents the threat of imminent harm to those on premises, immediately seek cover and contact 911, if possible. **Only call 911 when it is safe to do so.** When calling try to provide as much detail as possible regard-

ing the location of the intruder, number of attackers, the weapons being utilized, the location of any victims, and other pertinent information.

The US Department of Homeland Security lists the following recommendations, or good practices, when dealing with an active shooter who is causing deadly harm or the threat of imminent physical harm to the members of the college community on campus grounds:

Be aware of your environment and any possible dangers • Take note of the two nearest exits in any facility you visit • If you are in an office, stay there and secure the door • If you are in a hallway, get into a room and secure the door • As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her. CALL 911 WHEN IT IS SAFE TO DO SO!

https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

Reprinted from the U.S. Department of Homeland Security "Active Shooter How to Respond"

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind before you go
- Leave your belongings behind
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe to summon help for others

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Stay as calm and quiet as possible. Turn your phone and any other electronic devices to silence mode.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door, a classroom with locked doors)
- Block entry to your hiding place and lock the doors (if possible)

Avoid retreating into a place that can trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/other electronic devices
- Turn off any source of noise
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet if evacuation and hiding out are not possible:
- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Taking action against the active shooter:

Do not take action against the active shooter if your life is imminent danger. As a last resort, and only when your life is in imminent danger, you may decide to confront the active shooter. If you select to do so, use all items available to you to attempt to disrupt and/or incapacitate the active shooter. If you're in a classroom you may have to use chairs, desks, books, and anything else that you may have available. If you decide to confront the shooter you will need to act as aggressively as possible against him/her by throwing items and improvising weapons.

You may also decide to play dead if others around you are. DO NOT give yourself away or stand-up until authorities call an "all-clear" signal.

Please take a moment to watch this video:

RUN. HIDE. FIGHT.® Surviving an Active Shooter Event - English

https://www.youtube.com/watch?time_continue=3&v=5VcSwejU2D0

Chinese Language Version

https://www.youtube.com/watch?v=P0xTP9Zt7Qo

Spanish Language Version

https://www.youtube.com/watch?v=_fUcq1M5a44

Additional Resources in Chinese:

https://www.dhs.gov/sites/default/files/publications/active-shooter-how-to-respond-chinese-508.pdf

https://www.dhs.gov/sites/default/files/publications/active-shooter-pamphlet-chinese-508.pdf

https://www.dhs.gov/sites/default/files/publications/active-shooter-pocket-card-chinese-508v2.pdf

Additional Resources in Spanish:

https://www.dhs.gov/sites/default/files/publications/active-shooter-how-to-respond-spanish-508.pdf

https://www.dhs.gov/sites/default/files/publications/active-shooter-pamphlet-spanish-508.pdf

https://www.dhs.gov/sites/default/files/publications/active-shooter-pocket-card-spanish-508.pdf

BOMB THREAT

https://www.youtube.com/watch?v=pg7yVTBciWg

Note: Any media requests should be referred to the Office of the President for appropriate handling.

It is the policy of the college to take bomb threats or suspicious items seriously. How quickly and safely the college reacts to a bomb threat could save lives.

It is important to note that most bomb threats are ultimately unfounded, it is the policy of LIBI to follow safety protocols and take each report seriously. LIBI will thoroughly investigate any report and will consider the matter suspect until all investigative protocols have been followed and explored.

The guidance and resources listed below were obtained from the U.S. Department of Homeland Security and outline procedures for either bomb threats or suspicious items and will help you prepare and react appropriately during these events.

Each bomb threat is unique and should be handled in the context of the environment in which it occurs. Most bomb threats are made over the phone; however, some are made in person, by email or written note. Law enforcement will be in the best position to determine the credibility of the threat.

Members of the community who receive a bomb threat should follow these procedures:

- Remain calm!

Notify appropriate authorities **immediately**:

- Employees should notify their supervisor immediately, if that individual is not available, notify the highest-ranking administrator available and then call 911.

PROCEDURES TO FOLLOW IF THE BOMB THREAT IS CALLED IN:

Remember: take all bomb threats seriously; all bomb threats are real until they are proven not to be by qualified and trained law enforcement personnel.

<u>If a bomb threat is received by phone:</u>

Since most bomb threats are received by phone, LIBI produces a quick reference checklist and asks that all administrative personnel keep it beside their phones at all times. The checklist is intended to help employees respond to a bomb threat in an orderly and controlled manner and to help provide critical information to first responders.

Act quickly, but remain calm and obtain information with the checklist provided to you by LIBI or by the Homeland Security Department available here: https://www.dhs.gov/sites/default/files/publications/dhsbomb-threat-checklist-2014-508.pdf

- Remain calm. Keep the caller on the line for as long as possible.
- DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information*.
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- Look at the display on your phone, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

Information to Obtain from the Caller

a. The location of the device/where is the bomb located (building, floor, room, etc.)?
b. The time, if any, the device is scheduled to detonate/when will it go off?
c. What does it look like? – The appearance or type of container used for the device.
d. The reason for placing the device. – Why was it done?
e. The size of the bomb.
f. The type of explosive used in the device. – What kind of bomb is it?
g. The name of the caller or organization taking responsibility. – What is your name?
h. Any additional information that might be available.

The person receiving the call should also note the following:

a. Male or female voice.
b. Time of call.
c. Mood of caller (excited, nervous, calm, angry).
d. Background noises that may be present at the location of the caller (background sounds, animal noises, household noises, kitchen noises, street noises, PA system, background conversation, music, was the call clear or static?).
e. Approximate age of the caller.
f. Any other peculiarities that may be helpful in identifying the source of the call or its purpose – did the caller have an accent? Was the caller clearing his/her throat? Coughing? Cracking voice? Crying? Deep breathing? Did the caller sound like he/she was trying to disguise their voice? Was there anything distinct about the caller? Excited Laughter? Lisp? Loud? Nasal? Normal? Rapid Speech? Raspy Voice? Slow or slurred speech? Stutter?

Additional things to note:

- Date
- Time
- Time Caller Hung Up
- Phone Number Where Call Was Received
- Is voice familiar?

A link to a checklist from the U.S. Homeland Security Department is available in Appendix C.

Video on What You Can Do When There Is a Bomb Threat can be viewed by going to the link below:

Bomb Hotline: 888-ATF-BOMB (283-2662)

https://www.youtube.com/watch?v=pg7yVTBciWg

http://www.wikihow.com/Handle-a-Bomb-Threat-over-the-Telephone

PROCEDURES AFTER ALERTING LAW ENFORCEMENT

Once the police department is alerted the building may be subject to full or partial evacuation. When evacuating the building, use only the stairs. Do not use elevators. One thousand feet minimum is the recommended safe distance.

Move away from the building and follow the instructions of the emergency personnel on-scene.

Information will be transmitted to the college community by the Emergency Notification system. Messages will be sent to all registered users via text messaging. Community-wide emails notifying students and employees will also be sent through LIBI's internal email system. "All Clear" announcements will be made when the situation is stabilized.

Members who have not registered to receive text message alerts can do so by going on LIBI's website and accessing the sign-up form under the following link: http://www.libi.edu/footer/emergency.html. Students may also see the Registrar, while employees may contact the Director of Operations and Institutional Effectiveness.

All members of the LIBI community should keep their information current by using the following link http://www.libi.edu/footer/emergency.html accessible from the college's home page at LIBI.edu (the form can be found under "Emergency Notifications" in the footer of the page.

No one except the President shall call the media to ensure quick and accurate reporting.

If there is an explosion:

a. Immediately take cover under sturdy furniture.
b. Stay away from the windows.
c. Do not light matches.
d. Move away from the site of the explosion to a safe location.
e. Use stairs only, do not use elevators.

If a bomb threat is received by handwritten note:

- Call the Director of Operations and Institutional Effectiveness at 718.939.5100 ext. 112.
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call the Director of Operations and Institutional Effectiveness at 718.939.5100 ext. 112.
- Do not delete the message.

SUSPICIOUS OBJECT/PACKAGE

DO NOT use two-way radios or cellular phones.
Radio signals have the potential to detonate a bomb.

"If you see something that is suspicious, out of place, or doesn't look right, say something. (Find out more about the "If You See Something, Say Something™" campaign.) A suspicious item is any item (e.g., bag, package, vehicle, etc.) that is reasonably believed to contain explosives, an improvised explosive device (IED), or other hazardous material that requires a bomb technician and/or specialized equipment to further evaluate it."[10]

Examples that could indicate a bomb include:

- unexplainable wires or electronics
- other visible bomb-like components
- unusual sounds, vapors, mists, or odors.

10 "What To Do - Bomb Threat."What to Do - Bomb Threat | Homeland Security, www.dhs.gov/what-to-do-bomb-threat#wcm-survey-target-id. Accessed 9 Sept. 2017.

Another potential indicator for a bomb threat is the objects placement, and proximity of the item to people and valuable assets.

Signs of a suspicious package:

- No return address
- Incorrect titles of individual(s) the package is addressed to
- Excessive postage
- Foreign postage
- Unexpected delivery
- Stains
- Strange odor
- Strange sounds
- Ineligible or difficult to decipher handwriting
- Misspelled words

Policy on handling suspicious package or letter?

- Remain calm.
- Do not open the package or letter.
- Do not shake or empty the contents of a suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope on a stable surface; do not sniff, touch, taste, or look closely at it or any contents that may have spilled.
- Do not touch your eyes, nose or other body parts.
- Shut off window air conditioning units and fans.
- Isolate the package and secure the room by shutting all doors and windows.
- Thoroughly wash hands with soap and water.
- Report to supervisor and call 911.
- Advise fellow co-workers to avoid the area.
- Don't leave the area until told to by responding officers.
- Ensure that all persons who have touched the letter wash their hands with soap and water
- Make a list of all persons who touched the letter or package and who were in the area when the letter was opened.
- After examination of package, shower with soap and water.[11]

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DO NOT Touch or move a suspicious package.

A suspicious looking box, package, or container in or near your work area, in the classroom, or in common areas of the campus may be a bomb or explosive material. **Do not handle or touch the object.** Do not operate any electronic devices, radios, or light (power)switches.

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11 "Ensuring Building Security." Ensuring Building Security | Homeland Security, www.dhs.gov/ensuring-building-security#2. Accessed 9 Sept. 2017.

MEDICAL EMERGENCIES

All medical emergencies occurring on campus should be immediately reported to college administration; however, if the situation is life threatening 911 should be called without the delay of looking for an administrator. LIBI's administrators are not trained first responders and will not be able to render medical aid. In the event of an injury or the onset of sudden illness, an ambulance will be summoned. No college employee is expected to provide first aid; however, should anyone be qualified to do so and they decide to utilize first aid training, they do so only as "good Samaritans."

If the medical emergency is **life threatening, members of the LIBI community present should call 911** without delay. LIBI administrators responding to medical emergencies will call 911. The affected individual may knowingly and willingly refuse medical care once EMT arrives; however, the policy of the college is to call for medical assistance whenever a medical emergency occurs on campus. In addition to EMT protocols, if the victim refuses medical aid, the college administrator responding to the emergency will document the victim's refusal of care and have the victim sign the written record. Any refusal to sign will be documented. Any health-care costs incurred are the responsibility of the student or employee affected.

Members of the LIBI community have a responsibility to look out for the health and safety of one another. Accordingly, students are expected to seek medical assistance for themselves or for others in the event of a medical emergency, including emergencies related to the use of alcohol. Any student who seeks help for him/herself, a fellow student, or a guest in medical need, will not be charged with alcohol violations even if the reporting student was involved in the alcohol violation; however, students may have to complete counseling, educational, or training programs within an agreed upon timeframe. **Students who summon help for someone whose intoxication is entirely unrelated to his/her own actions will not be required to seek education or training.** This policy affects college discipline only. It does not protect students from criminal or civil liability or prevent investigation or other action by federal, state, or local authorities. Regardless of help-seeking behavior, students will be held **accountable for misconduct accompanying or incidental to the use and/or abuse of alcohol or other substances.** For example, disorderly behavior, violence, property damage, or distribution or intent to distribute will be treated as conduct violations and will be responded to accordingly.

Seeking Help: Abuse of Alcohol and Drugs (24 hrs, English & Spanish) (800) 222-0469

MENTAL HEALTH MEDICAL EMERGENCIES

Adjusting to the demands of college, family and work responsibilities can frequently be challenging and stressful for students. Although LIBI does not provide professional counseling services, students are assigned academic advisors who are able to work with students through many academic and time management challenges they may be facing. If students are facing greater challenges and require professional counseling, LIBI's academic advisors are able to connect students to outside resources. The advising office is located on the fifth floor in the Main building in room 506.

Students and staff who feel that they are in imminent danger are strongly encouraged to seek the assistance of their advisor or call National Suicide Prevention Lifeline 1-800-273-8255. The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources.

Additional Assistance and Resources

http://www.suicide.org/hotlines/new-york-suicide-hotlines.html

- **The Samaritans of New York**

24 hours / 7 days
Suicide Prevention Hotline
(212) 673-3000

- **Help-Line Telephone Services**
  24 hours / 7 days
  (212) 532-2400
- **Long Island Crisis Center**
  Middle Earth Suicide & Crisis Hotline
  24 hours / 7 days
  (516) 679-1111

Spanish Language Help

- **Nacional de Prevención del Suicidio**
  1-888-628-9454
- **Veterans Crisis Line**
  1-800-273-8255
  Text 838255
- **Options For Deaf + Hard of Hearing**
  1-800-799-4889

POLICY ON WHEN LIBI WILL INTERVENE TO INITIATE MEDICAL ASSISTANCE FOR MENTAL HEALTH CASES

Situations where there is substantial likelihood of danger require an immediate response. Whenever an individual demonstrates or reports a risk of self-destructive or suicidal behavior, immediate assistance is needed. Mental health emergencies where LIBI feels immediate intervention is warranted include the following situations:

- A student has inflicted harm to self that a reasonable person would regard as serious.
- A student is believed to have ingested substance(s) the amount and effect of which is uncertain.
- A student has threatened harm to him/herself and has been using any alcohol/drugs.
- The extent of self-injury is unknown and the student is unresponsive.

The Executive Director of Academic Operations and Student Services will be notified and will take necessary measures to ensure the student's safety and refer him/her to appropriate resources.

