



**Annual Security and Fire Safety Report
2018**

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I. The Annual Security and Fire Safety Report - Introduction

Concordia College publishes this report in compliance with *the Jeanne Clery Disclosure of Campus Security Polity and Campus Crime Statics Act (as amended in October 1998)*. The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. The ASR must include statistics of campus crime for preceding 3 calendar years, plus details about efforts taken to improve campus safety.

The Concordia College Security Office works with many other departments and agencies to compile the information required for this report. Other campus offices, such as Student Experience and College Services, all provide critical information concerning campus security policies and campus crime statistics for inclusion in this report. The Village of Bronxville Police Department and the Village of Tuckahoe Police Department also provide information concerning crime statistics for the disclosure in this report.

The ASR must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidences of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking.

The Concordia College Security Office are responsible for preparing and distributing this report in accordance with the Clery Act. This report can be found on the website of Concordia College under Campus Security.

<https://www.concordia-ny.edu/student-life/campus-safety>

We encourage all members of the Concordia College community to use this report as a guide for safe practices on and off-campus as it outlines campus policies and provides important information.

If you have any questions about this ASR contact me at 914-337-9300 x2300 or e-mail joseph.castaldo@concordia-ny.edu

Best Regards,
Joseph Castaldo
Director of Security

II. Reporting Crimes and Emergencies

To help provide a secure and safe environment, all members of the Concordia College community, including campus visitors, are expected, requested, and encouraged to report any criminal activity or emergency they observe.

Reporting may be accomplished by contacting:

- The Campus Security Office directly at 914-337-9300, extension 2300 or by dialing 2300 from any on campus phone.
- After hours and weekends, contact the Security Desk at 914-337-9300, extension 2300 or by dialing 2300 from any campus phone.
- In the event of an emergency requiring police, fire or medical response, please call 9-911 from a campus phone. To contact the Bronxville Police Department non-emergency line, please dial 914-337-0500.

Campus Security is available twenty-four (24) hours a day and will respond immediately to a location in the event of an emergency. Response time may be affected by various factors, such as the number and location of available personnel and/or their involvement at the time a report is received. While responding to your emergency, Concordia Security may request the involvement of additional College personnel from College Services, Student Experience (an outside agency, if an incident requires additional resources).

In addition, if you do not want to report a crime to Campus Security or the local police department, you may report a crime to the following:

Kathy Laoutaris	Director of Student Experience	914-337-9300 x2442
John Dana	Associate Director of Student Experience	914-337-9300 x2167

You can also make a voluntary report with Campus Security by telephone or by submitting a report on the College's online reporting portal which is available on the following link:

<https://cm.maxient.com/reportingform.php?ConcordiaCollegeNY>. (Please refer to "Section IV-Reporting Crimes on a Voluntary, Confidential Basis" for further information)

III. Timely Warning

The Concordia College Campus Security Office is responsible for preparing and distributing timely warning notice (Crime Alert). The office of College Services also has the capability of distributing a timely warning notice to notify members of the College community about serious crimes that occur within the campus boundaries, including on college owned or controlled property on campus, public property that is within or immediately adjacent to the campus, and in non-campus properties as defined by the Clery Act. Although not required by federal law, timely warning notices may also be distributed for crimes that occur outside the Clery Act geographic areas, if the crime is deemed to pose an ongoing threat to the campus community. The decision to issue a timely warning notice for an off campus crime will be made on a case by case basis depending on an assessment of various factors, which include but are not limited to, the nature of the crime, the exact location, the time of the incident, the local police response and guidance to campus officials and the potential direct effect on the campus community.

A timely warning notification will be distributed when it is determined that there is an ongoing or serious threat to members of the Concordia College community. In addition, these timely warnings will typically be issued for Clery Act reportable crimes indicated below. All other crime categories will be assessed on a case by case basis.

The requirement for timely warnings is not limited to violent crimes or crimes against persons, but also for crimes that represent threats to property.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Campus Security Office will also deliver a timely warning through the College's emergency notification message system (Blackboard ConnectEd), cable television interrupt, additional campus wide emails, voice mails on the College's phone system, postings in residential halls or door-to-door notification or through a combination of delivery options including cell phone messages and text messages. Additionally, the warning and additional information may be posted on the College's message boards and website (www.concordia-ny.edu).

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

Anyone with information warranting a timely warning should report the circumstances to the Campus Security Office by phone (914-337-9300 extension 2300 or extension 2300 if dialing from a campus phone), in person at the Campus Security Office located in Sieker Hall, or by use of the College's online reporting portal which allows anonymous reporting and is available at the following link: <https://cm.maxient.com/reportingform.php?ConcordiaCollegeNY>.

It should be noted that an institution is not required to provide a timely warning for non-Clery Act crimes or for crimes reported to a pastoral or professional counselor.

There are two types of individuals, namely the pastoral or professional counselor, who may have significant responsibility for student and campus activities, but are exempt from disclosing reported offenses. The pastoral or professional counselor exemption is intended to ensure that these individuals can provide

appropriate counseling services without an obligation to report crimes they may learn of. This exemption is intended to protect the counselor-client relationship. However, even the legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Manslaughter by Negligence
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger Concordia College community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Campus Security Office, or its designee). Cases involving sexual assault are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson
- Other Clery crimes as determined necessary by the Campus Security Office.

All timely warning notices will include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips).
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
- Campus Security Office contact information

The description of parties in a case will only be included in the timely warning notification if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the notification. The Violence Against Women Act of 1994 (VAWA) strictly prohibits publishing the names of victims in timely warning notifications.

IV. Reporting Crimes on a Voluntary, Confidential Basis

If you are a victim of a crime and do not want to or are unable to report within the College’s judicial system or the criminal justice system, you may still want to consider making a confidential report.

The purpose of a confidential report is to notify the College so that steps may be taken to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number

of incidents involving students, determine where there is a pattern of crime in regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Crimes can be reported without providing your name either in person to the Director of Campus Security, or his designee, by telephone call to (914) 337-9300, **extension** 2300, or by filing a report on the College's internet reporting portal online which allows anonymous reporting and is available at the following link:
<https://cm.maxient.com/reportingform.php?ConcordiaCollegeNY>.

If you are a victim of discrimination, harassment, or sexual misconduct, please refer to the appropriate section of the Faculty or Employee Handbooks or the Student Experience Guide for guidance.

V. Preparation of the Annual Disclosure of Crime Statistics

The Director of Campus Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (as amended in October 1998). The Director of Campus Security takes several steps to ensure required statistics are compiled correctly. Throughout the year, on a regular basis, Campus Security and Student Experience (meet to discuss incidents occurring on campus. Statistics required for the Clery Act are compiled during these meetings. At the end of the year, the Director of Campus Security sends a Crime Statistic Report Form to other "campus security authorities" requesting information on any crime statistics reported to them during the previous calendar year. In addition, the Director solicits the required crime statistics from the Village of Bronxville and Tuckahoe Police Departments and all the statistics are reviewed to insure none of them have been reported twice.

