



FIVE TOWNS COLLEGE

ANNUAL SECURITY & FIRE SAFETY REPORT

WITH 2016-2018 CRIME STATISTICS

(PURSUANT TO 34 CFR 668.41(e))

2018-2019 Academic Year Publication

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www.ftc.edu

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1. Introduction

Five Towns College (FTC) strives to provide an academic and work environment that is safe and secure for all its constituents. Five Towns College has one main campus located in the hamlet of Dix Hills in Suffolk County, Long Island, New York, that consists of a main building and four residence halls. It has incorporated local, state, and federal regulations into its range of institutional codes, policies and procedures, and educated and trained College administrators, including faculty, staff and students accordingly. FTC considers campus safety and security the highest priority.

Five Towns College maintains an active Public Safety Office to uphold its Campus Safety operations around the clock on a 24/7 basis. The FTC Public Safety Office is responsible for ensuring that all campus safety and security procedures are followed, including that violators of campus security procedures are identified and addressed, that the issuance of timely warnings and alerts is given, and that crime reporting is coordinated with the appropriate internal departments and external agencies, e.g., the local fire department, police department, EMS, and other medical/healthcare service agencies.

FTC prohibits all crimes on campus, including but not limited to, hate crimes, dating violence, domestic violence, sexual assault, stalking and upholds the provisions of New York State's *Enough is Enough* law and the regulations promulgated under Education Law, Article 129-B and follows the Title IX Education Amendments of 1972. Further, in 2018, FTC adopted NYS Sexual Harassment Prevention Policy and Training requirements. All information regarding policy, procedure and programming, the reporting of on and off campus crimes, and disciplinary actions

and sanctions, are documented in the College's handbooks and website and serve as guidelines for enforcing the accurate and prompt handling of any situation that might jeopardize the safety and security of the College community.

2. The Clery Act and VAWA Requirements

In 1990, the *Crime Awareness and Campus Security Act of 1990*, which amended the *Higher Education Act of 1965 (HEA)* was enacted. The act was also amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the existing statute the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (hereinafter referred to as "The Clery Act") and are in section 485(f) of the *HEA*. It is a federal law that requires institutions of higher learning to disclose information about campus crime and security policies. All private and public post-secondary institutions participating in federal student aid programs must comply annually with the reporting regulations required by this Act.

To comply with the requirements of The Clery Act, Five Towns College:

1. Provides accurate disclosure of current policies and practices for reporting criminal activities, and issuance of emergency and timely warnings regarding possible threats to the security of students, faculty, staff and visitors.
2. Ensures that the FTC Campus Safety/Public Safety Office charged with upholding campus safety maintains campus records of crimes reported by Campus Security Authorities, including a daily crime log. It must also ensure that outside agencies are included in the reporting of statistics in the immediate geographic area.

3. Disseminates to the campus community an Annual Security and Fire Safety Report, including timely warnings of threats of ongoing criminal activities, availability of the Annual Security Report, source of information regarding sex offenders, and the submission of crime statistics to the U. S. Dept. of Education.
4. Complies with the provisions of the U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting, 2016 Edition*, also available online at <http://www.ed.gov/admins/lead/safety/campus.html>.

The *Violence Against Women Reauthorization Act of 2013* (hereinafter referred to as “VAWA”) amended The Clery Act to require institutions to compile and disclose statistics related to incidents of domestic violence, dating violence, sexual assault, and stalking, and to, further, disclose and implement policies and programs to prevent these incidents and to include this in the annual security reports. Certain institutional policies and procedures also address the VAWA, in relevant part, and have been implemented as required under the New York State Education Law, Article 129-B and the regulations promulgated thereunder.

Accordingly, to comply with the VAWA, Five Towns College must:

- Consistently collect, report, and maintain credible documentation to substantiate all incidents that occur. This includes disclosure of statistics of the number of dating violence, domestic violence, sexual assault and stalking incidents. Related statistics are disclosed in this report, and are available in the FTC Campus Safety/Public Safety Office and on the public Department of Education website at <http://ope.ed.gov/security>.

- Implement and include disclosure of programs to prevent dating violence, domestic violence, sexual assault and stalking, including (1) primary prevention and awareness programs for incoming students and employees; and (2) ongoing prevention and awareness campaigns for students and employees. Further, ongoing education and onboarding required under NYS Education Law, Article 129-B occurs regularly on campus. Also, ongoing information, education and training are available at <https://www.ftc.edu/five-towns-college-enough-enough/>.
- Implement and include disclosure of procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred; and, to follow state regulations addressing similar terms, definitions and policies to the extent required by N.Y.S. Education Law, Article 129-B. These are found here: <https://www.ftc.edu/five-towns-college-enough-enough/>.
- Implement and include disclosure of procedures for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault and stalking, including (1) descriptions of each disciplinary proceeding used by the institution, the standard of evidence used during each disciplinary proceeding, possible sanctions imposed following the results of disciplinary proceedings, and the range of protective measures that the institution may offer a victim; (2) provisions to ensure that proceedings will be prompt, fair and impartial; (3) provisions that state that proceedings will be conducted by officials who receive annual training; and (4) ensuring equal opportunities for the accuser and accused to have others present during proceedings, including an advisor of their choice.

- Disseminate clear and concise information regarding reporting procedures, disciplinary proceedings, and written notifications/explanations of students' rights and options.

