

# Annual Security and Fire Safety Report

BARNARD  
COLLEGE  
2020

This report is a part of the College's efforts to provide you with information on security procedures, services, and resources available on our campus, and especially to remind you of the need to cooperate in crime prevention. This document was prepared for publication by September 30, 2021. Additional detailed information regarding campus safety and security is available in the Barnard Residence Hall Handbook, on the Barnard website, and in the various College offices and departments related to the content within this report.

Barnard College sends an e-mail to every enrolled student and current employee on an annual basis to notify them that the report is available to be viewed. The e-mail includes a note about the contents of this report and the web address where the Annual Security and Fire Safety Report can be found. Current reports are available online at

<https://barnard.edu/cares/security-fire-safety-report>

You may request to have a physical copy mailed to you by calling **212-854-3362**. A printed copy of the report can also be obtained upon request from Barnard Community Safety office in Room 104, Barnard Hall.

## A Message from Barnard College Community Safety

Barnard College is committed to providing a safe and secure environment conducive to education. The CARES department promotes safety for the Barnard community across all elements - physical, fire & life, structural, interpersonal, and psychosocial safety. CARES has primary responsibility for campus safety, including security, crime prevention, and fire safety on campus and offers community awareness information to encourage partnership in cultivating community safety. CARES represents a conceptual and organizational evolution at Barnard, an innovative partnership that coordinates all elements of safety for the Barnard campus community, supporting well-being for all. Located in Morningside Heights in Manhattan, we are a community within our neighboring communities: Columbia University and New York City.

To that end we present here the 2020 Annual Security and Fire Safety Report. The report is prepared by CARES staff, who are responsible for ensuring the safety and security of the campus, in collaboration with colleagues from offices of the Campus Life and Student Engagement division and Office of General Counsel.

This report will provide you with information regarding safety and security and statistics for calendar year 2020 in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act. Details of policies and procedures of Barnard College and Barnard Community Accountability, Response, and Emergency Services (CARES) related to reporting crime, campus crime prevention and crime awareness programs, victim's assistance and services, fire safety and emergency procedures required are also included. It should be noted that the COVID-19 pandemic beginning in early 2020 resulted in significantly reduced operations for much of the calendar year. This results in reduced activity and related Clery reportable information that will be outlined in this report and appear inconsistent with prior years. Residential and campus density was reduced to primarily essential staff between April and July of 2020, with a slow reintroduction to campus in fall without return of residential occupancy for the remainder of 2020.

In 2021, we continue to evolve our campus approach to safety across all elements and enhance available resources with the Community Accountability, Response and Emergency Services (CARES) department, which includes four units: Response Team, Preparedness, Community Safety, and Nondiscrimination & Title IX. Barnard College Community Safety provides supportive security to our campus community.

We encourage you to read this report and consider how the information provided can help you, on and off campus. Context is important, we have been doing this important work during a pandemic, and a time in which national and local dialogue is, appropriately, attentive to inclusion

and structural inequities. For more information, to provide feedback or questions regarding this report, please visit <https://barnard.edu/cares> or contact the CARES Department via email at [CARESTeam@barnard.edu](mailto:CARESTeam@barnard.edu), by phone at **212-854-3362**.

Sincerely,

Amy Zavadil, Ph.D.  
Associate Vice President for CARES  
Community Accountability, Response, and Emergency Services

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## SECTION ONE

### JEANNE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the "Clery Act"), as amended, requires colleges and universities to:

- Publish an Annual Security and Fire Safety report (ASFR) by the first of October\* that contains statistics for the last three years regarding specific crimes and fire safety incidents, and must include certain campus security policy statements.
- Disclose crime statistics for the campus including public property, which includes thoroughfares, streets, and sidewalks, that is within the campus, or immediately adjacent to and accessible from the campus. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities”.
- Provide a “timely warning” notification for crimes that have occurred and pose an ongoing “threat to students and employees”, in order to enable the community to protect themselves, and to aid in the prevention of similar crimes.
- Issue an emergency notification, immediately upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.
- Maintain and provide a public Crime Log identifying “any crime that occurred on campus...or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department”.
- Maintain and provide a public Fire Log recording any fire that occurred in an on-campus student housing facility.

## CLERY GEOGRAPHY

For the purpose of this report, the College must disclose statistics for the campus and adjacent public property as defined above. For Barnard College, the reporting geography includes the following:

Addresses are located within the confines of the 26 Precinct, unless otherwise noted.

601 W 110 Street	606 W 120 Street	3009 Broadway	1233 Amsterdam Ave
600 W 116 Street	2955 Broadway	3015 Broadway	1235 Amsterdam Ave
605 W 116 Street	2957 Broadway	3019 Broadway	1237 Amsterdam Ave
607 W 116 Street	2961 Broadway	3023 Broadway	1239 Amsterdam Ave
616 W 116 Street	3001 Broadway	3025 Broadway	*217 Manhattan Ave
620 W 116 Street	3003 Broadway	2-12 Claremont Ave	*352 West 110 St
620 W 119 Street	3005 Broadway	26 Claremont Ave	537 West 121 Street <sup>1</sup>
624 W 119 Street	3007 Broadway	42-76 Claremont Ave	

\*Addresses located within the confines of the 24 Precinct.

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<sup>1</sup> 537 W. 121st Street residence hall added to Barnard Clery Geography August 23, 2019



## **TIMELY WARNINGS, EMERGENCY NOTIFICATIONS, AND OTHER ALERTS**

Members of the community are encouraged to report all crimes and other safety and security concerns promptly to Barnard's CARES Department. The College will include applicable reported incidents in the annual crime statistics and send accurate and timely notices to the community, when appropriate.

Timely Warnings notify the campus community about Clery Act crimes, occurring anywhere in our Clery geography, that present a serious or continuing threat to students and employees. The College distributes Timely Warnings to the entire community through email and/or text messaging. The applicable crimes are defined in the Uniform Crime Reporting Program (UCR) / National Incident Based Reporting System (NIBRS) including reports of arson, criminal homicide, and robbery. The College issues Timely Warnings on a case-by-case basis, considering factors such as whether there is a continuing threat to the community, the possible risk of compromising law enforcement efforts, and the nature of the crime. Timely Warnings are sent and posted as soon as the pertinent information is available in order to provide appropriate information to the community. To protect the privacy of the victim(s), the Timely Warning will not include the victim(s) name(s), except in appropriate circumstances.

Emergency Notifications notify the campus community about confirmed threats to health and safety that occur on or are imminently threatening our campus. Such threats may or may not be crimes. For example, the College may send an Emergency Notification about an event such as a gas leak or illness outbreak.

From time to time the College may issue information to the community through email and/or other print or web based communication about threats or risks to property, or other issues that do not warrant a Timely Warning or Emergency Notification but serve to address campus security and crime prevention. These issues may be referred to as "community alerts," and could relate to non-Clery-related issues such as a pattern of thefts of packages from building lobbies. Such alerts are issued at the discretion of Barnard's Clery compliance team and may also be found on the CARES [webpage](#).

## EMERGENCY NOTIFICATION SYSTEM

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus; Barnard CARES staff will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the current emergency. Activation of the emergency text messaging system is designed to instantly and simultaneously contact students, faculty and staff via notifications through a text message to their cell phone and/or to their official Barnard College email account, and may prompt a posting to the general announcements on the homepage of Barnard's website [www.barnard.edu](http://www.barnard.edu). Subsequent messages and updates will be coordinated through Community Safety and CARES, the Communications Department and Residential Life Administrators upon activation of the Emergency Management Operations Team, if applicable. Immediate notifications to a segment of the community may be considered if the emergency is limited to an affected segment.

Students are also automatically enrolled in Barnard's alert system utilizing the cell phone number that is provided to the College. Please log into [Slate](#) to confirm that your cell phone number is correct. Barnard students can also opt into Columbia University's Public Safety text alert system by logging in with your Columbia UNI to [Columbia SSOL](#). The link can be found under "Your Academic Records." Select "Text Message Enrollment." Because of our separate locations, these alerts will, on occasion, include information about incidents that are not in close proximity to Barnard's campus. In some instances, you will receive messages from both Barnard and Columbia alert systems.

***Important Note:*** The emergency text notification system is tested each semester. Barnard cannot be held liable for students, faculty and staff who do not receive emergency messages or who do not register their cell phone number through Human Resources for faculty and staff, or the Registrar's Office (via Slate) for students. Changes in contact information including cell phone numbers, must be reported to the appropriate office in order to maintain the ability to receive emergency messages through this alert system.

## Frequently Asked Questions

### ***When Will the Barnard Emergency Notification System Be Used?***

The Emergency Notification System will be used when there is an imminent threat and quick action is urgently required by the campus community.

Examples include:

- Sheltering from a storm
- A dangerous situation such as a chemical spill, bomb threat or dangerous person

Text messages will be used only during emergency as a means of immediate notification and will provide subsequent updates as available throughout the emergency.

***How Will I Know the Emergency Alert Message is Genuine?***

The message sender will appear as follows:

- Barnard admin, CARES, or a 5-6 digit number (i.e. 572-84)
- The type of alert will follow (i.e. Test, Alert, Dangerous condition, etc.)
- Instructions as to what action to take will follow (i.e. Shelter in Place, evacuate, etc.)

***Will My Contact Information be Shared with Anyone?***

If you register your cell phone number with the College to receive emergency messages via text or voicemail, it will remain confidential and will not be sold, disclosed or traded to anyone or used for anything other than the Barnard Emergency Notification System.

***Is there a Fee for the Emergency Alert System?***

Barnard will not charge a fee for notification sent to your email account. Text messaging and phone charges from your provider may apply.

***Can I register my family and friends for this system?***

The emergency alert system is only for currently enrolled students, faculty, and staff of Barnard College.

***Are there other ways the community will get information that is important but might not require urgent action?***

The College utilizes the Barnard website for communication such as closures or schedule changes that impact the majority of the campus community. Email communication may be used for important messages to all or portions of the College campus community when a situation does not meet the threshold of a significant emergency. Community alerts, such as information about recent crime prevention reminders or notifications about unsolved crimes relevant to campus safety, are also shared on the Community Safety page of the Barnard website <https://barnard.edu/cares/crime-alerts>.

**SNOW AND EMERGENCY SCHOOL CLOSINGS**

The College will announce any closing on the Barnard website ([alert.barnard.edu](http://alert.barnard.edu)), and you may also listen to AM radio station 1010 WINS for any possible closing announcement. In addition,

you may call the **emergency information line, 212-854-1002**. A pre-recorded message will be placed on that line in the rare instance that a decision is made to close the College.

## **DAILY CRIME AND FIRE LOGS**

Barnard Community Safety maintains a daily campus Crime Log and CARES maintains a separate Fire log, both of which are available for viewing by request at the Community Safety unit's office Monday through Friday, during business hours in Barnard Hall room 104.

The Crime Log is used to record crimes reported to Barnard Community Safety by incident number, date of crime, time of occurrence, general location, and disposition (if known). All reports of crimes received by Community Safety that occurred within the required geographic locations and within the Community Safety patrol jurisdiction are entered into the Crime Log, except where such disclosures are prohibited by law or would jeopardize the confidentiality of the victim. Such information may also be withheld if there was clear and convincing evidence that the release of the information would cause the suspect to flee or result in the destruction of evidence, however once the adverse effect described above is no longer likely to occur the information required will be disclosed in the log. Entries or a change in the disposition of a complaint will be recorded within two business days of receipt. The crime log is accessible to public view for the most recent 60-day period during normal business hours. The institution will make available any portion of the log older than 60 days within two business days of such request for inspection.

The Fire Log is used to record all fires that occur in any on-campus student housing facility. This includes already extinguished fires as well as those discovered while still burning, regardless of whether or not it was an emergency situation requiring a response from the Fire Department (FDNY) or if it were a minor fire easily extinguished. All fires will be recorded by incident number, date the fire was reported, date and time of occurrence, general location, and nature of the fire.

## **EMERGENCY MANAGEMENT**

The CARES Department coordinates emergency management and preparedness policies and procedures for the Campus. The Emergency Management Committee is comprised of campus representatives from all divisions of the College. This group meets regularly to develop and coordinate preparation, planning, response, business continuity and restoration for Barnard

College in the event of an emergency or major disaster. Through the ongoing development and review of the Emergency Operations Plan (EOP) the committee oversees the overall development, implementation and work practices that best suit college-wide emergency management needs. Emergency protocols and procedures are reviewed and exercised annually.

## SECTION TWO

### BARNARD COMMUNITY SAFETY UNIT

The Community Safety unit at Barnard College is located just opposite the Main Gate at 117<sup>th</sup> Street and Broadway, in Barnard Hall, Room 104. The office is open 24 hours a day, seven days a week including holidays and can be contacted by calling the emergency number for Community Safety, **212-854-6666** or dial **4-6666** from a campus phone or activate a blue light call box from our various campus locations. The CARES line is **212-854-3362**, or ext. **4-3362** for non-emergencies. Community Safety is part of the CARES Department (Community Accountability, Response, and Emergency Services), along with CARES' Response Team, Preparedness staff, and Nondiscrimination & Title IX staff. Security coverage for the Campus is provided throughout the year by full time staff consisting of Shift Supervisors and uniformed Community Safety Officers who patrol the campus, Access Attendants who monitor access and egress of campus Residence Halls and Dispatchers who ensure timely response to calls for emergency assistance. The Response Team staffs the non-emergency line and, where appropriate, responds to circumstances on campus as well as supporting emergency response efforts.

Community Safety Officers (sometimes referred to as security guards or guards) are College employees who are licensed by the State of New York and are trained, certified and registered pursuant to the New York State Security Guard Act of 1992. Barnard College security personnel are not peace officers or police officers, their authority to arrest is the same as that of a private citizen, and their scope of enforcement is limited to the rules and regulations of the College within campus property. As agents of the College they perform unarmed interior and exterior patrols 24 hours a day, 365 days a year. Security booths are positioned at several locations on campus perimeter. In addition to perimeter security, interior and exterior building checks are also performed by CARES Department staff, Access Attendants monitor access and egress for all open Residence Halls 24 hours each day.

Barnard CARES Department supports the welfare and safety of all members of the campus community and their guests. The department employs a wellness and preparedness strategy that promotes active community engagement with students, faculty, staff, community and outside law enforcement. The Community Safety staff maintain a relationship with the New York City Police Department with which we have a Memorandum of Understanding and communication regarding the investigation of criminal incidents and communication of any off-campus arrests or incidents involving members of the Campus community, where appropriate, and/or if there is a perceived threat to the welfare of other members. In addition, we collaborate with other agencies including the New York City and New York State Fire

Departments, State and Federal enforcement and first responder agencies, Columbia University public safety and affiliates. Together with these agencies, we share in the responsibility of supporting safety on the Campus and in the surrounding community.

Barnard College has an approved NYS Security Guard Training Academy, which is administered by the Directors of Community Safety. All Community Safety Officers are trained for recertification annually through the Academy or through a NYS DCJS certified school. In addition, all members of the department are trained annually in first aid and/or cardiopulmonary resuscitation (CPR); use of Automated External Defibrillators (AED); fire safety and emergency response procedures. Annual campus based training also includes information about nondiscrimination, sexual violence response, effective communication and de-escalation, and campus resources and wellness initiatives. The department has institutional membership with national organizations and department supervisory staff participate in ongoing professional development.

### **Security for Campus Grounds & Buildings**

Marked patrol units from the Department, as well as those from the NYPD and Columbia University, patrol the Campus perimeter regularly. Although Community Safety Officers are not police officers, they may handle response to criminal acts and crime scenes until the police arrive. Suspects may be identified and detained for action by the arriving police personnel. Uniformed Officers assigned to various areas on campus regularly patrol both College buildings and campus grounds. Members of the community are encouraged to approach our Officers or supervisors with questions or reports about concerns, crimes, or emergencies.

The College also provides “**Blue Light**” emergency call boxes throughout the campus, in the tunnel that connects campus buildings, on the perimeter along Broadway and Claremont Avenue, as well as on West 120<sup>th</sup> Street between Broadway and Amsterdam Avenue, and on 110<sup>th</sup> Street outside the Cathedral Gardens Residence Hall. These boxes are simple to use: an alarm is activated by pushing a button and a message is automatically sent to the entire Community Safety staff over their radios in real time. In addition, the location of the box is automatically transmitted to security personnel allowing an officer to respond in person, and verbal response is made immediately to a call box.

When the College is in session, entrances to residence halls are staffed 24 hours a day by Access Attendants, employees of the CARES Department. Their job is to monitor access and egress for all residents and guests. Students must present a valid Barnard College ID to gain entrance to residence halls, with the recent addition of card reader technology. Following established guest policy, any guests must be signed in by a resident of the building, when guests are permitted. In

order to be admitted, a guest must leave proper identification and be escorted at all times by the resident student who signs them into the building.

Procedures for events in public rooms in the residence halls are regularly reviewed by Residential Life and Events Management staff. Similarly, procedures and supervision schedules for events in non-residential buildings are established through the Events Management Department in consultation with Student Life, the CARES Department, and other relevant departments, and event needs are reviewed by the College's Events Management Committee.

### **Campus Safety Services**

Barnard Community Accountability, Response, and Emergency Services (CARES) provides community assistance for non-emergency support by CARE first response team and emergency response with Community Safety primary oversight. Students, faculty and staff are encouraged to contact the CARES line for questions regarding navigating their travel throughout the city, safely securing valuable items, and assistance with interactions in the campus community.

Members of the Barnard community can contact CARES and Community Safety for assistance.

#### **CARES LINE RESPONSE**

**Non-Emergencies: 212-854-3362**

**Email: [CARESTeam@barnard.edu](mailto:CARESTeam@barnard.edu)**

#### **COMMUNITY SAFETY**

**Emergencies: 212-854-6666**

**Email: [communitysafety@barnard.edu](mailto:communitysafety@barnard.edu)**

The CARES Department administers a comprehensive safety platform, including crime prevention programs, fire prevention exercises, emergency preparedness and response training, use of an emergency notification system, and coordination of Emergency Medical Services (EMS) with Columbia University EMS (CUEMS). On demand evening ride share services, through a Columbia partnership with VIA, are available to current Barnard students. A student staffed escort service on Columbia's campus is also available to Barnard students through Columbia University Public Safety. Barnard Community Safety also works closely with the FDNY and NYC Office of Emergency Management to ensure the safety of the Campus community.