By October 1st of each year, the Annual Security and Fire Safety Report including the crime statistics are available on Concordia College's website (www.concordia-ny.edu/security). Hard copies of the report may be obtained at the Campus Security Office, located in Sieker Hall.

VI. Access Policy and Maintenance Considerations for Campus Facilities and Residence Halls

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. The College encourages an open environment with limited constraints to ensure reasonable protection of all members of the community. Except for residence halls, most campus facilities are open during the weekday during business hours. Individuals who wish to access College buildings or property during non-business hours should contact the appropriate department administrator or the Campus Security Office. All residence halls are equipped with an automated card access control system on the exterior doors that are used by students to enter their building. Security cameras are placed at each exterior entrance on all residence halls. Guests and other visitors may visit residence halls as long as they have been authorized by a member of the community. The security doors to student residence halls remain locked twenty-four (24) hours a day.

Concordia College is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Campus Security Guards conduct routine checks of lighting on campus during daily performance of their regular assigned duties. If lights are out or very dim or other hazardous conditions

are found to exist, guards will initiate a service request from College Services who will issue a work order for the appropriate repair of the problem. We encourage community members to report any deficiency in lighting or potentially hazardous condition to College Services at 914-337-9300, **extension 2129** or Campus Security at 914-337-9300, **extension 2300**.

As part of their regularly assigned duties, Campus Security Guards and maintenance staff check fire extinguishers, panic alarms, Americans with Disabilities Act (ADA) accessible doors, closed-circuit television (CCTV) systems, One Card Access system, etc., document their findings and complete a work order for any necessary repairs.

VII. Campus Security Office Authority

The Concordia College Campus Security Office is located in Sieker Hall and provides protection and service to the Concordia community by foot and vehicular patrol twenty-four (24) hours a day, 365 days a year.

The Campus Security Office staff consists of a Director of Security and Campus Security Guards. They are delegated with the responsibility of ensuring College safety and compliance with security policies and procedures.

The Campus Security Guards are not police officers, nor have they the power of arrest beyond that of every citizen.

The Campus Security Office maintains a strong working relationship with the Village of Bronxville Police Department as well as other local public safety agencies and federal authorities. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Security Office or the appropriate police agency. Prompt reporting will assure timely warning notices are broadcasted when necessary as well as accurate disclosure of crime statistics.

Campus Security Guards, officers from the Bronxville Police Department and other law enforcement agencies communicate on the scene of incidents that occur on the Concordia College campus. Campus Security staff work closely with the Bronxville Police Department when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information as deemed necessary. There is no written memorandum of understanding between Concordia College and the Bronxville Police Department or any other local law enforcement agency.

If someone has significant responsibility for student and campus activities, he or she is a campus security authority (CSA). Individuals who want to report a crime should disclose information to the Campus Security Office. Concordia College is committed to providing the members of its campus community and visitors with the safest and most secure environment possible; however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study, and live on campus.

If you are a victim of discrimination, harassment, or sexual misconduct, please refer to the appropriate section of the Faculty and Employee Handbooks or the Student Experience Guide for guidance.

VIII. Policies and Procedures Encouraging Accurate and Prompt Reporting of all Crimes to College Campus Security and Local Police

All faculty, staff, students, and visitors are encouraged to report all safety related incidents to the Concordia College Campus Security Office in a timely manner. All criminal activity observed on campus should be immediately reported to the Campus Security Office or the Bronxville Police Department. By promptly reporting crimes, steps may be taken to ensure the safety of the campus community and it will ensure inclusion in the annual crime statistics and will aid in providing timely warning notices to the community, when appropriate.

To report a crime or suspicious activity, please contact Campus Security at 914-337-9300, **extension 2300**. If it is an emergency that requires an immediate response from police, fire or EMS personnel, dial "911" or "9-911" from any campus phone.

To contact the Bronxville Police Department, who have jurisdiction covering the Concordia College main campus, for a non-emergency issue please dial 914-337-0500.

If you are unsure if what you have witnessed or experienced is a crime, please contact the Campus Security Office at 914-337-9300, **extension 2300** and we will provide information and assistance. It is imperative that all crimes get reported in an accurate and timely manner to the Campus Security Office or the local police agency.

IX. Pastoral and Professional Counselors and Nurses (Crime Reporting)

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and campus "Professional Counselors", and Nurses, when acting as such, are not considered to be a campus security authority and are not required to report crimes for the inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Counselors are defined as:

Pastoral Counselor

An employee of the institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Nurse

An employee of an institution whose official responsibilities include providing health services to the institution's community and who is functioning within the scope of his or her license or certification.

X. Security Awareness Programs

A large portion of security awareness consists of presentations made to various groups on campus. Presentations are made by the Director of Security at student orientations at the beginning of each semester as well as a presentation for parents of incoming first year students during family orientation. All new employees are required to take sexual harassment training. They must also attend a new employee orientation that reviews the policies of Concordia College as well as basic security requirements such as photo I.D. cards and parking permits.

During the academic year, the Campus Security Office in cooperation with other College organizations and departments, present crime prevention awareness sessions on sexual assault, alcohol abuse, date rape drugs, theft prevention, etc. When a new employee is hired, the Office of Human Resources provides information on how to obtain a copy of the ASR.

All members of the community are continually reminded they must be responsible for their own security and security of others. This message is reinforced through programs offered by the department, the annual disclosure form, and in the timely warnings distributed to the campus community.

XI. Crime Prevention & Safety Programs

Campus Escort Program

Campus Security Officers are available twenty-four (24) hours a day to provide escort service to and from any location on the Concordia campus.

New Hire Orientation:

Concordia College conducts an orientation bi- annually in the months of January and August for all new employees. Employees are given information on best practices used in keeping them safe. Campus Security addresses employees to be aware of their surroundings and to report any suspicious activity. All employees are encouraged to report any and all incidents, anonymously, or in person, by phone, email or through the College's online portal available on the following link:

<https://cm.maxient.com/reportingform.php?ConcordiaCollegeNY>

Student Orientation

The Director of Campus Security meets with new students and their parents at orientation events. Topics discussed include, general safety tips, lost and found property, parking on campus, building access and a question/answer segment from those in attendance.

XII. Monitoring Criminal Activity Off Campus and at other Instructional Sites' Criminal Activity

Concordia College does not operate off-campus housing or off-campus student organization facilities that would require the College to monitor off campus criminal activity; however, the College has other instructional sites. The Director of Campus Security maintains a working relationship with specific contacts at the other instructional sites and with all local area police departments and regularly exchanges information with them.

