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. Additional detailed information is available in the Barnard Student Handbook and in the various College offices and departments to which it is relevant.
| Section One | Barnard Public Safety Department  
|            | Security for Campus Grounds & Buildings  
|            | Public Safety Services  
| Section Two | Reporting Crimes and Emergencies  
|            | Policies Regarding Confidentiality  
|            | Response to Reported Incidents  
|            | Crime Log  
|            | Advisory Committee on Campus Security  
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|            | Snow and Emergency School Closing  
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| Section Three | Crime Prevention and Campus Security Program  
|            | Shuttle & Escort Services  
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|            | Residential Facilities and Policies  
|            | Policies and Procedures for Safety Access to Residence Halls  
|            | Alcohol and Drugs  
|            | Tools to Navigate the City  
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|            | Cyber Bullying Awareness  
|            | Bomb Threat Procedures  
|            | Anthrax/ Biological Agents  
|            | Terrorism Precautions  
|            | Airport Security and Preparation Tips  
| Section Four | Jean Clery Act  
|            | FBI Uniform Crime Reporting and Definitions  
|            | Sex Offenses Definitions from the National Incident – Based Reporting System  
|            | Timely Warning  
|            | Missing Student Policy  
|            | Biased Related/Hate Crimes  
|            | Sexual Assault Policy and Procedures  
|            | NYS Laws and Penalties Regarding Sex Offenses  
|            | Sexual Assault Prevention  
|            | Sex Offender Registry- Information for Current and Prospective Students and Employees  
|            | Criminal Statistics  
| Section Six | Fire Safety Policy and Statistics for the 2010 Academic Year  

SECTION ONE
BARNARD PUBLIC SAFETY DEPARTMENT

Barnard Public Safety is committed to providing a safe and secure environment conducive to education. The safety and well-being of students, faculty, staff, and guests have always been of paramount importance at Barnard. Located in Morningside Heights in Manhattan, we are a community within our neighboring communities: Columbia University and New York City. Separate from them in some ways, but very much a part of them, we have many mutual interests, including that of crime prevention.

The Department of Public Safety at Barnard College is located just opposite the Main Gate at 117th Street and Broadway, in Barnard Hall, Room 104. It is open 24 hours a day, seven days a week including holidays and can be contacted by calling 212-854-3362, or ext. 43362 or dial 88 from a campus phone. Security Officers 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 Officers are not peace officers or police officers. As agents of the college they perform unarmed foot and mobile patrols and staff security booths during the evening hours.

The Department has a full-time staff that consists of a Director, an Associate Director, 5 Field Supervisors, 30 Security Officers, 3 Dispatchers, 29 Access Attendants and 2 Administrative staff members. The department is also augmented by a part time staff of 40 employees.

Barnard Public Safety is concerned with the welfare and safety of all members of the campus community and their guests. The activities of the Department of Public Safety are enhanced by its close relationship with the New York City Police Department, New York City Fire Department, State and Federal agencies, Columbia University and affiliates. Together these agencies share in the responsibility of maintaining law and order on the Campus and in the surrounding community. In addition, these agencies keep the Department informed of any off-campus arrest or incidents involving members of the Campus community and/or if there is a perceived threat to the welfare of other members.

Security for Campus Grounds & Buildings
Marked patrol units from the Department of Public Safety, as well as those from the NYPD and Columbia University patrol the Campus perimeter regularly. Although Security Officers are not police officers, they do handle criminal acts and crime scenes until the police departments arrive. Suspects are identified and detained for action by the arriving police personnel.

Security Officers assigned to various areas on campus regularly patrol both academic and residential buildings. Members of the community are encouraged to approach our Offices with questions or reports about 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 120th Street between Broadway and Amsterdam Avenue, and on 110th Street...
outside the Cathedral Gardens Residence Hall. The boxes are simple to use: an alarm is activated by pushing a button and a message is automatically sent to the entire Public Safety staff over their radios in real time. In addition, the location of the box is automatically transmitted to security personnel allowing the officers to respond immediately to a call.