The Department maintains and promotes respect for the individual rights and dignity of all persons and continually attempts to instill public confidence by maintaining a high degree



of professionalism, dedication and expertise in the delivery of the range of services provided.

## SECTION THREE

### REPORTING CRIMES AND EMERGENCIES

It is imperative that all crimes and suspicious activity be reported to Barnard Community Safety promptly. The department utilizes a community policing strategy that incorporates all members of the campus. Every member of the campus community serves as the “eyes and ears” of the College. Although the Community Safety Department encourages the community to call directly to the department for all emergencies, the CARES line first response was created to provide an option for seeking information about available assistance for those matters that are not related to an immediate threat of harm, to criminal activity or where the caller is unsure about available options and is seeking support. We also recognize that in some circumstances individuals may prefer to first seek confidential assistance or report to other college services or offices for non-emergencies. A list of titles of available confidential campus personnel and resources is provided under the resource section of this report.

#### How to Report a Crime or Other Emergency

For emergencies, **call** 212-854-6666 or **Dial 4-6666** from any campus landline phone or simply push the **RED** button on any “**Blue Light**” emergency phone to report a crime in progress and/or other emergency need.

To report an incident after the fact or for any non-emergency situation, dial 212-854-3362 from outside lines (or 4-3362 from a campus landline) to reach the CARES line first response team. It is always an option to respond directly to the Barnard Community Safety office located in room 104 Barnard Hall to request in person assistance. Information can be shared via online report at [https://barnard-advocate.symplicity.com/public\\_report](https://barnard-advocate.symplicity.com/public_report)

**Off Campus** emergencies should be reported to the New York City (or local agency) emergency services by dialing **911**. Community Safety can provide assistance to community members reporting crimes that occurred off campus (being reported after the fact) to the appropriate NYPD precinct. Other city services can be accessed by phone using 311 or on the web at <https://portal.311.nyc.gov/> .

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

- Nature of the incident or behavior observed
- Details of what happened
- Specific location

- Identity and/or description of person(s) involved
- Date and time of incident

Be as specific as possible when reporting an incident, giving as much detailed information as possible, i.e. description of person(s) attire and features, vehicle(s) details, etc.

Community Safety vehicle and foot patrols are radio dispatched to handle emergencies and security duties anywhere on campus. In addition, there are numerous well-marked emergency (**Blue** Light) telephones located throughout the campus to facilitate the reporting of crimes, fires and other emergency situations.

### **Policies Regarding Reporting Crime Anonymously**

Persons wanting to report a crime or incident after occurrence can do so anonymously by submitting an [online report](#) or by contacting the CARES Line at **212-854-3362** and requesting to provide information anonymously. When the reporting person's name is shared during reporting, it will be kept confidential, but the incident may be included in the annual crime statistic report without divulging the person's name or any other information that would infringe on his/her confidentiality in reporting. However, an allegation of sex or gender-based misconduct involving students or other members of the College community requires any college official to share the reported information with the Title IX Coordinator, also a member of the CARES Department. Confidential resources are available to students at Furman Counseling Center. Employees can utilize the Employee Assistance Program for confidential support.

### **Barnard's Response to Reported Incidents**

CARES and Community Safety staff will complete written reports of any crime or suspicious incident that occurs on campus or other mandated areas. Reports are kept on file in a centralized electronic system and relevant information is shared with the appropriate Campus departments, to ensure appropriate follow up or resolution.

Follow-up inquiries or investigations may be conducted by campus staff, and local law enforcement agency(s) is/are notified, when appropriate, with notification to the reporting party of such actions.

### **Reporting Incidents to the New York City Police Department (NYPD)**

Any person reporting a crime to Barnard Community Safety or CARES will be informed of their right to file a police report with the NYPD. Victims/complainants may contact the police directly by calling **911** for emergencies or **311** for non-emergencies anywhere in New York City. Victims/complainants wishing to file a police report may contact Community Safety for assistance throughout the process. Typically, if NYPD is requested directly to respond to an on campus emergency they will contact Community Safety to respond with them, or they will inform Community Safety of the incident after they have

responded. There is a written memorandum of understanding between the NYPD and the College for the investigation of criminal offenses that occur on campus property.

### **Advisory Committee on Campus Security**

Barnard's Advisory Committee on Campus Security is composed of students, faculty and staff. The committee meets to review current campus security procedures, share information about observations of campus experience, and make recommendations for improvement. There is also a Community Safety Advisory Council, a collaboration with Equity & Inclusion, that meets to discuss safety in all its forms.

### **Emergency Medical Services**

All Community Safety Officers receive training in first aid, CPR and use of the AED and many CARES Department personnel complete basic first aid training. In the event a student, faculty, staff and/or visitor requires immediate medical attention while on campus, **immediately call Community Safety at 212-854-6666 or 4-6666 from a campus phone** and advise of location and nature of emergency. Community Safety will immediately coordinate initial response and call for necessary emergency medical services.

Emergency Medical Services (EMS) are provided either through Columbia University EMS (CU EMS) or New York City EMS services. CU EMS is a student-operated, New York State-certified Emergency Medical Technician volunteer basic life support ambulance corps. They provide pre-hospital emergency medical care, free of charge, to Columbia University's Morningside Heights Campus, and the surrounding area, 24 hours a day, 7 days a week (limited schedule during academic breaks). CU EMS has been serving the Columbia Community since 1968. The corps currently has approximately 40 active members and responds to over 800 emergency calls per year. <http://cuems.columbia.edu/>

## **SECTION FOUR**

### **MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES**

The term "missing student," for the purposes of this plan, shall refer to any Barnard College student, who resides in a facility owned or operated by Barnard College or Columbia University, who has not been seen by friends, or associates, for a reasonable length of time, whose whereabouts have been questioned and brought to the attention of a member of the Residential Life & Housing Staff, including resident assistants, or CARES staff.

The College will initiate the following procedure once advised that a student is missing with no reasonable explanation identified for their absence. Ordinarily, the procedure will be initiated after at least a 24-hour period will have elapsed after a normal or scheduled event for which the student's presence has been expected. However, the College, at its discretion, may waive the 24-hour period if circumstances warrant.

When registering online at the start of each semester, each student will be asked to identify a Missing Person Contact, specifying the person whom the College shall notify if the student is determined missing through campus process. This contact information will be confidential and will be accessible only to authorized campus officials. In addition, the contact information shall not be otherwise disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

In addition to the Missing Person Contact, parents of students who are under 18 years of age and not emancipated will also be contacted if such a student is considered missing.

#### **Missing Person Response Procedure**

1. Reports of missing, or suspected missing campus resident students are often initially made to a member of the professional Residential Life & Housing staff (Director, Associate Directors, and Hall Directors). CARES will be contacted as part of the response process by Residential Life staff. If a report is made directly to Community Safety or CARES Response Line, the appropriate Residential Life staff will be notified.
2. Following an attempt to reach the student who has been reported missing, and preliminary information gathering or inquiry, the Residential Life staff member will immediately notify the Director of Operations for Community Safety, or their designee,

of the report. Together, the representatives from Residential Life & Housing and CARES shall investigate by, among other things: (i) making further inquiries of roommates/suitemates, residents living on the same floor and any other known associates of the suspected missing resident, including inquiry regarding electronic communication; (ii) accessing and reviewing the student's academic schedule and ascertaining whether the student is attending classes; (iii) attempting to ascertain whether or when last the student has used their ID as a meal card or to access other College buildings or services.

3. If these efforts meet with negative results, the College will promptly (but no later than 24 hours after the initial report) contact the missing student's designated Missing Person Contact. In addition, if the missing student is under 18 years of age and not emancipated, the student's custodial parent or guardian shall also be contacted at this time. The designated Missing Person Contact and/or parent/guardian as applicable will be apprised of the situation and asked whether they have any knowledge of the missing student's whereabouts.
4. If these efforts meet with negative results, the Community Safety Director of Operations, or their designee, will promptly (but no later than 24 hours after the initial report) contact the New York City Police Department who will initiate response based on their departmental policy and procedures. The New York City Police Department will be contacted regardless of whether the missing student has named a designated Missing Person Contact (*The New York City Police Department has a standard operating procedure in place to respond to missing persons.*)

## **POLICY ON WORKPLACE VIOLENCE, THREATENING BEHAVIOR AND WEAPONS**

Barnard College is committed to maintaining the safety and security of all members of the Barnard community, including faculty, staff, students, alumnae, vendors, and visitors. The College will not tolerate any act of violence or behavior that is perceived to be violent or threatening from any employee or individual hired to provide services for the College. Any act of violence or threatening behavior toward another individual(s) will result in immediate disciplinary action that may include removal from the workplace and/or termination of employment.

An employee who is found to have committed violent or threatening behavior may also be required to participate in an assessment and professional counseling through the College's Employee Assistance Program as a condition of continued employment. Failure to cooperate with a required treatment plan may also result in further disciplinary action, up to and including termination. The College also reserves the right to initiate criminal/civil prosecution, depending on the severity of the actions.

Violent or threatening behavior includes the following:

1. Physical attacks – e.g., fighting, hitting, shoving, inappropriate touching, throwing objects
2. Intimidation – e.g., angry or hostile behavior intended to frighten or control; loud and inappropriate language or physical activity
3. Bullying, aggressive language or actions with the intent of humiliating, intimidating, or demeaning another individual
4. Threat – verbal or physical intent to perform a harmful act; includes verbal or written suicidal threats
5. Stalking — harassment by electronic, physical, verbal or written communication; physically following or inducing emotional or psychological harm to another individual
6. Property damage – intentional destruction of College property or property belonging to another
7. Weapons – possession of a weapon; intent to do harm to oneself or others with a weapon.

## **Weapons**

Barnard College prohibits the unauthorized possession or use of weapons, explosives, and dangerous materials on its premises or in conducting its business, unless specifically authorized by a Director in Community Safety. Employees should report violent or threatening behavior, suspicious activities or persons, and other prohibited conduct immediately to a manager or supervisor, and/or the Community Safety Department.

## **Reporting Incidents of Workplace Violence**

All employees of the College are required to report any incidents of violence or threatening behavior without fear of retaliation from managers or co-workers. Employees are encouraged to be as specific and detailed as possible when making a report. If in doubt, please contact the Community Safety Office or the Office of Human Resources to make a confidential report. Employees should not attempt to intervene during an incident, nor place themselves in a possibly dangerous situation.

## **THREAT ASSESSMENT COMMITTEE**

The Threat Assessment Committee is comprised of representatives from the CARES Department, Office of General Counsel, Office of Human Resources, Dean of the College, Office of the Provost, and Campus Services. The committee meets to review incidents, analyze behaviors and make recommendations regarding the safety of the workplace. Members of the committee will be responsible for communication of workplace violence protocol and policy, development and presentation of staff training, and determining appropriate responses to reports of threatening or violent behavior.

## SECTION FIVE

### CRIME PREVENTION AND CAMPUS SECURITY PROGRAM

The College annually posts online, in both print and other web publications, detailed descriptions of crime prevention tips and techniques relating to personal safety and protection of property both on- and- off campus. From time to time, at least once per semester, the CARES Department and other College offices issue online advisories and preparedness information. For example, each December, a special email notice goes out to all employees and students with information about how to guard against cybercrimes, pickpocketing, theft, and burglaries at holiday time.

Barnard CARES units, BCIT, Residential Life, the Title IX Coordinator, Being Barnard and Student Primary Care Health Services offices conduct informational sessions, workshops and training programs on crime prevention and cybersafety, sexual violence prevention education, bystander skills, and drug and alcohol misuse and abuse. These begin at Orientation for entering students and continue during the school term for all students. Student employees such as Resident Assistants (RAs) and Orientation Leaders receive training at least once per year. All new employees are provided an online discrimination and harassment education module, including information about sexual violence prevention. Departments receive in person training and can request additional workshops or information from CARES, Human Resources, the Title IX Coordinator and other campus partners. All prevention and awareness education sessions, as well as the materials distributed by the College stress not only the role played by the College, but the fundamental responsibility of every member of the community for each of our contributions to community safety.

#### Photo ID Information

Every student and employee at Barnard is issued a photo ID card through Columbia University card services. It is recommended that students visit the CU ID Center webpage at <https://ssc.columbia.edu/id-center> for all information regarding the various uses for their ID cards.

The ID card serves many functions, but most importantly it serves as official identification as a student or employee of Barnard College. In late 2020 and into 2021, most Barnard buildings have enhanced card reader technology that requires use of the College ID Card. For example,

for students, if you live on Campus, your ID card also serves as the key to the main entry of your residence hall. If you are visiting a resident student, if current guest policy allows, you will need your card to be granted access beyond the front desk. ID Cards are not transferable. This means that friends and relatives cannot use the card to make purchases, take out books, or gain access to buildings. Allowing someone else to use your card is a violation of the code of conduct that will be referred to the appropriate office for follow up, and the card may be confiscated immediately.

There is a \$20 non-refundable fee payable by debit or credit card (Visa or MasterCard) for replacement of lost/stolen University ID cards. To replace a lost or stolen University ID card, you must go to the [ID Center](#) in 204 Kent Hall on the Morningside campus of Columbia University, during regular business hours with a valid photo ID. Any swipe access that was provided on the lost card will be deactivated. Upon receiving a new ID, there is a [form](#) to complete to ensure appropriate campus access is transferred to the replacement card. In some cases, this access transfer may take up to 24 hours to process. If a lost ID is located, it should be turned in as it will no longer work for electronic access.

### **Evening Shuttle Operations / Safety Escort**

Barnard participates in the Columbia University VIA partnership that affords students free on demand VIA ride share service in the identified University area during the evening and overnight hours (6:00pm-3am, extended for an earlier start at 4pm December through March<sup>2</sup>). Current details regarding accessing the VIA app and enrolling for this partnership can be found on the web at <https://transportation.columbia.edu/content/via-evening-shuttle> . Students who present Barnard ID may ride on a Columbia University shuttle bus that makes stops between 108<sup>th</sup> and 125<sup>th</sup> Streets. Columbia Transportation shuttle service is also provided to the CU Medical Center. For further information call **212-854-SAFE (7233)** for schedule information or visit Information and schedule are available on the Columbia transportation [website](#).

Columbia University's Safety Escort Program on the Morningside Campus operates from Columbia's Morningside campus from 7:00 p.m. to 3:00 a.m. every night when classes are in session. Trained students respond to requests for an escort between Morningside Columbia campus buildings to residences within the immediate area. CU Safety Escort requests can be made by calling Columbia Public Safety at 212-854-SAFE. Barnard students can also call the CARES line at 212-854-3362 for a phone escort, asking for the dispatcher/call taker to stay on the line with them while they make their way to their destination.

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<sup>2</sup> Hours are set by Columbia transportation and current information can be found on the web at <https://transportation.columbia.edu/content/via-evening-shuttle>



## Facilities Services

The Facilities Services Department maintains the College's buildings and grounds and works in collaboration with the CARES Department in support of safety and security. Potential safety and security hazards, such as windows and locks that are not securing properly, that are discovered during security patrols or reported to Community Safety are reported to Facilities for prompt repair. The Facilities Services Department, located in Barnard Hall, is open from 8:00 a.m. to 5:00 p.m. during weekdays, and may be reached by calling ext. **4-2041**. At night, on weekends and during holidays, building and grounds immediate concerns, such as water leaks or low battery alerts from a smoke alarm, may be made to the CARES line at ext. **4-3362** to arrange follow up by appropriate facilities personnel. Students, faculty and staff are encouraged to submit an online work order form located on [my.barnard.edu](http://my.barnard.edu) for any repair requests to receive confirmation of completion of work, and be able to respond if there are questions about the nature of repair.

## Valuable Property

During the course of an academic year, Barnard CARES and Community Safety recover many items of personal property, either found unattended or turned in by members of the community. Information is taken regarding lost and found items, often this property cannot be returned, as the rightful owner cannot be identified. Found property is held for at least 30 days; we cannot guarantee retrieval of items after this time. There is an online form located on the CARES [webpage](#) to submit information if you have lost track of an item. Barnard Community Safety recommends that members of the campus community record the serial numbers of all valuable equipment, computers, stereos, televisions, etc. and file this information away for safekeeping. Should a member elect to engrave his/her valuables, do not use a Social Security number. Instead use information that will have personal meaning, including family birth dates, mother's maiden name, etc. Barnard Community Safety can assist in coordinating with NYPD's project identification program in which NYPD offers identity marking on technology devices and other valuables. In which case, information used to identify the item including a serial number assigned is provided to the NYPD 26 Precinct to assist in the identification of recovered stolen property. Students are encouraged to participate in this program and register valuable property.

## CAMPUS BUILDINGS

Academic and administrative buildings on campus are normally locked after 10:00 PM, unless they are being used for evening events scheduled through Events Management or for educational purposes scheduled by faculty members of the college. The Diana Center and

Milstein Library Center remain open later (typically until midnight or 2am during a standard academic year) providing access to study space for students. Hours of access may be reduced as needed, including during the summer months or campus breaks. Interior and exterior building patrols are performed throughout each day with emphasis on secured building access during the hours of darkness. The Campus computerized intrusion and fire alarms are monitored 24 hours a day by safety personnel.

Access to the main campus is typically restricted to the main gate located at 117<sup>th</sup> Street and Broadway, with some having electronic card reader access to enter campus at the Milstein entrance at 40 Claremont or the Milbank entrance at 120<sup>th</sup> Street. Historically, between the hours of 11pm and 6am, all persons entering the main campus must utilize a valid Barnard College or Columbia University ID card where card reader technology is in use or present their ID to a Community Safety staff member prior to entry. Visitors or guests must present an official identification card with photo and be escorted by a valid College or CU ID holder. Access adjustments or restrictions may be taken and are communicated on the Barnard website.

## **RESIDENTIAL FACILITIES AND POLICIES**

Barnard College can house approximately 2,200 students in various accommodations. Services and programs intended to enhance the quality of life and to ensure the security and safety of the resident students are major priorities for the Residential Life & Housing, CARES Department and other campus administrators. Each residence hall facility includes a check in desk at each building entry, which is staffed 24 hours each day. <http://barnard.edu/reslife>.