XIII. Possession, Use and Sale of Alcoholic Beverages

Use, possession, sale, delivery or distribution of alcoholic beverages or their container, and/or items or equipment used in the preparation of alcoholic beverages, other than at events and in the location(s) which have been licensed and approved under the conditions of the College is strictly prohibited.

The College will also consider all individuals found in a location where an alcoholic beverage or drug is illegally present to be in possession of an alcoholic beverage/drug. This would include locations off campus (e.g., underage students drinking in a bar or at a house party) and other instructional sites. The College reserves the right to, as a condition of enrollment: 1) require an offender to enter a College drug or alcohol program, 2) require an offender to get a drug or alcohol assessment from a licensed agency and, if deemed appropriate, complete an approved rehabilitation program, and/or 3) ask participants of co-curricular activities to submit to drug testing, which may be at the student's own expense (failure to comply with this requirement will result in the participant being barred from further participation in that activity).

Alcohol includes beverages of low-alcohol content (e.g., "near" beer, cooking sherry/wine).

New York state law prohibits the consumption of alcohol by any person under the age of 21, whether consumed on or off campus or other instructional sites. Drinking paraphernalia that contributed to over and mass consumption including beer pong tables, beer bongs, and other items that contain alcohol residue are also prohibited.

XIV. Possession, Use and Sale of Illegal Drugs

Concordia College recognizes its duty to uphold existing state and federal laws and inform students and staff about the Drug-Free Schools and Communities Act of 1989. Concordia is a drug-free school and workplace and the College cannot protect any member of the community who violates the law.

Possession or use of illegal drugs or drug paraphernalia (e.g. hookahs, bongs, blow tubes, blunts, look-a-like drugs) is prohibited. This drug policy includes the possession of a prescription or prescription drug not issued to the student, the inappropriate or unlabeled storage of prescription drugs; or furnishing one's prescription drug(s) to another person or persons.

The College will also consider all individuals found in a location where an alcoholic beverage or drug is illegally present to be in possession of an alcoholic beverage/drug. This would include locations off campus (e.g. underage students drinking in a bar or at a house party), or other instructional sites. The College reserves the right to, as a condition of enrollment: 1) require an offender to enter a College drug or alcohol program, 2) require an offender to get a drug or alcohol assessment from a licensed agency and, if deemed appropriate,

complete an approved rehabilitation program, and/or 3) ask participants of co-curricular activities to submit to drug testing, which may be at the student's own expense (failure to comply with this requirement will result in the participant being barred from further participation in that activity).

XV. Alcohol and Substance Abuse Information

The abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The College, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to seek help.

Resources

1. Employee Assistance Program

An employee assistance program is available to benefit eligible employees. This plan includes mental health and substance abuse benefits. This program is administered by Cigna Behavioral Health. Additional information regarding this program is available online at www.cignabehavioral.com or by calling 1-(866)-726-5267.

3. Maxwell Institute, Tuckahoe, NY

Off campus resource for intervention and referral services for alcohol, tobacco and drug use. Maxwell Institute works with College counselors to develop a treatment program.

XVI. Sexual Assault, Domestic Violence, Dating Violence, and Stalking: Prevention Programs

Sexual assault, domestic violence, dating violence, and stalking continues to be a very serious problem facing many campuses today as the crimes often go underreported.

Sexual Assault (Sex Offenses)- Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Include attempted Sexual Assaults.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence is defined as *violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*

Stalking is defined as *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 Suffer substantial emotional distress.*

The Student Experience staff annually presents theatrical skits at new student orientation to educate students on the above topics. Students also learn about sexual assault, domestic violence, dating violence, stalking, and alcohol abuse in First Year Seminar classes.

New employees receive information on awareness and reporting sexual violence during their orientation period and also through Concordia College training on prevention of Sexual Harassment.

XVII. Procedures for Victims of a Sexual Assault, Domestic Violence, Dating Violence, and Stalking

If you are a victim of a sexual assault, domestic violence, dating violence, and/or stalking, please contact the Campus Security Office immediately by calling 914-337-9300, **extension 2300** and/or the Bronxville Police Department at 914-337-0500.

- If you have been a victim of sexual assault, do not wash or change clothes, valuable evidence could be lost. Hair fibers, semen, saliva, and anything containing DNA can be helpful in solving the case.
- A sexual assault victim should report the incident to the Campus Security Office and/or Bronxville Police Department, even if the victim does not want to press charges. This will allow the investigators to gather important evidence should the victim later change his/her mind.

If you are a victim of discrimination, harassment, or sexual misconduct, please refer to the appropriate section of the Employee Handbooks, or the Student Experience Guide for guidance.

During the investigation, a representative from the Student Experience Office will be contacted and will provide support to the victim(s) of the incident. The victim(s) may choose to pursue the investigation through the criminal justice system and/or the College’s judicial system. A College representative will guide the victim(s) through the available options and support the victim(s) in his or her decision. For details, please refer to the appropriate section of the Employee Handbook or the Student Experience Guide for guidance.

Concordia College will protect a victim’s confidentiality, even if the victim does not specifically request it. As per Section 40002(a), of the *Violence Against Women Act of 1994*, not disclose information about victim of Domestic Violence, Dating Violence, Sexual Harassment or Sexual Assault. Reports will include sufficient detail, dates and times.

Various counseling options are available from the College through the Health Services. If the victim is uncomfortable contacting the Campus Security Office or the Bronxville Police Department, he/she can notify a member of the Student Experience Office for assistance. Concordia College will provide written notification to any victims about options available in and how to request changes to academics, living, transportation, working situations.

The process of Institutional Disciplinary Action in cases of Alleged Dating Violence, Domestic Violence, Sexual Assault and Stalking are:

The proceedings will include a prompt, fair and impartial process from the initial investigation to final result. Concordia College will be consistent with the Colleges policies and be unbiased. The officials who reside over the proceedings are trained. The standard of evidence that Concordia College will follow is the “preponderance of evidence”

Upon request, College personnel will assist the victim in notifying the appropriate authorities for rights of victims and no contact orders, restraining orders., Students who are victims of a sexual assault will receive information regarding counseling, health, mental health, victim advocacy, visa and immigration assistance, student financial aid and other services on and off campus. Concordia College will assist the victim of a sexual assault by implementing interim measures to ensure the victim’s safety and well-being. in transportation assistance or security escorts, modifications to academic requirements or class schedules and changes in living or working situations.

Concordia College will maintain confidentiality while still completely disclosing Clery Act related information to both the complainant and the respondent will be provided the same opportunities to be accompanied by an advisor of their choice. They will be notified of the sanction or disciplinary action taken by the College. If the respondent is a student, pursuant to the Family Educational Rights and Privacy Act (FERPA), the College will disclose to the complainant the sanction taken against the respondent only if the sanction directly relates or affects the complainant.