Detailed information regarding prevention programs, institutional policy, and related disciplinary procedures can be found in the *Five Towns College Catalog*, *Student Handbook*, *Residence Life Handbook* and on the College's website at www.ftc.edu, <http://www.ftc.edu/student-life/public-safety/>, <http://www.ftc.edu/institutional-policies/>, and <http://www.ftc.edu/title-ix/> and <http://www.ftc.edu/five-towns-college-enough-enough/>. The handbooks are posted online where the entire College community has access to this important information and are updated, if required. Hardcopies are generally available in the Admissions and Registrar's Offices for the College constituents, too.

3. Overview of Five Towns College Campus Safety/Public Safety Office/Campus Law Enforcement/Geography

The mission of the FTC Campus Safety/Public Safety Office is to provide a safe and secure environment for all College students, faculty, staff, and visitors. The College has only one main campus and the Public Safety Officers receive training and orientation about the institution's buildings, facilities, geographic boundaries, local, state and federal laws, and other pertinent policies and procedures. Security operations are conducted through FTC Campus Safety/Public Safety Office where arrangements are made for security patrols, parking, special events (e.g. Commencement Exercises, Orientation, Move-In Days for Residence Hall students, the Long Island Media Arts Show and all evening and weekend performances), emergency medical care, fire drills, and events requiring police assistance. The scope of the enforcement authority and jurisdiction of the Public Safety personnel is limited to on-campus in conjunction with the local precinct in instances where

police presence or action is needed.

The FTC Public Safety Officers maintain a front-desk location in the main building where college and other identification is required to enter by the FTC community as well as from visitors. Also, the FTC Public Safety Office maintains an office and desk positioned at the rear of the main building and a security booth location for campus safety purposes in addition to a roving patrol. FTC security personnel are trained to utilize the college's comprehensive camera security system. Also, they administer the on-campus housing identification computer card system for residence hall access.

The College maintains a close, working relationship with the local precincts to ensure that the College's security and safety needs are met, though a formal written contract does not exist with the Suffolk County Police Department. The local precinct has always been very supportive and responsive to the institution's concerns. Statistics requested from these precincts are included in annual reporting surveys.

FTC Campus Safety/Public Safety Office provides safety and security services 24 hours a day, seven days a week. It employs a Director of Public Safety to supervise a staff providing three shifts of service to the campus: 8 a.m. until 4 p.m., 4 p.m. until 12 p.m., and 12 p.m. until 8 a.m. Each shift usually has three or four Public Safety officers on duty, with one officer serving as the Shift Supervisor. In total, the College rotates approximately 25 Public Safety officers in any given week.

Public Safety Officers are required to participate in regular training/education sessions to support and enhance their effectiveness in addressing the needs of the community. In fact, pursuant to the requirements of the NYS Education law, Article 129-B, on-campus education sessions are regularly provided and Public Safety Officers are required to attend. The FTC Public Safety Officers are a visible and respected presence on campus.

4. Reporting Crimes, Other Emergencies/Campus Security Authorities

All infractions of policy must be reported to the FTC Campus Safety/Public Safety Office immediately. In the event of a threatening situation, students, faculty, staff and visitors are advised to call 911 (or extension 2911 if calling from within the College), and/or FTC Campus Safety/Public Safety Office at 631-656-2196 or 631-707- 2748. FTC Campus Safety/Public Safety Office will investigate any suspicious activity, such as persons loitering around vehicles, the main building, or Residence Halls, and will notify the appropriate external agencies for support, as required.

It is advisable to include in any incident report as much information as possible, i.e., names, locations, times, and descriptions. Anonymous reports will also be carefully investigated, so there should be no hesitation in reporting. Accurate and prompt reporting of all crimes to the Public Safety Office is encouraged and/or to the appropriate police precinct even when the victim of a crime elects to, or is unable to, make such a report; the policy is consistent with New York law as referred to herein. Any suggestions of patterns of crime will be used to inform the campus community of potential, imminent dangers. Victims or witnesses to any crimes potentially violating either N.Y.S. Education Law, Article 129-B or the provisions of Title IX of the Education Amendments of 1972 are encouraged to report the situations immediately to FTC Campus Safety/Public Safety Office and/or receive guidance from the FTC Counseling Center so that timely warnings or alerts, as warranted, may be issued but also so that the individuals involved can consider their options of confidential and private counseling. Professional counselors, at their discretion, are advised to inform verbally those they counsel of procedures for reporting crimes voluntarily and confidentially for inclusion in the institution's annual security report and Web-

based report to the Department. This aligns with NYS procedures under Article 129-B referred to herein.

Further, and importantly, individuals need to be instructed where to go to for evidence preservation should a decision be made to pursue investigation and procedures under either Article 129-B or Title IX. Reports to the College Counselor will not be used in reporting crime statistics; however, the Counselor will advise the person reporting the crime of the need to report to the FTC Campus Safety/Public Safety Office or one of the Campus Security Authorities and of the options available through the FTC Title IX Coordinator, designee or Deputy Title IX Team members and policies and procedures under NYS Education law, Article 129-B.

Importantly, in 2018, Five Towns College entered into a Memorandum of Understanding with the Family Violence and Rape Crisis Center a/k/a Victims Information Bureau of Suffolk (VIBS) located in Central Islip, NY for advocacy, counseling, education, including the Suffolk County Sexual Assault Nurse Examiner (SANE) Program and free and confidential services for sexual assault victims.