## **POLICIES AND PROCEDURES FOR ACCESS TO RESIDENCE HALLS**

The entrances to all Residence Halls are staffed by Access Attendants/Doorpersons assigned by Barnard Community Safety. Access and egress is monitored at this checkpoint and all students are required to display their current Barnard or Columbia ID card with residential sticker, utilizing the card reader at the desk where applicable, to gain entry. Staff in CARES and Residential Life work collaboratively to develop and communicate protocol related to residence hall access. Following applicable guest policy at the time, if permitted, visitors and guests must provide valid identification, and be hosted by a resident of the specific hall, signed in by the Access Attendant prior to entry. A resident student host is responsible for the behavior of their visitor/guest while a guest is inside the premises. The policy regarding guest access to Residence Halls may be viewed on the Residential Life webpage <http://barnard.edu/reslife/policies/guests>.

Barnard CARES staff works closely with the Residential Life staff to ensure that safety and welfare policies are being satisfactorily implemented in and about residence halls and that fire regulations are being followed. Hallways and public areas are periodically patrolled with attention focused on potential physical hazards or security issues. Violations of residential life and housing regulations that are reported to or observed by desk staff are noted and reported to the Residential Life staff for appropriate follow up. Interpersonal conflicts and disturbances may be forwarded by CARES staff to the Residential Life staff for follow-up action, when necessary. CARES staff are available to conduct informational security and/or fire safety prevention and preparedness presentations upon request.

## **ALCOHOL AND DRUGS**

Barnard College is committed to creating an environment for its students, faculty, and staff that strongly discourages the abuse or misuse of alcohol and other drugs. The College prohibits the unlawful possession, use, or distribution of illicit drugs and the unlawful possession, use, or distribution of alcohol by any student who is not 21 years of age or older. All students alleged to be in violation of College policy will be subject to disciplinary action. The College Program for Prevention of Drug and Alcohol Misuse and Abuse policy statement can be found at <http://barnard.edu/policy/aod>.

### **Drugs**

Students who are prescribed medications are the only individuals permitted to use them. Any paraphernalia designed or used to ingest illegal drugs, including (but not limited to) bongs, roach clips, hookahs, or pipes are not permitted in the residence halls. If found, these items will be confiscated for disposal and not returned.

### **Alcohol**

Students who are 21 years or older are allowed to purchase, possess, and consume alcoholic beverages in accordance with New York State laws and the guidelines set forth in the Barnard College Policies. Students under 21 years of age are not permitted to possess, consume, or serve alcoholic beverages at any time and any underage drinking is a violation of New York State law and is a violation of College policy. Public intoxication of any student, regardless of age, is a violation of College policy. Alcohol and open containers thereof are not permitted in public spaces and lounges in residence halls except as outlined in the College's alcohol policy. Common source beverage containers (e.g. kegs, beer balls, and punch bowls) and/or excessive amounts are not permitted in residence halls, nor are any empty alcohol containers. If found

these items will be confiscated and not returned to the student.

<https://barnard.edu/student-code-conduct>.

Violation of alcohol and drug policy may result in disciplinary action, up to and including expulsion and/or criminal charges. The health, safety, and welfare of Barnard College students and our community are of primary concern. In addition to making healthy choices, students are encouraged not only to look out for their own health and safety but also for that of their peers. As such, all Barnard students are expected to enlist support from Barnard CARES, Community Safety and CU-EMS in the event of a medical emergency - specifically those involving extreme intoxication or other ill effects related to the use of alcohol and/or substances. <https://barnard.edu/title-ix-equity/respond/RCAP>.

Barnard Health Services provides an Alcohol and Substance Awareness Program which serves the Barnard student community providing drug and alcohol education, prevention, and intervention efforts on campus. For more information visit their webpage <https://barnard.edu/asap>. Similarly, employees may seek the assistance of the Human Resources Department in locating appropriate services. The City of New York provides alcohol and substance harm reduction and treatment resources on the [nyc.gov](https://www.nyc.gov) webpage.

## SECTION SIX

### CAMPUS SECURITY AUTHORITIES

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the "Clery Act"), as amended, requires the College to report the number of occurrences on the Barnard campus of specified offenses for the three prior years. These statistics are compiled by the Department in cooperation with the Office of the General Counsel, the Office of Residential Life and Housing, other relevant Offices of the Campus Life and Student Engagement division (e.g. Community Standards, Advising Deans), campus partners and local law enforcement agencies. Other members of the community considered as "Campus Security Authorities" for the purpose of reporting include *"An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An **official** is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution."*

Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

#### **Pastoral Counselor:**

An employee of an 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 professional licensure or certification.

At Barnard, all students are encouraged to promptly report instances of sexual assault or other forms of harassment or violence, and to participate in the various education and awareness programs and activities concerning personal safety, sexual violence prevention and rape crisis response, and bystander intervention described in this report and in other campus publications.

In accordance with the provisions of the Jeanne Clery Act, the Barnard College Annual Security Report (ASR) includes statistics of reported crimes that occurred on campus; on campus in a residence hall; in certain off-campus buildings or property owned or controlled by the Barnard (noncampus property); and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security issues, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other relevant matters.

The following crime categories must be reported: Murder/Non-negligent and Negligent Manslaughter, Sex Offenses (including Rape, Statutory Rape, Fondling, and Incest), Dating Violence, Domestic Violence, Stalking, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Hate Crimes, and Arrests for Drugs, Alcohol and weapons. In addition, violation of drug, alcohol and weapons laws referred to the College for disciplinary action are also subject to this report. A complete list of crimes and definitions are provided in Appendix A

## **BIAS RELATED / HATE CRIMES**

Barnard College is a community that is comprised of students, faculty, administration and staff from diverse backgrounds. Barnard College is committed to an inclusive community and sensitivity to safety for all members of its community to include respect for the cultures that nurture them. Barnard College therefore provides inclusion education and programming as well as established policies and procedures to protect the entire Barnard College community from the effects of "Bias Related Crimes."

### **What is a Bias Related Crime?**

The New York Police Department Guidelines recognize that a "Bias Related Crime" or "Hate Crime" is any unlawful act that is motivated in whole or in part by a person's, a group's or a place's identification with a particular race, color, religion, ethnicity, gender, age, disability, ancestry, national origin or sexual orientation. Hate Crimes are defined in Article 485.05 (1a) of the New York State Penal Law.

Hate Crimes have been recognized as a genuine threat to our society and a growing problem on college campuses. The National Center for Education Statistics in a publication from July 2020<sup>3</sup> documented "In 2017, of the criminal incidents on the campuses of postsecondary institutions that were reported to police and security agencies, 958 incidents were classified as hate crimes. The three most common types of hate crimes reported by institutions were destruction, damage, and vandalism (437 incidents; hereafter referred to as "vandalism" in this

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<sup>3</sup> Full report found on the web at [https://nces.ed.gov/programs/crimeindicators/ind\\_22.asp](https://nces.ed.gov/programs/crimeindicators/ind_22.asp)

indicator), intimidation (385 incidents), and simple assault (83 incidents).” The report notes that the highest reported Hate Crimes involve bias motivated based upon race, religion, and sexual orientation. The Criminal Justice Information Services of the Federal Department of Justice compiles Hate Crime Statistics nationally<sup>4</sup>, and indicates that approximately one quarter of incidents occur in or near residences/homes. Hate Crime statistics to be included in the Annual Security Report are those *Clery Act offenses*, reported to have occurred in the *Clery geographic category*, that are classified as Hate Crimes based upon actual or perceived race, religion, sexual orientation, gender, gender identity, disability, ethnicity, and national origin.

### **What If I Am the Victim of a Bias Related Crime?**

In order to effectively handle incidents of Bias Related Crimes and prevent future occurrences of such crimes, victims or witnesses of a Hate Crime are encouraged to immediately report the incident to the CARES Line or Community Safety Department by calling **212-854-3362** or by visiting the CARES office in Elliott Hall, first floor or Community Safety Office at 104 Barnard Hall to share information and individuals observations to allow a matter to be thoroughly investigated. Reports can also be made using the [online report](#) form. Community members may submit an online report anonymously, but please be advised that anonymous reports may limit our ability to investigate a concern.

There are numerous resources available to victims of Hate Crimes. College ombuds services (<https://barnard.edu/meet-ombuds>) and the Nondiscrimination Office provide a starting point (<https://barnard.edu/nondiscrimination-and-title-ix> ). Other services are available online and listed in the Barnard Student Handbook, as well as other College & University publications. Counseling and referral services are offered for students by the Rosemary Furman Counseling Center **212-854-2092**, located on the first floor of Hewitt Hall. Employees can access support services or referrals through the Employee Assistance Program.

### **What are the Penalties for Committing a Bias Related Crime?**

Penalties for the commission of a Hate Crime can range from fines to extended prison sentences based on the specifics of the crime. In addition, students or employees charged with committing a Hate Crime may be subject to a College disciplinary process with sanctions up to or including suspension, expulsion, or termination from the College. Other college policies may be applicable for matters of bias that are not crimes. See the student [Code of Conduct](#), and College [Policies](#) (including the Policy on Workplace Violence and the Nondiscrimination Policy)..

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<sup>4</sup> Full 2018 reported date on the web at <https://ucr.fbi.gov/hate-crime/2018/topic-pages/location-type>

## SECTION SEVEN

### CRIME STATISTICS

[Crime statistics](#) for Barnard College for the last three years are filed annually with the United States Department of Education and are available for review. In addition, the Advisory Committee on Campus Security will provide upon request all campus crime statistics as reported to the United States Department of Education. Requests can be made by contacting the Barnard CARES Department at **212-854-3362**.

## 2020 Federal Clery Report

Offense	Year	On Campus: Residence Hall	On Campus: Other	Total On Campus	Non- Campus	Public Property
Arson	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Murder/ Non-negligent Manslaughter	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Negligent Manslaughter	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0



Offense	Year	On Campus: Residence Hall	On Campus: Other	Total On Campus	Non- Campus	Public Property
Rape	2020	0	0	0	0	0
	2019	1	0	1	0	1
	2018	2	0	2	2	0
Fondling	2020	0	0	0	0	2
	2019	0	0	0	0	3
	2018	1	0	1	0	0
Incest	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Statutory Rape	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Robbery	2020	0	0	0	0	2
	2019	0	0	0	0	0
	2018	0	0	0	0	0

Offense	Year	On Campus: Residence Hall	On Campus: Other	Total On Campus	Non- Campus	Public Property
Aggravated Assault	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Burglary	2020	1	0	1	0	0
	2019	1	2	3	0	0
	2018	2	2	4	2	0
Motor Vehicle Theft	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	1
Weapons Arrest	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Drug Arrest	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Alcohol Arrest	2020	0	0	0	0	0
	2019	0	0	0	0	1
	2018	0	0	0	0	0

Offense	Year	On Campus: Residence Hall	On Campus: Other	Total On Campus	Non- Campus	Public Property
Weapons Referral	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Drug Referral	2020	0	0	0	0	0
	2019	7	3	10	0	0
	2018	28	0	28	0	0
Alcohol Referral	2020	8	0	8	0	0
	2019	71	0	71	0	0
	2018	27	0	27	0	0

Note: It is important to note that the Drug and Alcohol Referrals for calendar year 2020 represent a sharp decline based upon the significant reduction in campus operations beginning in early March 2020. There were not residential students on campus for the majority of the year.

Offense	Year	On Campus: Residence Hall	On Campus: Other	Total On Campus	Non- Campus	Public Property
Stalking	2020	2	0	2	0	0
	2019	1	2	3	0	0
	2018	0	1	1	1	0
Dating Violence	2020	1	0	1	0	0
	2019	0	0	0	0	0
	2018	0	0	0	2	0
Domestic Violence	2020	0	0	0	0	0
	2019	1	1	2	0	1
	2018	0	0	0	0	0

**Public Property, Described**

Includes 116th Street from Broadway to Claremont Avenue, Claremont from 116th Street to 120th Street, 120th Street from Broadway to Claremont, sidewalks on 121st Street on Amsterdam near Plimpton Hall, and on Broadway near 121st St residence, and sidewalks on Manhattan Avenue between 110th Street and 109th Street near Cathedral Garden.

**Hate Crimes**

Clery Act offenses that are classified as Hate Crimes as well as incidents of Larceny-Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism to Property that are classified as Hate Crimes based upon actual or perceived race, religion, sexual orientation, gender, gender identity, disability, ethnicity, and national origin are to be included in the Annual Security Report.

2020 - 1 reported hate crime incidents.

One incident involving vandalism of college property based upon race

2019 - No reported hate crime incidents.

2018 - No reported hate crime incidents.

### **Unfounded crimes**

A crime can be unfounded by a determination by sworn or commissioned law enforcement personnel that the report was false or baseless when made. Campus Safety Officers and the District Attorneys may not deem a crime unfounded.

2020 - There were no unfounded crimes.

2019 - There were no unfounded crimes.

2018 - There were no unfounded crimes.

### **Significant Incidents in 2020**

- The pandemic response in 2020 significantly reduced activity, and related reporting, during the year.
- There was an incident on February 11, 2020, numerous employees received one or two hateful messages from an outside email account citing racist, misogynist, and xenophobic rhetoric.
- In follow up to the December 2019 incident where a Barnard student was robbed and killed in a park near campus, efforts with city officials yielded increased patrol in the neighborhood and improved patrol and lighting in the park. There continue to be reviews of activity. And the arrests made by the New York City Police Department are periodically in the news as the cases proceed.

## SECTION EIGHT

### Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013.

Barnard College does not discriminate on the basis of sex<sup>5</sup> in its employment practices or educational programs; and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Barnard College issues this statement of policy to inform the community of our comprehensive efforts addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, Barnard College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the Barnard community.

For a complete copy of Barnard's [policy](#) and procedures governing sexual misconduct, visit the college website at <https://barnard.edu/cares/nondiscrimination-and-title-ix/inform>

## DEFINITIONS

There are numerous terms used by Barnard College in our policy and procedures and a comprehensive list of definitions can be found in the policy and procedures linked above. It is important to note that criminal definitions within the jurisdiction may differ from our College policy definitions. Per the specifications of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013, the definitions provided here, and in Appendix A of this report, explain the **Clery designated definitions** as well as represent criminal definitions within the jurisdiction of New York.

### Consent

Under New York State Penal Law, Article 130.05, lack of consent results from forcible compulsion; or an incapacity to consent due to mental disability, mental incapacity, physical helplessness, being less than 17 years old or if one is committed to the care and custody of the state. Rape Third Degree and Criminal Sexual Act Third Degree in addition to forcible

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<sup>5</sup> As a women's institution, Barnard College accepts applications from those who consistently live and identify as women.

compulsion, circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances.

## **Sexual Assault**

The Violence Against Women Reauthorization Act of 2013 (VAWA) has defined Sexual Assault as: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) Program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

Rape is defined as 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.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his /her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

Under New York State Penal Law: Rape is always a felony. A person is guilty of rape when a person engages in sexual intercourse with another person without that person's consent. Rape may be committed in seven (7) ways:

1. Forcible compulsion
2. The victim is mentally disabled
3. The victim is mentally incapacitated
4. Person 21 years of age or older, engages in sexual intercourse with another person who is less than seventeen (17) years of age (16, 15, or 14).
5. Person, age 18 years of age or older, engages in sexual intercourse with another person who is less than 15 years old (14, 13, or 12).
6. The victim is physically helpless.

7. Engages in sexual intercourse with a person who is less than 11 years old or who is less than 13 years old and the actor is eighteen years old or more.

A Criminal Sexual Act is always a felony. A person is guilty of a criminal sexual act when they engage in oral sexual conduct or anal sexual conduct without that person(s) consent. A Criminal Sexual Act may be committed in the seven (7) ways as described above, under rape.

Sexual misconduct is always a misdemeanor. A person is guilty of sexual misconduct when: he or she engages in sexual intercourse with another person without such person's consent; or he or she engages in oral conduct or anal sexual conduct with another person without such person's consent; or he or she engages in sexual conduct with an animal or a dead human body.

## **Domestic Violence**

The Violence Against Women Reauthorization Act of 2013 (VAWA) has defined Domestic Violence as;

(i) A Felony or misdemeanor crime of violence committed (A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (D) 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; or (E) 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.

For purposes of complying with Clery reporting requirements, any incident meeting this definition is considered a crime for the purpose of Clery Act reporting.

Under New York State law Domestic Violence is; An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person's child. Such acts are alleged to have been committed by a family member.

The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of the act.



New York State has "mandatory arrest" laws, which means that under certain conditions, the police must make an arrest. For mandatory arrest to apply, you and your abuser must be considered "members of the same family or household."

<https://opdv.ny.gov/about-domestic-violence>

## Dating Violence

The Violence Against Women Reauthorization Act of 2013 (VAWA) has defined Dating Violence as: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (i) 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. (ii) For the purposes of this definition (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the Clery reporting requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Reporting.

Under New York State Law Dating Violence is not specifically defined. However, persons who commit criminal acts associated with dating violence are subject to arrest. Such crimes include, but are not limited to Offenses against the person involving physical injury, sexual conduct, restraint and intimidation, as listed in Article 120, title H.

## Stalking

The Violence Against Women Reauthorization Act of 2013 (VAWA) has defined Stalking as:

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
  1. Fear for the person's safety or the safety of others; or
  2. Suffer substantial emotional distress.
2. For the purposes of this definition;
  1. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
  2. Reasonable persons may mean a reasonable person under similar circumstances and with similar identities to the victim.

3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment of counseling.