An accused person found to be responsible for committing a sex offense may be subject to College sanctions. The following the proceedings, sanctions may be imposed. Loss of Privileges, Disciplinary Probation, Discretionary Sanctions, Organizational Sanction, Status Withdrawal, Involuntary Medical/Psychological Withdrawal, Interim Suspension, Residence Hall Suspension, Residence Hall Expulsion, College Suspension, College Expulsion, Revocation of Admission and/or Degree and/or Withholding Degree.

XVIII. Campus Sex Crimes Prevention Act

In 1997, the State of New York enacted the Sex Offender Registration and Community Notification Law. This law was created to monitor and track people convicted of sex crimes and to provide access to this information for police, victims and the general public.

Provisions within the law require the New York Department of Corrections (DOC) to maintain a database of registered sex offenders. Information stored in the database is accessible on a limited basis by victims, neighborhood watch programs and the general public. Additionally, DOC provides special notification to law enforcement about offenders that they feel have a high probability to re-offend and who are scheduled to be released from prison or a mental health institution.

New York law does not require community notification for all offenders released from prison or a mental health facility. The overall purpose of a community notification is to specifically highlight those cases that may pose a significant risk to the community.

The Campus Sex Crimes Prevention Act of 2000 (CSCPA) is a federal law enacted on October 28, 2000. The CSCPA requires sex offenders, who must register under state law, to provide notice of enrollment or employment at any institution of higher education in that state where the offender resides, as well as notice

of each change of enrollment or employment status at the institution. This information will then be made available by the state authorities to the local law enforcement agency that has jurisdiction where the institution is located.

In order to allow you to make informed decisions, and heighten awareness of the potential for convicted sex offenders to come in contact with you, you are urged to view the following web sites:

- The New York Department of Corrections Sex Offender Registry, <http://offender.doc.state.ny.us/public/>, explains the Registry and Sex Offender Program and allows citizens to search for information on registered sex offenders.
- The Family Watchdog, <http://www.familywatchdog.us/>, is sponsored by a private organization, and helps you determine your proximity to offenders with maps and information about the current registered location of offenders. The maps it provides are especially helpful if you don't know the neighborhood street names in relation to your location.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

XIX. Alcohol & Controlled Substance Policy

Concordia College recognizes its duty to uphold existing state and federal laws and inform students and staff about the Drug-Free Schools and Communities Act of 1989. Concordia is a drug-free school and workplace and the College cannot protect any member of the community who violates the law. To this end, students must be aware of the following relevant laws:

1. All students, employees, and visitors are specifically forbidden to use, possess, or distribute illegal drugs (Title 21 US Code 801, et. seq and New York State Public Health Law, 3306) or to be under the influence of drugs while on College property (New York State Penal Law 240.40). With the exceptions noted below, the same applies to alcohol. Offenders will be subject to legal and/or disciplinary action by the College. Sanctions will be consistent with local, state, and federal laws and will range from a disciplinary reprimand or a requirement to complete a rehabilitation program up to suspension, expulsion, or referral for prosecution.

2. New York State Penal Law 260.20 (d) (4) states it is illegal for persons under the age of 21 to purchase or possess alcoholic beverages with the intent to consume; individuals under the age of 21 to purchase or attempt to purchase alcoholic beverages through fraudulent means; individuals to furnish alcohol to anyone less than 21 years of age; individuals to sell, deliver, or give away alcoholic beverages to any intoxicated person or anyone under the influence of alcohol regardless of the person's age.

3. Any person who operates a motor vehicle while intoxicated or while his or her ability to operate such vehicle is impaired by the consumption of alcohol or by drugs, in violation of Vehicle and Traffic Law 1192, is subject to suspension or revocation of driving privileges in the State as well as a fine and possible imprisonment for up to 15 days and/or a monetary fine between \$250.00 and \$350.00, plus a 90-day license suspension.

Services are available on campus to help the College community with problems related to alcohol or other drug abuse. Students may call Alcoholics Anonymous (914-949-1200) or the Drug Abuse Information Line (1-800-522-5353).

In compliance with the aforementioned laws, possession and/or consumption of illegal substances are strictly prohibited on campus. The following College policies are in effect at all times:

1. The possession and use of alcoholic beverages shall not infringe upon the rights and wishes of fellow students, nor offend or ignore the Christian obligation to practice moderation in all things. This prohibits the act of binge drinking, possession of large quantities of alcohol, or participating in drinking games that require large amounts of alcohol to be consumed in a short period of time (e.g., beer pong, flip-cup, and quarters).
2. Students in whose rooms alcoholic beverages are being used must have reached the legal drinking age of twenty-one (21) and shall bear responsibility for restricting use to students/guests/visitors who have reached the age of twenty-one (21).
3. Drinking is not allowed in rooms of underage students, nor in hallways, lounges, or common areas.
4. A student in whose room alcoholic beverages are being consumed shall assume full responsibility for his or her own behavior and that of guests and visitors, as well as for the condition of his or her room, the areas adjoining this room, and for the areas outside the residence adjacent to the room.
5. Social gatherings in the residence hall room of a student who has reached the legal drinking age of twenty-one (21) must meet the following criteria:
 - a. The occupant(s) of the room, as host(s), must strictly enforce drinking age restrictions.
 - b. No money shall be charged for entering a room or for any other purpose.
 - c. The maximum number of persons allowed in the room at one time is 10.
 - d. Kegs and beer balls of any size are not permitted in the residence halls.

Students shall at all times follow the direction of the Residence Directors (RDs) and Resident Assistants (RAs) regarding the control of noise and the termination of gatherings. Particular care must be exercised if the use of alcoholic beverages interferes with the regular restraints practiced by students.

Violations of the College's Alcohol & Drug Policy are taken very seriously. Sanctions normally include monetary fine and/or campus work and/or other suspension of privileges as indicated in the Student Code of Conduct. For repeat offenders, sanctions are increased and include possible suspension from campus. Parents of first-time offenders may be notified depending on the circumstances; parents of repeat offenders are notified.

Abusive use of alcohol is not only harmful to the individual but may interfere with the life of the campus community and the rights of others. Those students whose use of alcoholic beverages is considered abusive require special counseling and care. Abusive use of alcohol may be defined as a second alcohol related incident. In this case, or if a fellow student, faculty member, or member of the Student Experience, suspects a student has a drinking problem, the student shall be referred to counseling. If the student does not follow through with counseling, it could result in immediate suspension from the College until counseling is started/resumed.

XX. Medical Alcohol Amnesty Policy

Purpose

The purpose of the policy is to facilitate access and remove barriers to students who require medical assistance in alcohol related emergencies, and to provide the opportunity for caring, non-punitive interventions in response to such incidents.