UTILITY FAILURE POWER FAILURE

The following addresses the steps to be taken by members of the community in case of power failure: All power failures should be immediately reported to college administration by calling **718.939.5100** x 112. In the event of a building wide power failure, phones may not function. If no other emergency situation exists, members of the community can report the power failure to the front desk on the fifth floor of the Main building.

In the event of loss of power in the Main Building or the Annex, emergency lights will illuminate allowing visibility during the evacuation.

A small flashlight or flashing mechanism may be helpful if there is a complete loss of power. Members of the community are encouraged to purchase and carry small flashlights on their keychains. Those may be helpful even outside of campus emergencies.

Candles should never be used in the event of a complete power outage. Candles can cause fires.

- If power is lost during the day, roll-up any blinds and let as much natural light in as possible.
- Faculty and students should remain in their classrooms until notified otherwise.
- Turn off or disconnect equipment in case of a momentary power "surge" that can damage computers and other devices.
- Elevators should never be used during a power failure or possible fire failure. Anyone trapped in an elevator at the time of a power outage should use the emergency "Call for Help" button in the elevator to contact the main security desk of the building. Individuals who are trapped in the elevator will have to be patient and wait for assistance. Remain calm. Panicking makes the situation worse. Depending on the weather, if you begin to feel hot, open the windows and doors to let fresh air circulate.
- Once power is restored, the building management will make an announcement using the public address (PA) system. Power failures do not always necessitate an evacuation.

Because every emergency is different, it is important for everyone's safety that all members of the community follow the directives of New York State and local emergency management authorities and local utilities.

Resources

https://www.youtube.com/watch?time_continue=1&v=MzaGbHkndts

FLOODING AND PLUMBING ISSUES

It is the policy of LIBI to manage emergency situations related to flooding or plumbing issues in a responsive proactive way to minimize damage and to provide a safe environment for students, staff and visitors.

If the National Weather Service issues Flood Watches and Warnings for the areas where LIBI's campuses are located, the college will issue appropriate Emergency Notifications by text message and community – wide email. Watch warnings are issued when flooding is possible or expected within 12 - 24 hours. Warnings are issued when flooding is imminent or occurring.

Additional Resources

https://www.fema.gov/media-library-data/1409002852888-3c5d1f64f12df02aa801901cc7c311ca/how_to_prepare_flood_033014_508.pdf

Chinese Language Resources

https://www.fema.gov/media-library-data/1398962987135-51a63860fb18cff26fa8f25320b6c46f/Americas_PrepareAthon_How_To_Prepare_Guides_FLOOD_v9_Chinese.pdf

Spanish Language Resources

https://www.fema.gov/media-library-data/1453322358059-4e308f77a6b7ede62a19eb719fdd2211/AP_How_To_Prepare_Guides_FLOOD_v9_Spanish.pdf

PLUMBING

If a toilet overflows or water pipe bursts and water s accumulating in one isolated area, **cease using all electrical equipment** and immediately notify college administration by going to the

Main Building to the fifth floor reception area or by calling the Maintenance Department at 718.939.5100 ext. 119. If a water pipe bursts vacate the area immediately and prevent anyone else from entering.

In the event of plumbing or water flooding proper care will be taken to clean-up as water may be contaminated with sewer. Proper personal protective clothing is worn by the maintenance department responding to a flooding or plumbing report. Any area that has been flooded, especially over the weekend when no one was available to respond, will be cleaned and treated with a microbiological cleaner (Fast Attack) to prevent mold growth. Mold can often be recognized by sight or smell. It may appear as colored woolly mats, or it may produce a foul, musty, earthy smell. Mold exposure can cause sneezing, runny nose, eye irritation, cough and congestion, aggravation of asthma, and dermatitis (skin rash). Individuals with allergies, asthma, sinusitis, or other lung diseases and individuals with weakened immune systems are at the greatest risk of health effects from exposure to mold. The college responds quickly to ensure that mold conditions do not occur. In the even that it does, the decision will be made by the Provost in consultation with the Facilities Manager to properly relocate classes and administrative offices so that students and employees do not come in contact with the mold until the health hazard is properly removed and resolved.

What precautions should be taken when cleaning up mold?

Administrative staff should report any suspected mold to the Facilities Manager immediately upon suspecting that mold is present so that the trouble areas can be properly and swiftly identified and the moisture problems corrected. Offices were mold is present will be temporarily relocated. Employees should make sure that work areas are well ventilated and anyone working to clean-up the area should use hand, eye, and respiratory protection. A N-95 respirator is recommended. Discard mold damaged materials in plastic bags. Clean wet items and surfaces with detergent and water. Disinfect cleaned surfaces with 1/4 to 1 1/2 cup household bleach in 1 gallon of water. CAUTION: Do not mix bleach with other cleaning products that contain ammonia.

GAS LEAKS

If you smell natural gas:

- Cease all operations immediately.
- Do not switch lights on or off.
- Evacuate as soon as possible.
- Do not use a cell phone near a gas leak. Gas vapors can be ignited by static electricity.
- Once you are outside call 911 and be specific regarding building name and location of suspected leak.

Alert college administration or the Facilities Manager. Do NOT use your cell phone until you are safely out of the building. It is always safest to go to the reception desk on the fifth floor in the Main building as the personnel is able to locate and get in touch with all administrators.

WHY IS IT IMPORTANT TO ACT QUICKLY?

Predominately methane, natural gas is colorless, tasteless and, in its natural state, odorless. Transmission pipeline and utility companies add a distinctive odorant, butyl mercaptan, to natural gas so leaks can be quickly and easily identified. Natural gas is lighter than air and tends to rise, while most other flammable gases have higher vapor densities and tend to move downward. Exposure to extremely high levels of natural gas can cause loss of consciousness or even death. If a natural gas leak has occurred and is severe, oxygen can be reduced, causing dizziness,

fatigue, nausea, headache, and irregular breathing. Exposure to low levels of natural gas is not harmful to your health.

BIOLOGICAL, CHEMICAL SPILL, NUCLEAR ATTACK PROCEDURES

Hazardous materials spills including biological, chemical and radiological materials pose a serious risk if not promptly and properly responded to by the individuals who initially identify the spill and the appropriate emergency response staff.

In the event of a biological chemical spill LIBI's Facilities Manager and Director of Operations should be contacted at 718.939.5100 ext. 112. When reporting, be specific about the nature of the material involved and the exact location of the spill. The Director of Operations or the Facilities Manager will contact the Building Manager and maintenance and the necessary specialized authorities and medical personnel.

If you are near the spill, move away from it and help keep others away. Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes, and smoke. Those who may be contaminated by the spill should avoid direct contact with others and remain in the vicinity so that they can receive necessary assistance, including first aid care, when specialized authorities arrive.

Upon receiving confirmation of an imminent or ongoing biological or chemical spill that poses health risk to members of the college community, the President or her designee will declare a campus-wide emergency. The declaration of a campus-wide emergency will, based on the advice of the appropriate authorities investigating the spill, either initiate a lockdown of the campus or its total evacuation. Notification of the emergency and instructions for action will be made via text message, college-wide email, college website, and emergency line.

Members of the college community will be kept informed of changes as they develop by college officials.

The following actions will be taken if necessary:

- air handling unit (AHU), used to regulate and circulate air as part of a heating, ventilating, and airconditioning will be turned off and intakes sealed if possible,
- campus personnel and students will be directed to enclosed areas of the building unless otherwise directed by civil authorities to provide most insulation
- updates on emergency will be given, if practicable, by the same methodologies as described above.

Emergency response and evacuation procedures are published annually in the Annual Security Report. LIBI strongly urges members of the college community to use this report as a guide for safe practices both on and off campus. Paper copies are available by calling 718.939.5100 ext. 112 or by requesting them from the Director of Operations by emailing jaybar@libi.edu.

Special Note: Should, in the best opinion of the college or civil authorities, dissemination of information on a given emergency hinder or cause additional harm, such notification may be delayed until such time that it is safe to release it to the community.

Additional Resources

Poison Control: 212-POISONS

SUMMARY: Evacuation and Assembly Point

A fire alarm can be activated because the campus building becomes uninhabitable due to an event such as a fire, flood, gas leak, contamination, extreme weather conditions or the loss of

critical services.

- The response depends on the extent of the emergency. Fire Wardens and designated college personnel will move students and employees to an Evacuation Assembly Point where designated LIBI personnel will conduct a census to establish that the evacuation is complete.
- Evacuation assembly points are published and transmitted to the college community during new student and new employee orientations. Students and faculty are urged to familiarize themselves with the evacuation routes posted in the buildings where they have classes in. Staff should be familiar with the evacuation routes from their offices.
- If an evacuation order is issued for a building, it is expected that community members will cooperate fully with designated LIBI personnel or any authorized emergency personnel aiding with the evacuation.
- All members of the community are urged to remain calm.
- If possible, keys, wallets and essential belongings that do not hamper the evacuation should be taken when leaving the building.
- If the evacuation takes place in the winter, wear weather-appropriate clothing when leaving the building.
- Close, but DO NOT lock, the doors of the classroom once everyone has vacated.
- Evacuate in a safe and orderly fashion to the nearest Evacuation Assembly Point (as determined by college personnel) and await additional instructions.
- Move away from the building and do not return to the building until instructed to do so by authorized emergency personnel.

WINTER STORMS

Take immediate precautions if you hear these words on the news:

Winter Storm WARNING:
Life-threatening, severe winter conditions have begun or will begin within 24 hours.

Blizzard WARNING:
Sustained winds or frequent gusts of 35 miles per hour or greater, plus considerable falling or blowing snow reducing visibility to less than a quarter mile, expected to prevail for three hours or longer.[12]

Severe winter storms, especially in our Commack campus, are most likely to bring ice, strong winds and freezing rain. These storms can cause downed trees, structural damage, and power outages.

LIBI will notify the college community using text messages, community-wide email messages, by placing messages in the banner of the main page of the college's website, and by recording a message on the emergency line (**347.827.0874**). LIBI will notify the community that there is a winter storm watch and that severe winter weather is possible. The college will give instructions in this message as to how further communications will be handled should the storm progress as anticipated. If the National Weather Service upgrades the storm warning LIBI will notify the college community by releasing community-wide communications containing instructions regarding early closing or campus closures using text messages, recording messages on the

12 Winter Storm Safety." American Red Cross, www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/winter-storm#About. Accessed 4 Sept. 2017.

emergency phone line, by sending community-wide e-mails, and placing updates on the college website. As a non-residential college, occasions may occur when weather-related conditions necessitate a delayed arrival time, an early dismissal time, or closure. In all cases, employees and students must use their best judgment in determining their personal safety when traveling between home and the campus. When weather affects LIBI's operating schedule, the college normally follows directions issued by the Mayor's office. If New York City Public Schools are closed, LIBI's day classes will be cancelled. If the Commack Public Schools (Suffolk County) are closed, the Commack campus will cancel day classes. Evening classes in Flushing will be cancelled if Queens College cancels classes. NYC extension center will cancel classes if BMCC cancels classes for the evening. Commack will cancel evening if Suffolk Community College cancels evening classes. However, because faculty, staff and students travel to campus from a wide range of locations, the college may decide, independent of any state or city decision, that a delayed opening or closing is necessary. In some instances, LIBI may opt to cancel classes although the college's administrative offices remain open. LIBI's weather policy does not preclude the necessary, immediate evacuation of any campus by an authorized supervisor in the interest of safety to members of the college community. When a Declaration of Emergency or a decision about a delayed opening or early closing occurs during regular working hours, students and employees will be notified by email (and text message if they registered to receive SMS Emergency Notifications) regarding time of opening or closing. During off-duty hours (6pm to 8 am), emergency closings or delayed openings will be transmitted using text messages, community-wide email, recorded message on the emergency line, and banner messages on the main page of the college website. A decision whether to close the campus will be made between 5:30 and 6:00 am unless Public Schools make the decision to close the night before. Regardless of the decision of the college to remain open, each employee and student ultimately must decide if conditions make travel unwise. An employee who is unable to get to work because of weather-related conditions, even though LIBI is open, may use annual leave or take the day without pay.

Additional Resources

http://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/winter-storm#About

http://www.nws.noaa.gov/os/winter/

https://www.ready.gov/winter-weather

Chinese Language Resources

https://www.fema.gov/media-library-data/1414779628109-98341fc886596d7111418d4f12a6a9b9/Americas_PrepareAthon_National_Poster_Winter_Storm_Safety_Chinese_508.pdf

https://www.fema.gov/media-library-data/1412783834657-538cb2453c43721fb737e0d-11b844ec1/AP_Winter_Storm_HTG_ch_508.pdf

Spanish Language Resources

https://www.fema.gov/media-library-data/1412783571438-b508418bf044c2805c56e7dfaa5f6178/AP_Winter_Storm_HTG_sp_508.pdf

http://www.nws.noaa.gov/os/winter-spanish/index.shtml

THUNDERSTORMS, TORNADOES, AND HURRICANES

Thunderstorms, tornadoes and hurricanes produce severe lightening, heavy downpours, horizontal rains and extreme heavy wind conditions that can blow debris in the air and break windows.

The following guidelines should be observed should these conditions occur while classes are in session or administrative offices are open:

- Move away from the windows.
- Go to one of the elevator lobbies which have no windows, interior offices without windows or a stairwell without windows and wait for directions from college administration.
- If the conditions are extremely dangerous, the decision may be to utilize the building basement.
- Any storm related damage or leaks should be promptly reported to the Facilities Manager.

EARTHQUAKES

Although extremely unlikely in NYC, earthquakes are not impossible. In the event that it occurs in New York City, remain calm and reassure others. Stay away from windows. Remain in an open area of the building, away from heavy machinery. DO NOT rush for the exits. Stairways may be broken or jammed with other people. Move immediately under an interior doorway or to an interior corner of the room. Get under desk, or table if possible. Tall furniture such as file cabinets can easily fall. Use caution around them. Watch for objects falling off desks or from shelves. Seek safety where you are and leave only when the earthquake has ended. After shocks are common and usually occur soon after the initial earthquake. These aftershocks can cause significant damage and should be treated the same as the initial earthquake.