For the purposes of complying with the Clery reporting requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Under New York State Penal Law, a person is guilty of stalking when he or she intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct:

1. Is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
2. Causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or
  1. For the purposes of the definition of “following” shall include the unauthorized tracking of such person's movements or location through the use of a global positioning system or other device. There are varying aggravating factors that may raise the level for a charge of Stalking (P.L. 120.45-120.60). A complete definition is provided in Appendix A.
3. Is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

<https://victimsofcrime.org/stalking-resource-center/>

## EDUCATION AND PREVENTION PROGRAMS

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Utilize an ecological approach to prevention, considering environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees, as well as ongoing awareness and prevention campaigns for students and employees to educate about sexual misconduct and relationship violence. Specifically, educational outcomes include:

- (a) Identify relationship violence (domestic/dating violence), sexual assault and stalking as prohibited conduct;
- (b) Define these behaviors using definitions provided by College policy (informed by Department of Education guidance) as well as providing access to state law definitions regarding what behavior constitutes criminal acts of domestic violence, dating violence, sexual assault, and stalking;
- (c) Define what behavior and actions constitute consent to sexual activity as defined in College policy as well as consent law in the State of New York;
- (d) Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and pro-social options that may be carried out by an individual or individuals to prevent harm or intervene when there is risk of relationship violence, sexual assault, stalking, or other adverse behavior. Bystander intervention includes recognizing situations of potential harm, understanding institutional and community expectations to identify this behavior as problematic, seeing personal responsibility and overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene – either directly or indirectly. Information is provided regarding options that include examples of deflection, direct intervention, and delegation for assistance;

(e) Provide information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims and to promote safety and help individuals and communities address conditions that facilitate violence. Conversations about situational awareness and being alert to surroundings are examples of risk reduction;

(f) Provide an overview of rights and responsibilities including available options on and off campus for reporting to campus authorities and/or to law enforcement (as well as the right to decline to report to law enforcement); assistance (such as medical, mental health, and/or advocacy); and disciplinary procedures and related rights. (This information is also included in this Annual Security Report in compliance with the Clery Act); and

(g) Provide the New York State Article 129(b) Students' Bill of Rights.

The College implements annual educational efforts consisting of presentations that include distribution of educational materials to new students; availability of online training modules and information for all students; participating in and presenting information and materials during new employee orientation; as well as offering ongoing prevention and awareness efforts.

The College offered **primary prevention and awareness programs for all incoming students** during January 2020 New Student Orientation Programming (NSOP) and August 2020 NSOP. Information was presented in person during the January 2020 NSOP via required sessions attended by all incoming students and with printed supplements. Fall 2020 NSOP was held virtually due to the ongoing COVID-19 pandemic. All incoming students attended required sessions on bystander intervention and community care as well as healthy relationships and active consent via asynchronous, prerecorded workshop sessions. Students also received digital supplemental material and engaged in virtual discussions led by their Orientation Leaders. Residential Life and Housing materials also include reference to the Policy Against Discrimination and Harassment and remind students of where to find information regarding policy and procedures, as well as available resources. The Being Barnard prevention educator gathers informal student feedback and programmatic assessment data throughout the year to inform content and delivery of ongoing prevention efforts.

The College offered **primary prevention and awareness programs for all new employees** in 2020 through on-board meetings with Human Resources. A web-based module regarding sexual harassment is provided to all new employees and all staff on an annual basis.

The College offered **ongoing awareness and prevention programs for students** in 2020, however, as a result of the Covid-19 pandemic, academics shifted to remote (virtual) in March of 2020 and most students left the College residences. The in person operations of campus

remained significantly reduced for the majority of the year, including reduction of co-curricular and extra-curricular programming, with offerings solely virtual. In January 2020, 53 Resident Assistants (Residential Life student staff) received training on recognizing behaviors including sexual assault, dating/domestic violence, and stalking as well as information about bystander intervention and how to refer to confidential and non-confidential (reporting options). All officers in student organizations (approximately 300 students) were provided training focused on recognizing the signs of unhealthy relationships as well as recognizing signs of anxiety and isolation as part of required training for Governing Board of Barnard (GBB) recognition and funding. The program was tailored to student concerns arising from the ongoing COVID-19 pandemic. The program was offered virtually in both synchronous and asynchronous formats. Student groups can invite peer educators from Well Woman or the Rape Crisis/Anti-Violence Support center or staff from Nondiscrimination, Being Barnard, Furman Counseling or Primary Care Health Services to present to groups (e.g. various performing arts groups hosted ongoing discussions on consent and communication). During the Fall 2020 semester, workshops were available to student organizations virtually. Study Abroad pre-orientation for students, typically held twice a year, includes presentation of recognizing behaviors and available support, however study abroad was suspended in 2020 so these did not occur. Programming and outreach - including specific attention to Stalking Awareness Month (January 2020), Sexual Assault Awareness Month (April 2020) and Relationship Violence Awareness Month (October 2020) - during Spring 2020 and Fall 2020 was provided primarily through social media and the Barnard website due to the ongoing COVID-19 pandemic. Instagram Live was utilized to deliver programming that included discussions of healthy relationships, campus sexual assault prevention, and boundary setting. Programs are currently archived on the Being Barnard Instagram account and can be accessed on demand.

The College offered **ongoing awareness and prevention programs for employees** in 2020. Department visits to discuss safety; staff meetings and faculty department chairs meeting, and department training such as Safety staff who receive annual training, including learning about resources, policy, and trauma dynamics. Residential Life Staff receive training at least twice a year (January 2020, residence halls were not open for fall 2020 so related training did not occur).

## **PROCEDURES FOR REPORTING A COMPLAINT**

The College has procedures in place that serve to be sensitive to those who report sexual assault, relationship violence, and stalking, including informing individuals about their right to file criminal charges; the availability of counseling, health, mental health, victim advocacy, and other services on and or off campus; and information about additional remedies to prevent contact between a reporting and responding party, such as housing, academic, transportation and working accommodations, if reasonably available.

These [procedures](#) are in place for reports of sex or gender-based discrimination or harassment (“gender-based misconduct”), sexual assault, relationship violence (dating/domestic violence) or stalking (together referred to as “misconduct”), reporting of such misconduct is encouraged. Upon receiving a report, Barnard College (“the College”) will respond promptly, equitably, impartially and fairly. In addition, the College will take steps to prevent the recurrence of the alleged misconduct and to correct its effects. Individuals involved in misconduct covered by this procedure may request academic, residential, or work accommodations by contacting the Nondiscrimination Office / Title IX Coordinator.

Consistent with its commitment to providing an environment free from unlawful discrimination, harassment, or retaliation, the College complies with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities. The College is committed to encouraging meaningful, candid dialogue on alleged discrimination or harassment, including sexual assault, domestic violence, dating violence, and stalking, in an educational context. A discussion of prohibited conduct and protected behaviors (e.g. academic freedom) can be found in the College [policy](#), section 15.

The grievance procedures summarized below are specifically for the adjudication of complaints of gender-based misconduct, sexual assault, domestic violence, dating violence or stalking when such complaints involve Barnard College students, faculty, staff, administrators and/or third parties. The College takes all complaints seriously and takes prompt, effective action, including disciplinary action for those over whom the College has jurisdiction, upon a finding of a Policy violation. Every effort is made to resolve complaints within sixty (60) days. The College also takes steps to address the effects of discriminatory action on Complainants and the College community. Inquiries regarding Nondiscrimination and the spectrum of sexual violence can be referred to the Title IX Coordinator:

**Elizabeth Scott-Francis**  
**Title IX Coordinator**  
**Barnard College**  
**(212) 853-0073**  
nondiscrimination@barnard.edu

**Danielle-Hope Cabral**  
**Deputy Title IX Coordinator**  
**Barnard College**  
dcabral@barnard.edu

Reports can be submitted online [here](#).  
Additional information about reporting is available at  
<https://barnard.edu/cares/nondiscrimination-and-title-ix>

Inquiries may also be directed to:

**U.S. Department of Education, Office for Civil Rights**

**New York—Region II**

**(646) 428-3800**

**32 Old Slip, 26th Floor**

**New York, NY 10005**

[OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

<http://www.ed.gov/ocr>

### **Important Note about Confidentiality**

The College is committed to protecting the privacy of all individuals involved in a report of potentially prohibited conduct<sup>6</sup>. Barnard will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant; any individual who has been reported to be the perpetrator of sex discrimination; any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The College reserves the right to determine which Barnard officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA). The Director of Nondiscrimination and Title IX will share only what information is necessary with those who need to know to preserve the parties' rights and privacy. Information will be shared as necessary with Investigators, Decision-Makers, witnesses, and the parties.

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<sup>6</sup> For the purpose of this policy, privacy and confidentiality have distinct meanings. **Privacy** means that information related to a complaint will be shared with a limited number of Barnard employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in the College's response to notice under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with FERPA. **Confidentiality** exists in the context of laws (including Title IX) that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses. The College has designated individuals who have the ability to have privileged communications as Confidential Resources.

Any College official (with the exception of the few designated confidential resources) informed of an allegation of misconduct covered by this policy involving students or other members of the College community is required to share that information with the Title IX Coordinator.

Confidentiality may be offered by certain designated College resources;. At Barnard, students can seek confidential support and assistance from Furman Counseling Center (clinicians are confidential resources), Primary Care Health Services clinicians, Well Women & Being Barnard staff and/or consult advocates, on campus, at the Sexual Violence Response or off campus at services such as Crime Victims Treatment Center. (Contact information for on and off campus confidential resources can be found [here](#)).

When a report of misconduct is investigated, the Complainant, the Respondent and all identified witnesses who are interviewed in the investigation, will be notified of the College's expectation of maintaining privacy, and the available confidential support resources. The College does not place restrictions on the right of parties to disclose the outcome of matters resolved under these Procedures. The College will make all reasonable efforts to maintain the privacy of the parties involved in misconduct investigations. Even those College representatives who cannot guarantee confidentiality will maintain privacy to the greatest extent possible. Breaches of privacy will be reviewed, may be considered a violation of the Policy and may result in additional disciplinary action.

### **Complainant Request for Anonymity**

A Complainant may request anonymity because he/she does not want his/her identity known to the Respondent or witnesses (wishes to remain confidential). The Complainant has the opportunity to meet with the Title IX Coordinator to discuss available options for moving forward and available resources. The Complainant may request anonymity or express whether the Complainant consents to an investigation or wishes to participate in such investigation. The College will make all reasonable attempts to comply with such a request; however, the College's ability to investigate and respond may then be limited. The College will provide a Complainant seeking anonymity information about relevant confidential hotlines provided by New York State agencies and not-for-profit entities (information also at the end of this document). In addition, the College is required by Title IX to weigh the Complainant's request for anonymity or lack of consent to investigation with the College's commitment to provide a reasonably safe and non-discriminatory environment. If the College cannot maintain a Complainant's request for anonymity or it is deemed necessary to proceed with investigation with the College as Complainant, she/he will be notified by the Title IX Coordinator. In situations where a member of the College community becomes aware of a pattern of behavior by a single Respondent, the College will take appropriate action in an effort to protect the College community.



## Definitions and Examples

The misconduct covered by College policy comprises a broad range of behaviors that may or may not be sexual in nature. Sexual harassment or harassment or discrimination based upon sex, gender, gender identity, or sexual orientation are also included forms of misconduct. Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship (current or former). Misconduct can be committed by anyone, and it can occur between people of the same or different gender identity. (See the Policy Against Discrimination and Harassment [definitions](#) in full on the College website)

### *Potential instances of Gender-Based Misconduct include:*

- Pressure for a date or a romantic or intimate relationship
- Unwelcome sexual contact, kissing, hugging, or massaging
- Use of coercion, threat, intimidation, or force to engage in sexual activity
- Continuing sexual activity after consent has been withdrawn
- Belittling remarks about a person's body parts, gender, or sexual orientation based on gender-stereotyping
- Inappropriate sexual innuendos or humor, obscene gestures of a sexual or gender-based nature
- Videotaping and photographing activity of a sexual or personal nature without consent of those being recorded
- Offensive sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Use of email, the Internet, or other forms of digital media to facilitate any of the above referenced behaviors

### *Potential Instances of Stalking:*

- Repeatedly emailing another though asked to stop
- Monitoring where a person is, appearing at such locations uninvited to seek contact with the individual

### *Potential Instances of Dating Violence or Domestic Violence:*

- Engaging in physical violence (e.g. holding down, blocking egress) to control another person with whom there is or has been an intimate relationships
- Making or carrying out threats to do something to harm a partner or former partner
- Isolating a partner (e.g. interfering with socialization with friends), use of intimidation to control actions of a partner, using pressures (e.g. alcohol, humiliation, threatening remarks) to engage in sexual activity with a partner.

## SCENARIO EXAMPLES

The following scenarios help illustrate some applications of the Policy (Some of these illustrative scenarios are adapted from the Columbia University policy.)

- A professor offers for a student to have sex or go on a date with them in exchange for a good grade. This constitutes sexual harassment regardless of whether the student accedes to the request and irrespective of whether a good grade is promised or a bad grade is threatened.
- A professor engages students in class in discussions about the students' past sexual experiences, yet the conversations are not in any way germane to the subject matter of the class. The professor inquires about explicit details and demands that students answer them, though the students are clearly uncomfortable and hesitant.
- Chris has recently transitioned to non-binary, but primarily expresses as a female. Since their transition, Chris has noticed that their African Studies professor, Dr. Mukembo, pays them a lot more attention. Chris is sexually attracted to Professor Mukembo and believes the attraction is mutual. Chris decides to act on the attraction. One day, Chris visits Dr. Mukembo during office hours, and after a long conversation about being non-binary, Chris kisses Dr. Mukembo. Dr. Mukembo is taken aback, stops the kiss, and tells Chris not to do that. Dr. Mukembo explains to Chris that they are not interested in Chris sexually or romantically. Chris takes it hard, crying to Dr. Mukembo about how hard it is to find someone who is interested in them now based on their sexual identity. Dr. Mukembo feels sorry for Chris and softens the blow by telling them that no matter whether they like Chris or not, faculty-student relationships are prohibited by the university. Chris takes this as encouragement. One night, Chris goes to a bar some distance from campus and sees Dr. Mukembo there. Chris tries to buy Dr. Mukembo a drink and, again, tries to kiss Dr. Mukembo. Dr. Mukembo leaves the bar abruptly. The next day, Chris makes several online posts calling out Dr. Mukembo and raising questions about whether they are sexually involved with students. Dr. Mukembo contacts the Office of Nondiscrimination and Title IX and alleges that Chris is sexually harassing him.
- Lee is working as an on-campus tutor and received flowers and gifts delivered to their office. After learning the gifts were from another student they recently tutored, Lee thanked the student and stated that it was not necessary and would appreciate it if the gift deliveries stopped. The student then started leaving notes of love and gratitude on Lee's residence hall room door. Asked again to stop, the student stated by email, "You can ask me to stop, but I'm not giving up. We are meant to be together, and I'll do anything to make you have the feelings for me that I have for you." When Lee did not respond, the student emailed again, "You cannot escape me. I will track you to the ends of the earth. If I can't have you, no one will."

- Amanda and Jamie meet at a party. They spend the evening dancing and getting to know each other. Jamie convinces Amanda to come up to their room. From 11:00 p.m. until 3:00 a.m., Jamie uses every line they can think of to convince Amanda to have sex with them, but she adamantly refuses. Despite her clear communications that she is not interested in doing anything sexual with them, Jamie keeps at her, questions her religious convictions, and accuses her of being “a prude.” Jamie brings up several rumors that they’ve heard about how she performed oral sex on a number of other students. Finally, it seems to Jamie that Amanda’s resolve is weakening, and he convinces her to perform oral sex on them. Amanda would have never done it but for Jamie’s incessant coercion.
- Jiang is a junior. Beth is a sophomore. Jiang comes to Beth’s residence hall room with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, soon become more intimate, and start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a babysitter at the age of five and avoids sexual relations as a result, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with Beth, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop but cannot. Beth is stiff and unresponsive during the intercourse.

## **Reporting Process**

Filing a Report: Any report of alleged misconduct by a student, member of the faculty, staff or administrators of Barnard College or a person who is not a member of the Barnard College community can be filed with the Title IX Coordinator or other designated contact noted within the Policy Against Discrimination and Harassment (such as Human Resources). All members of the community are encouraged to consult with the Title IX Coordinator if they are unsure about how or what information to report.

The Title IX Coordinator is obligated to take action in response to any report of alleged misconduct, to ensure measures are taken to stop adverse behavior and prevent its recurrence, as appropriate. It is important to note, however, that not every report leads to a disciplinary process. Each report is reviewed individually. In all cases, before further action will be taken, the College will carefully consider the source and nature of the information received, the specificity of the information, the objectivity and credibility of the source of the report, whether it can identify individuals who were subjected to the alleged discrimination or harassment, and take into account whether those individuals want to pursue the matter. If there is sufficient reason to believe that a violation of this policy may have occurred, an inquiry or investigation will commence. In cases where the misconduct is reported anonymously (e.g. through the online

report without including information of the reporting party) or by an observer/concerned individual to the Title IX Coordinator, the Complainant will be notified by the Title IX Coordinator that a report has been received. The Title IX Coordinator will meet with the Complainant to discuss her/his options and available resources at the College and in the community. The Complainant has a right to withdraw involvement or withdraw complaint, however, in some circumstances, the College nevertheless may need to investigate, such as where it is necessary to ensure the safety of the College community. In such instances where the complainant withdraws the complaint or from involvement in the process, the College may proceed with notice to the complainant.

Information can be shared via an online report form located on the Barnard website at [https://barnard-advocate.symplicity.com/public\\_report](https://barnard-advocate.symplicity.com/public_report).

Administrative Contacts for Making a Report: Anyone wishing to file a report of misconduct, seeking information, accommodation and/or resource information should contact the Title IX Coordinator (or a Deputy Coordinator). Reports of misconduct may include misconduct by a visitor to or vendor of campus, or when the identity of the alleged perpetrator is unclear. Anyone may consult with the Nondiscrimination Office regarding reporting options.

**Director, Nondiscrimination & Title IX Coordinator:**

**Elizabeth Scott-Francis**

**Elliott Hall, 1st Floor**

**(212) 853-0037**

Alternatively, reports may be made to Human Resources (Kathleen Veteri, [kveteri@barnard.edu](mailto:kveteri@barnard.edu)).

**Reporting and Students' Use of Alcohol and Other Drugs**

The health and safety of every student at Barnard is of utmost importance. Barnard recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including, but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Barnard strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to College officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to College officials or law enforcement will not be subject to the College's Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault. The College alcohol policy can be found on the web at <https://barnard.edu/policy/aod>.