The law provides that the reporting individual must know the options and should make his/her own decision about pursuing the investigation. Thus, the decision is ultimately up to the reporting person. The College Counselor maintains a log of all office visits and ancillary issues, without identifying the persons involved. This log assists in maintaining a safe and secure campus.

Five Towns College is a relatively small community and has the advantage of often recognizing a potential threat before it becomes harmful or dangerous. All members of the community, whether they are staff, faculty, or students are encouraged to practice bystander intervention as explained under Article 129-B and/or

Title IX. FTC adheres to the student amnesty policy provided under NYS Education law, Article 129-B. This is fully stated in the *FTC Student Handbook* and on the College's website as noted above.

When someone is in a potentially threatening, dangerous, or harmful situation, it is expected that anyone in the vicinity will intervene in an expeditious and appropriate manner, either verbally or actively, specifically by alerting FTC Campus Safety/Public Safety Officers, Campus Security Authorities, Deputy Title IX Team members or other College administrators who can assist.

These designated parties are informed of any possible criminal activity or threatening situation and include the following College personnel, who are also Campus Security Authorities:

Director of Public Safety: (631) 656-2196

Provost: (631) 656-2134

Dean of Students: (631) 656-2102

Assoc. Dean of Students/Dir. of Residence Life: (631) 656-2126

Title IX Coordinator: (631) 656-2189

Director of HEOP: (631) 656-2127

FTC Campus Safety/Public Safety Office together with the Dean of Students Office, Residence Life and Compliance Office prepare the annual report of campus crime statistics that is distributed to the College's community and to the United States Department of Education (Attachment 1). Information is gathered from Incident Reports, the Title IX Coordinator, the local police precinct, and disciplinary referrals from the Dean of Students and the Associate Dean of Students/Director of Residence Life. The institution has policies or procedures consistent with NY law that allow voluntary, confidential crime reporting via the Counseling Center.

The crime statistics for Five Towns College that cover a range of offenses, hate crimes, VAWA offenses, arrests and referrals for disciplinary action, indicate that overall the College and its surrounding community has been, and remains, a safe and secure environment.

5. Crime Alerts and Emergency Notifications/Emergency Response & Evacuation Procedures/Timely Warnings

Timely warning notices or alerts are issued when there is a concern for a serious threat or a pattern of potentially criminal behavior that might adversely affect the College community. Warnings or alerts may be issued by any of the following College's offices: Public Safety, Provost, Dean of Students, Residence Life, and Information Technology. Such warnings or alerts may also be issued for the following offenses, although not limited to these offenses: homicide, sex offenses, robbery, assault, motor vehicle theft, arson, and hate crimes. Warnings or alerts are issued to the College community via: (a) the Blackboard Connect Emergency Notification System; (b) the College's email system; (c) an emergency notification on the College's website, www.ftc.edu; (d) the College's phone system; and (e) if time permits, posters and flyers displayed on campus. In 2018, the College implemented the RAVE Panic Button App, a technological communication system that expedites calls to 9-1-1 and sends emergency notification to key strategic personnel across the campus.

Emergency notifications are issued in compliance with the federal and state regulations requiring that any ongoing threats to the health or safety of students, faculty, staff or visitors be identified. In addition to the previously indicated notifications, warnings and alerts also include, but are not limited to: armed intruders, bomb threats, communicable disease outbreaks, severe weather, terrorists, natural disaster, hazardous materials, and fires. The Blackboard Connect Emergency Notification System in

conjunction with the use of the RAVE Panic Button App will be the primary method of notification after the danger has been verified and corroborated by law enforcement officers. The content of the notice will include the location of the emergency, a description of the event, the time of the event, and safety instructions to follow.

Emergency response procedures are explained at the College's new and returning student Orientations, student leader training, student athlete training, Professional Development Days, included in the College's Catalog and handbooks, and posted online at <http://www.ftc.edu/student-life/public-safety>. At various times during the academic year, there are workshops and seminars to review the necessary procedures and ensure that the College community is aware of safety precautions, evacuation procedures and related cautionary policies.

6. Safety Awareness, Crime Prevention, Education, Campus Facilities and Housing Security

Five Towns College offers regular programs, education and training to promote security awareness and crime prevention. Professionals from law enforcement agencies and related fields conduct these important programs. Recently, on several occasions, each semester during the academic year, and pursuant to N.Y.S. Education Law, Article 129-B, a NYS Trooper and Senior Investigator from the Sexual Assault Unit in Brentwood, NY visited the College's campus to provide education and training for the Title IX Coordinator and Title IX Team, new student orientation, student leaders, and entire student body, including for students in the new athletic programs. Further, education and training under these regulations was conducted for several sessions prior to the start of the semester for all students, and for professional development for faculty and staff, including public safety officers. In addition, and consistent with state and federal

guidelines, other onboarding and information about prevention, education and training related to sexual assault and the requirements under NYS Education law, Article 129-B is regularly scheduled. Pursuant to the Memorandum of Understanding with Family Violence and Rape Crisis Center a/k/a Victims Information Bureau of Suffolk (VIBS) located in Central Islip, NY, members of the Five Towns College community are able to receive ongoing education and advocacy, counseling, and other services, including the Suffolk County Sexual Assault Nurse Examiner (SANE) Program as well as free and confidential services for sexual assault victims.