Additional Resources - Chinese Language Resources

https://www.fema.gov/media-library-data/1412783718117- 726809eff913d1957bcfb3d-e33d7649b/AP_Earthquake_HTG_ch_508.pdf

Safety Awareness and Crime Prevention Programs

LIBI issues safety alerts using community-wide emails when deemed necessary because serious crime have occurred, or are occurring, on campus or in LIBI's contiguous geographic locations. The college maintains a relationship with the New York City police precincts that are responsible for the surrounding areas of the campus and for providing additional response assistance. All members of the college community who report crimes to college personnel are encouraged to promptly report the incident to the appropriate local police precinct. A record of each report made to the local precinct is maintained and included in LIBI's annual statistical report.

LIBI's goal is to help prevent criminal activity through education and awareness building. LIBI's education programs focus on helping members of the community become more aware of their surroundings, both on and off campus, and to take responsibility for their own safety and security and that of others. Various educational and awareness-building seminars are scheduled each semester and members of the college community are encouraged to actively participate. The college also provides information at the beginning of each academic term for students and employees regarding LIBI's general security procedures and practices. This information is in the form of posters and other displays, articles in the college newsletter –LIBI Log Forever Better, and community wide e-mail notifications. Special emphasis is placed on:

- advising students and employees of the importance of reporting criminal activity;
- to whom crimes should be reported;
- being responsible for their own safety and the safety of others;
- practices regarding timely warnings and emergency notifications.

The Director of Intercampus activities provides students, faculty, and staff with crime preven-

tion information, along with other safety related materials, during scheduled events on campus as well as through physical bulletins posted around high foot-traffic areas at the campuses.

The Director of Intercampus activities provides:

- Information of personal safety along with brochures available throughout the campuses.
- Topics of workshops include: personal safety and crime prevention tips, sexual assault and intimate partner violence awareness presentations offered by the Justice Center.
- During the initial orientation new students receive handouts on LIBI's policies with regard to sexual assault, domestic violence, and stalking, including the victim's bill of rights, included in Appendix D. These policies are also on LIBI's website in the footer of the main page and accessible to the entire community without a login http://www.libi.edu/footer/procedures-concerning-sexual-assault-stalkingand-domestic-and-intimate-partner-violence-against-students.pdf.
- A member of the Safety and Security committee attends new student orientation to provide students with an overview of the safety programs and services offered by the college.
- Annual Faculty Convocations include emergency preparedness presentations, where topics include active shooter incidents, medical emergencies, emergency evacuations, and similar type of presentations that contribute to creating better prepared and aware campus community.
- Domestic Violence Workshops: Every LIBI employee participates in mandatory sexual harassment training once a year. The training concludes with a scored assessment. Low scoring employees are given additional training on the topic.
- Fire Safety Prevention Training: Fire safety training is provided to designated fire wardens on campus.
- The Director of Operations and Institutional Effectiveness conducts vulnerability assessments to identify areas of the campus that present vulnerabilities to the safety of the college community.
- Other Educational Programs: The Director of Intercampus Activities works with faculty to provide educational programs to their classes free of charge on other safety topics not listed above, including bystander intervention, and many others. To request a presentation or special topic speakers for their classes, faculty should contact the Director of Intercampus Activities at ronaldmurray@libi.edu or by calling **212.226.7300**.

All new incoming students receive information about campus crime prevention programs at New Student Orientation and in the Freshman Seminar Course. New students also receive LIBI's policies on sexual harassment and Procedures Concerning Sexual Assault, Stalking and Domestic and Intimate Partner Violence Against Students at Orientation. The Student Handbook and Catalog also contain these policies. The Director of Operations and Institutional Effectiveness and the Executive Director of Academic Operations and Student Services conduct on-going reviews of campus facilities along with the Facilities Manager. LIBI works closely with the Building Management personnel to ensure safe accessibility to LIBI's buildings. Building maintenance staff as well as LIBI's janitorial team report health and safety issues during their normal work assignments. LIBI and Building maintenance personnel regularly check to ensure hallways are well lighted and that egress lighting is working in stairwells.

WHAT CAN THE COMMUNITY DO TO PROMOTE SAFETY?

Students and employees are asked to be alert and to not circumvent practices and procedures that are meant to preserve their safety and that of others.

Things to keep in mind:

- Do not prop doors open or allow strangers into campus buildings that have been secured;
- Do not bring non-students on campus and do not leave them unattended;
- Do not input restroom security codes for anyone you do not know to allow them access to LIBI's restrooms.

Keys to the offices or any other areas on campus will be issued to employees only as needed and after receiving the proper authorization. Each department supervisor is responsible for assuring his/her area is secured and locked.

Employees must adhere to policies regarding unauthorized access to school facilities, theft of, or damage to, school property, or other criminal activity. In particular, abusing any fire prevention or detection equipment is prohibited. Violation of these policies may lead to disciplinary action, up to and including termination and the filing of charges with law enforcement authorities.

Employee and student identification cards should be used to verify the identity of persons suspected to be on campus without permission.

All visitors and guests are expected to carry themselves in a manner consistent with an academic environment. Guests must identify themselves to the front desk reception desks at all LIBI locations. Front desk personnel will request a valid identification and the guests will be signed in and given a visitor's badge. **Guests and visitors will only be allowed in if they have official business.** All individuals visiting LIBI are subject to the instructions of college administrative staff. A guest or a visitor attending an event will be asked to leave if they appear to be intoxicated or refuse to follow directives given administrative staff.

Safety is everyone's responsibility. If you observe any unusual activity or someone acting suspiciously, please report it immediately to the reception desks staff. It is always better to over investigate than to put members of the college at risk.

WHAT CAN STUDENTS DO TO PROMOTE SAFETY?

- Familiarize yourself with the campus and adjacent areas. Avoid short-cuts and walking alone at night.
- Find and use the safest routes between the campus and your home or work. Avoid routes that take you through desolate areas – even if those routes are the quickest way to get you to your destination. Make sure the walkways you're on are frequently traveled and not isolated. Are parking lots where you park your car well-lit and patrolled? Are there places nearby along your route where people congregate so you can seek help quickly, if you need it? If your cellphone has a speed dialer, program it with emergency numbers that include family and close friends.
- Create a "buddy" system. Whenever possible, travel in groups after daylight hours. Share your schedule with your parents, a roommate and close friends you trust. Advise your close contacts or leave a timed and dated note if you intend to change your normal schedule, particularly if you will not be returning in the evening. Give your advisor numbers to your emergency contacts. Make sure a trusted friend or relative has your advisor's contact information so that he/she can contact your advisor in case you have an emergency that needs to be communicated to the college.
- Be sure to review LIBI's photo agreement and release. The college does not want to publish any pictures of you if you are uncomfortable having your pictures disseminated in campus publications.
- Never leave your valuable possessions (e.g., identification cards, driver's license, wallet, checks, or credit cards) in open view.

- Know who you are interacting with or "befriending". Do not disclose personal information or place yourself in a vulnerable situation until you know people well.
- Promptly report suspicious activities or unlawful conduct. Doing so can make a difference!

WEAPONS ON CAMPUS

No one within the college community (including visitors) pursuant to authorization of the LIBI's President, may have in his/her possession a rifle, shotgun, firearm, or any other dangerous weapon or item that may be used as a weapon, or material that can be used to inflict bodily harm on an individual, damage the campus, or the areas connected to the campus.

DRUG AND ALCOHOL POLICY

The Long Island Business Institute (LIBI) adheres to and complies with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), which require an Institution of Higher Education (IHE) to certify with the United States Department of Education that it has adopted and implemented programs to prevent the illicit use of drugs and the abuse of alcohol by students and its employees. The Drug-Free Schools Act, which has been adopted by LIBI, will be published and disseminated to students and employees in writing annually and will be enforced under this section.

This notification serves as a reminder of the standards of conduct relating to drugs and alcohol, the health risks associated with drug and alcohol abuse, and the availability of support for those members of the LIBI community experiencing drug or alcohol problems.

OVERVIEW

LIBI's primary focus and priority is to ensure the safety and well-being of our students and employees. An important component of this commitment is the prevention of substance abuse by members of the LIBI community. Substance abuse obstructs learning, teaching and personal development. However, there are also serious criminal and disciplinary implications for students and employees who use, manufacture, or sell controlled or illicit substances on any of LIBI's properties, at LIBI sponsored events, or while representing the college. This notification recognizes LIBI's responsibility to implement and enforce alcohol and drug regulations that are consistent with New York State laws.

CONTROLLED SUBSTANCES

Federal law has numerous penalties for the illegal possession of controlled substances, possession of crack cocaine, and trafficking in methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl, and fentanyl analogue. Possession sentences range from up to one year imprisonment and $1,000 fine to 20 years imprisonment and fines up to $250,000. Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance can be a sanction for convictions. Sanctions can also include denial of federal benefits, such as student loans, grants*, contracts, public housing tenancy, eligibility to receive or purchase firearms, and professional and commercial licenses. Federal trafficking sanctions can range from one year imprisonment and $100 fine to life in prison and a fine of $8 million. All students wishing to discuss financial aid eligibility due to a drug conviction are encouraged to set up a private meeting with the Financial Aid Director or the Financial Aid System Manager as soon as feasible.

**** Denial of Federal Aid (20 USC 1091)***

Under the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibil-

ity suspended. This includes all federal grants, loans, federal work-study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by successfully completing an approved drug rehabilitation program. Students convicted of a drug-related offense after submitting the FAFSA might lose eligibility for federal student aid, and may be liable for returning any financial aid received during a period of ineligibility. For further information see the link below:

http://studentaid.ed.gov/eligibility/criminal-convictions#if-your-eligibility-for-federal-student-aid-has-beensuspended-due-to-a-drug-conviction.

NY CODE - SECTION 220.00: CONTROLLED SUBSTANCES; DEFINITIONS

Section 220 of the New York Penal Law defines those drugs considered "Controlled Substances," including narcotic drugs, narcotic preparations, hallucinogens (LSD, "hallucinogenic mushrooms," etc.), stimulants, depressants, and concentrated forms of cannabis. Individual statutes deal with the criminal possession or sale of these substances and are categorized as misdemeanors or felonies depending on the specific substance, the amount of the substance in question, or the circumstances surrounding the possession or sale of the substance. Possession or sale (or possession with intent to sell) of even a very small amount of some substances is considered a felonious offense and may result in a lengthy jail sentence. With the exception of "Criminal Possession of a Controlled Substance in the Seventh Degree," which is Federal, State and Local Legal Sanctions: Conviction of possession and sale of controlled substances carries a number and variety of penalties under New York State law. Sanctions range from fines to prison terms of 15 years to life, depending upon the nature of the substance, the criminal act and the character of the crime. Federal Trafficking Law convictions also carry a variety of penalties which range from five to 30 years in prison and substantial fines.

NEW YORK PENALTIES AND SENTENCES

A defendant convicted of a class A-1 felony (possession of eight or more ounces of substances containing a narcotic drug or 5,760 milligrams of methadone) may be sentenced to a term of 8 to 20 years imprisonment or a fine of $100,000. Convictions of class B to class E felonies range from sentences of a minimum of one year to a maximum of 1.5 to 9 years or fines ranging from $15,000 to $30,000 for class B and class C felonies.

PENALTY DETAILS

Marijuana and its synthetic "equivalents" are considered Schedule I hallucinogenic substances under New York Public Health Law. Synthetic equivalents include resinous extracts and derivatives with similar chemical properties.

For more information please see:

- New York Pub. Health §3306(d)(13)
- New York Pub. Health §3306(d)(21)
- http://www.health.ny.gov/professionals/narcotic/

SEE APPENDIX E FOR MORE INFORMATION ON LEGAL PENALTIES

LIBI'S DRUG AND ALCOHOL POLICY

The standards of conduct under this policy apply to all students who are registered at LIBI for at least one course for any type of credit. Students who are employed by LIBI either on a part-time job basis or as part of the Federal Work Study program must adhere to both student and employee policies. LIBI strongly supports comprehensive substance abuse prevention initiatives, including education, early intervention, and treatment programs as the most effective means to help reduce and deter alcohol and drug abuse. LIBI expressly prohibits the unlawful possession, use, or distribution of drugs and alcohol by students, faculty, or staff members while on LIBI property, while participating in LIBI-sponsored activities, or while representing LIBI at events outside of the college. All members of the LIBI community are responsible for complying with federal, state, and local laws on the possession, use, and sale of alcohol and illicit drugs. Any student of the LIBI community found to be in violation of this policy will be subject to strict disciplinary actions, up to and including dismissal from the college.

Students who arrive on campus intoxicated will not be permitted to remain in school and will face disciplinary sanctions commensurate with the level of transgression. Students, who are found to be consuming alcohol on campus, or engaging in illegal drug use, will face immediate suspension and sanctions described in the section below.

Depending on the severity of the infraction under this policy, student sanctions may include but are not limited to: written warning to be retained in the student's file, parental notification, educational sanctions (workshop attendance, research/reflection papers), disciplinary probation, referral for appropriate rehabilitation, substance abuse assessment*, loss of privileges, suspension, dismissal and prosecution to the fullest extent of the law.

** Students whose alcohol or drug use results in harm or the threat of harm to themselves, others in the college community, or to LIBI's property, regardless of the location of the incident, may face disciplinary action by the college up to and including expulsion and/or arrest.*

If deemed necessary by the President, the Assistant Campus Director, the Provost,or ***the Student Disciplinary Hearing Committee****, a student accused of violating*

LIBI's drug-related policies may be required to submit to testing for the presence of illegal substances. In these cases, students will be required to get drug-tested by a medical professional at the student's expense as often as deemed necessary by the college. The student will be required to submit results of the tests to the appropriate administrator. Any student whose test results indicate continued drug use may face additional disciplinary action by the college up to and including expulsion.