The use of alcohol and other drugs can have unintended consequences. Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and affirmatively given. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of alcohol and other drugs on another person's ability to give consent. Providing alcohol or other substances to another person without their knowledge or for the purpose of incapacitation to coerce sexual activity is a violation of the Policy. Consent is required regardless of whether the person initiating the act is under the influence of alcohol and/or drugs. The personal use of alcohol and other drugs never makes someone at fault for being sexually assaulted.

### **Rights of Reporting Individual/Complainant**

Upon receipt of a report of an incident of misconduct, the Title IX Coordinator will ensure the reporting individual has been advised of their rights (1) to make a report to local law enforcement and/or state police or choose not to report; (2) to report the incident to campus authorities; (3) to be protected from retaliation by the College for reporting an incident; and (4) to receive assistance and resources from the College. The reporting individual can choose to meet with the Title IX Coordinator to discuss these rights.

Individuals reporting acts of misconduct may also choose to file a report with the New York City Police Department (or appropriate agency with jurisdiction). The College system and police/legal system work independently from one another. Individuals can file reports with the College, or with NYPD, or with both systems simultaneously. Individuals also have the right to decline reporting. Because the standards for finding a violation of criminal law are different from the standards in this policy, criminal investigations or reports are not determinative of whether or not misconduct, under this policy, has occurred.

### **NEW YORK STATE STUDENTS' BILL OF RIGHTS**

Related to Sexual Assault, Dating Violence, Domestic Violence, and Stalking, all students have the right to:

- Make a report to Community Safety, local law enforcement, and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressures from the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;

- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by the institution, any student, the accused, and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the institution;
- Have access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

### **Advisor of Choice**

Complainant and Respondent each have the right to be accompanied to any related meeting or proceeding by an advisor of their choice. An advisor may be an individual who attends as a supportive presence. An advisor may take notes and quietly confer with the party being advised, but may not speak on behalf of the party or in any way disrupt any meeting or proceeding. Witnesses or others involved in the investigation or adjudication process are not permitted to bring another person to any meeting or hearing.

Although the parties are not required to bring their advisor to all meetings, using the same advisor throughout the process, unless there are extenuating circumstances, allows the process to move forward in an efficient fashion. In the event that a party wants to make a change to their advisor, they must provide notice to the Title IX Coordinator.

### **Timeframe**

The College encourages prompt reporting, but does not limit the timeframe for filing a report of misconduct. Reports can be submitted at any time following an incident, although the College's ability to take any action may be adversely affected/limited by the length of time between the alleged incident and the report. The current relationship to the alleged perpetrator may also limit the available range of disciplinary action (e.g., if an individual is no longer employed by the College or enrolled as a student). Once a report is received, projected timelines are provided in the steps of the procedure outlined below.

Barnard College will act on any formal notice/complaint of violation of the Policy Against Discrimination and Harassment (“the Policy”) that is received by the Director of Nondiscrimination and Title IX<sup>[1]</sup> or any other Official with Authority by applying these procedures, known as the Title IX Formal Grievance Process.

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX that:

- Defines the meaning of “sexual harassment” (including forms of sex-based violence),
- Addresses how schools must respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that schools must follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

The Formal Title IX Grievance Process became effective on August 14, 2020, and only applies to sexual harassment meeting the parameters above, and alleged to have occurred on or after August 14, 2020. Incidents of sexual harassment alleged to have occurred before August 14, 2020, regardless of when they are reported, will be investigated and adjudicated according to the resolution process in place at the time the incident allegedly occurred.

The Formal Title IX Grievance Process applies **only** to the specific qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking) defined in the current Regulations. Other behaviors that may be protected class harassment or discrimination as defined in the [Policy Against Discrimination and Harassment](#) involving students, staff, administrators, or faculty members, may utilize the Nondiscrimination and Harassment Resolution Process. Refer to the [Nondiscrimination and Harassment Resolution Process](#) for a description of the procedures applicable to the resolution of such offenses. The Nondiscrimination and Harassment Resolution Process can also apply to sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined in the Policy) when jurisdiction does not fall within this Formal Title IX Grievance Process as determined by the Title IX Coordinator. Barnard remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the 2020 Title IX Final Rule.

### **Jurisdiction**

The College is able to initiate an adjudication process for alleged incidents of misconduct:

- that occurred or may have a continuing effect on campus,
- that occurred in the context of official College programs or activities (regardless of location),
- where both the Complainant and Respondent are students, member of the faculty, staff or administrators of Barnard College, or
- Where the Respondent is a student, member of the faculty, staff or administrator of Barnard College.

If the Respondent is affiliated with the College, but not a College student, faculty or staff member, procedures of the affiliated institution (Columbia University or Teacher's College) may apply to the investigation and disciplinary process.

If the offender is unknown or is not a member of the College community, the Title IX Coordinator (or designee) will assist individuals in identifying appropriate on and off campus resources and/or provide access to local law enforcement authorities if the individual would like to file a criminal or civil report. In addition, the College may take other actions such as providing interim measures or accommodations to protect the individual and the campus community, regardless of whether an adjudication takes place.

When addressing cross-campus complaints of discrimination and/or harassment involving members of both the Barnard and Columbia communities, sometimes greater liaising and collaboration is beneficial and appropriate. As allowed by law, the College may work with parties to discuss options for appropriate information-sharing and coordination between Barnard and Columbia relevant offices to collaborate regarding investigation and resolution including informal and administrative resolution, related to allegations of discrimination and/or harassment.

### **Allegations Potentially Falling Under Two Policies**

Complaints that include allegations of both Gender-Based Misconduct and misconduct under the Formal Title IX Grievance Process will be investigated and adjudicated under the Title IX process.

### **Ongoing Notice**

If, in the course of any investigation, Barnard decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and whether these are otherwise covered "sexual harassment" falling within the Formal Title IX Grievance Process or behavior applicable under other College policy, Barnard will notify the parties whose identities are known of the additional allegations by their Barnard email accounts or other reasonable means.



The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

### **Multi-Party Situations**

Barnard may consolidate Formal Complaints alleging covered sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts of circumstances.

### **Counterclaims**

The College is obligated to ensure that the grievance process is not abused for retaliatory purposes. Barnard permits the filing of counterclaims but uses an initial assessment to determine whether the allegations in the counterclaim are made in good faith. Counterclaims by a Respondent may be made in good faith, but are on occasion made for purposes of retaliation, instead. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the appropriate grievance procedures. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

### **Retaliation**

Acts of alleged retaliation should be reported immediately to the Director of Nondiscrimination and Title IX and will be promptly investigated. Barnard College will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation. Barnard and any member of Barnard's community are prohibited from taking or attempting to take adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Filing a complaint within the Nondiscrimination and Harassment Resolution Process could be considered retaliatory if those charges could be applicable under the Formal Title IX Grievance Process, when the Nondiscrimination and Harassment Process charges are made for the purpose of interfering with or circumventing any right or privilege provided afforded within the Formal Title IX Grievance Process that is not provided by the Nondiscrimination and Harassment Process. Therefore, Barnard reviews all complaints carefully to ensure this does not happen, and to assure that complaints are tracked to the appropriate process.

The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

## **Initial Assessment**

Following receipt of notice or a complaint of an alleged violation of the Policy, the Title IX Coordinator engages in an initial assessment. If circumstances require, the Associate Vice President of CARES or Title IX Coordinator will designate another person to oversee the resolution process should an allegation be made about the Coordinator or the Coordinator be otherwise unavailable, unable to fulfill their duties, or have a conflict of interest.

The steps in an initial assessment may include:

- The Title IX Coordinator seeks to determine if the person impacted wishes to seek assistance and/or make a formal complaint, and will assist them to do so, if desired.
  - If they do not wish to pursue a formal complaint, the Title IX Coordinator determines whether it may be necessary to initiate a complaint themselves because a violence risk assessment based upon available information indicates a compelling threat to health and/or safety.
- If a written formal complaint is received, the Title IX Coordinator assesses its sufficiency of information and works with the Complainant to proceed appropriately.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
  - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes, assesses their request(s), and implements accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
  - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution and may then seek to determine if the Respondent is also willing to engage in informal resolution.
  - If a Formal Grievance Process is preferred by the Complainant, the Title IX Coordinator determines if the misconduct alleged falls within the scope of the Formal Title IX Grievance Process or other resolution process:
    - If the Formal Title IX process is applicable, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address: an incident, and/or, a pattern of alleged

misconduct, and/or , a culture/climate issue, based on the nature of the complaint.

▪ If alleged misconduct does not fall within the scope of the Formal Title IX Grievance Procedures, the Title IX Coordinator determines that the regulations do not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply, which resolution process is applicable, and will refer the matter accordingly. *\*Please note that dismissing a complaint under the 2020 Title IX regulations is solely a procedural requirement under Title IX which does not limit the College’s authority to address a complaint with an appropriate process and remedies.*

### **Supportive Measures**

Barnard College will offer and implement appropriate and reasonable supportive measures to all parties upon notice of alleged harassment, discrimination, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College’s education program or activity, including measures designed to protect the safety of all parties or the College’s educational environment, and/or deter harassment, discrimination, and/or retaliation. Individuals may seek and receive supportive measures regardless of their decision to participate or engage in a grievance procedure or resolution.

Similarly, individuals engaging with Barnard’s Formal Title IX Grievance Process or the Nondiscrimination and Harassment Resolution Process may request reasonable accommodations, as needed, within the process by contacting the Director of Nondiscrimination and Title IX. The Director of Nondiscrimination and Title IX will work collaboratively with the Director of the Center for Accessibility Resources and Disability Services (for students) or Human Resources (for employees) to ensure registered accommodations are honored throughout any related resolution process.

The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented. Barnard will maintain the privacy of the supportive measures, provided that privacy does not impair the College’s ability to provide the support. The College will act to ensure as minimal an academic/occupational impact on the parties as possible and will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services; Referral to the Employee Assistance Program; Referral to community-based service providers

- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s); Altering work arrangements for employees or student-employees
- Safety planning; Providing campus safety escorts; Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass or Persona Non Grata (PNG) Orders
- [Timely warnings](#)
- Class schedule modifications, withdrawals, or leaves of absence
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders or other restrictions will be referred to appropriate student or employee conduct processes for enforcement. The College may establish an appropriate schedule for the Respondent to access applicable institution buildings and property at a time when such buildings and property are not being accessed by the Complainant, as long as any such restrictions are not unduly burdensome to the Respondent. In matters involving Barnard and Columbia University students, the Title IX Coordinator works collaboratively with Columbia University staff to establish mutually agreed-upon schedules to limit contact in cross-campus use of space.

## Informal Resolution Options

### **Independent Informal Resolution**

In cases involving some forms of alleged misconduct, an individual may choose to engage with the alleged offender directly through a face to face discussion, a personal telephone conversation, e-mail correspondence, or other written correspondence to advise the misconduct is unwelcome behavior. In some cases, this approach may resolve the situation; in others, it may be ineffective or place the reporting individual in an uncomfortable, insecure, or compromised position. Under no circumstances should an individual feel pressured to address the alleged offender directly or otherwise handle the matter alone, and a decision not to confront an individual believed to be engaging in discriminatory or harassing behavior will not be viewed negatively. If efforts to address a matter directly prove unsuccessful or impractical, an individual may choose to meet with the Title IX Coordinator to pursue other methods of resolution as described in these procedures.

## **Informal Resolution**

In cases involving some forms of alleged misconduct, the Title IX Coordinator (or designee) will determine whether there is an appropriate facilitated [informal resolution](#) mechanism that may be considered based on information provided about the incident. This may include shuttle diplomacy, facilitated conversation, and/or training and education for individuals or groups.

The Director may look to the following factors to assess whether Informal Resolution is appropriate, or which form of Alternative Resolution may be most successful for the parties:

- The parties' amenability to Alternative Resolution; Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate in good faith;
- Civility of the parties;
- Results of a violence risk assessment/ongoing risk analysis; whether there is an ongoing threat of harm or safety to the campus; whether an emergency removal is needed
- Disciplinary history;
- Skill of the Alternative Resolution facilitator with this type of allegation;
- Complaint complexity;
- Emotional investment/capability of the parties; Rationality of the parties; Goals of the parties;

The ultimate determination of whether Alternative Resolution is available or successful is to be made by the Director of Nondiscrimination and Title IX. The Director is authorized to negotiate a resolution that is acceptable to all parties, and/or to accept a resolution that is proposed by the parties, usually through their Advisors. The Director of Nondiscrimination and Title IX maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution are not appealable.

If it is determined that a facilitated informal resolution may be appropriate, the Title IX Coordinator will speak with the parties about this option.

- Facilitated informal resolution will be pursued only with the consent of both parties; either party may terminate the facilitated informal resolution process at any time and the Complainant may choose to pursue or resume the formal resolution process instead.
- If the facilitated informal process results in a resolution, both parties will receive outcome notification that the process has concluded and the case will be closed. The outcome notification for informal resolution will include whether or not the Respondent is being

found responsible for a violation of policy, if and how the incident will be documented in the Respondent's education or employment record.

- If the parties are unable to reach a resolution in a timely manner, or if either party requests to terminate the facilitated informal resolution process, the investigation and disciplinary process will proceed.
- It is anticipated that facilitated informal resolution efforts will occur promptly and generally will be completed within forty-five (45) calendar days, parties are notified of necessary delay and/or may agree upon a delay.
- Informal Resolution is applicable when the parties voluntarily agree to resolve the matter through Alternative Resolution, such as mediation, restorative practices, facilitated dialogue, etc., or when the Respondent accepts responsibility for violating Policy, or when the Director of Nondiscrimination and Title IX can resolve the matter informally by providing remedies to resolve the situation.

It is not necessary to pursue Informal Resolution first in order to pursue Administrative Resolution. If an Informal Resolution fails after the resolution is finalized, Administrative Resolution may be pursued.

### **Alternative Resolution**

Alternative Resolution is an informal process, such as mediation or restorative practices, by which the parties mutually agree to resolve an allegation. It may be used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the Administrative Resolution process (described below) to resolve conflicts. All parties must consent to the use of Alternative Resolution. The Director of Nondiscrimination and Title IX determines if Alternative Resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue, and the susceptibility of the conduct to Alternative Resolution.

In an Alternative Resolution, a trained administrator facilitates a dialogue with the parties to an effective resolution, if possible. Institutionally-imposed sanctions are not possible as the result of an Alternative Resolution process, though the parties may agree to accept sanctions and/or appropriate remedies. The Director of Nondiscrimination and Title IX maintains records of any resolution that is reached, and failure to abide by the resolution can result in appropriate enforcement actions. Alternative Resolution is not typically the primary resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the Administrative Resolution process is completed should the parties and the Director of Nondiscrimination and Title IX believe it could be beneficial. The results of Alternative Resolution are not appealable.

### **Respondent Accepts Responsibility for Alleged Violations**

The Respondent may accept responsibility for all or part of the alleged policy violations at any

point during the resolution process. If the Respondent accepts responsibility, the Director of Nondiscrimination and Title IX makes a determination that the individual is in violation of Barnard Policy. The Director then determines appropriate sanction(s) or responsive actions, which are promptly implemented in order to effectively stop the harassment, discrimination, and/or retaliation; prevent its recurrence; and remedy the effects of the conduct, both on the Complainant and the community.

If the Respondent accepts responsibility for all of the alleged policy violations and the Director of Nondiscrimination and Title IX or designee has determined appropriate sanction(s) or responsive actions, which are promptly implemented, the process is over. The Complainant will be informed of this outcome. If the Respondent accepts responsibility for some of the alleged policy violations and the Director has determined appropriate sanction(s) or responsive actions, which are promptly implemented for those violations, then the remaining allegations will continue to be investigated and resolved through Administrative Resolution. The parties will be informed of this outcome. The parties are still able to seek Alternative Resolution on the remaining allegations, subject to the stipulations above.

## **Inquiry and Investigation**

### **Inquiry**

Promptly following the receipt of a report, information will be reviewed by the Title IX Coordinator to determine if there may be reason to believe that a policy may have been violated. An initial assessment as described above will be undertaken by the Title IX Coordinator, if necessary, to determine whether a formal investigation must commence, and the applicable resolution process. If further information is necessary, it may involve prompt discussions or inquiry with the Complainant and others, as appropriate. The Complainant may be accompanied by an advisor of choice to all meetings. The Complainant may be offered supportive measures and will be offered resources, as appropriate, regardless of whether or not there is reason to proceed with an investigation. If the findings of the initial inquiry indicate there is not sufficient reason to believe a violation may have occurred, the Complainant will receive prompt notice of this outcome. Inquiry is a prompt process that should not take longer than five to ten (5-10) calendar days from the receipt of a formal complaint. If a formal investigation is to commence, the Respondent will be notified that a report has been filed. In cases of investigation of an employee as Respondent, the employee's supervisor may be notified of the investigation at the same time the Respondent receives notification.

Vendors or other agencies in contract with the College will be promptly notified if any of their employees are alleged to have violated policy, and such employees may be banned from any or all college properties and may also be subject to action deemed appropriate by their respective employer. Restrictions regarding access to College property or events may also be imposed.

The Respondent and Complainant, with their respective advisor of choice, will be given the opportunity to meet separately with the Title IX Coordinator (or designee) to review the Policy and applicable procedure, as well as related rights.

### **Nondiscrimination & Harassment Resolution Process**

Proceedings of the Nondiscrimination & Harassment [Resolution Process](#) are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accord with Barnard policy. While there is an expectation of privacy around what is discussed during interviews, the parties have discretion to share their own experiences with others if they so choose, but are encouraged to discuss with their Advisors first before doing so.

#### **Administrative Resolution via an Investigation and Hearing**

Administrative Resolution can be pursued for any behavior for which the Respondent has not accepted responsibility that constitutes conduct covered by the Policy Against Discrimination and Harassment at any time during the process. Administrative Resolution starts with a thorough, reliable, and impartial inquiry process, and, if appropriate, a subsequent investigation. If a formal investigation is to commence, the Director will provide written notification of the investigation to the parties at an appropriate time during the investigation. Advanced notice facilitates the parties' ability to identify and choose an Advisor, if any, to accompany them to the interview. Notification will include a meaningful summary of the allegations, will be made in writing, and may be delivered by one or more of the following methods: in person or emailed to the parties' Barnard-issued or designated email account.