Policy

The Medical Alcohol Amnesty Policy (MAAP) is a key component of Concordia College's comprehensive approach to reducing the harmful consequences caused by the excessive consumption of alcohol. The MAAP represents the College's commitment to informed decision-making and promotion of healthy behaviors when faced with alcohol-related emergencies. In order to achieve these goals, the MAAP mandates that discretion be exercised, as permitted under Concordia College's Code of Conduct, as follows:

1. Students are expected to contact Student Experience or Campus Security when they believe that assistance for an intoxicated/impaired student is needed (*see Contact Protocol below).
2. At the discretion of the Campus Security and Student Experience, the staff will assist intoxicated individuals by facilitating transport to medical facilities.
3. In cases of concern for the health and safety of an individual, students should utilize one of the following options: notifying Residence Hall Staff, notifying Campus Security, or by calling 911 (9-911 from campus phone) for assistance by Eastchester Rescue Squad - then notify Campus Security or Resident Hall Staff.
4. Students seeking assistance for the consumption of alcohol will not be referred through the College's student conduct system (see #6 below). However, a student will not be granted protection under this policy if campus officials (e.g. Residence Hall Staff, Campus Security) intervene beforehand.
5. Students who seek emergency assistance on behalf of a person(s) experiencing alcohol-related emergencies will not be referred through the College's judicial system (see #6 below). However, a student will not be granted protection under this policy if campus officials (e.g., Residence Hall Staff, Campus Safety) intervene beforehand.
6. Students may be required to participate in an appropriate alcohol assessment and/or educational program depending upon their involvement in the situation. Failure to comply will invalidate protection under this policy.
7. Records of all requests for assistance under this policy shall be maintained by the Office of the Director of Student Engagement. Participation in any program as a result of this policy shall not be noted on the student's conduct record.
8. This policy does not preclude disciplinary action regarding other violations of the College Code of Conduct, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc. Students should also be aware that this policy does not prevent action by local and state authorities.
9. Nothing in this policy shall prevent an individual who is obligated to report by state or federal law from reporting, charging or taking other action related to the possible criminal prosecution of any student.

* Contact Protocol: If Residence Hall Staff are notified, they will notify Campus Security for assistance while caring for the student. If Campus Security is notified, they must notify the Director of Student Experience at the first available opportunity.

XXI. Missing Student Policy

It is the policy of the Campus Security Office to actively investigate any report of a missing student who is enrolled at Concordia College and residing in on-campus housing. Each resident will be notified of the Missing Student Notification Policy and Procedures in the Student Experience Guide.

For purposes of this policy, a student may be considered to be a “*missing person*” if the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, where there are concerns for drug or alcohol use, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Each resident, on or before checking into his/her assigned room, is required to identify the name and contact number of the individual(s) who are a primary contact to be notified in case of an emergency or in the event that the resident is reported missing. The contact information will be registered confidentially and accessible only to authorized Concordia College official’s. In the event the resident is under the age of eighteen (18) or is not emancipated, the primary emergency contact must be a custodial parent or guardian.

If a member of the College community has reason to believe that a student is missing, Campus Security should immediately be notified. Upon receiving notification, Campus Security, through the Director of Student Experience, will make reasonable efforts to locate the student to determine his or her state of health and well-being. These efforts may include, but are not limited to, checking the resident’s room, class schedule, friends, ID card access, locating the resident’s vehicle, and calling his/her reported cell phone number. As part of the investigation, the College reserves the right to contact the individual(s) whom the student has identified as his/her emergency contacts person(s) to help determine the whereabouts of the resident.

If, upon investigation by Campus Security and confirmation by the Director of Student Experience, that the resident has been determined to be missing for at least twenty-four (24) hours A representative from the department of Student Experience will contact the student’s designated emergency contact person within twenty-four (24) hours after an official determination that the student is missing. Campus Security will contact the Bronxville Police Department to request a missing person report and the initiation of a police investigation. An investigation by the College will be conducted in collaboration with law enforcement officers as appropriate.

XXII. Clery Act Crime Definitions

Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions

Under the Clery Act, for the purposes of counting and disclosing Criminal Offense, Hate Crime, arrest and disciplinary referral statistics you must do so based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. The definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program. The definitions of Fondling, Incest and Statutory Rape are from the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR. Hate Crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual. Note that, although the law states that institutions must use the UCR Program definitions, Clery Act crime reporting does not have to meet all of the other UCR Program standards.

Crime Definitions from the Uniform Crime Reporting Handbook:

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.

Criminal Homicide-Manslaughter by Negligence. Killing of another person through gross negligence. Count one offense per victim.

Criminal Homicide-Murder and Non-Negligent Manslaughter. The willful (non-negligent) killing of one human being by another. Count one offense per victim.

Any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.

Robbery. is 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. In any instance of Robbery, count one offense for each distinct operation (i.e., incident), including attempts. 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 which 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 (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned), and including joyriding)

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

Drug Abuse Violations. Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or

cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

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

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sexual Assault (Sex Offenses)-. Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Include attempted Sexual Assaults, but do not include

Rape-is the 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. This offense includes the rape of both males and females. Count one offense per victim. Include the crime as Rape, regardless of the age of

- **Forcible Sodomy-** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object-** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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. Count offense per victim.

Incest -is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Count one offense per victim.

Statutory Rape - is sexual intercourse with a person who is under the statutory age of consent. Count one offense per victim.

Hate Crimes. is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim in which the victim is intentionally selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability of the victim.

Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210.

Disclosures:

Concordia College is responsible for maintaining disciplinary procedures for students involved in violent crime in compliance with the Jeanne Clery Disclosure and Campus Crime Statistics Act (Clery Act). The disclosure of disciplinary hearing results is also required under this Act.

Concordia College will, upon written request, disclose to the alleged victim of a crime of violence, (as that term is defined in section 16 of title 18, United States Code) or a non-forcible sex offense, the report on the results of any disciplinary hearing conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin or such victim shall be treated as the alleged victim for purposes of this paragraph. Concordia College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Hate Crimes—Additional Crimes added in the Higher Education Opportunity Act of 2008

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

- **Pocket-picking:** The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.
- **Purse-snatching:** The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person. Shoplifting: The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
- **Theft from Building:** A theft from within a building which is either open to the general public or where the offender has legal access.
- **Theft from Coin Operated Machine or Device:** A theft from a machine or device which is operated or activated by the use of coins.
- **Theft from Motor Vehicle** (Except "Theft of Motor Vehicle Parts or Accessories"): The theft of articles from a motor vehicle, whether locked or unlocked.
- **Theft of Motor Vehicle Parts or Accessories:** The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.
- **All Other Larceny:** All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

Source-*Uniform Crime Reporting Handbook*, 2004; U.S. Department of Justice

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.

Hate Crimes include: Murder and Non-Negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property that are motivated by bias.