Workshops are conducted on crime prevention. Law enforcement representatives, health professionals and other designated specialists in this field discuss sexual assault, self-defense, drugs and alcohol prevention and risk reduction. The College Counselor offers a myriad of programs on these topics as does Student Activities and the Residence Hall Association. Training is constantly taking place to help staff and students have raised awareness and to be engaged on campus and vigilant to their surroundings and happenings on campus. Safety and health awareness, advocacy, academic success and educating the student population, generally, are provided as well. The FTC Public Safety Officers receive annual training and the College has a Campus Safety Committee comprised of Public Safety Officers, staff, faculty, and student representatives, as required. In addition, FTC Campus/Public Safety officers and interested employees participate in Red Cross training certifications that cover CPR, use of defibrillators, and emergency medical procedures. The College does not have any officially recognized student organizations with non-campus locations. Further, in addition to the College's comprehensive campus-wide camera security system both Public Safety Officers and Maintenance Supervisors assist in the administration of the on-campus housing identification computer card system for residence hall access. Both offices are charged

with regularly checking exterior and interior campus lighting and the proper functioning and operation of campus surveillance equipment and technology.

7. Missing Student Policy

Five Towns College, in compliance with the Higher Education Act (Public Law 110-315) that was enacted on August 14, 2008, has established the following policy regarding students who are deemed missing or absent from the College for a period of more than 24 hours without any known reason or what might be considered by the College community as contrary to a person's usual pattern of behavior. All students submitting housing applications are required to provide confidential contact information should the student be officially reported as missing. This contact information is in effect until changed or revoked by the student.

The following process is followed in the case of students considered "missing":

1. The Dean of Students and/or Associate Dean of Students/Director of Residential Life should be notified by students, employees or other individuals if a student has been missing for 24 hours. They will immediately notify FTC Campus Safety/Public Safety Office and the Provost's office of any missing student report. Every report must be forwarded to the appropriate entity regardless of how long the student is believed to have been missing.
2. FTC Campus Safety/Public Safety Office will gather information about the missing student from acquaintances, faculty and staff, including descriptions of clothing, schedules, physical and mental well-being, vehicle, and possible locations.

The Dean of Students and/or Associate Dean of Students/Director of Residential Life will notify the Provost that the contact/parent/guardian will be notified that the student is believed to be missing, and the College will report this to local law enforcement agencies. Each student has the option to identify a contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing, if the student has been determined missing by the institutional police or campus security department, or the local law enforcement agency. (To protect confidentiality, general emergency contact information and missing student contact information is kept separate, even if the student has registered the same person for both purposes. Students are advised that their contact information will be registered confidentially, that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.)

If the student is under 18 years of age and not emancipated, the custodial parent or guardian will be immediately notified within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

If the student is over 18 years of age and a confidential contact is not on file, local law enforcement agencies will be notified.

The institution will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing. Further, though, once a determination has been made that a student living in on-campus student housing is missing, the institution will notify local law enforcement of the situation within 24 hours.

In the event there is a need to implement faster procedures, then the College reserves the right to do so in fewer than 24 hours.

Further, though, in addition to any other steps taken, FTC will follow these procedures:

1. If the student has designated a contact person, notifying that contact person within 24 hours that the student is missing.
2. If the student is under 18 years of age and is not emancipated, notifying the student's custodial parent or guardian and any other designated contact person within 24 hours that the student is missing.
3. Regardless of whether the student has identified a contact person, is above the age of 18 or is an emancipated minor, informing the local law enforcement agency that has jurisdiction in the area within 24 hours that the student is missing.

The FTC Missing Student policy is located at http://www.ftc.edu/forms/PublicSafety_MissingStudentPolicy.pdf.

8. Sexual Assault Policy

Sexual assault is against the law. Five Towns College has adopted and implemented provisions, codes, policies, and procedures consistent with N.Y. S. Education Law, Article 129-B and is actively engaged in providing ongoing education and training to the College community to maximize prevention. The College's Catalog, Handbooks and Code of Conduct expressly prohibit sexual assault, harassment, violence and related misconduct and will follow these policies and procedures to ensure compliance. These codes, policies and procedures are also posted online at <http://www.ftc.edu/institutional-policies/> and <http://www.ftc.edu/title-ix/> and <http://www.ftc.edu/five-towns-college-enough-enough/>. FTC Campus Safety/Public Safety Office and other administrators carefully investigate all reports of

potential violations of this policy and appropriate disciplinary, criminal, or legal action is subsequently taken.

The College, in following the dictates of NYS Education law, Article 129-B, offers regularly scheduled ongoing education and onboarding which includes training seminars for students, faculty and staff that inform and educate individuals about the importance of understanding and following institutional codes, policies and federal and state legal mandates. This is accomplished at times with the assistance of the Family Violence and Rape Crisis Center/Victims Information Bureau of Suffolk (VIBS).