- Once the decision is made to commence an investigation, the Director of Nondiscrimination and Title IX appoints Pool members to conduct the investigation (typically using a team of two Investigators)
- The Director of Nondiscrimination and Title IX will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no conflicts of interest or disqualifying bias. The parties may, at any time during the resolution process, raise a concern with the Nondiscrimination Director regarding bias or conflict of interest.
- Investigations are completed expeditiously, normally within thirty-to-forty (30-40) business days, though some investigations take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc. The College will make a good faith effort to complete the investigation as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.
- Barnard may undertake a short delay in its investigation (several days to weeks, to allow evidence collection) when criminal charges based on the same behaviors that invoke the Recipient's resolution process are being investigated by law enforcement. The College



will promptly resume its investigation and resolution process once notified by law enforcement that the initial evidence collection process is complete.

- During an investigation a trained Investigator (or external investigator when appropriate), will interview the Complainant, Respondent, and available witnesses as appropriate. The Complainant and Respondent may each have an advisor present at all meetings and interviews. The Investigator will also gather any pertinent evidentiary materials (including but not limited to, emails, written documents, or photographs).
- During the investigation process, both the Complainant and the Respondent will have an equal opportunity to provide the Investigator with relevant evidence and/or specific witness information. It is possible that more than one meeting may be necessary for the Complainant and Respondent to have the opportunity to respond to information obtained.
- The Investigator will prepare an investigation report that will include a summary of relevant information of each interview, provide a summary of factual information, and include any relevant documentation collected. It should be noted, some information disclosed during investigation may not be relevant or appropriate to include in the investigative report. For example, disclosure of medical or mental health conditions, diagnoses, and/or treatment will generally not be included.
- The Complainant and Respondent will each have the opportunity to review the investigative report and deliver a response to the report.
- The investigative report is then delivered to the Decision-maker to review and make a determination. The Decision-maker is responsible for fairly, promptly, and impartially determining whether it is more likely than not that policy has been violated upon review of the investigative materials.
- If the Decision-maker determines that a violation has occurred based on a preponderance of the evidence, the Respondent is “Responsible” and the Decision-maker will make recommendations regarding appropriate sanctions.
- Request for appeal of outcome must be submitted in writing within five (5) business days of the delivery of the written finding of the Decision-maker. Any party may appeal, disagreement with the finding or the sanctions is not, by itself, grounds for an appeal; appeals are limited to the following grounds:
  - A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures,
  - To consider new evidence, unknown or unavailable during the investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the appeal.
  - Belief by either party that the severity of the sanction is substantially disproportionate given the details of the case.

The College, at the discretion of the General Counsel, may conduct an investigation independent of, or in addition to, the procedures provided herein at any time.

### Long Term Remedies or Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Director may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence. These remedies/actions may include, but are not limited to:

- Referral to counseling and health services; Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments; Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

### Formal Title IX Grievance Process<sup>7</sup>

The College uses the [Formal Title IX Grievance Process](#) to determine whether or not the Policy has been violated. The Title IX Formal Grievance Process became effective on August 14, 2020, and only applies to sexual harassment alleged to have occurred on or after August 14, 2020. Incidents of sexual harassment alleged to have occurred before August 14, 2020, will be investigated and adjudicated according to the resolution process in place at the time the incident allegedly occurred. The procedures below apply **only** to qualifying allegations of sexual harassment, as narrowly defined in the Title IX Regulations, involving students, staff, administrators, or faculty members.

The steps in an initial assessment can include:

- The Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.

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<sup>7</sup> The Formal Title IX Grievance Process section of this ASR is intentionally formatted to stand out as a process specific to narrowly defined Sexual Harassment according to the current Title IX Regulations.

- o If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint themselves because a violence risk assessment based upon available information indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
- If alleged misconduct does not fall within the scope of the 2020 Title IX regulations, the Title IX Coordinator determines that the regulations do not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply, which resolution process is applicable, and will refer the matter accordingly.

*\*Please note that dismissing a complaint under the 2020 Title IX regulations is solely a procedural requirement under Title IX which does not limit the College’s authority to address a complaint with an appropriate process and remedies.*

#### Dismissal (Mandatory and Discretionary)

The College must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the [Policy](#), even if proved; and/or
- 2) The conduct is alleged to have occurred before August 14, 2020; and/or
- 3) The conduct did not occur in an educational program or activity controlled by the College (including buildings or property controlled by recognized student organizations) and/or the College does not have control of the Respondent; and/or
- 4) The conduct did not occur against a person in the United States; and/or
- 5) At the time of filing a formal complaint, a Complainant is not participating in or attempting to participate in the education program or activity at the College.

The College may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
- 2) The Respondent is no longer enrolled in or employed by the recipient; or
- 3) Specific circumstances prevent Barnard from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it. A Complainant is entitled to supportive measures without proceeding to file a formal complaint.

The Formal Title IX Grievance Process includes the following steps if proceeding to investigation:

- Notice of Investigation: The Director of Nondiscrimination and Title IX will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Title IX Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who will be given advance notice of when the NOIA will be delivered to the Respondent.
- Pre-Interview Meetings: Such pre-meeting allows Advisors to clarify and understand their role and Barnard’s policies and procedures, including [rules of decorum](#). The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview.
- The Formal Title IX Grievance Process is Barnard’s primary resolution approach for prohibited sexual harassment under Title IX, unless Informal Resolution is elected by all parties and the College. The options for Informal Resolution are detailed above and in full in the complete [process](#).
- Once the decision to commence a formal investigation is made, the Director of Nondiscrimination and Title IX appoints Pool members to conduct the investigation (typically using a team of two trained Investigators).
- Investigations are completed expeditiously, normally within thirty (30) business days. The College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include, but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions. Such delays are communicated to all parties.

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and

respond to all evidence on the record. The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator, if needed, with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Work with the Title IX Coordinator, as necessary, to prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
- Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported

misconduct, including evidence upon which the College does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with an indicator of the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).

- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) will document all rationales for any changes made after the review and comment period
- The Investigator(s) shares the report with the Title IX Coordinator and/or legal counsel for their review and feedback. The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors prior to a hearing.
- The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; or 2) questions and evidence about the Complainant's sexual predisposition; or 3) questions and evidence about the Complainant's prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
  - All parties must submit any evidence they would like the investigator to consider prior to when the parties' time to inspect and review evidence begins. Barnard will provide copies of the parties' written responses to the investigation to all parties and their advisors, if any, after the initial inspection and review of evidence, and before the investigator completes their Investigative Report, so they may provide additional evidence in response to their inspection and review of the evidence, if applicable.
- Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a live hearing. The hearing will not be held less than ten (10) business days from the conclusion of the investigation – when the final investigation report is transmitted to the parties and the Decision-maker – unless all parties and the Decision-maker agree to an expedited timeline.
- Parties will be provided detailed Notice of Hearing and option for pre-hearing preparation including pre-hearing meeting of the hearing chair and each party with their advisor.

### *Hearing Procedures*

- Participants at the hearing include the Decision-Maker/Chair, the hearing facilitator, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, the Title IX Coordinator, and anyone providing authorized accommodations, interpretation, and/or assistive services.
- The hearing will include an introduction; opening statements; a presentation of the Final Investigation Report; and opportunity for testimony and questioning by Advisors.

### *Deliberation & Determination*

The Decision-maker will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. Barnard uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints under the Formal Title IX Grievance Process. This means that the investigation and hearing process determines whether it is more likely than not that a violation of the Policy occurred.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker may then consider any previously submitted party impact statements in determining appropriate sanction(s). The Decision-maker will prepare a deliberation statement and deliver it to the Director of Nondiscrimination and Title IX, detailing the identification of the allegations, a description of the procedural steps taken from the receipt of the formal complaint through the determination, findings of fact supporting the determination, conclusions regarding which section of the policy, if any, the respondent has or has not violated, and rationale for determination.

Using the deliberation statement, the Title IX Coordinator will work with the Decision-maker to prepare a Notice of Outcome letter. The Title IX Coordinator will share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors.

### *Appeals*

Any party may appeal 1) the dismissal of a formal complaint or any included allegations and/or 2) a determination regarding responsibility. To appeal, a party must submit their written request for appeal to the Director of Nondiscrimination and Title IX within five (5) business days of the delivery of the Notice of Outcome, indicating the grounds for the appeal.

## Range of Sanctions

Faculty, staff or administrators who are found in violation of College policy prohibiting gender-based misconduct, sexual assault, domestic violence, dating violence, and stalking are subject to disciplinary action, up to and including discharge. Students are subject to disciplinary action, up to and including suspension or expulsion. In any case, educational programming or alcohol/substance assessment may be required. Sanctions may include reassignment of work duties or location; reassignment of class meetings; reassignment of or removal from living accommodations; restrictions on contact with Complainant; access restrictions to College property and/or events, disciplinary probation, suspension or expulsion. More than one sanction may be imposed. As described in the Code of Conduct, a student found responsible for a certain policy violations who is suspended or expelled or who withdraws before conclusion of an investigation of sexual assault, dating violence, domestic violence or stalking will have such noted on her transcript.

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation; The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

Guests and other persons who are alleged to have engaged in sex or gender-based misconduct are subject to corrective action, which may include removal from campus, ban from campus, and/or termination of contractual arrangements. Vendors or other agencies in contract with the College will be promptly notified if any of their employees are alleged to have violated policy, and such employees may be banned from any or all college properties and may also be subject to action deemed appropriate by their respective employers. Restrictions regarding access to College property or events may also be imposed.



Regardless of how a matter proceeds in this process, remedies may be made by the College, such as reviewing protocol, providing or enhancing training to staff and/or students. Protective measures may also be taken, such as issuing no-contact directives or access restrictions or implementing reasonable accommodations. Accommodation requests are reviewed on a case by case basis, and may include, but are not limited to, measures such as moving a student's housing assignment, adjusting a campus work schedule, assisting with academic support, seeking extensions for assignment, or allowing a student to withdraw and/or retake a course without penalty.

*Failure to Complete Sanctions/Comply with Interim and Long-term Remedies/Responsive Actions:* All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s) (including the Appeal Panel). Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the College. A suspension will only be lifted when compliance is achieved to the satisfaction of the Director.

### **Procedure Timeline**

The goal of the College is to provide a prompt resolution, upon receipt of a report, seeking to resolve matters within sixty (60) calendar days whenever possible. Best efforts will be made by the College to adhere to the time frames provided in this procedure. If time frames cannot be met, the appropriate officer (typically the Title IX Coordinator or designee) will notify the Complainant and Respondent in writing of the reason for the delay and will provide an estimated timeline by which that step of the process will be completed. The Title IX Coordinator has the discretion to reasonably extend the deadlines if an investigation is deemed complex.

### **Federal Reporting of Crime Statistics**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) the College must record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute misconduct investigated under these procedures. The Title IX Coordinator works in collaboration with Community Safety to ensure such incidents are captured for statistical reporting purposes while protecting the identity of the victim of such crimes. These notifications may include the classification and location of the reported crime but do not identify the students involved. The Clery Act also requires the College to issue a "timely warning" when it receives a

report of certain crimes that pose a serious or continuing threat to the community. The College may disclose aggregate information regarding incidents investigated and related outcomes. Such reports will not contain identifying information.

## Resources and Information

Important information for those who have experienced sexual assault:

Consider speaking to an advocate for guidance, available 24 hours, SVR at 212-854-4357 or community services provided below. Steps are outlined on the Columbia [SVR webpage](#):

- Get to a safe place;
  - This may be with a friend or family member; in a familiar location where you feel safe from harm.
- Call for assistance;
  - An advocate can provide assistance; for off campus emergency response call 9-1-1; for on campus emergency response call 212-854-6666; for information about options, call the CARES line at 212-854-3362.
- Seek medical attention, if necessary;
  - Primary Care Health Services and the after hours line are options for assessing injury and/or initiating medical assistance. CU EMS can assist with hospital transport from campus and immediate surrounding area.
- Preserve evidence, if applicable;
  - DNA evidence from a crime like sexual assault can be collected from the crime scene, but it can also be collected from your body, clothes, and other personal belongings. You may choose to have a [sexual assault forensic exam](#), sometimes known as a “rape kit,” to preserve possible DNA evidence and receive important medical care. This exam is available closest to campus at the Mt. Sinai Morningside hospital, for other locations call the New York State Hotline for Sexual Assault and Domestic Violence at 1-800-942-6906.
  - You don’t have to report the crime to have an exam, completing some or all of the exam process provides an opportunity to safely store evidence should you decide to report at a later time, and obtain relevant medical assistance and information.
- Explore reporting and support options
  - Barnard College CARES Line | 212-854-3362
  - Barnard College [Nondiscrimination](#) online information and reporting options
  - NYPD Hotline for Sexual Violence Crimes | 212-267-7273
- Consider speaking with a counselor, advocate or other confidential resources described here. There are many resources on and off campus, including virtually, to assist those who experience or are supporting someone who has experienced sexual violence.

## On Campus

[Columbia SVR](#) (Sexual Violence Response) is located at 105 Hewitt Hall: 212-854-HELP (4357)  
-this is a 24/7 helpline

[Being Barnard](#) is located at 122 Reid Hall: 212-853-0145

[Primary Care Health Services](#) is located in Brooks, Lower Level: 212-854-2091

[Furman Counseling Center](#) is located at 100 Hewitt Hall: 212-854-2092

[University Chaplain](#) is located at 710 Lerner Hall: 212-854-1493

[Barnard Ombuds](#) Office is located in Hewitt Hall: 212-853-1352

[Nondiscrimination/Title IX](#) is located at Elliott Hall, first floor : 212-854-0037

[CARES](#) Call Line: 212-854-3362 for non-emergency assistance and Community Safety, located in Barnard Hall, 104 (emergency line: 212-854-6666)

[Well Woman](#) is located at 119 Reid Hall 212-854-3063

## Off Campus

Local NYC Resources. New York City is home to a plethora of resources for people of all identities and genders who are facing sexual and interpersonal violence such as sexual harassment, sexual assault, dating violence, domestic violence, and stalking. These agencies offer a number of services including emergency room advocates\*, confidential counseling, trauma support, identity based support, and help navigating the criminal justice system should a survivor choose to file a report with the NYPD.

[New York City Anti-Violence Project](#) Is located at 116 Nassau Street, 3rd floor: 212-714-1141  
(this is a 24 hour help line)

○AVP is dedicated to serving LGBTQ and HIV-affected communities

[WomanKind](#) is located at 9 Mott Street, suite #200: 1-888-888-7702 (this is a 24 hour help line)

○WomanKind helpline advocates are multi-lingual and speak English, Spanish, and 18+ Asian languages and dialects including Chinese, Korean, Japanese, Tagalog, Hindi, Urdu, Bengali, and Vietnamese

[Safe Horizon](#) is located in multiple locations throughout the 5 boroughs: 1-800-621-4673 (this is a 24 hour help line)

○Safe Horizon is the largest survivor service non-profit in the country -providing support for people who have experienced / are experiencing domestic violence, sexual assault, human trafficking, stalking, and youth homelessness

Mount Sinai Sexual Assault and Violence Intervention Program is located at 114th street and Amsterdam Avenue (Across from Columbia): 212-423-2140 (M-F, 9am to 5pm)

○The [SAVI program](#) is located in Mt. Sinai Morningside Hospital. While their main line is only

open during business hours, advocates from the program are available to survivors at the hospital 24/7

\* If you have experienced violence and wish to go to the ER, you do not have to do so alone. SVR provides advocates, 24/7 through their help line (212-854-HELP[4357]), to accompany you if you wish \*

### *Online Resources*

There is a wealth of information and support available online. The following websites provide call and text lines, online chat helplines, and resources with more information about the spectrum of sexual and relationship violence.

- [Love is Respect](#): Love is Respect provides comprehensive information and support services (including helpline and online chat) for young adults who are concerned about their dating relationships. They also provide information for those who are supporting someone experiencing relationship violence.
- [RAINN](#): RAINN is the nation's largest anti-sexual violence organization. They offer a 24/7 help line and online chat services, as well as a plethora of information and resources related to sexual violence.
- [The Network/La Red](#): The Network/La Red is a survivor led organization dedicated to ending partner abuse in LGBTQIA+, Polyamorous, and BDSM communities. Though physically based in Massachusetts, they provide a 24/7 toll free help line and online resources.
- [FORGE](#): FORGE is a national transgender anti-violence organization. They provide referrals to local providers, a peer support listserv for survivors, and guided survivor healing programs.

## **Step Up! Be an Active Bystander**

The Columbia-Barnard Bystander Intervention committee offers Step Up! pro-social bystander training. Contact the Barnard Executive Director for Equity/Title IX Coordinator or Columbia Sexual Violence Response Director to request training or visit <http://barnard.edu/beingbarnard> to request training or workshops.

Pro-social bystanders are individuals who intervene in emergencies, criminal events or situations that could lead to violence, in ways that positively impact the outcome. The five decision making steps are to

1. Notice the event;
2. Interpret it as a problem;
3. Assume personal responsibility;
4. Know how to help; and

## 5. Step Up and help (take action).

A friend or bystander can interpret a matter as a problem by recognizing behaviors that are violations (described earlier in this report) or that may be making another feel uncomfortable or belittled. Help can be direct or indirect – and should never involve infringing upon one’s own sense of safety. Indirect help can always be sought by reporting to CARES or Community Safety or an administrator/staff member when adverse behavior has been observed in the campus community. Direct help does not always mean addressing a matter directly, but can be in the form of a distraction – changing the subject in an uncomfortable situation or asking someone for assistance as a means to remove them from a potentially harmful situation. A simple acronym to remember is S.E.E. for Safe Responding; Early Intervention; and Effective Helping.

### How to Help a Friend or Family Member

When another person has the courage to share with you that they have experienced any type of violation, providing support and offering resource options can be helpful. In [response](#) to power-based violence such as sexual assault, relationship violence, and stalking, in particular, receiving a supportive response to such disclosure can aid an individual in continuing to seek help for themselves moving forward. Many of the organizations and resources listed above offer further details for empowering support. Listening and sharing resources, and providing options such as an offer to walk with the person to report or seek counseling, are powerful tools to share.