When the College is in session, entrances to residence halls are staffed 24 hours a day by Access Attendants assigned to the Department of Public Safety. Their job is to monitor access and egress for all residents and guests. Students must present valid Barnard College/Columbia University IDs to gain entrance to residence halls. A guest must leave proper identification and be escorted to their destination by a resident student in order to be admitted.

Procedures for events in public rooms in the residence halls are regularly reviewed by Residence Life staff and student residence hall councils. Similarly, procedures and supervision schedules for events in non-residential buildings are established through Student Life in consultation with the Department of Public Safety, Events Management and other relevant departments, and are reviewed by the College’s Events Committee.

The Security Advisory Committee, including students, faculty and administrators, meet during the school year to discuss safety and security issues, including policies, procedures, and educational programs for crime prevention. Members of the community may make suggestions to the committee or to the Department of Public Safety, and they are encouraged to do so.

Public Safety Services
Barnard Public Safety can also assist members of the Campus community in many non-emergency situations. Students are encouraged to contact Public Safety for assistance in navigating their travel throughout the city, in securing valuable items, and assistance with interactions that may involve city agencies.

If a member encounters any of these situations, he/she should contact the Public Safety and a Supervisor will assist them.

PUBLIC SAFETY
Emergencies: 212-854-3362
Non-Emergencies: 212-854-5108
Email: publicsafety@barnard.edu

The Public Safety Department administers a comprehensive public safety program, including crime prevention programs, fire prevention exercises, emergency management, an emergency mass notification system, and coordination of EMS services with Columbia University EMS (CAVA). Personal safety workshops, and escort services are available through Columbia University Public Safety and notification of availability and scheduling are made through student email. Barnard Public Safety also works closely with the FDNY and NYC Office of Emergency Management to ensure the safety of the Campus community. Our security and emergency management procedures are modeled after guidelines of the United States Department of Homeland Security.
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 service it provides.

SECTION TWO
REPORTING CRIMES AND EMERGENCIES

How to Report a Crime or Other Emergency
Dial 88 from any campus phone or simply push the RED button on any blue light emergency phone to report a crime in progress and/or other emergency.
To report any crime or any emergency, dial 854-3362 from outside lines for immediate attention and response. Off Campus emergencies should be reported by dialing 911.
Respond directly to the Office of the Department of Public Safety located in room 104 Barnard Hall opposite the 117 St Main Gate.

When reporting a crime or incident please provide as much information as possible, to include:
• 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 giving any information to the Department of Public Safety, i.e. description of person(s), vehicle(s), etc.

Public Safety patrol vehicles and foot patrols are radio dispatched to handle emergencies, safety and security duties anywhere on campus. In addition, there are numerous well-marked emergency telephones located throughout the campus to facilitate the reporting of crimes, fires and other emergency situations.

Policies Regarding Reporting a Crime Confidentiality
Persons wanting to report a crime or incident can do so confidentially by contacting the Department of Public Safety at ext. 43362 and requesting to speak to a supervisor. The reporting person’s name 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.

Barnard’s Response to Reported Incidents
Public Safety Officers will complete written reports of any incidents that occur on campus or other mandated areas.
Reports are kept on file in the Public Safety Office and copies are distributed to the appropriate Campus departments.
Follow-up investigations are conducted, and local law enforcement agency(s) is/are notified when appropriate.
**Crime Log**

Barnard Public Safety maintains a daily campus crime log. The log records incident number, date of crime, time of occurrence, general location, and disposition (if known). The Department must make these entries, except where such disclosures are prohibited by law or would jeopardize the confidentiality of the victim. Said 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. The Department must disclose any information once the adverse affect described above is no longer likely to occur.

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 a request for inspection.

**Advisory Committee on Campus Security**

BARNARD’S Advisory Committee on Campus Security is composed of students, faculty and staff. The committee reviews current campus security procedures and makes recommendations for their improvement.

**EMERGENCY MEDICAL SERVICES**

All Public Safety Officers are certified in first aid, CPR and use of the AED and all Public Safety personnel have had basic first aid training. In the event a student, faculty, staff and/or visitor while on campus requires medical attention immediately call Public Safety at 212-854-3362 or 88 from a campus phone. Public Safety will immediately respond, provide immediate care and call for necessary emergency medical services.