DRUG ABUSE

Drug abuse is defined by the National Institute of Health (NIH) as "the use of illegal drugs or the inappropriate use of prescription drugs, i.e., the repeated use of drugs to produce pleasure, alleviate stress, and/or alter or avoid reality. In research and clinical practice, the term "drug abuse" is often used diagnostically to indicate that a patient continues to use a drug despite adverse social, legal, or occupational consequences, but is not subject to drug tolerance or withdrawal." For more information see: http://easyread.drugabuse.gov/

Because LIBI strongly supports comprehensive substance abuse prevention initiatives, including education, all students are highly encouraged to view the link below to better understand *"Why Are Drugs So Hard to Quit?"* http://easyread.drugabuse.gov/quit-drugs-video.php

DRUG ADDICTION/DRUG DEPENDENCE

Drug addiction is a complicated disease. Overcoming a drug addiction takes more than good

intentions or a strong will. Addiction is widely considered a brain disease because drug use changes the structure of the brain and how it works. A key characteristic of drug addiction is the compulsive desire to seek and use the drug despite its harmful consequences. Although many people experiment with drugs voluntarily, overtime a person's ability to exert self-control becomes seriously compromised. Brain-imaging studies of drug-addicted individuals show actual physical changes in areas of the brain that are critical to judgment, decision-making, memory, and behavior control.[13]

Drugs introduced into the body through smoking or injections have an increased addictive potential.[14] This is because both smoked and injected drugs enter the brain within seconds and produce a powerful "high". Researchers studying addiction to smoked and injectable drugs believe that because the intense "high" from these drugs generally fades within a few minutes and produces an intense and harshly felt contrast, individuals are driven to repeated drug abuse in an attempt to recapture the euphoric feeling of pleasure.[15] Under the Controlled Substances Act the FDA defines addict as any individual who habitually uses any narcotic drug in a manner that endangers the public morals, health, safety, or welfare, or who is so far addicted to the use of narcotic drugs as to have lost the power of self-control with reference to his/her addiction.

Costs of substance abuse in the United States (including productivity and health- and crime-related costs) exceed $600 billion annually. Approximately $193 billion is spent nationally because of illicit drug use[16] , $193 billion for tobacco,[17] and $235 billion for alcohol.[18]

The information below was taken from, and is available in great er detail at:

http://health.nytimes.com/health/guides/disease/drug-abuse-and-dependence/overview.html

Commonly abused substances include:

Opiates and narcotics are powerful painkillers that cause drowsiness (sedation) and feelings of euphoria. These include heroin, opium, codeine, meperidine (Demerol), hydromorphone (Dilaudid), and Oxycontin.

- Central nervous system stimulants include amphetamines, cocaine, dextroamphetamine, methamphetamine, and methylphenidate (Ritalin). Caffeine and nicotine are the most commonly used stimulants. These drugs have a stimulating effect, and people can start needing higher amounts of these drugs to feel the same effect (tolerance).
- Central nervous system depressants include barbiturates (amobarbital, pentobarbital, secobarbital), benzodiazepine (Valium, Ativan, Xanax), chloral hydrate, and paraldehyde. The most commonly used, by far, is alcohol. These substances produce a soothing sedative and anxiety-reducing effect and can lead to dependence.
- Hallucinogens include LSD, mescaline, psilocybin ("mushrooms"), and phencyclidine (PCP or "Angel Dust"). They can cause people to see things that aren't there (hallucinations) and can lead to psychological dependence.
- Tetrahydrocannabinol (THC) is the active ingredient found in marijuana (cannabis) and hashish. Although used for their relaxing properties, THC-derived drugs can also lead to paranoia and anxiety.

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MORE ABOUT COMMONLY ABUSED DRUG

- LSD (Acid) is one of the strongest mood-changing drugs, and has unpredictable psychological effects. With large enough doses, users experience delusions and visual hallucinations. Physical effects include increased body temperature, heart rate, and blood pressure; sleeplessness; and loss of appetite.
- Cocaine is a powerfully addictive drug. Common health effects include heart attacks, respiratory failure, strokes, and seizures. Large amounts can cause bizarre and violent behavior. In rare cases, sudden death can occur on the first use of cocaine or unexpectedly thereafter.
- MDMA (Ecstasy) is a drug that has both stimulant and psychedelic properties. Adverse health effects can include nausea, chills, sweating, teeth clenching, muscle cramping, and blurred vision.
- Heroin is an addictive drug. An overdose of heroin can be fatal, and use is associated – particularly for users who inject the drug – with infectious diseases such as HIV/AIDS and hepatitis.
- Effects of marijuana use include memory and learning problems, distorted perception, and difficulty thinking and solving problems.
- Methamphetamine is an addictive stimulant that is closely related to amphetamine but has long lasting and more toxic effects on the central nervous system. It has a high potential for abuse and addiction. Methamphetamine increases wakefulness and physical activity and decreases appetite. Chronic, long-term use can lead to psychotic behavior, hallucinations, and stroke.
- PCP/Phencyclidine causes intensely negative psychological effects in the user. People high on PCP often become violent or suicidal.
- Prescription Medications drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed to treat pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Longterm use of opioids or central service system depressants can lead to physical dependence and addiction. Taken in high does, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heart beat.
- Tobacco/Nicotine contains nicotine, which is highly addictive. The tar in cigarettes increases a smoker's risk of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in smoke increases the chance of cardiovascular diseases. Secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children.
- Steroids Adverse effects of steroid use in males may include shrinking of the testicles and breast development. In females, adverse effects may include growth of facial hair, menstrual changes, and deepened voice. Other adverse effects can include severe acne, high blood pressure, and jaundice. In some rare cases liver and kidney tumors or even

cancer may develop.

- Excessive alcohol consumption can lead to serious health problems, including cancer of the pancreas, mouth, pharynx, larynx, esophagus and liver, as well as breast cancer, pancreatitis, sudden death in people with cardiovascular disease, heart muscle damage leading to heart failure, stroke, high blood pressure, cirrhosis of the liver, miscarriage, fetal alcohol syndrome in an unborn child, injuries due to impaired motor skills, and suicide.

SUBSTANCE ABUSE

How do I know if I, or someone I know, may have a problem with drugs and alcohol?

The following are behaviors that signal that someone has a problem:

- Using drugs and/or alcohol on a regular basis.
- Losing control of the amount of drugs and/or alcohol used after being high or drunk.
- Constantly talking about using drugs and/or alcohol.
- Believing that drugs and/or alcohol are necessary in order to have fun.
- Using more drugs and/or alcohol to get the same effects as in the past.
- Avoiding people in order to get high or drunk.
- Pressuring others to use drugs and/or alcohol.
- Foregoing activities that were once priorities (i.e. work, sports, spending time with family and sober friends).
- Getting into trouble at school, at work, or with the law.
- Taking risks, including sexual promiscuity and driving while intoxicated.
- Lying about things, including the amount of drugs and/or alcohol used.
- Feeling hopeless, depressed, or even suicidal.

If you suspect that you or someone you know has a problem with drugs and/or alcohol, please utilize the resources listed below

LOOKING FOR TREATMENT?

If you, or someone you know or care about, should be seeking help for drug related problems call **1-800-662-HELP (4357)** at any time to find drug treatment centers near you.

For an extensive list of local and national organizations helping individuals recover from substance abuse, students should speak to their academic advisor or the Registrar.

ALCOHOL USE DISORDER

- Four out of five college students admit to drinking alcohol. Approximately half of the college students who admit to drinking consume it through binge drinking.
- Alcohol consumed irresponsibly or illegally (by those under the legal drinking age) affects college communities across the nation. According to the National Institute on Alcohol Abuse
- and Alcoholism (NIAAA), about 18 million people in the United States have an alcohol- use disorder, classified as alcohol dependence (i.e. alcoholism).
- The following consequences of excessive alcohol consumption were reported by the NIAAA
- Death: 1,825 college students between the ages of 18 and 24 die each year fromalco-

hol-related unintentional injuries.

- Assault: More than 690,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking.
- Sexual Abuse: More than 97,000 students between the ages of 18 and 24 are victims of alcoholrelated sexual assault or date rape.
- Injury: 599,000 students between the ages of 18 and 24 receive unintentional injuries while under the influence of alcohol.
- Academic Problems: About 25 percent of college students report academic consequences of their drinking including missing class, falling behind, doing poorly on exams or papers, and receiving lower grades overall.
- Health Problems/Suicide Attempts: More than 150,000 students develop an alcohol-related health problem, and between 1.2 and 1.5 percent of students indicate that they tried to commit suicide within the past year due to drinking or drug use.
- Drunk Driving: 2.8 million students between the ages of 18 and 24 reported driving under the influence of alcohol.

DRIVING WHILE INTOXICATED AND DRIVING WITH ABILITY IMPAIRED BY DRUGS

Alcohol or drug-related driving offenses in New York State carry criminal, penal, civil or administrative consequences. The criminal consequences may include all or some of the following: court-imposed fines and surcharges, a sentence of probation or conditional discharge with a condition that you install and maintain an Ignition Interlock Device (IID) in all vehicles you own or operate, and imprisonment. If the IID detects alcohol on the driver's breath, the engine will not start.

A driver causing a death or serious injury as a result of a traffic accident while intoxicated or impaired by alcohol or drugs may face additional criminal charges under the Penal Law for vehicular assault, aggravated vehicular assault, vehicular manslaughter, and aggravated vehicular homicide, punishable by up to 15-25 years in prison.

The civil or administrative consequences will include fines, mandatory surcharges and related fees levied by the Department of Motor Vehicles ("DMV"), and the suspension or revocation of your driver's license by DMV. Convictions under these statutes may lead to fines, legal fees, and increased insurance premiums.

Furthermore, conviction under a misdemeanor drug or alcohol-related driving offense results in a criminal record which may have to be reported when seeking employment, applying to other college programs, and applying for financial aid.

HOW MANY DRINKS MAKE YOU LEGALLY INTOXICATED?

In New York State, you are legally intoxicated when your BAC reaches .0 8%. You are considered to be driving while ability impaired ("DWAI") when your BAC is more than .05%, but less than .08%.

Alcohol consumption in any amount affects the judgment and coordination of a driver. The degree of impairment depends on four basic factors: (a) how much is consumed (b) how long the person drinks (c) how much food is eaten before or during drinking, as food slows absorption of alcohol, and (d) the person's body weight.

A 12-ounce can of beer, a 5-ounce glass of wine, or a shot of 86-proof liquor all contain the same amount of alcohol. Your body metabolizes about one drink each hour. Only time will truly sober you up, not coffee, a walk, or a cold shower.

PREVENTION THROUGH EDUCATION

LIBI strongly believes that education and awareness are the best method of preventing alcohol and drug abuse. As such, periodically throughout the year, LIBI offers workshops and speakers on the dangers of drug and alcohol abuse. LIBI also distributes and makes available, through the library and the Academic Success Center, informational materials dealing with drug and alcohol consumption. All LIBI students are strongly urged to attend these seminars and to read the informational materials provided. To obtain more information regarding the dangers and health risks associated with alcohol or chemical substance consumption and dependency, please visit the LIBI library or speak to an Academic Advisor or the Registrar.

- Help is available 24-hours a day, 365 days a year for alcoholism, drug abuse and problem gambling – call **877-8-HOPENY (846-7369)** or visit http://www.oasas.ny.gov/pio/needhlp.cfm All calls are toll-free, anonymous and confidential
- Help is also available through the Substance Abuse and Mental Health Services Administration (SAMHSA). Call the SAMHSA Treatment Referral Helpline: **800-662-HELP (4357) / 800-487-4889 (TDD)**
- To report synthetic drug abuse, sale, manufacturing, distribution or possession: Call **888-99-SALTS (997-2587)**

BIENNIAL REVIEW:

Long Island Business Institute conducts a biennial review of our drug and alcohol programs and policies to determine program effectiveness and consistency of policy enforcement and to identify and implement any changes needed to either.

For a detailed list of potential health problems caused by prolonged use of illicit drugs or dependence on alcohol, please carefully review LIBI's Campus Safety and Security Report.

This policy contains a short list of the types of help that are available through various organizations (largely free of charge). For a more comprehensive list of organizations, please see LIBI's Campus Safety Plan: http://www.libi.edu/footer/college-safety-plan.html

The Long Island Business Institute's Drug and Alcohol Prevention Policy, as with other standards of conduct applicable to the LIBI community, is intended to further the educational mission of the college. The Long Island Business Institute is committed to a drug-free environment and fully complies with the U.S. Department of Education's regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989. LIBI supports all public laws and regulations regarding drugs and alcohol, and will cooperate with government authorities in their enforcement. The Drug and Alcohol Prevention Policy is intended to supplement, not limit, the provisions of LIBI's Drug-Free Workplace Policy. LIBI's Drug and Alcohol Policy can also be accessed at http://www.libi.edu/footer/LIBI-Drug-Alcohol-Policy-2016.pdf

The regulations of the Drug-Free Schools and Communities Act Amendments of 1989 require the college to distribute annually, to its students and employees, policies concerning the possession, use or distribution of alcohol and illicit drugs on the premises owned or operated by LIBI.

LIBI demands full compliance from its students and employees with the standards of conduct regarding the use and abuse of alcohol and other drugs on the college's premises. LIBI also expects students to comply fully with all applicable local, state, and federal laws on or off college premises. Students may be subject to additional requirements and procedures based on their respective departments.

* Any behavior by the students contrary to this policy will result in disciplinary actions as published in LIBI's College Catalog.

* As a career college, LIBI trains students to enter into a wide range of fields.

The various academic departments align their standards of behavior with the particular indus-

try LIBI is training the students to enter. The Court Reporting and Homeland Security graduates may be subject to additional background scrutiny if they wish to enter certain sectors of their field.

Each year prior to the release of the community notification, LIBI reviews its Drug and Alcohol Prevention Policy for effectiveness and consistency of application and, makes appropriate changes, as necessary.

One of the goals of supporting and implementing this policy is to provide information and skills to help members of the LIBI community make healthy decisions regarding alcohol and other drug use. LIBI's policy outlines criminal sanctions for the illegal possession and/or distribution of drugs and alcohol, provides information on how to obtain guidance regarding possible health risks associated with the use of illicit drugs and alcohol, and lists places where individuals with substance abuse problems can seek help.

Students who have concerns about the Drug and Alcohol Prevention Policy or its enforcement should write to the President of the College:

Office of the President

136-18 39 Avenue, 5th Floor
Flushing, NY 11354
mfoote@libi.edu
Tel: 718-939-5100

SUBSTANCE ABUSE ASSISTANCE

LIBI strongly encourages students who may be struggling with drug or alcohol dependence to seek help before the problem escalates or begins to jeopardize the student's academic performance.

For a detailed list of potential health problems caused by prolonged use of illicit drugs or dependence on alcohol, please carefully review LIBI's Campus Safety and Security Report.

This policy contains a short list of the types of help that are available through various organizations (largely free of charge).