### Risk Reduction

The following guidelines are taken from the Rape, Abuse, & Incest National Network website (<https://www.rainn.org/>)

While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

1. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
2. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, seek assistance immediately (campus community safety emergency line can be reached at 212-854-6666, CARES non-emergency line at 212-854-3362, local authorities can be reached by calling 911 in most areas of the U.S.).
3. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone or lost sight of it, get a new one.

4. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from large, common source open containers.
5. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
6. **If you suspect you or a friend has been drugged,** seek assistance immediately (local authorities can be reached by calling 911 in most areas of the U.S. to seek transport to the nearest hospital). Be explicit about your suspicions when talking with doctors so they can give you the correct tests (you will need a urine test and possibly others).

Safety Planning information can be found on the RAINN website (<https://www.rainn.org/>), the Barnard Title IX webpage (<https://barnard.edu/cares/nondiscrimination-and-title-ix/support>), or Columbia Sexual Violence Response webpage (<http://health.columbia.edu/sexual-violence-response>).

## Orders of Protection

The College does not issue Orders of Protection, that is a legal process that may be available in circumstances of sexual assault, relationship violence, and stalking. In New York, there are several types of Orders of Protection. Information about criminal and civil court processes are available on the New York City [webpage](#). Generally, an order of protection is a document issued by a judge to limit the behavior of someone who harms or threatens to harm another person. Orders of protection may also be issued through civil court [processes](#). There are Temporary Protective Orders, that provide coverage until a stated court date; and Final Order of Protection issued following court processes. The nature of coverage of an Order of Protection may be limited, barring certain behavior or full order to stay completely away. The details are specifically defined in an issued Order of Protection document.

Any member of the campus community who receives an Order or Protection, or similar measure issued in a state other than New York, is encouraged to share that document with Community Safety ([communitysafety@barnard.edu](mailto:communitysafety@barnard.edu)) to be maintained in a private record. Sharing an Order of Protection will prompt an opportunity to meet to discuss safety planning on campus related to the Order. Advocates from SVR or outside organizations, can assist individuals who may have questions about seeking or renewing an Order of Protection related to an experience of gender-based or relationship violence.

## Sex Offender Registry and Access to Related Information

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob

Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, below is a link to the New York State Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of New York, convicted sex offenders must register with the Sex Offenders Registry maintained by the New York State Division of Criminal Justice Services.

The Sex Offender Registry is available via [internet access](#) pursuant to the Sex Offender Registration Act (Correction Law Article 6-C Section 168 et seq.). Registry information provided under this section shall be used for the purposes of administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. The information in this registry must be used responsibly. Anyone who uses this information to harass or commit a criminal act against any person may be subject to criminal prosecution.

The New York State Division of Criminal Justice Services is responsible for maintaining this registry. Access the sex offender registry at <https://www.criminaljustice.ny.gov/nsor/>.

## SECTION NINE

### FIRE SAFETY REPORT 2020

#### Residence Hall Fire Statistics:

In accordance with the Higher Education Opportunities Act of 2008, Barnard College is providing mandatory fire safety information annually. All reports of fires and fire alarms are maintained by Barnard Community Accountability, Response and Emergency Services (CARES) units. Data collected includes, but is not limited to, the building name; location; time and date; number and cause of each fire; any and all injuries or fatalities; and the dollar values for property damaged by the fire.

The following statistics are collected and reported by the CARES Fire Safety staff and are published in the Annual Security and Fire Safety Report and on the CARES [Website](#).

- The number of fires and the cause of each fire
- The number of deaths related to the fire
- The number of injuries related to the fire that resulted in treatment at a medical facility
- The value of property damage related to the fire

<b>Calendar Year 2020<sup>8</sup></b>					
<b>Location</b>	<b>Fires</b>	<b>Cause</b>	<b>Fire-related Injuries</b>	<b>Deaths related to Fire</b>	<b>Value of Property Damage</b>
Elliott Hall	0	N/A	N/A	N/A	N/A
Cathedral Gardens	0	N/A	N/A	N/A	N/A
537 W. 121 Street	0	N/A	N/A	N/A	N/A
600 West 116 Street	0	N/A	N/A	N/A	N/A
616 West 116 Street	0	N/A	N/A	N/A	N/A
620 West 116 Street	0	N/A	N/A	N/A	N/A
Brooks Hall	0	N/A	N/A	N/A	N/A
Hewitt Hall	0	N/A	N/A	N/A	N/A
Plimpton Hall	0	N/A	N/A	N/A	N/A
Reid Hall	0	N/A	N/A	N/A	N/A
Sulzberger Hall	0	N/A	N/A	N/A	N/A

<sup>8</sup> Note that residence halls were only occupied by students for a portion of 2020 as a result of response to the COVID 19 Pandemic.



<b>Calendar Year 2019</b>					
<b>Location</b>	<b>Fires</b>	<b>Cause</b>	<b>Fire-related Injuries</b>	<b>Deaths related to Fire</b>	<b>Value of Property Damage</b>
Elliott Hall	0	N/A	N/A	N/A	N/A
Cathedral Gardens	0	N/A	N/A	N/A	N/A
537 W. 121 Street	0	N/A	N/A	N/A	N/A
600 West 116 Street	1	Unintentional, cooking	0	0	\$0
616 West 116 Street	0	N/A	N/A	N/A	N/A
620 West 116 Street	0	N/A	N/A	N/A	N/A
Brooks Hall	0	N/A	N/A	N/A	N/A
Hewitt Hall	1	mechanical failure	0	0	\$0
Plimpton Hall	0	N/A	N/A	N/A	\$0
Reid Hall	0	N/A	N/A	N/A	N/A
Sulzberger Hall	1	Unintentional, cooking	0	0	\$0

<b>Calendar Year 2018</b>					
<b>Location</b>	<b>Fires</b>	<b>Cause</b>	<b>Fire-related Injuries</b>	<b>Deaths related to Fire</b>	<b>Value of Property Damage</b>
Elliott Hall	0	N/A	N/A	N/A	N/A
Cathedral Gardens	0	N/A	N/A	N/A	N/A
600 West 116 Street	0	N/A	N/A	N/A	N/A
616 West 116 Street	0	N/A	N/A	N/A	N/A
620 West 116 Street	0	N/A	N/A	N/A	N/A
Brooks Hall	0	N/A	N/A	N/A	N/A
Hewitt Hall	1	Mechanical failure	0	0	\$0
Plimpton Hall	1	Unintentional, cooking	0	0	\$0
Reid Hall	0	N/A	N/A	N/A	N/A
Sulzberger Hall	0	N/A	N/A	N/A	N/A

*Columns in the above charts:*

- 1. Fire:** Any instance of open flame burning or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- 2. Cause of Fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- 3. Fire-related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.
- 4. Fire-related Death:** Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or who dies within one year of injuries sustained as a result of the fire.
- 5. Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including; contents damaged by fire, related damages caused by smoke, water, and overhaul. Property damage does not include indirect loss, such as business interruption.

A Barnard College Fire Log, is maintained by the CARES Department and available for inspections by request to [firesafety@barnard.edu](mailto:firesafety@barnard.edu) or at the Community Safety Office, Monday - Friday, between 9 a.m. and 5 p.m.

## Fire Safety Systems in Residential Buildings

Barnard College conducts a minimum of three drills per calendar year by a Fire Safety Officer in conjunction with Community Safety Officers, CARES and other staff, for all college owned Residence Halls, Academic and Administrative buildings. At least one drill is conducted for occupied Residence Halls if they are in use during summer session.

### **Fire Safety System**

Any mechanism or system related to the detection of a fire, including; Sprinkler 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 fire.

### **Building Fire Alarms**

Each student residence is equipped with an interior fire alarm system with detection throughout the building, including smoke detectors in sleeping quarters, vestibules and hallways, and CO2 detectors in student rooms.

### **Interior Fire Alarm (IFA) Systems**

All residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with a manual pull station located near the main entrance

and by each stairwell door. Interior fire alarm systems are usually manually activated and do not automatically transmit a signal to the Fire Department, so a telephone call must be made to 911 or the Fire Department Dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building. Barnard College Residence Halls signal the Fire Department via Central Station.

**Fire Sprinkler Systems**

A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

Partially Sprinklered areas include public corridors, below grade space, laundry and computer rooms.

**Description of Student Housing Fire Detection and Suppression Systems  
Fire Evacuation Drills per building 2020**

<b>Building</b>	<b>Building Fire Alarm</b>	<b>Room Detection</b>	<b>Connected To IFA</b>	<b>Central Office</b>	<b>Sprinkler</b>	<b>Standpipe</b>	<b>Fire Drills Conducted</b>
Plimpton Hall	YES	YES	YES	YES	Partially	1 Riser	3
Elliott Hall	YES	YES	YES	YES	Fully	1 Riser	3
Sulzberger Hall	YES	YES	YES	YES	Partially	1 Riser	3
Brooks Hall	YES	YES	YES	YES	None	1 Riser	3
Hewitt Hall	YES	YES	YES	YES	Partially	2 Risers	3
Reid Hall	YES	YES	YES	YES	Partially	1 Riser	3
600 W. 116 <sup>th</sup> St.	YES	YES	YES	YES	Partially	1 Riser	3
616 W. 116 <sup>th</sup> St.	YES	YES	YES	YES	Partially	1 Riser	3
620 W. 116 <sup>th</sup> St.	YES	YES	YES	YES	Partially	1 Riser	3
Cathedral Gardens	YES	YES	YES	YES	Fully	1 Riser	3
537 W. 121 <sup>st</sup> St.	YES	YES	YES	YES	Partially	1 Riser	3

## **FIRE SAFETY POLICIES AND PROCEDURES**

In accordance with the Rules of the City of New York RCNY 43-01 and Local Law 10, all Barnard students are provided “Residence Hall Fire Safety Information” containing fire safety and evacuation procedures with specific information for each Residence Hall during building check in at the beginning of each fall semester.

Information included describes the Fire Safety Plan, description of building construction, means of egress, description of fire suppression systems, basic fire prevention & preparedness measures, evacuation instructions, use of fire extinguishers and Residential Life fire safety policies. (<http://barnard.edu/reslife/fire-safety>)

### **Residence Hall Policies - portable electrical appliances, smoking and open flames**

There are no open flames allowed on campus including candles, barn fires, fire pits or barbecues unless such barbecue utilizes charcoal and is supervised by certified food services employee, a Campus Fire Safety Officer or other authorized supervision as determined by the leadership of CARES Preparedness or Community Safety.

Cooking is only allowed in authorized kitchens. Appliances used for the purpose of cooking foods may not be kept or used in individual student bedrooms except for coffee makers, popcorn poppers, hot pots, and refrigerators of 3.5 cubic feet or less.

### **Prohibited Electrical Appliances and Items**

- Window or portable AC units that are not supplied/installed by the College
- Halogen lamps, lava lamps, ultraviolet/infrared lamps
- Deep fryers, hot plates, open coil heaters, toasters/ toaster ovens, charcoal or electric grills
- Extension cords, multi-receptacle outlet adapters (only UL listed power strips with surge protectors are permitted)
- Flammable materials (including, but not limited to, propane, gasoline, paint thinner, charcoal, lighter fluid)
- Live trees, wreaths, swag, live cut pine or wood (fake trees that are fire-retardant are permitted)

A complete list of Residence Hall rules and policies concerning portable electrical appliances, smoking, and open flames in resident housing are published in the student handbook under “Fire Safety Procedures” and are found in the housing contract. (<https://barnard.edu/reslife/fire-safety>)

## Smoking Policy

Barnard is a smoke free College. Smoking, including use of e-cigarettes (or vaping), is prohibited in all college-owned student residences and all academic and administrative buildings. Outdoor smoking is not permitted within the confines of the campus.

(<https://my.barnard.edu/BC%20Policies/Smoking%20Policy.pdf>)

Barnard is committed to providing educational programs to assist every member of our community in making healthy lifestyle choices. Students, faculty, and administrators who are interested in smoking cessation programs may obtain information from Human Resources. In addition, residents of New York State can access services available through the New York State Quitline at **1-866-697-8487** or [www.nysmokefree.com](http://www.nysmokefree.com).

## PROCEDURES FOR EVACUATIONS, FIRE SAFETY EDUCATION AND TRAINING

Fire safety procedures can be found under “Fire Safety Information” in the Student Handbook (<http://barnard.edu/reslife/fire-safety>) as well as the Emergency and Safety Procedures Guide ([https://barnard.edu/reslife/fire-safety#emergencies\\_and\\_evacuation\\_instructions](https://barnard.edu/reslife/fire-safety#emergencies_and_evacuation_instructions)) which outlines evacuations, fire/explosion and gas leaks producers.

- Fire safety training is conducted annually by a Campus fire safety officer with all Housing and Residential Life staff, including RA’s, CARES staff including Community Safety Officers, Dispatchers, Access Attendants and Response Team staff.
- During fire drills, a Campus fire safety officer issues fire safety tips to students.
- Community Safety supervisors may address safety issues and fire safety tips during floor meetings in Campus residence halls in conjunction with RA’s (Resident Assistants).
- The CARES Fire Safety staff conduct a Fire Safety Day annually to promote fire safety awareness and prevention throughout the campus community.

### To Report a Fire

To report a fire emergency call Barnard Community Safety at **212-854-6666**, if off campus dial **911** or activate a blue light call box.

If you discover a fire in a campus building **IMMEDIATELY** pull the nearest fire alarm as you exit the building and follow Evacuation of Building Procedures.

## STUDENT HOUSING EVACUATION

### Emergency Fire Safety & Evacuation Instructions

In the event of a fire, follow the directions of the Fire Department and CARES / Community Safety personnel. If no first responders are on the scene and there is an emergency situation, you may be required to decide on an initial course of action to protect yourself and the other members of your room or suite.

This Fire Safety Plan is intended to assist you in selecting the safest course of action in such an emergency. No Fire Safety Plan can account for all possible factors and changing conditions, so you may have to decide what the safest course of action under the circumstances is.

### General Emergency Fire Safety Instructions

1. Stay calm. Do not panic. Notify Community Safety as soon as possible (212-854-6666). Emergency personnel will be on the scene of a fire within minutes of receiving an alarm.
2. Know the location of the nearest fire alarm pull boxes.
3. Flames, heat and smoke rise, generally a fire on a floor below your room or suite presents a greater threat to your safety than a fire on a floor above you.
4. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put out a fire, make sure you have a clear path of retreat from the room.
5. Exit the building using stairs only and NEVER use the elevator because it could stop between floors or take you to where the fire is. **Close doors as you exit to confine the fire.**
6. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are in heavy smoke, get down on the floor and crawl. Take short breaths through your nose.
7. If your clothes catch fire, don't run – **STOP, DROP and ROLL**. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over as many times as necessary to smother the flames.

### Evacuation Instructions for All Building Types

1. Feel your room or suite door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
2. Exit your room, suite and building if you can safely do so, via the exit closest to you.

3. Close but do NOT lock the door to your room and suite and leave the area. If the fire is in an adjacent area, close the door to that location as well.
4. If they are conveniently located, grab your keys and shoes on the way out.
5. As you head for the closest exit, yell for others to evacuate and bang on the doors as you walk past them. You do not want to remain in the space to wait for others, but do your best to notify them on your way out.  
NEVER use the elevator to evacuate. The elevator and elevator shaft may catch on fire, or the elevator may take you to the location of the fire.
6. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape; use it to exit the building. Proceed cautiously on the fire escape.
7. If you cannot use the stairs or fire escape, call Community Safety (212-854-6666) and inform them of your location including building, floor, room or suite number and the number of people with you. Close the door to the room you are in and place a wet towel under the door to prevent smoke from getting into the room.  
If conditions in the room or suite seem life-threatening, open a window and wave a towel or sheet to attract the attention of emergency personnel.
8. Meet the members of your room or suite at a predetermined location outside the building. Notify responding firefighters (or appropriate College staff) if anyone is unaccounted for.

### **Plans for Future Improvements in Fire Safety**

Barnard College meets all New York City fire safety requirements and implements appropriate system upgrades with all building renovations. As current residential buildings are renovated, additional fire suppressions and detection devices are installed. In addition, Barnard routinely undertakes a review of all fire safety systems. Capital improvement projections include review of fire control panel upgrades in campus owned Residence Halls.

## APPENDIX A: Definitions of Reportable Crimes and Terms

**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 a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

**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.

**Burglary:** The unlawful or forcible entry of a structure to commit a felony or 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 acts.

**Dating Violence:** 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 the relationship is determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** Felony or misdemeanor crimes 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 a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the applicable domestic or family violence laws, or by any other person against an adult or youth victim who is protected from that person's acts under the applicable domestic or family violence laws.

**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).

### **FBI Uniform Crime Reporting Program:**

The FBI's UCR program serves as the basis for the definitions of crimes that are reportable under the Clery Act.



**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.

**Hate Crimes:** Any crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race; religion; gender; sexual orientation; national origin; ethnicity; religion, gender identity, or disability. This includes murder and non-negligent manslaughter, negligent manslaughter, rape, statutory rape, incest, fondling, robbery, aggravated assault, burglary, motor vehicle theft, arson, and also larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.

**Hierarchy Rule:** The requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense is committed during a single incident, only the most serious offense is to be included in the institution's Clery Act statistics. An exception to the rule would apply only in cases where a sexual assault and a murder occur in the same incident.

**Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**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 activities. (Drunkenness and driving under the influence are not included in this definition.)

**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, including joyriding.)

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Negligent Manslaughter: The killing of another person through gross negligence.

**Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking:** A comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community

needs, and informed by research or assessed for value, effectiveness, or outcome which consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels. These programs to prevent dating violence, domestic violence, sexual assault, and stalking also include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

**Rape:** 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.

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

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**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 acts.

#### **Additional Clery Act Hate Crime Definitions**

In addition to any of the crimes above, the following acts are now reportable as Hate Crimes under the Clery Act, when the evidence suggests the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**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.

## **New York State Penal Law**

Definitions Relating to Crimes of Dating Violence, Domestic Violence, Sexual Assault, and Stalking

**Consent:** Lack of consent results from: forcible compulsion; or incapacity to consent; or where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor’s conduct. Where the offense charged is rape in the third degree, a criminal sexual act in the third degree, or forcible compulsion in circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor’s situation would have understood such person’s words and acts as an expression of lack of consent to such act under all the circumstances. A person is incapable of consent when he or she is: less than 17 years old; or mentally disabled; or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services, a hospital, the office of children and family services and is in residential care, or the other person is a resident or inpatient of a residential facility operated by the office of mental health, the office for people with developmental disabilities, or the office of alcoholism and substance abuse services, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital.