Emergency Medical Services are provided either through New York City EMS or Columbia University Emergency Medical Service (CU EMS). CU EMS is a student-operated, New York State-certified, Basic Life Support volunteer 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. Originally known as CAVA (Columbia Area Volunteer Ambulance), we have been serving the Columbia Community since 1968. The corps currently has approximately 45 active members and responds to over 800 emergency calls per year. [http://www.cuems.org/](http://www.cuems.org/)

**EMERGENCY NOTIFICATION SYSTEM**

In the event of an emergency, the Barnard College Emergency Notification System is designed to instantly and simultaneously contact students, faculty and staff via notifications to their official Barnard College e-mail account, a text message to their cell phone (if registered) and general announcements on the homepage of Barnard’s website [www.barnard.edu](http://www.barnard.edu)

**Important Note:** 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 for students.
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
- 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?
This system is only for currently enrolled students and faculty and staff of Barnard College.

SNOW AND EMERGENCY SCHOOL CLOSINGS
The College will announce any closing on the Barnard website, and you may also listen to AM radio station 1010 WINS for any possible closing announcement. In addition you may call the new emergency information line, 212-857-8211. A pre-recorded message will be placed on that line in the rare instance that a decision is made to close the College. Please note that the 212-854-5262 line will no longer be used to post a closing announcement.

PHOTO ID INFORMATION
Every student and employee at Barnard is issued a photo ID card through Columbia University. It is recommended that students visit the CU ID Center webpage at http://www.columbia.edu/cu/id/index.html for all information regarding the various uses for their ID cards.

The ID Card serves many functions, but most importantly it serves as your official identification as a student of Barnard. 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 you will need your card to be granted access from the front desk.
ID Cards are not exchangeable! This means that your friends and relatives cannot use the card to make purchases, take out books, or get into buildings. If someone else uses your card and is caught, the card will be confiscated immediately.

There is a $20 non-refundable fee payable by cash or credit card (Visa or Mastercard) for replacement of lost/stolen University ID cards. To replace a lost or stolen University ID card on Morningside campus, you must come to the ID Center in 204 Kent Hall during regular business hours with a valid photo ID. Any swipe access you had on your lost card will be deactivated and transferred to your replacement card. In some cases, this may take up to 24 hours to process.

SECTION THREE
CRIME PREVENTION AND CAMPUS SECURITY PROGRAM

The College annually distributes, in the Barnard Student Handbook and other publications, detailed descriptions of crime prevention techniques relating to personal safety and protection of property both on- and off-campus. From time to time, the Department of Public Safety and other College offices issue advisories and tips. For example, each December, a special notice goes out to all employees and students with advice on how to guard against pick pocketing and burglaries at holiday time.

Barnard Public Safety, Residential Life, and Student Health Services conduct informational sessions, workshops and training programs on crime prevention, sexual assault, and drug and alcohol abuse. These begin at Orientation for entering students and continue during the school term for all students. These 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 his or her own security and the security of others.

Shuttle Operations/Escort Service
Students who present college IDs may ride on a University shuttle bus that makes stops between 108th and 125th Streets. The evening shuttle service operates seven days a week from 6:00pm every evening until 4:00am the following morning and utilizes two shuttle buses traveling on different routes, in thirty minute loops across the Morningside and Manhattanville areas. Call 212-854-SAFE (7233) for schedule information or visit www.columbia.edu/cu/studentservices/transportation.

Barnard College provides shuttle transportation by a uniformed Security Officer from 110th Street and 120th Street between Manhattan Avenue and Broadway between 9:00 p.m. and 4:00 a.m., seven days a week. Call ext. 43362 for schedule information. In addition, escort service provided by Public Safety is available between 5:00 p.m. and 7:00 a.m. between the Main Gate and off-campus residence halls, including College Residence and Cathedral Gardens on 110th Street and Plimpton Hall at Amsterdam Avenue and 121st Street. The Barnard College Escort Service is seen by students as an important security program. Call Barnard Public Safety at ext. 43362 for escort service.
Columbia University’s Walking Escort Program on the Morningside Campus operates in the Columbia area from 8:00 p.m. to 3:00 a.m. every night when classes are in session. Trained students respond to requests for an escort between locations in the area. Call Columbia Public Safety at 212-854-SAFE.