In addition to the stated procedural requirements of both NYS Education Law 129-B and Title IX of the Education Amendments of 1972, the College advises students, faculty and staff to follow these procedures in the event of a sexual assault or offense:

1. Get to a safe place and contact FTC Campus Safety/Public Safety Office immediately or call 911 (or 2911 if dialing from within the College) or another 24/7 Resource: Where to Get Help included in the *Five Towns College Student Handbook* and online, including the Family Violence and Rape Crisis Center a/k/a Victims Information Bureau of Suffolk (VIBS).
2. Do not to wash or bathe in order to preserve physical evidence. The hospital will preserve the evidence, and counselors at the hospital will assist you and provide support in a confidential setting. These services are provided free of charge by the SANE provider through VIBS and pursuant to the Memorandum of Understanding with the College. The Public Safety Office will help arrange for transportation if needed.
3. The victim will be advised of the availability of additional counseling options. The mandates of N.Y.S. Education law, Article 129-B and provisions of Title IX of the Education Amendments of 1972 expressly require that it be communicated that reporting

individuals know that certain counseling options assure confidentiality under state and federal law by healthcare providers. Other options for reporting individuals assure privacy as much as is practicable under the circumstances. This means, in part, that reporting individuals will not be asked to repeatedly explain what happened to numerous offices/individuals and that information related to the report will only be shared with those essential to the investigation. Further, and importantly, reporting individuals possess the option to pursue any of the stated choices by which to pursue or not pursue further investigation and procedures under state or federal law. The decision rests with the reporting individual. This is posted online at <http://www.ftc.edu/institutional-policies/>.

4. The Dean of Students and/or the Associate Dean of Students/Director of Residence Life will determine the reasonable changes to housing that must be made to ensure the victim's comfort and safety are not a concern, if relevant.

5. If the facts warrant, and the reporting individual has filed a complaint that has initiated the College's disciplinary process, notice will be given, a Disciplinary Committee hearing will be scheduled, and the formal procedures to review the complaint, consider evidence, and impose sanctions, which may include warning, probation, suspension or expulsion will be followed. This will transpire whether other criminal charges and/or implications through local police are instituted.

The institution 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 proceeding conducted by such institution 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 of such victim shall be treated as the alleged victim for purposes of this paragraph.

Further, prevention is always the key to safety. Members of the College community must follow all common sense rules of self-protection:

1. Never put one's safety in jeopardy by leaving a party or event with a stranger.
2. Avoid dark, isolated areas, especially, in the late evening or early morning hours.
3. Always let someone know where you are going and where you will be.
4. If working in a room alone, inform the FTC Campus Safety/Public Safety Office and have an officer check on you regularly.
5. Communicate clearly and assertively when the limits of a dating relationship have exceeded one's comfort zone.
6. Whenever possible, travel with trusted friends or in a group rather than alone.
7. Your best defense against date and acquaintance rape is to make personal safety your top priority.

9. Sexual Harassment Policy

Five Towns College is committed to engendering a positive learning, working, and living environment. To this end, the College has posted on its website the required notice of nondiscrimination policy under Title IX of the Education Amendments of 1972. See <http://www.ftc.edu/title-ix/>. Further, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975 and other federal, state and local laws, and in accordance with institutional values, Five Towns College does not

discriminate on the basis of race, color, religion, creed, national or ethnic origin, sexual orientation, age or disability in the administration of any of its educational programs and activities or in its employment practices. Also, Five Towns College does not discriminate on the basis of alienage or citizenship status, gender (including gender identity), marital partnership status, military status, predisposing genetic characteristics or domestic violence victim status in its employment practices.

In 2018, NYS required employers to have Sexual Harassment Prevention Policies under Section 201-g of the Labor Law. FTC has implemented such a policy and has a complaint form. This can be found under Quick Links (website footer), in the institutional policies webpage located here: <https://www.ftc.edu/institutional-policies/> and is also available in the Business Office.

Further, in accordance with Title IX of the Education Amendments of 1972, Five Towns College does not discriminate on the basis of sex in its educational programs, activities or employment practices. As a result, there is no tolerance for any type of harassment, be it sexual, age, disability, racial, religious, etc. Any person in violation of this policy is subject to disciplinary sanctions that may include termination of employment or expulsion from the College.

A list of sex offender registries is available through the Office of Campus Safety and through the New York State Department of Criminal Justice Services at <http://criminaljusticenys.gov/nsor/sor>. Registry information provided shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and minors in particular. Unlawful use of the information for purposes of intimidating or harassing another individual will not be tolerated and willful violation of this policy may result in not only disciplinary proceedings but also possible criminal prosecution.

10. Drug and Alcohol Policy

Five Towns College complies with all local, state and federal regulations regarding alcohol and drug use. The College specifically states and subscribes to a zero tolerance policy for the sale, possession, and use of illegal drugs and alcoholic beverages on any College property, including the Residence Halls. Information regarding the health risks of drug and alcohol use is available in the College Counselor's Office, the Residence Life Office, the Dean of Student's Office, and the Library. Contact information for drug or alcohol counseling, treatment or rehabilitation programs is available through the same offices. Five Towns College is a member of the Long Island Consortium on Alcohol and Substance Abuse (LICASA) where meetings provide additional, updated training, resources, and referrals for information are offered. Rehabilitation units, Narcotics Anonymous, Alcoholics Anonymous and peer mentoring are standard support mechanisms available by referral from College officials.

In compliance with the *Federal Drug Free Workplace Act*, Five Towns College is committed to addressing the problems of alcohol and other substance abuse on campus. The College adheres to its alcohol policy and does not sponsor activities on or off campus where alcohol is served. Violation of the College alcohol policy will not be tolerated. Further, in compliance with *The Drug- Free Schools and Communities Act* and the U.S. Department of Education's supporting regulations, Five Towns College adopts and implements programs "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities" (EDGAR Part 86 Subpart A 86.3).

Applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol may be found at Title 21 US Code 801 et. seq.; New York State Penal Law 220- 221; and New York State Public Health Law § 3306.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at [www. dea.gov/agency/penalties.htm](http://www.dea.gov/agency/penalties.htm).

In compliance with the federal statute, a description of the health risks associated with the abuse of alcohol or use of illicit drugs includes this excerpt from *What Works: Schools Without Drugs*:

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. (U. S. Department of Education, 1992; retrieved from <http://www.higheredcompliance.org/resources/resources//>

dfscr-hec-2006-manual.pdf)

A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students is available at the FTC Counseling Center. Further, online resources can be found at the National Institute on Drug Abuse: <http://www.nida.nih.gov/>

N.Y. Penal Law, Article 220, Controlled Substances, carries severe penalties for drug violators who sell or use controlled substances ranging from one year in prison to life. For the full text, see <http://ypdcrime.com/penal.law/article220.htm#p220.00>.

No special privileged status is granted to students, and it is expected that all students will abide by the law or be subject to its penalties. Counseling and referral programs will be available for those students or persons who need this type of assistance. Also, see information about the NYS Alcoholic Beverage Control law at http://www.ftc.edu/forms/ftc_student_handbook_2016.pdf.

The College will follow stated procedures and impose disciplinary sanctions on students, faculty, staff, or visitors who violate its drug and alcohol policies. These sanctions may include suspension, expulsion, termination of employment, referral for rehabilitation, or prosecution.

Further, and consistent with N.Y.S. Education Law, Article 129-B, the College has adopted a Bystander Amnesty Policy so that individuals may assist urgent situations without fear of violating institutional codes, local, state or federal law.

The FTC Biennial Report is posted at http://www.ftc.edu/forms/PublicSafety_DrugFreeSchoolsAndCampuses_Fall2013.pdf and should be consulted.

11. Campus Closings

Campus delays or closings are communicated via the College's website, the Blackboard Connect Emergency Notification System, email, text, and local radio and television stations. Weather conditions with accompanying hazardous driving may cause the College to close the main campus and facilities in extreme situations. The Residence Halls have clearly defined processes communicated at orientations and in meetings to ensure that students on campus have little or no interruption of essential services, i.e. food, maintenance, safety and security, and students are referred to the *Residence Life Handbook*. The Emergency Management Plan for the College delineates the lines of responsibility for food services, campus safety, and maintenance for all students residing on campus.

12. Annual Fire Safety Report Pursuant to 34 CFR 668.49

Pursuant to 34 CFR 668.49 et seq., FTC maintains a Fire Safety Log, Fire Safety Statistics, and submits this **Annual Fire Safety Report 2018-19** together with the FTC Annual Security Report for the academic year 2018-19, it being incorporated herein.

All fires must be reported immediately to 911 (or 2911 if calling from within the College) or the FTC Campus Safety/Public Safety Office. FTC Maintenance Office and FTC Campus Safety/Public Safety Office maintains a Fire Safety Log for this purpose and oversees supervision related to this **Annual Fire Safety Report**.

FTC's Annual Fire Safety Report addresses: (1) the description of each on-campus student housing facility fire safety system for detection, warning or control; (2) the number of fire drills held for each on-campus student housing facility; (3) procedures or rules on portable electrical appliances, smoking and open flames in student housing facilities; (4) student housing evacuation; (5) policies

regarding fire safety; (6) titles/positions of FTC personnel who receive reports of fire; (7) plans for future improvement for fire safety; and (8) fire statistics. These items are discussed below:

(1) At FTC, each on-campus student housing facility fire safety system is comprised as described in the Kerry Rose Fire Sprinkler Notification Policy required under N. Y. State law and found at http://www.ftc.edu/forms/PublicSafety_SprinklerNotification.pdf.

A “fire safety system” is defined as any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

For the purposes of fire safety reporting, a “fire” is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. This definition contains two descriptions of fire. The first is “any instance of open flame or other burning in a place not intended to contain the burning.” Some examples are trash-can fire, oven or microwave fire, burning oven mitt on a stove, grease fire on a stovetop, flame coming from electric extension cord, burning wall hanging or poster, fire in an overheated bathroom vent fan, or couch that is burning without any flame evident. The second type of fire is “any instance of open flame or other burning in an uncontrolled manner.” Some examples are chimney fire, gas stove fire, fuel burner or boiler fire.

When a fire alarm sounds, all occupants of on-campus student housing facilities, residence halls, classrooms and offices must immediately evacuate the buildings to designated safety areas located some 50 feet from the buildings. No one is permitted to

return to the buildings until FTC Campus Safety/Public Safety fire wardens give clearance to do so.

(2) And (5) Fire drills are scheduled by law periodically during the semester in the main building and in the on-campus student housing facilities or Residence Halls. They are held during the academic year in which all faculty, students, staff, and visitors must participate. In the spring of 2016, two fire drills were conducted, including one in the Main building and one in the Residence Halls. In the fall of 2016, four fire drills were conducted, including two in the Main building and two in the Residence Halls. In the spring of 2017, two fire drills were conducted, including one in the Main building and one in the Residence Halls. In the fall of 2017, two fire drills were conducted in the Main building and two were conducted in the Residence halls. In the spring of 2018, one fire drill was conducted in the Main building and two were conducted in the Residence Halls. The most recent fire drill was conducted on Sept. 19, 2018 in the Main building.