- Alcoholic Anonymous: http://www.aa.org

New York:

- **New York Intergroup**
  Main: 212-647-1680
  TDD: 212-647-1649, FAX: 212-647-1648
  Site: www.nyintergroup.org
- **Oficina Central Hispana De A.A**
  Main: 212-348-2644
  FAX: 212-348-2689
- **Adult Children of Alcoholics**
  http://www.adultchildren.org/
  Adult Children of Alcoholics is an anonymous Twelve Step program of women and men who grew up in an alcoholic or otherwise dysfunctional home.
- **Al-Anon Family Intergroup of Greater New York**
  http://www.nycalanon.org/
  The Al-Anon Organization: 212-941-0094; Fax: 212-941-6119

Helps families and friends of alcoholics.

- **New York Nar-Anon**

800-984-0066
The Nar-Anon organization helps families and friends of drug addicted persons.

- **Suicide Prevention**
  http://www.suicidepreventionlifeline.org/
  Telephone: 800-273-TALK

Detoxification and Outpatient/Inpatient Rehabilitation Facilities

- **Bellevue Hospital Center**
  462 First Ave.
  New York, NY 10016
  (212) 562-4141
- **St. Luke's-Roosevelt Hospital**
  1000 Tenth Ave.
  New York, NY 10019
  (212) 523-6491
- **Flushing Hospital Medical Center**
  4500 Parsons Boulevard
  Flushing, NY 11355
  (718) 670-5078
- **Samaritan Village, Inc.**
  144-10 Jamaica Avenue
  Floor Jamaica, NY 11435
  (718) 206-1990

Information for Veterans

- **Benefits**
  800-827-1000
- **Call Center for Homeless Vets**
  877-424-3838
- **Medical Centers**
  800-827-1000
- **Persian Gulf War Helpline**
  800-749-8387
- **Locate the closest VAMC or VA Regional Office**
  877-222-8387
- **National Coalition for Homeless Veterans**
  800-VET-HELP (838-4357)
- **Focus on Recovery Helpline (alcohol/drugs)**
  800-374-2800 / 800-234-1253
- **National AIDS Hotline**
  800-CDC-INFO (232-4636)
- **National Suicide Prevention Lifeline**
  800-SUICIDE (784-2433)
- **Travelers Aid International**
  202-546-1127
- **Department of Health and Human Services Drug and Alcohol Treatment Referral**

Routing Service
800-662-4357

- **National Alliance for the Mentally Ill**
  800-950-6264
- **Mental Health America**
  800-969-NMHA

Any member of the LIBI community, who wishes to discuss this policy or to seek further clarification should contact the office of the Provost or the Director of Operations and Institutional Effectiveness.

Additional References

Student Handbook: http://issuu.com/longislandbusinessinstitute/docs/student_handbook_2015-2016-v3?e=15759193/45508775

STUDENT CODE OF CONDUCT

The student code of conduct can be found in the college catalog which is available on line as well as in the 2015-2017 Student Handbook in Section 19.

STUDENT CONDUCT I

It is the responsibility of every LIBI student to avoid conduct that limits, or may limit, the rights of any member of the LIBI community to learn or work and thrive in a safe and respectful environment. No student or group of students will engage in conduct or assist another in conduct that adversely affects or creates a substantial risk to any other member of the LIBI community.

Transgressions of the Code of Conduct Not Occurring On Campus

In general LIBI will not, as a matter of routine action, invoke its disciplinary processes over student conduct that occurs off campus. However, LIBI reserves the right to do so if:

- an incident occurs at a LIBI function, off-campus trip, or involves other LIBI students;
- the alleged misconduct indicates the student poses a threat to the safety or security of any member(s) of the LIBI community;
- the alleged misconduct involves academic work or the forgery, alteration or misuse of any official LIBI document, record, electronic device, or identification;
- the conduct threatens the health or safety of any person, including oneself;
- the conduct includes, but is not limited to physical assault, sexual assault, sexual misconduct, domestic violence, or stalking;
- it threatens another member of the community to reasonably fear for his/her own safety or the safety of her or his immediate family;
- the incident involves the use or display of a weapon likely to cause great bodily harm;
- the incident involves disruptive behavior on campus caused by intoxication or impairment through the use of alcohol or controlled substances consumed off campus; or
- it constitutes stalking, sexual harassment, or any activity that causes or is likely to cause physical injury, or personal degradation or disgrace resulting in psychological harm to any student or other person.

Students should be guided by the following:

- Fighting and similar conduct that endangers or inflicts physical injury upon another student, Faculty member, or a member of the LIBI staff is strictly forbidden and grounds for immediate dismissal.
- Sexual misconduct is strictly forbidden and grounds for immediate dismissal from LIBI. Examples of what LIBI considers "Sexual Misconduct" include, but are not limited to, the following:
  1. deliberate sexual invasion of another without consent;
  2. deliberate constraint or incapacitation of another;
  3. unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual;
  4. harassment or intimidation;
  5. threats that involve violation of restraining orders or no-contact orders imposed by government or campus authorities, stalking, or other activities that create a reasonable apprehension of physical or emotional harm to an individual following a request or order to desist.
- Discrimination on the basis of race, ethnicity, national origin, religion, creed, sexual orientation, gender expression, age, or disability that impairs or may impair an individual's educational opportunities or participation in LIBI sponsored extracurricular activities is strictly forbidden.
- Hazing is strictly forbidden. Hazing is defined by LIBI as acts that cause or permit an individual, with or without consent, to engage in activities that subject that student or others to risks of physical injury, mental distress, or personal indignities of a highly offensive nature, in connection with recruitment, initiation, or continued membership in a society, association, club, or similar organized group whether or not recognized by LIBI.
- Possessing or carrying any weapon or dangerous substance, whether openly or concealed, is strictly forbidden and grounds for immediate dismissal.
- Engaging in recklessly dangerous, disorderly, or obscene conduct affecting other LIBI students, Faculty, or LIBI personnel is strictly forbidden.
- Illegally possessing, manufacturing, selling, or delivering a controlled substance as defined by state or federal law is strictly forbidden and grounds for immediate dismissal.
- Engaging in violent, forceful, threatening, intimidating, or disruptive conduct, or inciting others to engage in such individual or collective conduct, that willfully disrupts any normal operation, function, or activity of LIBI is strictly forbidden and grounds for immediate dismissal.
- Misrepresenting oneself or lying about one's identity or otherwise adversely interfering with another student's credit, academic standing, privacy, or personal information is illegal and against LIBI's policies. This violation of student conduct is grounds for immediate dismissal without recourse and prosecution to the full extent of the law.
- Any unauthorized use of LIBI's resources or name, including unauthorized use or distribution of LIBI's official letterhead, logo, or seal will be considered as any or all of the following: forgery, theft, or misappropriation.
- Unauthorized entry to, possession of, receipt of, or use of any LIBI services, equipment, resources, or properties will be treated with zero tolerance and students found

guilty of transgression under this policy will face maximum sanctions under the code of conduct, including dismissal without recourse.

LIBI may also

1. Behaviors and conduct classified as stalking involve a broad range of behaviors directed at the victim such as actions that harass, frighten, seriously alarm, threaten, terrorize, torment, and/or force the stalker into the life of the victim.
2. Unauthorized access to any of LIBI's administrative offices classrooms, or other facilities will be considered trespassing. Unauthorized intrusion into electronic records owned or managed by LIBI, any misuse, abuse, or tempering with the integrity of the system is strictly forbidden and constitutes grounds for immediate dismissal and prosecution to the full extent of the law.

- Engaging in conduct in LIBI's classrooms that substantially disrupts the academic environment is not permitted. Any behavior that obstructs or disrupts teaching activities, learning, administrative functions, disciplinary proceedings, or other day-to-day operations or activities of the College is subject to disciplinary sanctions. Examples include: engaging in disorderly behavior or lewd conduct; attempting to attend a class, using LIBI's learning or administrative resources, or participating in organized College activities while intoxicated or under the influence of controlled or illicit substances; disturbing the peace by inciting unlawful assembly, protest, or a riot; failure to identify oneself to, or comply with directions of, a College official or other public official attempting to perform their assigned duties. Depending on the severity of the incident, students can face immediate dismissal.
- Misusing, removing, tampering with, or otherwise making less effective, equipment (including but not limited to: fire extinguishers, fire alarms, or smoke detectors) intended for use in improving or protecting the safety of members of the LIBI community is strictly forbidden.
- All students must vacate a building whenever a fire alarm sounds in accordance with the College's emergency procedures. Intentionally, negligently, or accidentally setting a fire to any school property is prohibited. A student found responsible for a violation of this policy may be held responsible for damages incurred by the College or others. Anyone caught setting fires or maliciously destroying fire protection equipment may be subject to maximum prosecution allowable by law. Any improper use of a flame or lit object, including, but not limited to, smoking, may be considered a violation of this policy.
- Fabricating information or knowingly furnishing false information or reporting a false emergency to any LIBI employee is strictly forbidden and is subject to immediate dismissal. Certain violations of this policy may also result in prosecution of the student to the full extent allowable by law.
- Taking without permission (theft), destroying, damaging, or misusing property belonging to the College, another LIBI student, or employee is strictly forbidden and carries penalties up to and including dismissal and prosecution to the full extent of the law.
- Possession of any material goods when the student should have reasonable knowledge that the item(s) belong to someone else will be subject to disciplinary action and hearing proceedings unless the gravity of circumstances warrants immediate dismissal.
- Possession of any material goods when the student should have reasonable knowledge that the item(s) belong to LIBI or are LIBI's intellectual property will be subject to immediate suspension pending a conduct hearing. Sanctions will be determined by the hearing panel based on the gravity of offense.

- Students may be disciplined for violations or attempted violations of LIBI's published policies and procedures. Such violations include aiding, supporting, or participating in the planning of an act that would be in violation of LIBI's Student Code of Conduct.
- Federal Work–Study students are expected to behave in an exemplary manner and to be role models for other LIBI students. As such, Federal Work –Study students who disregard their special status at the College or abuse the position of trust and responsibility afforded them by violating LIBI's Code of Conduct, will face disciplinary actions as an employee as well as a student. In most cases, Federal Work-Study students will lose their campus employment for the duration of their studies at LIBI if the Student Conduct Hearing panel finds them guilty of conduct violations. The loss of the Federal Work-Study position will not be in it of itself a form of discipline under the Student Conduct Code. However, when student status is a condition of continued employment, the loss of "in good standing" status will result in termination of the student's employment under the federal student work-study provisions. This section is not intended to preclude a supervisor from terminating a student's employment outside the disciplinary process.
- Refusing to identify oneself to a LIBI official in pursuit of his/her duty or refusal to appear before LIBI administrators or disciplinary bodies when directed to do so will carry the maximum allowable penalty as determined by the members of the Student Conduct Hearing panel or by the President of the College. When a student is identified by a college employee to be involved in loud or disturbing behavior and the student does not acknowledge the request to cease the behavior immediately this will be considered as a separate violation for the Student Conduct Hearing proceedings.
- Societies, clubs, or similar organized groups in or recognized by LIBI are subject to the same standards as are individual members of the LIBI community.
- Smoking (including e-cigarettes) and alcohol use is strictly prohibited on school premises. Attempting to attend a class, using LIBI's learning or administrative resources, or participating in organized College activities while intoxicated or under the influence of controlled or illicit substances will be subject to a Student Conduct Hearing.
- Students need to adhere to the LIBI dress code as published in the Student Handbook. Repeat or intentional violations of the dress code can carry disciplinary sanctions up to and including dismissal. Proper personal appearance and grooming are part of the career preparation process, and all LIBI students are expected to comply with the published criteria.

DROPPING COURSES PRIOR TO A STUDENT CONDUCT HEARING

A student charged with academic misconduct may not change registration in the course (e.g., drop the course) in which a charge is pending or in which a finding of academic misconduct has been made. The privilege of being a student at the Long Island Business Institute carries with it the responsibility of following standards of conduct appropriate to our institutional vision and shared values of intellectual honesty and personal integrity. The sections below provide guidelines for standard behavior expected of all students attending LIBI. These sections articulate behaviors that are prohibited or unacceptable at LIBI and which carry disciplinary sanctions up to, and including, permanent separation of the student from the College. Because all students are obligated to follow the standards set forth by the College, all violations will be taken seriously and handled in a manner deemed appropriate through the Student Conduct hearing process overseen by the President of LIBI.

SANCTIONS FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT

When a student admits responsibility, or is found to be in violation of LIBI's policies or reg-

ulations, LIBI may impose or defer disciplinary sanctions, as appropriate and applicable. Any sanction may be effective retroactively. The severity of the sanction imposed is based on the seriousness of the violation. All administrators and faculty involved in determining sanctions for students who violate LIBI's policies, procedures, or regulations take into consideration the context and seriousness of the infraction. Sanctions may include, but are not limited to:

- dismissal without recourse; dismissal with a time sanction before the student can seek readmission;
- temporary suspension with conditions; temporary suspension with a set time period away from the college as sole sanction;
- required enrollment in and completion of educational programs, classes, activities or workshops, which in the judgment of LIBI will be beneficial to the student;
- fulfillment of assigned community service hours required of the student as an unpaid volunteer in activities for which no academic credit may be received, etc.

Where it is more likely than not that a student violated LIBI's policies, procedures or regulations acting against any person or group because of the race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, gender identity, marital status, veteran status, physical or mental disability, or perceived membership in any of these classifications, the recommendation or imposition of sanctions will be enhanced.

More than one of the sanctions listed below may be imposed for any single violation.