The Facilities Services Department maintains the College’s buildings and grounds with consideration for safety and security. Potential safety and security hazards, such as broken windows and locks discovered during security patrols are reported to Facilities for prompt repair. The Facilities Services Department is located in Barnard Hall, is open from 8:00 a.m. to 5:00 p.m. during weekdays, and may be reached by calling the Service Response Center at ext. 42041. At night, on weekends and during holidays, building and grounds reports may be made to the Public Safety Dispatcher at ext. 43362 who will then contact appropriate facilities personnel.

VALUABLE PROPERTY
During the course of an academic year, Barnard Public Safety recovers many items of personal property. Much of this property cannot be returned, as the rightful owner cannot be identified. Barnard Public Safety recommends that members of the campus community record the serial numbers of all valuable equipment, computers, stereos, televisions, etc. and file them 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 meaning to the member alone, including family birth dates, mother's maiden name, etc. An engraver is available at the Public Safety Office in room 104 Barnard Hall. In addition, Barnard Public Safety participates in the property identification “black light” program. A Supervisor in Public Safety will mark a student’s property with ink only visible with a black light. Information used to identify the item including a serial number assigned by Public Safety is provided to the 026 NYPD 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 legitimate evening or educational purposes. Alarms are set and interior and exterior building patrols are performed throughout the hours of darkness. The Campus computerized intrusion and fire alarms are monitored 24 hours a day by a Public Safety Dispatcher.

RESIDENTIAL FACILITIES AND POLICIES
Barnard College houses approximately 2,300 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 and Department of Public Safety administrators. Each residence hall facility includes a security checkpoint, which is staffed 24 hours each day. Guests and visitors are required to show valid identification when entering a building. [http://barnard.edu/reslife](http://barnard.edu/reslife)

POLICIES AND PROCEDURES FOR SAFE ACCESS TO RESIDENCE HALLS
The entrances to all Residence Halls are staffed by Access Attendants assigned to Barnard Public Safety. Access and Egress is monitored at this check point and all students are required to display their Barnard or Columbia ID card to gain entry. Visitors and guests must provide valid identification.
identification and sign in with the Access Attendant prior to entry. A resident student must meet their visitor/guest at the desk and escort their guest 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 Public Safety 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 patrolled with attention focused on potential security issues. Violations of housing regulations are noted and reported to the Residential Life staff for their action. Criminal activities, interpersonal conflicts and disturbances are forwarded by Public Safety to the Residential Life staff for follow-up action when necessary. Public Safety Officers are available to conduct informational safety 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 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 responsible students will be subject to disciplinary action.

**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 and not returned to the student.

**Alcohol**

Students are only allowed to purchase, possess, consume and serve alcoholic beverages in accordance with New York State laws (21 years of age or older) and the guidelines set forth in the Barnard College Alcohol, Drug and Smoking Policy. Public intoxication is a violation of residence hall 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, 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.

http://barnard.edu/reslife/policies/community#AlcoholAndDrugPolicy

Students of legal drinking age will be disciplined if their use of alcohol becomes a danger to themselves or others or if problems such as disorder, public disturbances or property damage arise. Violation of the Campus alcohol and drug policy may result in disciplinary action, up to and including expulsion and/or criminal charges.

Barnard Health Services provides an Alcohol and Substance Awareness Program which serves the Barnard Community providing drug and alcohol education, prevention, and intervention efforts on campus. For more information visit their webpage http://barnard.edu/asap/about
TOOLS TO NAVIGATE THE CITY

• Be Alert and Aware of your surroundings. Don’t be distracted on the cell phone or IPod
• Always tell someone where you are going & when you are expected back.
• Try not to travel alone or jog after dark in isolated areas such as Parks
• Go out in a group and 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.
• If you find yourself stranded call Public Safety 212-854-3362
• If you are accosted go into a public area or store, supermarket or restaurant, off Campus call 911.