(3) And (4) The *FTC Residence Life Handbook* contains the institution's fire safety procedures and rules and is distributed to all students residing on campus during orientation and move-in day each semester. It is also posted on the College's website at: https://www.ftc.edu/wp-content/uploads/2014/09/FTC_2018-2019_RESIDENCE_LIFE_HANDBOOK.pdf. It also contains the College's policies related to portable electrical appliances, smoking and open flames in student housing. Further, student housing facility evacuation is provided to all residence students and fire drills are conducted several times during the academic year. Residence students are notified of evacuation routes and related fire safety information and policies are posted at: http://www.ftc.edu/forms/PublicSafety_SprinklerNotification.pdf, http://www.ftc.edu/forms/PublicSafety_FireExtinguisherLocations.pdf,

http://www.ftc.edu/forms/PublicSafety_EmergencyManagementPlan.pdf,
http://www.ftc.edu/forms/PublicSafety_FirstAidLocations.pdf,
http://www.ftc.edu/forms/PublicSafety_EvacuationRoutes.pdf.

The student housing facilities evacuation procedures are also included on <http://www.ftc.edu/student-life/residence-life/>.

Further, the *FTC Student Handbook* has the Code of Conduct for all students and employees and includes appropriate conduct and other relevant fire safety policies.

Residence Hall health and safety inspections are conducted regularly during the academic year. The goal of these inspections is to identify and eliminate safety violations, which are clearly delineated in the *FTC Residence Life Handbook*. The inspections include, but are not limited to, a visual examination of non-surge protected electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety items. Each room is examined for the presence of prohibited items, such as candles, halogen lamps, portable cooking appliances, and cleanliness.

Prohibited items will immediately be confiscated and the owner(s) subject to disciplinary hearings. Smoking is prohibited in every building on campus.

Fire safety programs for all students living on-campus are a significant part of the orientation program at the onset of every semester. These programs are designed to familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in the event of a fire, and distribute information regarding fire safety policies. Evacuation routes are clearly defined, and fire alarm stations are easily identified. Disabled students are always housed on the first floors of the Residence Halls, and a "buddy system" is implemented in the event of an emergency.

(6) Titles/positions of FTC personnel who receive reports of fire related to the on-campus student housing facilities include the Associate Dean of Students/Director of Residence Life, Housing Coordinator, Associate Director of Residence Life/Student Activities Director, Assistant Director of Residence Life/Student Affairs Support Counselor, Dean of Students, Director of Public Safety, Head of Maintenance, V. P. Finance and Administration, V. P. Compliance, Provost and College President.

(7) Plans for future improvement for fire safety at FTC include, but are not limited to, incorporating online education and training about fire safety into videos on the College's website for students to view. Designating certain student leaders to also be fire safety marshals has been discussed as a way to improve awareness. Also, workshops and seminars about ways to be cognizant of potential fire hazards will be scheduled and other ideas from the Residence Hall Association and its members will be explored and student surveys may be disseminated to encourage suggestions.

(8) FTC Fire Statistics are included herein and attached as Attachment 2. The FTC reports no fires during this reporting period.

Finally, for all FTC constituents, it is important to remember that:

1. When a fire alarm sounds, proceed immediately to the defined evacuation area.
2. If you cannot leave the room, open the windows, seal the doors, and hang something outside the window to signal attention. Shout for help.
3. If there is smoke in the area, remain close to the floor until help arrives.

13. Conclusion

Five Towns College is committed to providing a safe and secure living and learning environment, 24 hours per day, seven days a week, so that students, faculty, staff, and visitors may thrive professionally and academically. FTC Campus Safety/Public Safety Office, with its three shifts of patrolling officers, provides a significant presence on campus so that the grounds and facilities remain safe and secure. Also, investments in technology and security equipment contribute to this. Further, as noted above, the fire safety systems in the on-campus student housing facilities operate to detect, warn and/or control fires, and there have been no reported fires during this reporting period.

The presence of FTC Campus Safety/Public Safety Officers makes the College community aware of the measures that have been taken to guarantee that all constituents have an optimal living, working, and learning experience. Regular training, onboarding and ongoing education, informative programs, educational workshops, relationships with local fire and police departments as well as a Memorandum of Understanding with the Family Violence and Rape Crisis Center/Victims Information Bureau of Suffolk (VIBS) demonstrate how Five Towns College is dedicated to having a safe and secure environment for academic pursuits.