DEFINITIONS OF DISCIPLINARY STATUSES AND SANCTIONS

a. **Warning -** written notices are issued to students for violations of institutional rules or regulations that do not warrant more severe sanctions, but are nevertheless considered unacceptable behavior by the faculty and administrators of the College. Students placed on "Warning" will receive an official letter outlining the reasons for the decision and the period of time for which the warning will stay in effect. Other requirements or stipulations will also be outlined in the "Warning" letter. Students who receive a written warning from the College should meet with their assigned Academic Advisor regularly to ensure that the requirements stipulated in the warning letter are being met. If the conditions outlined in the warning letter are not met as prescribed, the Warning may be extended upon the discretion of a Senior College Administrator. Students who violate the terms of the warning letter, or who violate additional policies while on "Warning" will face additional disciplinary actions.

b. **Disciplinary Probation -** A formal, written reprimand issued to students for a designated period of time for violation of specific College policies. If a student is found to violate any additional College policies during the time they are on Disciplinary Probation, more severe disciplinary sanctions will be applied. Depending on the severity of the student's transgression while on Disciplinary Probation, or if the transgression endangers the safety and well being of other members of the College, the student may be suspended immediately until an administrative investigation is complete. Certain transgressions carry the penalty of immediate dismissal without recourse. For a more detailed list of violations and possible disciplinary consequences, please refer to the Student Code of Conduct section of the catalog.

c. **Loss of Privileges -** A sanction imposed for violating a policy in a specified area of the College or in the classrooms. This sanction is imposed for a designated period of time. The length of this sanction may be extended if the student violates the original stipulation.

d. **Exclusion -** In some instances the college may exclude the student from specified areas of the campus, college activities or functions, or from a particular course, as part of a

disciplinary action against the student. This may be done if there is cause for the college to believe that the student's presence will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on LIBI property or at official college functions or activities. Exclusion from participation in designated privileges and extracurricular activities may be permanent or for a specified term or terms. Violation of any conditions in the notice of loss of privileges and exclusion from activities or violation of LIBI policies or regulations during the period of the sanction will result in further disciplinary action.

e. **Restitution -** If a student is found to have caused damage to the property of an - other member of the LIBI community, or to the property or facilities of LIBI, the student may be asked to compensate the affected party either monetarily or by material replacement. Restitution can also take the form of appropriate service. A Student Conduct Hearing panel will determine the appropriate compensation for loss, damage, or injury unless the appropriate law enforcement body has already been involved, and the incident is being handled through legal action. If the incident is not being resolved through legal action, but rather through LIBI's conduct hearing process, students have the right to appeal the rulings of the hearing panel to the President of the College.

f. **Discretionary Sanctions -** In certain cases the Student Conduct Hearing panel may determine at the panel's discretion that violations of LIBI's policies may be handled through work assignments, essays, service to LIBI, volunteer work in the community, or through related discretionary assignments. In all such discretionary cases, the Executive Assistant to the President will work with the panel and the student to ensure that the conditions of the sanctions can be met successfully.

g. **Suspension -** This sanction calls for the student's separation from the College for a definite period of time. Certain violations and transgressions warrant a student's suspension from LIBI without the ability to submit work during the investigation process. In most cases where an administrative inquiry or investigation is necessary, however, the student involved in the alleged incident will be suspended from campus but permitted to turn work in to his/her instructors until the investigation is complete and a Student Conduct Hearing is scheduled. The Conduct Officer will communicate with the accused student and ensure that the student understands the charges against him/her and rights of the accused under LIBI's policies.

h. **Interim-Suspension -** An interim suspension may be imposed before a hearing to determine the validity of an alleged violation in instances where the student's presence on campus is deemed a threat to the safety and security of other members of the LIBI community or may be disruptive to the normal functioning of the college. In general, LIBI will attempt to minimize restriction of students from academic participation before a conduct hearing unless there is reasonable cause to believe that the student's continued participation in classroom activities, or his/her presence on campus, will lead to physical abuse, threats of violence, or may be disruptive to the orderly operation of the campus. The Executive Assistant to the President may also limit the student's participation at official college functions if that is deemed necessary for the safety of other members of the LIBI community. If the interim suspension is imposed by any other member of the LIBI faculty or staff, the President, the Executive Assistant to the President or the Provost will review the information upon which the suspension was based to decide if it was necessary. This review should take place within fortyeight hours after the imposition is made. Only the President, or the Executive Assistant to the President in consultation with the Provost, may determine if the interim suspension will be deemed void or if it will be upheld. Should the determination be made that the interim suspension is void, a reasonable effort will be made to inform the student who was suspended. The decision to void the interim suspension will in no way interfere with the need for any disciplinary proceedings related to the conduct that caused the

interim suspension. All disciplinary proceedings in these instances will be conducted under the normal procedures prescribed by LIBI for such violations. If the imposition of the interim suspension is upheld, the Conduct Officer will notify the student subject to the suspension in accordance with written policies (i.e., the student will be notified of the charges against him or her, the conditions of the interim suspension, and the opportunity for a hearing.) Hearings where interim suspension was sanctioned will receive scheduling priority. Disciplinary proceedings arising from the conduct resulting in the interim suspension will follow normal procedures.

i. Students who continue to violate, or repeat a violation, after receiving an oral notice of a violation of policies or a reprimand from one of LIBI's administrators or from any of their faculty members, will face additional disciplinary action up to and including dismissal without recourse.

j. **Expulsion -** Students who consistently violate LIBI policies, pose a clear and credible danger to other members of LIBI, intentionally or unintentionally endanger the safety or well-being of other members of the LIBI community, or whose transgressions fall into the "immediate dismissal" category as outlined in the Code of Conduct, will be asked to permanently separate from the College. In cases where credible evidence, such as surveillance camera videos, or other similarly reliable evidence exists, expulsion from the College may be immediate and without the involvement of the Student Conduct Hearing panel. Such cases will be handled by the Executive Assistant to the President or the Assistant Campus Director. Only the President of the College can revoke an expulsion of a student and only in the event that the student provides reliable and verifiable evidence in his or her favor. Readmission requests to the College once a student is subject to expulsion will generally be denied.

k. Readmission to any campus of the Long Island Business Institute after Expulsion may only be granted under exceptional circumstances, and requires the specific approval of the exceptions committee at the Flushing campus.

l. Revocation of Degree - Any student who is found to have obtained a degree from LIBI thorough fraud or deceitful actions is subject to the revocation of the degree. The Faculty Governance Committee approves the revocation. Once revoked, only the President of LIBI can be petitioned for an appeal. The decision of the President is final.

m. Posting of Suspension or Dismissal on Academic Transcript will occur in instances when the Student Conduct Hearing panel determines the action is necessary based on the severity of the student's violation. Based on the available information, the Student Conduct Hearing panel may determine that a disciplinary notation on the academic transcript is only necessary for the duration of the Suspension or Expulsion, or may decide to motion that the notation become permanent. If the sanction calls for a permanent inclusion of a disciplinary notation on the student's academic transcript the student may appeal to the Provost for redress. Should the Provost determine that the notation is necessary; the student may seek to appeal the decision to the President of the College. The President's decision will be final.

Temporary Removal of Student Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the College. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by an authorized College official to leave the College premises. Students who refuse to leave the campus after being requested to do so will face serious sanctions, the minimum of which will be suspension. In imposing an emergency suspension, the College official responsible for campus safety may direct that the student immediately leave the College premises and may further direct the student not to return until contacted by the Registrar or the Conduct Officer. Full compliance with this policy is expected from every LIBI student. Disruptive students can be removed from class… just as in grade

school. Respect others' desire to learn.

REMOVAL FROM CLASS

A faculty member may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the faculty member will notify the Provost or the Assistant Campus Director in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If an acceptable resolution of the problem cannot be reached by the faculty member and the student, the faculty member will refer the case to the Provost, who may in turn refer the case to the Student Conduct Hearing panel. In instances where the faculty member recommends permanent removal of the student from the course, the student will be required to meet with the Student Conduct Hearing panel (usually comprised of three administrators and two faculty members who are selected on a rotational basis with the aim of choosing faculty who have not had the student in their courses). In instances when the incident occurs before a time of extended Faculty breaks which render faculty unable to participate in the judicial process, the President of the College will assemble an ad hoc Student Conduct Hearing Committee.

RIGHTS OF THE ACCUSED STUDENT

A student accused of violating a LIBI policy or the student code of conduct shall have the following rights:

1. To be advised of the charge, the character of the evidence against the student, the alternatives for responding, and the possible sanctions.
2. The right to read the relevant passages of the student code of conduct once all of the charges against the student have been disclosed.
3. Students have the right to appeal the "guilty" ruling up to 30 calendar days after an official written decision is rendered. The appeal must be made formally in writing to the President of the College. Students who were removed from their class for disciplinary reasons have three (3) business days to appeal the action in writing to the Provost (Flushing Main Campus and LIBI NYC students) or the Assistant Campus Director (Commack Campus students). The President of the College will make the final determination in all appeals cases.

HARASSMENT AND GENDER-BASED DISCRIMINATION

Title IX is a federal civil rights law that prohibits discrimination on the basis of sex, including on the basis of sex stereotypes, in education programs and activities. All colleges and universities that receive federal funds must comply with Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 et seq. and its implementing regulations, 34 C.F.R. Part 106. Because harassment, including sexual harassment, is prohibited by federal and state laws, LIBI strictly forbids harassment of any kind, and will swiftly take appropriate action to address any violations of this policy.

Harassment is any verbal (can include verbal taunting, including racial and ethnic slurs) or physical conduct designed to threaten, intimidate or coerce that, in the victim's opinion, impairs his or her access to LIBI's programs or activities. Harassing conduct may take many forms, including oral statements and name calling; graphic and/or written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in

or benefit from the services, activities, or opportunities offered by LIBI. When such harassment is based on race, color, national origin, sex, or disability, it violates the civil rights laws that the Office for Civil Rights (OCR) enforces.

LIBI students who are found to be engaging in any behavior that can be classified as harassing will face disciplinary actions commensurate with the severity of their actions. Students are explicitly expected to familiarize themselves with all of LIBI's policies prohibiting harassment and procedures for reporting and resolving complaints that will alert the college to incidents of harassment. policy is available in the College Catalog for students to read, print and download at http://www.libi. edu/footer/policies-information.html

STEPS IN THE INVESTIGATION OF HARASSMENT

When responding to harassment, LIBI will take immediate and appropriate action to investigate or otherwise determine what may have occurred. The specific steps in an investigation will vary depending upon the nature of the allegations, the source of the complaint, the age of the student (if a minor), students involved, and other similar factors. In all cases, however, the inquiry will be prompt, thorough, and impartial. If the investigation reveals that discriminatory harassment has occurred, LIBI will take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent the harassment from recurring. LIBI will take steps to stop further harassment and prevent any retaliation against the person who made the complaint (or was the subject of the harassment) or against those who provided information as witnesses. When responding to incidents of misconduct, LIBI will not be guided by the label used to describe the incident (e.g., bullying, sexually harassing etc.). Rather, the nature of the conduct itself will be assessed for violation of college policies or processes, state and federal guideline violations, and civil rights implications. For instance, if the abusive behavior is on the basis of race, color, national origin, sex, or disability, and creates a hostile environment, LIBI will respond to the complaint in accordance with the applicable federal civil rights statutes and regulations enforced by OCR. It is the explicit expectation of LIBI's administration that all staff, faculty and students will become familiar with all policies and procedures published by LIBI on stalking, harassment and gender-based violence. Students with questions regarding any of the published materials on these topics are highly encouraged to speak to their academic advisor or to seek clarification from the Registrar. Colleges and Universities receiving Title IV funding are required to provide additional services to the student who is reporting being harassed in order to end the harassment. Some acceptable approaches on behalf of the institution include separating the accused harasser and the target, providing counseling for the target and/or harasser, and/or taking disciplinary action against the harasser. Unless no other feasible alternatives exist, or the safety and security of the student is a concern, LIBI will attempt to minimize the burden on the target's educational program (e.g., avoiding requiring the target to change his or her class schedule).

Title IX Requirements Related to Sexual Harassment and Sexual Violence New York State's Sexual Assault Prevention and Security Act requires colleges to provide students with information relating to sexual assault prevention. The Long Island Business Institute is committed to maintaining a safe learning and work environment for all members of the LIBI community. Any behavior on the part of a member of the college community, its guests, or its visitors that constitutes a sexual offense is in violation of LIBI's regulations. All reports of sexual assault will be treated with appropriate gravity and promptly investigated. "SEXUAL HARRASSEMENT is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Thus, sexual harassment prohibited by Title IX can include conduct such as touching of a sexual nature; making sexual comments, jokes, or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures, or written materials; calling students sexually charged names; spreading sexual rumors; rating students on sexual activity or performance; or circulating, showing, or creating e-mails or websites of a sexual nature." Title IX also prohibits gender-based

harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. The Title IX obligations discussed in this letter also apply to gender-based harassment. Gender-based harassment is discussed in more detail in the 2001 Guidance, and in the 2010 Dear Colleague letter on Harassment and Bullying, which "SEXUAL VIOLENCE refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX." Students who believe that they are, or have been, subject to any behavior or conduct that can be classified as gender-based violence, harassment, stalking or any of the broad range of behaviors directed at the victim such as actions that harass, frighten, seriously alarm, threaten, terrorize, torment, and/or force another into the life of the victim, should immediately contact the Provost or one of the Title IX Coordinators

- **Provost - Stacey Johnson**
  136-17 39th Avenue,
  4th floor - Room A107
  Flushing, NY 11354
  347-368-1193 ext. 103

Title IX Coordinators:

- **Commack Campus**

  Nazaret Kiregian
  6500 Jericho Turnpike,
  Suite 202 OFC 4
  Commack, NY 11725
  631-499-7100 ext. 13
  nkiregian@libi.edu

- **Flushing Campus**

  Anna Venturino
  136-18 39th Avenue
  Flushing, NY 11354
  718.939.5100 ext. 136
  aventurino@libi.edu

- **Manhattan Center**

  Ronald Murray
  408 Broadway, 2rd Floor
  New York, NY 10013
  212-226-7300 ext. 347
  ronaldmurray@libi.edu

Title IX Coordinators are located at each LIBI location: Although students, faculty and staff may seek help from a coordinator or the Provost, everyone is initially encouraged to seek help from the Title IX Coordinator assigned to the location where they work or attend the majority of their classes. For definition of Key Terms and further information and instructions on how to report incidents under this policy, grievance procedures, investigation process, hearing procedures, resolution and appeal please see Appendix J in the College Catalog.

PROCEDURES CONCERNING SEXUAL ASSAULT, STALKING AND DOMESTIC AND INTIMATE PARTNER VIOLENCE AGAINST STUDENTS POLICY

The Long Island Business Institute (LIBI) seeks to create and to maintain a safe environment in which all members of the college community – students, faculty and staff – can learn and work free from the fear of sexual assault and other forms of violence. LIBI's policies on Workplace Violence and Domestic Violence and the Workplace apply to all acts of violence that occur in the workplace or that may spill over into the workplace. LIBI's Sexual Harassment Policy prohibits many forms of unwelcome conduct, including but not limited to, physical conduct of a sexual nature.

This policy specifically covers sexual assault, domestic and intimate partner violence and stalking committed against students on and off-campus. Through this policy LIBI seeks to inform all victims of sexual assault, stalking and domestic and intimate partner violence that LIBI has designated employees who are able to assist students who are or have been victims to obtain help, including medical care, counseling and other essential services. If the alleged perpetrator is also a member of the LIBI community, the college will take prompt action to investigate, and, where appropriate, to discipline and to sanction the alleged perpetrator. All victims are strongly advised to seek immediate help in accordance with the guidelines outlined in this policy.