Source-Hate Crime Data Collection Guidelines, October 1999; U.S. Department of Justice

XXIII. Crime Statistics

These statistics have been compiled in accordance with definitions taken from the Federal Bureau of Investigations (FBI's) *Uniform Crime Reporting Handbook (UCR)*, as required by *Clery Act* regulations. The data relates to all reported crimes occurring on the College's campus, including its residence halls, off-campus buildings or property owned by the College and any public property immediately adjacent to the campuses. It also includes crimes reported by local law enforcement agencies having primary law enforcement jurisdiction.

CONCORDIA COLLEGE- NEW YORK
(Includes Main Campus & All Off-Site Locations)

CRIMINAL OFFENSES	YEAR	Residential Facilities	Campus Property	Other instructional sites	Public Property	Total
Murder/Non-Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Fondling	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Incest	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Statutory Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Robbery	2016	0	0	0	0	0

	2017	0	0	0	0	0
	2018	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Burglary	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	1	1	0	0	1
Motor Vehicle Theft	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arson	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0

HATE CRIMES	YEAR	Residential Facilities	Campus Property	Other instructional sites	Public Property	Total
Murder/Non-Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Fondling	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Incest	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Statutory Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Robbery	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Burglary	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arson	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Simple Assault	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Larceny-Theft	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0

HATE CRIMES	YEAR	Residential Facilities	Campus Property	Other instructional sites	Public Property	Total
Intimidation	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0

VAWA OFFENSES	YEAR	Residential Facilities	Campus Property	Other instructional sites	Public Property	Total
Domestic Violence	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Dating Violence	2016	0	0	0	0	0
	2017	1	0	0	0	0
	2018	0	1	0	0	1
Stalking	2016	0	0	0	0	0
	2017	2	2	0	0	2
	2018	0	0	0	0	0

ARRESTS	YEAR	Residential Facilities	Campus Property	Other instructional sites	Public Property	Total
Weapons: carrying, possessing, etc.	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Drug abuse violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Liquor law violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0

DISCIPLINARY ACTIONS	YEAR	Residential Facilities	Campus Property	Other instructional sites	Public Property	Total
Weapons: carrying, possessing, etc.	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Drug abuse violations	2016	6	6	0	0	6
	2017	6	6	0	0	6
	2018	10	10	0	0	10
Liquor law violations	2016	12	12	0	0	12
	2017	6	6	0	0	6
	2018	5	5	0	1	6

UNFOUNDED CRIMES	YEAR	Number
Total unfounded crimes	2016	0
	2017	0
	2018	0

XXIV. Annual Fire Safety Report

General Procedures: General fire evacuation procedures include the following directions for occupants of any College building. If the fire alarm system is activated, Central Stations receives the signal. Central Stations immediately contacts the Eastchester Fire Department, and then contacts a College representative. Occupants of all floors will immediately evacuate the building at the sound of the fire alarm system. In the event a fire occurs the Concordia community is advised to do the following:

1. Remain calm and go to the nearest stairwell, walk on the right side. Walk, do not run. Do not use elevators they will not be in service during a fire alarm condition. Exit out of the building. Go to the Rally Point.
2. Pull the nearest red manual pull station (usually on the wall near stairwells and exits). This will activate the building's fire alarm system.
3. Report the fire (regardless of size) to Campus Security at 914-337-9300, extension 2300. Give the following info:
 - a. Your Name
 - b. Location of fire (Building name, Room # or area)
 - c. Injured people
4. Assist in the evacuation of the building. Give any disabled occupant info to Bronxville Police or the Eastchester Fire Department upon exiting.
 - a. Close all doors when leaving rooms. If your room door is hot to the touch and smoke is beginning to filter into your room; place a wet towel under the door or seal it with tape. Wave a sheet or large garment out the window. Wait for assistance from the Eastchester Fire Department.
 - b. Keep low and crawl in any smoke filled areas.
 - c. Do not re-enter the building until the all clear has been announced, this occurs after the Eastchester Fire Department gives the all clear.

Residence Halls: Campus Safety Staff and the Student Experience Staff will assist in the complete evacuation of the building and control the occupants in the assembly area until the emergency has been abated.

Academic Buildings: Campus Safety Staff and any designated fire wardens present in the building will assist in the complete evacuation of the building and control the occupants in the assembly area until the emergency has been abated.

Fire Drills: During any given calendar year there are several fire drills conducted and documented. Eight formal fire drills are conducted each calendar year. After action reviews were also documented in order to train, educate and improve upon evacuation times with Campus Safety and Residence Life staff.

Policies on Portable electrical appliances, smoking and open flames: Smoking, candles and open flames are prohibited in Concordia College residence halls. No portable electrical appliances, hot plates, fireworks, firearms, electric heaters, or halogen lamps are allowed in Concordia housing.

Student Housing Evacuation: A policy involving the mandatory evacuation of each residence hall upon fire alarm activation is in effect. A community citation is issued to all residents that fail to evacuate, whereby the judicial process may levy fines and sanctions for each violation.

Fire Safety Education: Various training and educational seminars are conducted during the summer orientation sessions with students. Residence Assistants and Residence Counselors are the first group of students to undergo annual fire safety training. Locations of Rally points, evacuation procedures, and fire safety tips are all delivered by the Campus Safety Staff.

Residence Assistants are trained on how to extinguish a small fire with a variety of extinguishers after a classroom session on fire extinguisher use. The Director of Campus Safety has direct responsibility for fire alarm systems, maintenance, inspections, testing and the overall fire safety program.

Contact points for reporting fires: There are several methods in which a student, faculty, staff or other person within Concordia's community can report a fire. If you wish to report that a fire has occurred please contact one of the following individuals or departments; College Services, Campus Safety, and Residence Life.

- a. Director of Campus Safety 914-337-9300, extension 2132
- b. Director of College Services 914-337-9300, extension 2130
- c. Director of Facilities and Campus Services 914-337-9300, extension 2131
- d. Director of Student Engagement 914-337-9300, extension 2128

During an emergency: Please call 9-911 in order to report the fire. A variety of other methods can be used to report a fire, whether it is outside a residence hall (i.e. mulch fires) or within the confines of a building.

- a. Elevator phones - call button goes directly to Central Stations Operator.
- b. Any Concordia phone – call 9-911 to directly report a fire to the Eastchester Fire Dept., give proper street address when talking to a fire dispatcher.
- c. Call extension 2300 which is the non-emergency number for Campus Safety, calls are taken in the order that they are received.

Future improvement plans: Future improvements for fire safety include the following measures:

- a. Mandatory Fire Safety 101 course for all in-coming freshman.
- b. Fully sprinkled residence halls across campus (67% of all residence halls are currently sprinkled).
- c. Upgrading of older (10-15-year life cycle) fire alarm systems in order to maintain current technologies.