GENERAL SAFETY TIP

• All suspicious activity should be reported to Barnard Public Safety at ext. 43362 or dial 88 from a Campus phone.
• Timely and accurate reporting of information makes it easier to gather critical evidence and increase the odds of recovering stolen property and/or successfully apprehending and prosecuting criminals.
• Avoid walking alone at night: walk with a group, use the campus shuttle bus, or contact the Escort Service. If you must walk alone, please make sure to use well-lighted sidewalks on busy streets and take the most direct route.
• 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 immediately.
• Identify your valuables - record serial numbers of TVs, computers, etc., have them engraved and list your valuable property with Barnard Public Safety.
• Always secure your valuables and never leave items such as pocketbooks, wallets, keys, cell phones, etc. unattended even for brief periods of time.
• Use designated crosswalks and pedestrian crossings to safely cross roadways.
• Be aware of campus and local crime trends. Read the Red Alert Boards located throughout the campus. You are your best protection - educate yourself.
• Shades and curtains should be drawn to prevent potential criminals from looking into your room.
• Carry only necessary cash and credit cards, and avoid wearing expensive jewelry. However, always carry enough money for an emergency phone call or ride home.
• TRUST YOUR INSTINCTS… if someone does not look right to you or makes you feel uneasy, get away fast! Immediately report him/her to the Department of Public 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, iPods, cell phones, etc. unattended, in the library, café or any area open to the public or not monitored.
• NEVER GIVE OUT YOUR ROOM KEY.
• Always lock your windows when leaving your room.
• DO NOT PROP OPEN DOORS.
• Be aware of happenings and persons in your building.
• Report any suspicious persons and/or activity to Public Safety IMMEDIATELY at ext. 43362.
• Escort your guest(s) to and from the main entrance of the residence halls.
• Record serial number of any valuable items when available.
• For items without serial numbers, take a photo and record a written description.
• During prolonged breaks such as winter and spring recesses ensure that all valuable items are properly secured and remove non-secureable items.
• During prolonged breaks such as winter and spring recesses ensure that all valuable items are properly secured and remove non-secureable items.

HOLIDAY SAFETY TIPS
• Be sure to lock your doors and windows when leaving your room, apartment or home even for brief periods.
• Always secure your valuables and never leave items such as pocketbooks, wallets, keys, cell phones etc. unattended even for brief periods of time.
• DO NOT DISPLAY 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.
• When you go out for the evening leave on a light and turn on a radio so your residence appears to be occupied.
• Don’t leave boxes from TVs, VCRs, Computers, etc. out at the curb for trash pickup. Break them down.
• Record all serial numbers or mark valuables with an identification number.
• Carry your purse under your arm with the flap turned into your body.
• Carry your wallet in your front trouser pocket.
• 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 Public Safety at 212-854-5108.

CYBER BULLYING AWARENESS
What Is Cyber Bullying?
Cyber bullying is when the Internet or other devices, such as cell phones, are used to send or post messages or images that are meant to hurt or embarrass another person. It can be done through e-mail, instant messaging, text messages, web pages, chat rooms, or even interactive game 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 victims through the internet or text messages.
• Posting pictures without the consent of the individual.
• Tricking someone into revealing their personal information and sending it to others.
• Creating websites, polls, or blogs about the individual that are meant to embarrass or hurt the person.
• Recording conversations or videos without the individual’s consent and then posting it online.

Tips for Protecting Yourself:
• Be alert to all of the different forms of cyber bullying.
• **DO NOT POST OR SHARE ANY PERSONAL INFORMATION ONLINE ABOUT YOURSELF WHICH INCLUDES YOUR PHONE NUMBER, ADDRESS, SCHOOL, CREDIT CARD INFORMATION, OR YOUR SOCIAL SECURITY NUMBER.**
• Keep all of your usernames and passwords secret.
• Do your best to safely block all communication with the cyber bully.
• Inform Public Safety, Resident Life staff members, family, friends, supervisors, and co-workers about the situation.
• Keep a record of all e-mails, text messages and instant messages that you have received from the cyber bully.
• Contact your internet service provider or BCIT services and report what has happened.