14. Attachment 1: Campus Crime Statistics

I. Criminal Offenses

Criminal Offenses Reporting Table Academic Year 2015-16

Offense	Year	On-campus Property	On-campus Student Housing Facilities	Non-campus Property	Public Property
Murder/Non-Negligent Manslaughter		0	0	0	0
Negligent Manslaughter		0	0	0	0
Sex offenses-forcible		0	2	0	0
Rape		0	0	0	0
Fondling		0	0	0	0
Sex offenses-Non-forcible		0	0	0	0
Incest		0	0	0	0
Statutory Rape		0	0	0	0
Robbery		0	0	0	0
Aggravated Assault		0	0	0	0
Burglary		0	0	0	0
Motor Vehicle Theft		0	0	0	0
Arson		0	0	0	0

Criminal Offenses Reporting Table Academic Year 2016-17

Offense	Year	On-campus Property	On-campus Student Housing Facilities	Non-campus Property	Public Property
Murder/Non-Negligent Manslaughter		0	0	0	0
Negligent Manslaughter		0	0	0	0
Sex offenses-forcible		0	0	0	0
Rape		0	0	0	0
Fondling		0	0	0	0
Sex offenses-Non-forcible		0	0	0	0
Incest		0	0	0	0
Statutory Rape		0	0	0	0
Robbery		1	0	0	0
Aggravated Assault		0	0	0	0
Burglary		0	0	0	0
Motor Vehicle Theft		0	0	0	0
Arson		0	0	0	0

Criminal Offenses Reporting Table Academic Year 2017-18

Offense	Year	On-campus Property	On-campus Student Housing Facilities	Non-campus Property	Public Property
Murder/Non-Negligent Manslaughter		0	0	0	0
Negligent Manslaughter		0	0	0	0
Sex offenses-forcible		0	0	0	0
Rape		0	0	0	0
Fondling		0	0	0	0
Sex offenses-Non-forcible		0	0	0	0
Incest		0	0	0	0
Statutory Rape		0	0	0	0
Robbery		0	0	0	0
Aggravated Assault	2017	1	0	0	0
Burglary		0	0	0	0
Motor Vehicle Theft		0	0	0	0
Arson		0	0	0	0

II. Hate Crimes

Hate Crime Reporting Table

- There are three (3) reported Hate Crimes for the academic year 2015-16, zero (0) for 2016-17 and zero for 2017-18.

III. VAWA Offenses

VAWA Offenses Reporting Table Academic Year 2015-16

Offense	Year	On-Campus Property	On-campus student Housing Facility	Non-campus Property	Public Property
Domestic Violence		0	0	0	0
Dating Violence		2	2	0	0
Stalking		3	3	0	0

VAWA Offenses Reporting Table Academic Year 2016-17

Offense	Year	On-Campus Property	On-campus student Housing Facility	Non-campus Property	Public Property
Domestic Violence		0	0	0	0
Dating Violence		2	1	0	0
Stalking		2	0	0	0

VAWA Offenses Reporting Table Academic Year 2017-18

Offense	Year	On-Campus Property	On-campus student Housing Facility	Non-campus Property	Public Property
Domestic Violence		0	0	0	0
Dating Violence	2017	2	1	0	0
Stalking		0	0	0	0

IV. Arrests and Disciplinary Referrals

Arrests and Disciplinary Referrals Reporting Table Academic Year 2015-16

Offense	Year	On-campus Property	On-campus Student Housing Facility	Non-campus Property	Public Property
Arrests: Weapons, Carrying, Possession, etc.		0	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possession, etc.		1	0	0	0
Arrests: Drug Abuse Violation		2	0	0	0
Disciplinary Referrals: Drug Abuse Violation		1	0	0	0
Arrests: Liquor Law Violation		0	0	0	0
Disciplinary Referrals: Liquor Law Violation		1	0	0	0

Arrests and Disciplinary Referrals Reporting Table Academic Year 2016-17

Offense	Year	On-campus Property	On-campus Student Housing Facility	Non-campus Property	Public Property
Arrests: Weapons, Carrying, Possession, etc.		0	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possession, etc.		0	0	0	0
Arrests: Drug Abuse Violation		0	0	0	0
Disciplinary Referrals: Drug Abuse Violation		0	0	0	0
Arrests: Liquor Law Violation		0	0	0	0
Disciplinary Referrals: Liquor Law Violation		0	0	0	0

Arrests and Disciplinary Referrals Reporting Table Academic Year 2017-18

Offense	Year	On-campus Property	On-campus Student Housing Facility	Non-campus Property	Public Property
Arrests: Weapons, Carrying, Possession, etc.		0	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possession, etc.		0	0	0	0
Arrests: Drug Abuse Violation	2017	1	1	0	0
Disciplinary Referrals: Drug Abuse Violation	2017	2	2	0	0
Arrests: Liquor Law Violation		0	0	0	0
Disciplinary Referrals: Liquor Law Violation	2017	1	1	0	0

Statistics for Unfounded Crimes Reporting Table

- There were no (zero) unfounded crimes in 2015, 2016 and 2017-18.

15. Attachment 2: Annual FTC Fire Statistics

Statistics and Related Information Regarding Fires In Residential Facilities for 2015 & 2016

Residential Facilities	Total Fires In each Bldg.	Fire Number	Cause of Fire	# Of injuries that required Treatment at a medical facility	# Of Deaths Related to Fire	Value of Property Damage Caused by Fire
Building 1	0	0	0	0	0	0
Building 2	0	0	0	0	0	0
Building 3	0	0	0	0	0	0
Building 4	0	0	0	0	0	0
Total	0	0	0	0	0	0

Statistics and Related Information Regarding Fires In Residential Facilities for 2017-18

Residential Facilities	Total Fires In each Bldg.	Fire Number	Cause of Fire	# Of injuries that required Treatment at a medical facility	# Of Deaths Related to Fire	Value of Property Damage Caused by Fire
Building 1	0	0	0	0	0	0
Building 2	0	0	0	0	0	0
Building 3	0	0	0	0	0	0
Building 4	0	0	0	0	0	0
Total	0	0	0	0	0	0