Fire Statistics (Residence Halls):

- a. The residence halls statistics for the period of January through December 2016 can be found on the Chart on the last page of this report.
- b. No arsons were reported for the year of 2017, therefore no arsons need to be reported in the crime statistics.

Description of Residence Hall Fire Alarm Systems: All residence halls are equipped with stand- alone fire alarm systems that are then connected through a dedicated wide area fiber optic network. The network is supported by a proprietary central monitoring station which is backed-up with emergency power at each fire alarm panel. These fire alarm systems are also backed up with battery power at each building, and contain all monitoring of sprinkler, suppression, detection and relay devices. There are smoke detectors in every bedroom and 24/7 monitoring that meets, or in most cases exceeds the National Fire Alarm Code requirements.

Description of Residence Hall CO Detectors: Battery operated Carbon Monoxide detectors are placed in residence hall bedrooms, common areas, and hallways where there is a CO source in the building. The placement of these detectors follows the requirements of the recently enacted Amanda’s Law. The devices are checked and tested semi-annually and batteries are replaced when the unit signals low battery.

CONCORDIA COLLEGE – NEW YORK

Annual Residence Hall Fire Statistics 2016							
Residence Hall	# of Fires	# of Deaths	# of Injuries	Value of Property Damage	Date	Explanation	Corrective Action(s)
Bohm Hall	0	0	0	0			
Koepchen Hall	0	0	0	0			
Ressmeyer Hall	0	0	0	0			
Rippe Hall	0	0	0	0			
Romoser Hall	0	0	0	0			
Sieker Hall	0	0	0	0			

Annual Residence Hall Fire Statistics 2017							
Residence Hall	# of Fires	# of Deaths	# of Injuries	Value of Property Damage	Date	Explanation	Corrective Action(s)
Bohm Hall	0	0	0	0			
Koepchen Hall	0	0	0	0			
Ressmeyer Hall	0	0	0	0			
Rippe Hall	0	0	0	0			
Romoser Hall	0	0	0	0			
Sieker Hall	0	0	0	0			

Annual Residence Hall Fire Statistics 2018							
Residence Hall	# of Fires	# of Deaths	# of Injuries	Value of Property Damage	Date	Explanation	Corrective Action(s)
Bohm Hall	0	0	0	0			
Koepchen Hall	0	0	0	0			
Ressmeyer Hall	0	0	0	0			
Rippe Hall	0	0	0	0			
Romoser Hall	0	0	0	0			
Sieker Hall	0	0	0	0			

College Residence Halls	Bohm Hall	Sieker Hall	Rippe Hall	Romoser Hall	Koepchen Hall	Ressmeyer Hall
Smoke Alarms in Sleeping Rooms	X	X	X	X	X	X
Fire Alarm Pull Stations in All Hallways	X	X	X	X	X	X
Fire Extinguishers in All Hallways	X	X	X	X	X	X
Evacuation Plans/Placards in Residence Halls	X	X	X	X	X	X
All Common Hallways Sprinkled	X	X			X	X
Fully Sprinkled Building	X				X	X
Fire Alarm and Sprinkler System Remotely Monitored	X	X	X	X	X	X
Number of Evacuation(fire) Drills Each Calendar Year	4	4	4	4	4	4

XXVI. Concordia College Emergency Response and Evacuation Procedures

The Campus Safety Team will make the decision to activate the emergency operations plan. The Campus Safety Team consists of the following staff members:

- Director of Student Experience
- Director of Compliance and Title IX Coordinator
- Associate Director of Campus Life
- Director of Information Technology Services
- Director of Facilities and Campus Services
- Director of Security

Evacuation

Building Evacuation during certain emergency conditions, it may be necessary to evacuate a building. Examples of such occasions include: smoke/fire, gas leak, bomb threat. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation.

Building Evacuation

1. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Safety or building coordinator.
2. When the building evacuation alarm is activated during an emergency leave by the nearest marked exit and alert others to do the same in a calm, orderly manner.
3. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped individuals. DO NOT USE ELEVATORS IN CASES OF FIRE AND/OR EARTHQUAKE. DO NOT PANIC.
4. Once outside, proceed to the designated assembly area for your department or class. Designated areas must be at least 500 feet from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
5. Do not return to an evacuated building unless told to do so by a college official.
6. IMPORTANT: After any evacuation, report to your designated assembly area. For any emergency on the Main Campus, faculty, staff and students should report to the Meyer Athletic Center (MAC). For any emergency on the East Campus, faculty, staff and students should report to the Sommer Center. In the event of a Campus –wide evacuation, faculty, staff and students should report to the Village Lutheran Church (VLC) across the parking lot from Stein Hall. Stay there until an accurate headcount is taken. Designated college personnel will assist in the accounting for all building occupants.

Shelter-in-Place

“Shelter-in-Place” - one of the instructions that may be given in an emergency situation is to “Shelter-in Place”. Which means to remain indoors due to a developing dangerous/hazardous situation outdoors. These guidelines are aimed at keeping building occupants safe while remaining indoors. “Shelter-in-Place” means selecting a small, interior room if possible, with no or few windows, and taking refuge there. It does not mean sealing off the entire building or barricading the room being used for shelter. If told to “Shelter-in-Place”, occupants are to follow the guidelines provided for any type of emergency where guidelines for “Shelter-in-Place” would be appropriate, information will be provided by College authorities through the Emergency Notification System. The important thing for building occupants to do is to follow these guidelines and know what to do if you are advised to “Shelter-in-Place”.

How to “Shelter-in-Place”

1. Stop classes or work, or close business operations.
2. If there are students, faculty, staff, or visitors in the building, provide for their safety by asking them to stay. When college authorities suggest to “Shelter-in Place”, they want everyone to take those steps now, where they are, and not to drive or walk outdoors.
3. Close and lock all windows, exterior doors, and any other openings to the outside.
4. If you are told there is danger of explosion, close the window shades, blinds, or curtains.
5. Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes.
6. It is ideal to have a hard-wired telephone in the room(s) you select. Have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
7. Bring everyone into the room(s). Shut and lock the door(s).
8. Be alert for ENS updates until you are told all is safe or you are told to evacuate. These updates may call for evacuation of specific areas. The following supplies are recommended for workplace storage in the event that you might be confined for several hours:
 - Flashlight
 - Battery-powered radio
 - Food – high-energy foods like granola bars, energy bars, etc.
 - Water, Medications

Active Shooter

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases active shooters use firearms, and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. College campuses are not immune to serious or violent crime. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

Guidance to Faculty, Staff, and Students

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

- If an active shooter is outside your building, you should immediately seek cover in an attempt to conceal and hide from the shooter.
- Proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room.
- One person in the room should call 911 or 914-337-0500, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police give the “all clear.”
- Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

- If an active shooter is in the same building you are, you should immediately seek cover in an attempt to conceal and hide from the shooter.
- Determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.
- If an active shooter enters your office, classroom, or residence, try to remain calm. Call 911 or 914-337-0500 if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place.
- If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted.
- If the shooter leaves the area, proceed immediately to a safer place, and do not touch anything that was in the vicinity of the shooter.
- No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind.
- Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are, and notify authorities of their location as soon as possible.
- Proceed to a safe location, and do not leave campus until advised it is safe to do so by police.