Victims should be assured that LIBI will handle all confidential information related to the incident as discreetly and confidentially as feasible without further endangering the complainant.

To create a safe college environment and to prevent sexual assault and other forms of violence involving members of the LIBI community, the college provides appropriate prevention educational programs and ensures that students have access to vital support services.

To achieve these goals LIBI is commits to the following:

- To provide students with clear procedures to follow if they or someone they know is the victim of a sexual assault, domestic/intimate partner violence, or stalking.
- To assist victims of sexual assault or abuse in obtaining necessary medical care, counseling, or other appropriate assistance.
- To provide students with information through sponsored educational programs and workshops about how to identify situations that involve sexual assault, domestic and intimate partner violence, or stalking, ways to prevent these forms of violence, and how to obtain assistance if they occur.
- To educate and to train college employees, including student services staff and faculty, to assist victims of sexual assault, of domestic/intimate partner violence, or of stalking.
- To follow disciplinary procedures as outlined if the alleged perpetrator is another LIBI student or employee.

If a LIBI student is being stalked, is in a sexually abusive relationship, or is sexually assaulted, the college urges the student to seek assistance as soon as possible. There are various individuals at the college who are able to assist members of the community by connecting victims to appropriate sources of help and intervention. These individuals are the staff in the Student Success Center, the Executive Director of Academic Operations and Student Services, the Provost, the Assistant Campus Director, the Director of Operations, the Director of Intercampus Activities, and the Director of Academic Affairs. These individuals are able to provide assistance to survivors with respect to contacting law enforcement, to obtain medical attention, including immediate medical help by calling EMS to ensure the student's safe passage to a SAFE (Sexual Assault Forensic Examiner) hospital if the student was a victim of physical assault or rape; to connect the student with counseling services and emotional support groups; to assist the victim with making any changes to his/her schedule or academic program; to help make arrangements for the victim to get to and from campus safely; to assist the victim with filing a report with law

enforcement and obtaining an order of protection against the perpetrator; and to assist victims throughout LIBI's disciplinary process if the student chooses to file a complaint against another student in connection with the incident. LIBI urges any student who has been the victim of a sexual assault or other acts of violence or abuse, or any student or employee who has witnessed a sexual assault or other act of violence against a student, to report the incident to the college administration immediately, or directly to one of the LIBI employees enumerated above, if the attack occurred on-campus, or to call **911** or go to the local NYPD precinct if the incident took place off-campus.

Students can refer back to their New Student Orientation packets for a comprehensive listing of individuals to contact to report an incident that takes place on campus. Students may also email safe@libi.edu to report an incident or call **347-696-SAFE**. It is critically important for students who were victims of any physical assault to seek immediate medical assistance as soon as possible after the attack so that comprehensive medical tests can be administered. Physical evidence must be collected in a timely manner by a certified medial facility. Students who have been victims of sexual assault should understand that preservation of evidence of the attack are vital to any criminal investigation and should, therefore, seek immediate medical attention to ensure as much evidence can be gathered by trained professionals at SAFE hospitals as possible without worrying about their physical appearance or trying to "clean themselves up".

Victims should NOT shower or bathe before seeking medical attention. Victims should not change clothes (if clothes worn during the attack are changed, they should be retained in a brown paper bag – not plastic).

Victims should NOT:

- douche
- brush your teeth
- wash your hands
- eat or drink
- use the toilet, if possible
- smoke
- clean the bed, linens, or area where they were assaulted

LIBI urges victims to seek help proactively whether the incident takes place on campus or off-campus. If the incident takes place off campus, call 911 or have a trusted friend take you to the hospital. Do not be afraid to call the police. Seek medical attention immediately and then call the police from the hospital. Tell the police exactly what you remember. Be honest about all your activities. Remember, nothing you did – including drinking alcohol or doing drugs – can justify rape.

Even if the victim does not opt for forensic evidence collection, a health care provider should be seen as soon as possible so that any injuries can be treated and steps can be taken to address concerns of pregnancy and/or sexually transmitted diseases. If a student believes that she/he may have been given a date rape drug and then assaulted, she/ he should go directly to a hospital to receive a toxicology examination. Date rape drugs are drugs that are sometimes used to assist a sexual assault. Because of the effects of these drugs, victims may be physically helpless, unable to refuse sex, and/or unable to remember what happened. The drugs often have no color, smell, or taste and are easily added to flavored drinks without the victim's knowledge. It is imperative that students understand that all date rape drugs are dangerous, regardless of whether they are consumed in small or large doses, and can cause death when high doses or improperly mixed drugs are ingested, or if they are consumed in conjunction with other drugs (including alcohol). Because date rape drugs do not remain in the system for a long time, LIBI advises victims to seek medical attention immediately.

STALKING

Victims of stalking should save evidence such as:

- Emails
- Text messages
- Voicemail messages
- Phone calls
- Notes
- Videos
- Photos
- Social media messages and postings (Facebook, Twitter, etc.)
- Computer screenshots
- Any other form of evidence that would be helpful

Students should keep in mind that as time passes, evidence may become hard to locate or become lost or unrecoverable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining orders of protection related to the incident more difficult.

KEY THINGS TO NOTE: LIBI makes available to all students a list of local hospitals where students can seek assistance; the list identifies hospitals that are designated as SAFE (Sexual Assault Forensic Examiner) hospitals. SAFE hospitals are set up specifically to assist sexual assault victims and have staff who are trained to gather evidence from sexual assaults. Rape crisis advocates at emergency rooms are also trained to handle domestic violence complaints. When a student notifies LIBI that he/she was a victim of a sexual assault, the LIBI employee helping the student will assist the student to gain access to medical care. This may involve calling EMS that will be directed to bring victims to a SAFE hospital at the student's request/consent. Because emotional support and professional counseling are important elements of recovery for victims of sexual assault, stalking, and intimate partner violence[19], LIBI employees helping students reporting these acts will ensure that the victims are connected to appropriate organizations that can provide ongoing counseling services. Students who are victims of sexual assault, stalking, or domestic or intimate partner violence can report any such incident to any senior member of the college. When a report is received by an employee who is not a designated advocate, that employee will ensure that the student is connected to the correct individual immediately.

SPECIAL NOTE: Confidentiality: LIBI recognizes that confidentiality is important to victims of sexual assault, domestic and intimate partner violence and stalking. If the victim seeks counseling with a licensed professional outside of LIBI and/or works with an advocate from the campus to secure a counselor, those communications will be confidential. LIBI recognizes the benefits of ongoing therapy and counseling in recovery and urges all student victims to seek such assistance. It must be noted that although LIBI will make every effort to maintain confidentiality by restricting communications about the case to those who have a "need to know", complete confidentiality cannot be guaranteed. In general, if the victim does not want to report a sexual assault or incident of domestic/intimate partner violence or stalking to the police, LIBI will not force the report. The college, does, however, reserve the right to notify the police when it believes that such reporting is necessary for the protection of the LIBI community.

If the college determines that it must notify law enforcement, such notification will generally be done without disclosing the identity of the victim. Similarly, when LIBI determines that it is necessary to alert the college community because the incident poses a threat to other members

19 https://www.womenshealth.gov/files/assets/docs/fact-sheets/date- rape-drugs.pdf

of the college, LIBI will not disclose or release the victim's identity. Student victims must bear in mind that the college must comply with various legal mandates, including specific obligations under Title IX, medical reporting laws, the Crime Awareness and Campus Security Act of 1990, the specific requirements Violence Against Women Reauthorization Act of 2013 made to the Clery Act, and the "Enough is Enough" New York State sexual assault law. One of these mandates requires LIBI to compile an annual report documenting certain categories of crimes, including sexual assault. In order to compile an accurate annual report, LIBI maintains a log of all incidents reported by victims and by-standers. The college does not disclose any personal information in the report that could identify the victim or anyone involved in the incident or crime.

WHO WILL HELP?

LIBI has designated the following individuals as points of contact and advocacy for students who are victims of sexual assault, stalking, and domestic and intimate partner violence: the advising staff in the Student Success Center, the Executive Director of Academic Operations and Student Services, the Assistant Campus Director, the Director of Operations, the Director of Intercampus Activities and the Director of Academic

Affairs. Student victims will work with an advocate who will:

- explain to the student victim his/her rights and options about reporting or not reporting the incident to law enforcement;
- provide guidance regarding medical care and assist with access;
- provide guidance in obtaining crisis intervention;
- provide a referral to obtain services or assistance that may be necessary but are not available on campus;
- assist victims throughout LIBI's disciplinary process if the victim selects to file a complaint against another student in connection with the incident.
- assist victims with academic program changes, if necessary or appropriate to the situation. When LIBI receives a report or complaint of sexual assault, stalking, or domestic and intimate partner violence, LIBI will act without delay to assist the victim and to determine whether the alleged perpetrator was another member of the LIBI community. LIBI will follow the procedures in place for investigating complaints published in the college catalog and the employee handbook. If the investigation yields sufficient reasons or evidence to warrant formal charges against another member of the LIBI community (student, faculty, or member of the staff), then such charges will be brought in accordance to published college policies. If the alleged perpetrator is another LIBI student, the individuals will receive the charges in writing and will have the opportunity to discuss the charges with the Conduct Officer directly before the hearing commences.

Once the hearing commences, both the complainant and the respondent will be entitled to the same opportunities to have others present and to be informed of the outcome of the proceedings. The college will inform the complainant that he/she is entitled to receive a report of the proceedings, and will make the report available at the complainant's request. If the respondent is a student and is found guilty a of sexual assault, stalking, or other act of violence in violation of LIBI's policies after all evidence is considered at the hearing, the respondent will face disciplinary penalties that may include suspension, expulsion, or permanent dismissal. Should the respondent, or anyone connected to the individual acting on his/her behalf, contact the complainant during the investigation or in the course of the disciplinary hearing process to harass, intimidate, threaten or coerce the complainant in any way, LIBI reserves the right to bring additional disciplinary action against the person(s) involved.

IMPLEMENTATION Through the work of the Director of Operations and Institutional Effectiveness and the Executive Director of Academic Operations and Student Services, the President and the Provost ensure that staff at all three LIBI locations are trained, and understand how to implement this policy. The Directors ensure staff at all locations has access to the most up to date information and resources about prevention and victim assistance as they relate to sexual assault, stalking, and domestic/intimate partner violence.

PUBLICATION AND DISTRIBUTION LIBI makes this policy easily accessible by publishing it on the college website. Students receive this policy in orientation and via community-wide email. LIBI's policies on sexual assault, stalking, and domestic/intimate partner violence are published in the Student Handbook. Copies of this policy are also physically available through the library, and are posted around the campus by the Safety and Security bulletin boards, in the Student Success Office, and in Career Services.

ON-GOING EDUCATIONAL PROGRAMS LIBI strives to provide useful and relevant risk reduction and prevention workshops and programming. Members of the college community have access to educational programs that help individuals better understand the nature and dynamics of sexual assault, stalking, and domestic/ intimate partner violence, and the means to reduce their occurrence and ways to prevent them from happening. By inviting and working with organizations such as the Justice Center, Womankind, and OneLove Foundation, LIBI strives to offer prevention education that provides relevant information, including education on bystander intervention, the importance of peer support, counseling help, and the importance of encouraging responsibility within the community. LIBI incorporates information about prevention education in the New Student Orientation and in the Freshman Seminar class. Information about prevention programs is freely available for students to take from designated areas around the campuses, including by the Safety and Security bulletin boards, Student Success Center, Career Services, and the Library. Additionally, through LIBI's participation in the OneLove Foundation students are encouraged to participate in "the Escalation Workshop" which is a film-based discussion about the warning signs of relationship abuse. The workshop consists of a film, Escalation, which is guided by one of LIBI's trained facilitators. LIBI's involvement in OneLove aims to help students better understand and recognize unhealthy and dangerous relationship behaviors if/when they start to see them developing. The premise behind this program is to better educate the community on an ongoing basis throughout the academic year, to start conversations about the differences between healthy and unhealthy relationships, and to empower members of the LIBI community to refuse to become a statistic in relationship abuse reports.

Creating a safe, healthy, legitimizing, and empowering environment involves a multitude of factors, including ongoing educational programs, support, and assistance. LIBI takes a holistic approach to creating a nonjudgmental environment where students can seek help when they need it, and where everyone feels supported in their own journey to independence and empowerment. One factor that LIBI has recognized to be correlated to domestic/intimate partner abuse, stalking, and sexual assault is the presence of, or abuse of, drugs and alcohol when these incidents take place. LIBI's Alcohol and Other Drugs Committee (AOD Committee) takes an active role in bringing information and educational programs to LIBI. The AOD Committee administers anonymous surveys to determine the level of alcohol and illicit drug use by members of the community with the intent to offer more targeted educational programing and to make assistance available to those who are ready to get help. The Safety and Security boards include extensive information about the harmful effects of alcohol and drug abuse, speakers are invited throughout the academic year, and general education courses include topics aimed at raising greater community awareness and to provide avenues that allow those who need assistance to seek it. Pamphlets are available in various languages prevalent on campus to encourage the community to read and educate themselves further on the destructive and dangerous effects of alcohol and drug consumption. In order for LIBI to ensure that students attending its three locations receive the same level of support and assistance, the college provides ongoing training for staff and interested faculty about the prevention and handling of sexual assaults, stalking and domestic/ intimate partner violence. Student Services staff, including Academic Advisors, Career Services

staff, the Directors of these departments, the Director of Intercampus Activities, the Librarians, the Provost, and the Academic Directors are all trained to intervene and assist. Other interested members of the community, including faculty, are invited to participate in all training available to the trained staff. The office of the President and the Provost jointly monitor compliance with this policy at all three LIBI locations through the direct oversight of the Executive Director of Academic Operations and Student Services, the Assistant Campus Director, the Director of Intercampus Activities, and the Director of Operations and Institutional Effectiveness. These individuals are responsible for ensuring that all three LIBI locations are provided with all relevant educational materials and that those materials are readily available to the students at each location. The members of the Safety and Security Committee and the AOD Committee review the safety and drug and alcohol awareness activities sponsored by the Director of Intercampus Activities in quarterly meetings and make recommendations for changes, as necessary or appropriate. LIBI officially reviews its policies and procedures once per annually and republishes any changes. Changes are sent to the community and published on LIBI's website.