If the messages are threatening you should contact Public Safety or the police.
• **DO NOT REPLY TO THE BULLYING MESSAGES;** often if you do not reply, they will leave you alone.
• Change your username or e-mail address so the cyber bully can no longer contact you.

Call Public Safety at 212-854-3362 for emergencies or 212-854-5108 for non-emergencies.

**BOMB THREAT PROCEDURES**
Should a member of the Barnard community receive an email or telephone threat, it is imperative that he or she follow the procedure below and notify the Department of Public Safety 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 Public Safety immediately at ext. 43362 or 88 from a campus phone.

If a bomb threat is received by e-mail, the receiver will first print a copy of the e-mail, call Public Safety and then forward the e-mail threat to the Director of Public Safety at publicsafety@barnard.edu. Under no circumstance should the receiver delete the e-mail threat.

Upon receipt of information of a bomb threat the Department of Public Safety 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 Department of Public Safety of all threats against the Campus. The Director of Public Safety or his/her 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.
ANTHRAX/BIOLOGICAL AGENTS

Recently there has been growing concern over the threat of biological terrorism in the United States. To date, there is no evidence or information suggesting a credible threat to New York City or to Barnard College. We have no reason to believe that our campus would be a target. However, the Department of Health and the U.S. Postal Service have issued safety alerts and we feel that it is prudent to share their recommendations with the Campus community.

It is important to note that all non-interoffice mail is screened at the U.S. Post Office before it arrives here on campus. In addition, many reports of suspicious packages and threats of biological terrorism prove to be hoaxes.

Regardless of this, all suspicious envelopes, packages, and substances must be treated as though they pose a risk.

The U.S. Postal Service suggests that individuals should watch for mail/parcels that:

- Are unexpected or from someone unfamiliar to you.
- Addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address or have one that can’t be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Are marked with restrictive endorsements such as “Personal” or “Confidential”
- Have protruding wires, strange odors or stains.
- Show a city or state in the postmark that doesn’t match the return address.

What should I do if I’ve received a suspicious parcel in the mail?

DO NOT TRY TO OPEN THE PARCEL!

- Isolate the parcel.
- Evacuate the immediate area surrounding the parcel.
- Call Public Safety at ext. 43362 to report that you’ve received a parcel in the mail that may contain biological or chemical substances.

Other Safety Measures:

1. If you receive an envelope that appears to be empty:
   - Place the envelope in a plastic bag.
     **DO NOT PASS THE ENVELOPE TO OTHERS FOR INSPECTION.**
   - Wash your hands with soap and water.
   - Call Public Safety at ext. 43362 or 88 from a campus phone and notify your supervisor.

2. If you receive an envelope containing powder and the powder spills out onto surface:
   - **DO NOT CLEAN UP THE POWDER. KEEP OTHERS AWAY.**
   - Wash your hands with soap and water.
   - DO NOT TRY TO BRUSH THE POWDER OFF OF YOUR CLOTHES.
   - Avoid contact with others.
   - Call Public Safety at ext. 43362 or 88 from a campus phone and notify your supervisor.

3. If possible, shut down any fans or air ventilation systems.
   - Leave the room and close the door, or section off the area to prevent others from entering (i.e., keep others away).
   - Remove clothing and place in a plastic bag as soon as possible.
   - Shower with soap and water as soon as possible. Do not use bleach or other disinfectants.
• Put on fresh clothing.
• Make a list of all people who had contact with the powder and give list to Public Safety.

4. Package marked with threatening message such as “ANTHRAX”:
   • DO NOT OPEN IT.
   • Leave it and evacuate the room.
   • Call Public Safety at ext. 43362 and notify your supervisor.
   • DO NOT ALLOW OTHERS INTO THE AREA

5. Aerosolization, small explosion, or letter stating “Anthrax in Heating System”:
   • Leave the room immediately.
   • Secure the entry way.
   • Call Public Safety at ext. 43362 and notify your supervisor.
   • DO NOT ALLOW OTHERS INTO THE AREA.
   • If possible, shut down any fans or air ventilation systems.
   • Remain on the premises until Public Safety arrives.
   • Make a list of all people who were in the area at the time and give it to Public Safety.