**Dating Violence:** New York State does not specifically define “dating violence.”

**Domestic Violence:** An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts

have created a substantial risk of physical or emotional harm to a person or a person's child. Such acts are alleged to have been committed by a family member.

The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of the act.

**Family or Household Member:** Person's related by consanguinity or affinity; Persons legally married to one another; Person formerly married to one another regardless of whether they still reside in the same household; Persons who have a child in common regardless of whether such persons are married or have lived together at any time; Unrelated persons who are continually or at regular intervals living in the same household or who have in the past continually or at regular intervals lived in the same household; Persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an "intimate relationship" include, but are not limited to: the nature or type of relationship regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an "intimate relationship"; Any other category of individuals deemed to be a victim of domestic violence as defined by the office of children and family services in regulation. Intimate relationship status shall be applied to teens, lesbian/gay/bisexual/transgender, and elderly individuals, current and formerly married and/or dating heterosexual individuals who were, or are in an intimate relationship.

**Parent:** means natural or adoptive parent or any individual lawfully charged with a minor child's care or custody.

**Sexual Assault:** New York State does not specifically define sexual assault. However, according to the Federal Regulations, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape as used in the FBI's UCR program. Sections 130 and 255 of the New York State Penal Law address these crimes.

**Sex Offenses; Lack of Consent:** Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without consent of the victim.

**Sexual Misconduct:** Section 130.20 NYS Penal Law. When a person (1) engages in sexual intercourse with another person without such person's consent; or (2) engages in

oral sexual conduct or anal sexual conduct without such person's consent; or (3) engages in sexual conduct with an animal or a dead human body.

**Rape in the Third Degree:** Section 130.25 NYS Penal Law. When a person (1) engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than 17 years old; (2) Being 21 years old or more, engages in sexual intercourse with another person less than 17 years old; or (3) engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

**Rape in the Second Degree:** Section 130.30 NYS Penal Law. When a person (1) being 18 years old or more, engages in sexual intercourse with another person less than 15 years old; or (2) engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It is an affirmative defense to the crime of rape in the second degree the defendant was less than four years older than the victim at the time of the act.

**Rape in the First Degree:** Section 130.35 NYS Penal Law. When a person engages in sexual intercourse with another person (1) by forcible compulsion; or (2) Who is incapable of consent by reason of being physically helpless; or (3) who is less than 11 years old; or (4) who is less than 13 years old and the actor is 18 years old or more.

**Criminal Sexual Act in the Third Degree:** Section 130.40 NYS Penal Law. When a person engages in oral or anal sexual conduct (1) with a person who is incapable of consent by reason of some factor other than being less than 17 years old; (2) being 21 years old or more, with a person less than 17 years old; (3) with another person without such persons consent where such lack of consent is by reason of some factor other than incapacity to consent.

**Criminal Sexual Act in the Second Degree:** Section 130.45 NYS Penal Law. When a person engages in oral or anal sexual conduct with another person (1) and is 18 years or more and the other person is less than 15 years old; or (2) who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It is an affirmative defense that the defendant was less than four years older than the victim at the time of the act.

**Criminal Sexual Act in the First Degree:** Section 130.50 NYS Penal Law. When a person engages in oral or anal sexual conduct with another person (1) by forcible compulsion; (2) who is incapable of consent by reason of being physically helpless; (3)

who is less than 11 years old; or (4) who is less than 13 years old and the actor is 18 years old or more.

**Forcible Touching:** Section 130.52 NYS Penal Law. When a person intentionally, and for no legitimate purpose, (1) forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. Or (2) subjects another person to sexual contact for the purpose of gratifying the actor's sexual desire and with intent to degrade or abuse such other person while such other person is a passenger on a bus, train, or subway car operated by any transit agency, authority or company, public or private, whose operation is authorized by NYS or any of its political subdivisions. (For the purposes of this section, forcible touching includes squeezing, grabbing, or pinching).

**Persistent Sexual Abuse:** Section 130.53 NYS Penal Law. When a person commits a crime of forcible touching, or second or third degree sexual abuse within the previous ten year period, excluding any time during which such person was incarcerated for any reason, has been convicted two or more times, in separate criminal transactions for which a sentence was imposed on separate occasions of forcible touching, sexual abuse third degree, sexual abuse second degree or any offense defined in this article, of which the commission or attempted commissions thereof is a felony.

**Sexual Abuse in the Third Degree:** Section 130.55 NYS Penal Law. When a person subjects another person to sexual contact without the latter's consent. For any prosecution under this section, it is an affirmative defense that (1) such other person's lack of consent was due solely to incapacity to consent by reason of being less than 17 years old; and (2) such other person was more than 14 years old and (3) the defendant was less than five years older than such other person.

**Sexual Abuse in the Second Degree:** Section 130.60 NYS Penal Law. When a person subjects another person to sexual contact and when such other person is (1) incapable of consent by reason of some factor other than being less than 17 years old; or (2) less than 14 years old.

**Sexual Abuse in the First Degree:** Section 130.65 NYS Penal Law. When a person subjects another person to sexual contact (1) by forcible compulsion; (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than 11 years old; or (4) when the other person is less than 13 years old and the actor is twenty-one years old or older.

**Aggravated Sexual Abuse:** For the purposes of this section, conduct performed for a valid medical purpose does not violate the provisions of this section.

**Aggravated Sexual Abuse in the Fourth Degree:** Section 130.65a NYS Penal Law. When a person inserts a (1) foreign object in the vagina, urethra, penis or rectum of another person and the other person is incapable of consent by reason of some factor other than being less than 17 years old; or (2) finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than 17 years old.

**Aggravated Sexual Abuse in the Third Degree:** Section 130.66 NYS Penal Law. When a person inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person (1) (a) by forcible compulsion; (b) when the other person is incapable of consent by reason of being physically helpless; or (c) when the other person is less than 11 years old; or (2) causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.

**Aggravated Sexual Abuse in the Second Degree:** Section 130.67 NYS Penal Law. When a person inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person by (1) forcible compulsion; or (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than 11 years old. (Conduct performed for a valid medical purpose does not violate the provisions of this section.)

**Aggravated Sexual Abuse in the First Degree:** Section 130.70 NYS Penal Law. when he or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person: (1) by forcible compulsion; or (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than eleven years old. (Conduct performed for a valid medical purpose does not violate the provisions of this section.)

**Course of Sexual Conduct Against a Child in the Second Degree:** Section 130.80 NYS Penal Law. When over a period of time, not less than three months, a person: (1) Engages in two or more acts of sexual conduct with a child less than 11 years old; or (2) being 18 years old or more engages in two or more acts of sexual conduct with a child less than 13 years old. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charges offense occurred outside of the time period charged under this section.

**Course of Sexual Conduct Against a Child in the First Degree:** Section 130.75 NYS Penal Law. When a person over a period of time, not less than three months in duration, a person: (1) Engages in two or more acts of sexual conduct, or aggravated sexual contact with a child less than 11 years old; or (2) being 18 years old or more engages in two or more acts of sexual conduct which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct, or aggravated sexual contact with a child less than 13 years old.

**Facilitating a Sex Offense with a Controlled Substance:** Section 130.90 NYS Penal Law. A person is guilty of facilitating a sex offense with a controlled substance when he or she: (1) knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and (2) commits or attempts to commit such conduct constituting a felony defined in this article.

**Incest in the Third Degree:** Section 255.25 NYS Penal Law. A person is guilty of incest in the third degree when he or she marries or engages in sexual intercourse, oral sexual conduct or anal sexual conduct with a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or the half blood, uncle, aunt, nephew or niece.

**Incest in the Second Degree:** Section 255.26 NYS Penal Law. A person is guilty of incest in the second degree when he or she commits the crime of rape in the second degree, or criminal sexual act in the second degree, against a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or the half blood, uncle, aunt, nephew or niece.

**Incest in the First Degree:** Section 255.27 NYS Penal Law. A person is guilty of incest in the first degree when he or she commits the crime of rape in the first degree, or criminal sexual act in the first degree, against a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or half blood, uncle, aunt, nephew or niece.

**Stalking in the Fourth Degree:** Section 120.45 NYS Penal Law. When a person intentionally, and for not legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct (1) is likely to



cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or (2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was 12 previously clearly informed to cease that conduct; or (3) is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct. For the purposes of subdivision two of this section, "following" shall include the unauthorized tracking of such person's movements or location through the use of a global positioning system or other device.

**Stalking in the Third Degree:** Section 120.50 NYS Penal Law. When a person (1) Commits the crime of stalking in the fourth degree against any person in three or more separate transactions, for which the actor has not been previously convicted; or (2) commits the crime of stalking in the fourth degree against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) with an intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person's immediate family; or (4) commits the crime or stalking in the fourth degree and has previously been convicted within the preceding ten years of stalking in the fourth degree.

**Stalking in the Second Degree:** Section 120.55 NYS Penal Law. When a person: (1) Commits the crime of stalking in the third degree and in the course of and furtherance of the commission of such offense: (a) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, sword, billy, blackjack, bludgeon, plastic knuckles, metal knuckles, chuka stick, sandbag, sandclub, slingshot, slungshot, shirken, "Kung Fu Star," dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, dangerous instrument, deadly instrument or deadly weapons; or (b) displays what appears to be a pistol, revolver, rifle, shotgun, machine gun or other firearm; or (2) commits the crime of stalking in the third against any person, and has previously been convicted, within the preceding five years, of a specified predicate crime, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3)

commits the crime of stalking in the fourth degree and has previously been convicted of stalking in the third degree; or (4) being 21 years of age or older, repeatedly follows a person under the age of fourteen or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury or death; or (5) commits the crime of stalking in the third degree, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.

**Stalking in the First Degree:** Section 120.60 NYS Penal Law. When a person commits the crime of stalking in the third degree or stalking in the second degree and, in the course and furtherance thereof, he or she intentionally or recklessly causes physical injury to the victim of such crime, or (2) commits a class A Misdemeanor defined in the P.L. Article 130, or a class E Felony defined in P.L. Sections 130.25, 130.40, 130.85 or a class D Felony defined in P.L. Section 130.30 or 130.45.

## APPENDIX B: Crime Awareness and Safety Information

### Tools To Navigate The City

- Be Alert and aware of your surroundings. Keep your head up, avoid being distracted on the cell phone or other electronic device - remain aware of what is going on around you.
- Always tell someone where you are going & when you are expected back.
- Travel in groups, remember there is safety in numbers. Walk or jog during daylight hours, use protective gear and join with others after dark, using well lit paths, and avoid isolated areas such as parks (that often close at dusk).
- When out with a group, stay with the group, don't leave anyone behind.
- When using the Subway don't ride in the last car. Look for the White & Black Zebra Board on the platform & travel with the Conductor or in the First Car with the Train Operator.
- Before entering your residence hall or apartment building, have your ID or keys ready. Don't hold doors for anyone whom you don't know.
- When going out, prepare for your return travels (load your metrocard, have your app or payment options, other resources and a plan). If you find yourself stranded, call Barnard CARES line **212-854-3362** to explore options that may be available.
- Remember Barnard students can join the VIA on demand evening service and Columbia Shuttle options available in the area of campus. Schedules and information are on the web at <https://barnard.edu/shuttle-services> and <https://publicsafety.columbia.edu/content/shuttle-bus-service>
- If you observe suspicious activity or feel threatened, go into a well lit public area or a store, supermarket or restaurant, when off Campus call **911**.
- Become familiar with Columbia's Red Lion-Safe Haven program and their locations. <http://publicsafety.columbia.edu/content/safe-havens>.

### General Safety Tips

- All threatening suspicious activity should be reported to Barnard Community Safety at 212-854-6666 to describe the behavior of concern or other observations or consult the CARES line at 212-854-3362 for non-emergencies (unclear circumstances or reporting concerns some time after the fact).
- Timely and accurate reporting of information makes it easier to gather critical evidence and increase the odds of recovering stolen property, addressing concerning behavior, and/or successfully apprehending and prosecuting criminals.
- Keep your room doors locked and do not prop residence hall doors open.
- Report all maintenance problems (broken doors, window locks, etc.) to Residential Life or via the Facilities work order request form immediately.

- Identify your valuables - record serial numbers of TVs, computers, electronics, etc.; have them engraved to aid in recovery and maintain a list of your valuables and identifiers in a secure location. More information is available regarding NYC Operation ID on the web:  
[http://www.nyc.gov/html/nypd/downloads/pdf/crime\\_prevention/iPhone3.pdf](http://www.nyc.gov/html/nypd/downloads/pdf/crime_prevention/iPhone3.pdf)
- Always secure your valuables and never leave items such as pocketbooks, wallets, keys, laptops, tablets, cell phones, etc. unattended even for brief periods of time. If stepping away from your belongings while on campus, ask a peer to keep an eye on your things, and don't be away long.
- Use designated crosswalks and pedestrian crossings to safely cross roadways.
- Be aware of campus and local crime trends. Pay attention to alerts shared with the community. You are your best protection - educate yourself.
- Shades and curtains should be drawn to prevent potential criminals from looking into your room or office.
- Carry only necessary cash and credit cards, kept in an inner secure location of your back or on your person. Do carry enough money for subway/bus fare or ride home.
- **TRUST YOUR INSTINCTS...** if something does not look right to you or makes you feel uneasy, get away fast! Seek out a public, well lit area or open business where other people are around. Immediately report such concerns to Barnard Community Safety.

## Burglary/Thefts of Unattended Property

To help prevent burglary, please adhere to the following tips:

- Lock your door-even when going out for a short period.
- Always secure and/or conceal valuable items when leaving your room.
- Never leave valuable property (i.e.) laptops, tablets, cell phones, etc. unattended, in the library, café or any area open to the public or not monitored. Ask a peer to keep an eye on your things if you need to step away briefly, take your belongings with you if not a brief step away.
- **DO NOT PROP OPEN DOORS.** Do not share your room key, make a plan with your roommates/suitemates to insure doors are locked when no one is in the space.
- Be aware of happenings and persons in your building.
- Report any observations of suspicious activity to Community Safety IMMEDIATELY at 212-854-6666.
- Remember you are responsible for your guests on campus.
- Record serial number of any valuable items when available, keep this information in a safe central location. For items without serial numbers, take a photo and record a written description in your records.

- During prolonged breaks such as winter and spring recesses ensure that all valuable items are properly secured and take with you any non-securable items.

## **Holiday Safety Tips**

- Do not display purchases such as holiday gifts where they can be seen from windows, doorways or openly viewable areas.
- Be cautious of strangers soliciting for charitable donations. Ask for identification, how the donated funds will be used, etc.
- Don't leave boxes from TVs, VCRs, Computers, etc. outside your apartment or at the curb for trash pickup. Break down boxes when leaving them for recycling pickup to conceal packaging.
- Travel and park in well lit areas. Be aware of your surroundings.

If you have any non-emergency questions related to this Safety Advisory, please feel free to call Barnard's CARES call center line at **212-854-3362**.

## **Cyber Bullying Awareness**

### **What Is Cyber Bullying?**

Cyber bullying is when electronic devices, such as cell phones or web based platforms (e.g. email, social media), are used to send or post messages or images that are meant to hurt, demean, or embarrass another person. This can be done through e-mail, instant messaging, text messages, web pages, chat rooms, or interactive gaming sites.

### **Cyber Bullying includes:**

- Sending mean, threatening or harassing messages to another person through texts, e-mail, web pages, or instant messaging.
- Spreading lies and rumors about others through the web based or text messages.
- Posting pictures or altering photos without the consent of the individual(s) in the image.
- Tricking someone into revealing their personal information and sending it to others.
- Creating websites, polls, or blogs about an individual or group that are meant to embarrass, demean or hurt other persons.
- Recording conversations or videos without the individual's consent and sharing or posting it online.

### **Tips for Protecting Yourself:**

- Be alert to all of the different forms of online harassment and cyberbullying.

- Be aware of your privacy settings and consider when and how you share any personal information online about yourself which includes your phone number, address, or personal identification numbers. Keep all of your usernames and passwords private.
- If you experience outreach from someone unknown to you or who is asking for information inappropriately, do your best to safely block all communication with the sender. Inform Community Safety, CARES operations, Residential Life staff members, BCIT, family, friends, supervisors, and/or co-workers about such concerning situations.
- Keep a record of all e-mails, text messages and instant messages that you have received (e.g. timestamped screen shots). Do not reply to inappropriate messages, often if you do not reply, the messages will stop. Consider whether it makes sense to change your username or e-mail address or update passwords and privacy settings to reduce the likelihood of recurrence.
- Contact your internet service provider or BCIT services and report what has happened and explore how best to prevent recurrence.
- Call Community Safety at **212-854-6666** for emergencies or the CARES line at **212-854-3362** for non-emergencies.

### **Bomb Threat Procedures**

Should a member of the Barnard community receive an email or telephone threat, it is imperative to follow the procedure below and notify the Community Safety Department **IMMEDIATELY**.

#### **Bomb Threat Procedure**

In the event a bomb threat is received by telephone, the call taker will attempt to ascertain as much information as possible from the caller and contact Community Safety immediately at **212-854-6666**.

If a bomb threat is received by e-mail, the receiver will first print a copy of the e-mail, call Community Safety and then forward the e-mail threat to the Community Safety supervisory staff at [communitysafety@barnard.edu](mailto:communitysafety@barnard.edu). Under no circumstance should the receiver delete the e-mail threat. Upon receipt of information regarding a bomb threat the Community Safety Department will take all action steps as outlined in the Emergency Management Procedure Manual and department procedures to ensure the safety and security of the affected area and campus community.

Local law enforcement authorities will be notified by the Community Safety Department of all credible threats against the Campus. A Director in Community Safety or CARES, or their designee, will issue an "ALL-CLEAR" message after consulting with law enforcement and applicable campus officials, and only when all officials are in agreement that there is not an active threat to the Campus and the area is safe for students, faculty, staff and/or visitors.