For the full policy please go to:

http://www.libi.edu/footer/procedures-concerning-sexual-assault-stalking-and-domestic-and-intimatepartner-violence-against-students.pdf

CONTAGIOUS DISEASE POLICY

This policy applies to all employees, students, visitors and contractors, and is intended to provide guidance for preventing the spread of contagious or communicable diseases at the college.

DEFINITION

A contagious disease is a pathological process, the causative agent of which may be passed on or carried from one person to another directly or indirectly. Contagious diseases include, but are not limited to, all diseases and conditions deemed reportable by the Center for Disease Control in conjunction with local health officials.

POLICY

It is the goal of LIBI, during any period of quarantine or infectious disease outbreak, to operate effectively and ensure that all essential services are continuously provided to our students and that employees are safe within the workplace.

LIBI reserves the right to exclude any person with a contagious disease from all facilities, programs and functions if LIBI makes a determination that the restriction is in the best interests of the college community.

Persons shall not be so excluded solely on the basis that they have a contagious disease. Factors that will also be considered in determining whether to exclude persons with communicable diseases include whether the disease is contagious in ordinary public association, the nature of the disease, including the typical risks to other persons in good health, the public health situation in the region, the nature of the person's duties at the college, and whether LIBI is required by law to exclude persons with the disease.

LIBI works to ensure a healthy campus.

We all can play a proactive role in fostering a healthy learning environment. LIBI reserves the right to require a written statement from a person's physician indicating that the person is no longer contagious. LIBI has a commitment to treat all employees, students, visitors and vendors openly. This policy represents the intention to inform all members of the LIBI community about the risk of exposure to communicable diseases. This policy also represents a commitment to

strive to preserve and protect the confidentiality of employees, students, contractors, and visitors who have developed a communicable disease. LIBI protects those affected from discriminatory or imposed isolation from the workforce community if possible. LIBI assumes that informed employees, students, contractors, and visitors take necessary steps to protect themselves from infection.

EDUCATION

The major focus for protection from disease is to educate all personnel, students, visitors and vendors. Education efforts may include timely warning messages, informational brochures, invited knowledgeable speakers, and class/community discussions. Employees, students, visitors, and vendors are informed of methods to avoid contracting the disease and are encouraged to take responsibility for their actions. Should a communicable disease approach epidemic proportions or is judged to be a threat to the college community, LIBI will initiate a program of education on that disease. Information makes both employees, students, visitors, and vendors aware of incidence rates of the disease, methods of transmission, known methods of prevention and/or cures and the employment of universal precautions.

EMPLOYEE RESPONSIBILITY

Proactive steps will be taken to protect the workplace in the event of an infectious disease outbreak. Employees are encouraged to engage in good hygiene practices while at work, especially hand washing with soap and water or, if water is not available, using alcohol-based disposable hand wipes or gel sanitizers.

Each employee has a responsibility to prevent the spread of communicable diseases when they are aware or suspect that they are or could be asymptomatic of a communicable disease. Awareness is showing or feeling signs of illness, such as coughing, sneezing, fever, joint aches, overall ill feeling (malaise) or a report of a communicable disease from a health care provider.

Awareness also includes known exposure to someone with a known or suspected communicable disease. Good judgment skills by all employees are critical in safe guarding the health of the students, co-workers, the public and others.

EMPLOYEE REQUIREMENTS

Employees must adhere to the recommendations issued by the CDC (Center for Disease Control) for specific illnesses and diseases. In addition, employees are required to reduce the spread of communicable diseases in the workplace by the following minimum actions:

- Stay home if you have or suspect you have a communicable disease. Seek help from an appropriate medical professional as soon as you feel symptoms.
- Employees who are well but who have an ill family member may continue to report to the workplace. They must monitor their health on a daily basis to ensure they remain free of the communicable disease.
- Employees must practice proper hygiene in the workplace by covering their mouth and nose when coughing or sneezing with a tissue or handkerchief. If this is not possible, then the armpit or hand can be used for coughs and sneezes, with immediate hand washing or sanitizing of hands.
- Employees should avoid touching their eyes, nose or mouth. If not possible, wash hands frequently.

Employees should avoid close contact with sick individuals encountered on campus when possible. If unavoidable due to job responsibilities, proper personal protective equipment should be worn or immediate hand washing or other proactive actions as necessary.

SUPERVISOR RESPONSIBILITIES

A supervisor always has the responsibility to manage his/her department in an appropriate manner. If the supervisor notices or receives a report that an employee is exhibiting signs of a communicable disease, the supervisor will send the employee home if a reasonable person could conclude that a person appears to have a communicable disease and the spread of that disease is probable. If the supervisor is unsure after consulting with the employee, others, such as the Director of Operations, the Provost, or the President of the college may be consulted. As a standard operating procedure, supervisors should visually come into contact with those they supervise, when possible, before making a determination.

Employees determined to have symptoms of a communicable disease are asked to consult with their health care providers and report to work only after symptoms have subsided.

ADMINISTRATIVE RESPONSE

When a disease is identified by CDC or NYS Health Department to be a threat to the community, the Executive Assistant to the President, Provost, or the President of the college in consultation with health of officials makes reasonable accommodation on a case-by-case basis.

All contracted personnel are expected to adhere to the policy and guidelines established on communicable diseases by the CDC or the NYS Health Department.

All applicable federal, state, and local laws apply and recommendations of the Center for Disease Control are followed.

A LIBI Disaster Preparedness Team will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control. The LIBI Disaster Preparedness Team is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for and posters, as well as the required steps to be taken in the event of an illness or outbreak.

Paid sick leave is provided in an effort to make all reasonable attempts to ensure that employees are able to stay home while displaying symptoms of illness or if subject to quarantine directives by local authority.

In the event that an illness becomes classified as an epidemic or receives pandemic status, LIBI will closely monitor the information released by CDC and NYS Health Department and will release appropriate updates to the LIBI community via the Disaster Preparedness Team.

APPENDIX A

DEFINITIONS OF REPORTABLE CRIMES

The following crimes as defined below represent the incidents that are reflected in the annual report and the daily crime and fire log:

Criminal Homicide:

- **Murder and non-negligent manslaughter –** The willful (non-negligent) killing of one human being by another.
- **Negligent manslaughter –** The killing of another person through gross negligence. Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- **Rape –** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling –** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest –** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape –** Sexual intercourse with a person who is under the statutory age of consent.

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

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

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.) Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crime: A crime reported to local police agencies or to campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The categories of bias include the victim's actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim. Hate crimes are reported for the following categories of crimes:

- All the crimes listed above.
- Larceny/Theft: The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc. are excluded.
- Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Damage/Vandalism of Property (Except "Arson"): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress. Other Offenses Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. (Drunkenness and driving under the influence are not included in this definition.)

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

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

APPENDIX B

2015 NEW YORK LAWS
EDN - EDUCATION

Title 1 - GENERAL PROVISIONS

Article 17 - (801 - 816) INSTRUCTION IN CERTAIN SUBJECTS

807-B - College fire inspections.

Universal Citation: NY Educ L § 807-B (2015) 807-b. College fire inspections.

1. It shall be the duty of the college authorities in general charge of the operation of any public or independent college to cause the buildings under the jurisdiction of such college containing classroom, dormitory, fraternities, sororities, laboratory, physical education, dining or recreational facilities for student use to be inspected at least annually for fire hazards which might endanger the lives of students, teachers and employees therein. Inspections of all public and independent college buildings, with the exception of those within a city having a population of one million or more, shall be conducted by the state office of fire prevention and control or a designee of the state fire administrator. An inspection report shall be produced by the inspecting agency for each building inspected.
2. The annual fire inspection for public and independent colleges shall be made when the college is in session.
3. The office of fire prevention and control is authorized to adopt rules and regulations establishing minimum standards for the content and frequency of such inspections in order to ensure compliance with applicable fire safety standards. In the event violations of applicable codes, rules and regulations pertaining to fire safety are found during inspections, the office of fire prevention and control is authorized to take appropriate actions to ensure that violations are promptly remedied.
4. The state fire administrator shall prescribe the format of the fire inspection report. In prescribing such format the state fire administrator shall consider standards for fire safety set forth in the uniform fire prevention and building code and other applicable fire safety standards.
5. Within ninety days of completing such inspection, the office of fire prevention and control or its designee shall file a copy of the report with the office of the college authorities and with the commissioner. All such reports so filed shall be kept as records for at least three years after which period they may be destroyed. A copy of such report shall also be filed with the chief, or other comparable officer, of any fire department or fire corporation which has the regular duty of fighting fire in the building inspected.
6. The office of fire prevention and control or its designee shall make recommendations to the college authorities with respect to any problems relating to building fire safety noted in such reports. The commissioner may inspect or cause to be inspected at any reasonable time for fire prevention and fire protection purposes the buildings required to be inspected by this section. The commissioner may impose a fine of up to five hundred dollars per day upon any public or independent college which fails to remedy, to the satisfaction of the office of fire prevention and control, any violation noted in a report within thirty days of receiving a copy of such report.

7. Every public or independent college building required to be inspected by the office of fire prevention and control or its designee may also be examined for fire protection purposes at any reasonable time by
   a. the chief of the fire department of the city, town, village or fire district in which the college building is located,
   b. the chief of a fire corporation having its headquarters outside a village or fire district, if the college building is located in the area described in the certificate of incorporation of such company,
   c. the chief of the fire department or fire company affording fire protection to a fire district, fire protection district, or fire alarm district pursuant to a contract, if the college building is located in any such district,
   d. the member of any fire department or fire company listed in paragraphs a, b or c of this subdivision assigned by the chief.
8. Any person, or any public or other corporation for which any such persons acts, shall not be liable for any error, omission or lack of thoroughness in the making of the inspection and report required or permitted by this section.
9. The term "college authorities", as used in this section, means the board of trustees, board of directors, or other governing board in general charge of the operation of any such college.
10. The term "public college" shall mean and include "state-operated institutions", "statutory or contract colleges" and "community colleges" as defined in section three hundred fifty of this chapter.
11. The term "independent college" shall mean colleges other than those included within subdivision ten of this section.

APPENDIX C

https://www.dhs.gov/sites/default/files/publications/dhs-bomb-threat-checklist-2014-508.pdf

APPENDIX D

College Safety Plan Security Report 2016

http://www.libi.edu/footer/LIBI-College-Safety-Plan-Security-Report-2016.pdf

APPENDIX E

Drug and Alcohol Policy
Legal Sanctions

Legal Sanctions Federal and New York State laws make it a criminal offense to manufacture, distribute, dispense, possess with intent to distribute, or simply possess a controlled substance.

Such substances include **heroin, cocaine, methamphetamine, ecstasy, LSD, PCP, marijuana, and a number of common pharmaceutical drugs if unlawfully obtained.** The sanctions for violation of these laws, ranging from community service and monetary fines to life imprisonment, depend upon the particular offense, the drug type, and the drug quantity. Students convicted under these statutes may also forfeit federal financial aid eligibility. Note that an individual need not be in actual physical possession of a controlled substance to be guilty of a crime.

The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of such substance by each passenger unless the substance is concealed on the person of one of the occupants.

Similarly, the presence of certain substances in plain view in a room can sometimes be presumptive evidence of knowing possession of such substance by anyone in close proximity.

Further, pursuant to New York State law:

1. Any person under age 21 who is found to be in possession of alcohol with the intent to consume it may be punished by a fine and/or required to complete an alcohol awareness program and/or to provide up to 30 hours of community service. Alcoholic Beverage Control Law, § 65-c.
2. **Giving or selling an alcoholic beverage to a person less than age 21 is a Class A misdemeanor** punishable by a sentence of imprisonment up to one year. Penal Law § 260.20
3. Any person who operates a motor vehicle while intoxicated or while his ability to operate such vehicle is impaired by the consumption of alcohol or drugs, is subject to suspension or **revocation of driving privileges in the State, monetary fines up to $1,000, and imprisonment for up to one year. Vehicle and Traffic Law § 1192**
4. **A person under 21 who presents false written evidence of age for the purpose of purchasing or attempting to purchase any alcoholic beverage may be punished by a fine, community service and/or completion of an alcohol awareness program. Alcoholic Beverage Control Law § 65-b (1). Possessing such false evidence may**

also be criminal possession of a forged instrument, which is a felony in New York, punishable by a fine of up to $5000, imprisonment up to 7 years, or both. Penal Law §170.25. 5. Appearing in public under the influence of narcotics or a drug other than alcohol to the degree that a person may endanger him or herself or other persons or property, or annoy persons in his vicinity, is a violation, punishable by a fine and imprisonment up to 15 days. Penal Law § 240.40 Health Risks The following is a brief summary of some of the health risks and symptoms associated with use of many of the most-publicized drugs, including alcohol and tobacco. **This information was obtained from the National Institute on Drug Abuse (part of the National Institutes of Health of the U.S. Department of Health and Human Services), and the Mayo Clinic.**

APPENDIX F

Useful Phone Numbers

- **Arson Hotline**
  888-ATF-FIRE (283-3473)
- **Bomb Hotline**
  888-ATF-BOMB (283-2662)
- **FBI New York: Report any suspicious activities or crimes**
  Phone: 212-384-1000
  Fax: 212-384-4073 / 212-384-4074
  E-mail: ny1@ic.fbi.gov
  http://www.fbi.gov/newyork/contact-us/contact
- **National Domestic Violence Hotline**
  Phone: 800-799-SAFE (7233) TTY: 800-787-3224
  http://www.thehotline.org/
- **National Sexual Assault Hotline:**
  Phone: 800-656-HOPE (4673)
  Free confidential help is available 24 hours a day 7 days a week.
- **The National Sexual Violence Resource Center**
  http://www.nsvrc.org
- **Stalking Resource Center**
  http://stalkingawarenessmonth.org
- **Office on Violence Against Women, U.S. Department of Justice**
  Phone: 202-307-6026
  http://www.ovw.usdoj.gov/
- **New York State Coalition Against Domestic Violence**
  Phone: 518-482-5464
  Toll-Free English: 800-942-6906
  Toll-Free Spanish: 800-942-6908
  E-mail: nyscadv@nyscadv.org
- **New York State Coalition Against Sexual Assault**
  Phone: 518-482-4222
  E-mail: info@nyscasa.org