Fire

A fire may include visible flames or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the Fire Department by dialing 911. Know the location of the fire extinguishers, fire exits and alarm system in your area and know how to use them. Training and information is available through the Director of Campus Safety.

IMMEDIATE ACTION

- For the person discovering the fire:
 - Extinguish ONLY if you can do so safely and quickly
 - After the fire is extinguished, call Concordia Security
 - in case of emergency call 911
- If the fire cannot be extinguished:
 - Confine the fire by closing the doors.
 - Pull the nearest fire alarm if there is one.
 - Call the Fire Department 911
 - Contact Concordia Security
 - Alert others o Concordia Security will meet the Fire Department when they arrive

Explosion

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage.

IMMEDIATE ACTION

1. Call 911.
2. Get out of building as quickly and calmly as possible (refer to evacuation procedures)
3. Contact Concordia Security at x 2300
4. If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
5. If there is a fire, stay low to the floor and exit the building as quickly as possible.
6. If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
7. Assist others in exiting the building and move to designated evacuation areas.

Keep streets and walkways clear for emergency vehicles and crews. Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

Utility Failure

1. In the event of a major utility failure during normal working hours (8 a.m. to 5 p.m., Monday through Friday), immediately notify College Services.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify Concordia Security.
3. If an emergency exists, activate the building alarm and also report the emergency by phone to Concordia Security.
4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists. Follow building evacuation procedures as outlined.

Always observe steps 1 and 2 above whenever the following utility emergencies arise emergency alarm which will signal for help.

Serious Gas Leak

Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. Remember, electrical arcing can trigger an explosion. Notify College Services.
Ventilation Problem If smoke odors come from the ventilation system, immediately notify College Services.

Weather Emergencies

Metropolitan New York can be subject to a variety of weather risks including lightning, high winds, hail, flooding, hurricanes, tornadoes, freezing rain and heavy snow. Be aware of the potential for threatening weather and take appropriate precautions. Avoid being caught in open areas when severe weather strikes.

Emergency Weather Closings

In severe weather emergencies, classes may be cancelled by order of the President or his designee. Until a decision "to close" is announced, the College will be considered open. Closing the College is defined as a suspension of classes, examinations and all other activities with the exception of essential services. In the event of a school closing, local radio and television stations will be notified. Members of the College should listen to major broadcast stations for the latest information and/or check the Concordia website.

Tornado

A tornado watch means conditions are right for a tornado. During a tornado watch, staff should be alert to weather conditions. A tornado warning means that a tornado has been sighted. The County of Westchester will initiate a siren, or steady tone, for a period of 3 to 5 minutes. When you hear this siren, take cover immediately, danger is imminent.

Immediate Action

1. Remain calm and avoid panic
2. Go to an area of safety
Areas of Safety: Rooms and corridors in the innermost part of a building
Areas to Avoid: Stay clear of windows, corridors with windows, or large, freestanding expanses. There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.
3. DO NOT use elevators during a tornado warning. Persons with mobility concerns should go to an area of safety at the time of a tornado watch; DO NOT wait for a tornado warning.
4. Close all doors, including main corridors, making sure they latch.
5. Crouch near the floor or under heavy, well-supported objects and cover your head.
6. Be alert for fire. In the event of a fire, the Eastchester Fire Department should be notified.

Bomb Threat

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. (Refer to Bomb Threat Checklist). Please DO NOT attempt to notify or evacuate an entire building. This could consume valuable time that would be better used to gather important information. Call 911 in the case of a written threat, it is vital that no one handles the document. This is evidence. Concordia Security should be called immediately, and they will respond to the location of the document. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions will be provided with that assumption.

IMMEDIATE ACTION

1. Remain calm and immediately pay attention to your telephone display and record the information shown in the display window.
2. The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible (See Attachment)
3. Try not to anger the caller at any time.
4. While engaging the caller, pay particular attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
5. Note any characteristics of the caller's voice (gender, age, accent, etc.).
6. Attempt to obtain information on the location of a device (building, floor, room, etc.).
7. Attempt to obtain information on the time of detonation and type of detonator.
8. Immediately after the caller has ended the call, notify Concordia Security at extension 2300. If practical, do not hang up the phone, but phone Concordia Security from a different telephone. Notify the immediate supervisor within your work area.
9. If the threat was left on your voice mail, do not erase.
10. If you observe a suspicious object or potential bomb on campus, DO NOT HANDLE THE OBJECT! Clear the area and immediately contact Concordia Security. The decision to evacuate a College facility will be made after a thorough evaluation of the information available. If the decision is made to evacuate, instruct occupants to take purses, book bags and personal packages and exit the building. (If left behind, these items could be

mistaken to contain explosives and lengthen the search process). Lock vaults, cash registers and files with records and retain key on person.

ASSIST THOSE PHYSICALLY CHALLENGED IN EXITING THE BUILDING. Remember, elevators are reserved for handicapped use. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.** Once outside, move to a clear area at least 500 feet away from the building to your department's designated meeting area. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. 36 Concordia Security and the police will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their areas for suspicious objects and report the location to Concordia Security. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off. Do not lock doors or close windows. Exit safely and follow evacuation procedures.

Detecting Suspicious Packages/Letters

REMEMBER The item does not have to be delivered by a carrier. Most bombers set up and deliver the bombs themselves. Below is a list of possible indicators of suspicious packages:

1. If delivered by a carrier, inspect for lumps, bulges or protrusions without applying pressure.
2. If delivered by a carrier, balance check if lopsided or heavy sided.
3. Handwritten addresses or labels from companies are improper. Check to see if the company exists and if they sent a package or letter.
4. Packages wrapped in string are automatically suspicious. Modern packaging materials have eliminated the need for twine or string.
5. Excess postage on small packages or letters indicates that the object was not weighed by the Post Office.
6. No postage or non-cancelled postage.
7. Any foreign writing, addresses or postage.
8. Handwritten notes such as: "To Be Opened in the Privacy of", "CONFIDENTIAL", "Your Lucky Day is Here" or "Prize Enclosed."
9. Improper spelling of common names, places or titles.
10. Generic or incorrect titles.
11. Leaks, stains or protruding wires, string, tape etc.
12. Hand delivered or dropped off for a friend packages or letters.
13. No return address or nonsensical return address.
14. Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received. If you have a suspicious letter or package CALL 911