6. A threat by telephone:
   • DO NOT ARGUE WITH OR ANTAGONIZE THE CALLER.
   • Listen carefully so that you can recall the details later. Listen for background noises.
   • Call Public Safety at ext. 43362 and notify your supervisor.

Facts about Anthrax:
• Anthrax organisms can cause skin infection, gastrointestinal infection, or pulmonary (lung) infection.
• To cause an infection, it must be rubbed into abraded skin, swallowed, or inhaled.
• Disease can be prevented after exposure to Anthrax spores by early treatment with the appropriate antibiotics.
• Anthrax is not spread from one person to another.

TERRORISM PRECAUTIONS
General Safety Recommendations Regarding Suspected Terrorist Activities
Heightened security is not intended to induce fear and panic. People should go about their normal business while paying particular attention to their surroundings.

Suspicious Behavior/Circumstances:
Be aware of the following conditions and report to Public Safety at 212-854-3362.
If off-campus notify outside law enforcement at 911:
• People in buildings or areas that do not appear to be conducting legitimate business.
• People monitoring areas, buildings or entrances.
• Unauthorized people in restricted, sensitive or private areas.
• Persons taking photographs of critical facilities.
• Persons asking detailed information about physical security and/or information with no apparent need for that information.
• People wearing clothing not consistent with the weather conditions (bulky coat in warm weather etc.)
• Abandoned parcels or other items in unusual locations or high traffic areas.
• Individual attempting to access utility locations (water, electrical, petroleum, telecommunications, information systems).
• Multiple persons who appear to be working in unison, committing the above.

Be Alert to:
• Abandoned vehicles
• Vehicles parked near buildings or public and common areas
• Unexpected/unfamiliar delivery trucks
• Unfamiliar vehicles parked for long periods
• Vehicles containing unusual/suspicious parcels or material
• Vehicles arriving and being left behind at odd hours
• Substances leaking or spilling from vehicles

Building/Office Security:
• Don’t prop open building/residence hall entrance doors/windows. Rectify these situations when you observe them.
• Account for and secure keys. Don’t leave them unattended or give to unauthorized persons.
• Report lost keys to Residential Life, Public Safety, Facilities or department head.
• Account for and secure all sensitive material/information when not able to attend to it.
• Account for and secure sensitive deliveries in a timely manner.
• Secure all areas when not attended.
• Be aware of unfamiliar persons in, or visitors to, your office/lab etc.
• Protect access codes, combinations and cards. Change security codes regularly. Report compromised codes to the person in charge of area.
• **BE PREPARED**: Take time out to familiarize yourself with building evacuation plans/routes.
• Report suspicious tampering with physical security (doors, locks etc.)
• Talk with co-workers; know what is out-of-place (unclaimed items etc.)

Additional Safety Recommendations:
• Closely monitor news reports and Emergency Alert System (EAS) radio/TV stations.
• Expect delays, searches of purses and bags, and restricted access to public buildings.
• Expect traffic delays and restrictions.
• Take personal security precautions to avoid becoming a victim.
• Avoid crowded public areas and gatherings.
• **DO NOT TRAVEL INTO AREAS AFFECTED BY AN ATTACK OR THOSE ACTIVELY IDENTIFIED AS TERRORIST TARGETS**.
• Keep emergency supplies accessible and automobile fuel tank full.
• Be prepared to evacuate your home or shelter if ordered to do so by local authorities.
• Develop and review family emergency plans.
• Be prepared for disasters and family emergencies.
• Increase family emergency preparedness by purchasing supplies, food, and storing water.
• Assist neighbors who may need help.
• Avoid passing unsubstantiated information and rumors.
• Continue normal activities but be watchful for suspicious activities. Report criminal and suspicious activity to local law enforcement. Continue to enjoy individual freedom. Participate freely in travel, work, and recreational activities.
• Take first aid and CPR classes.
• Become active in local CERT and/or your local Neighborhood Crime Watch programs.
• Network with your family, neighbors, and community for mutual support during a disaster or terrorist attack.
• Learn what critical facilities are located in your community and report suspicious activities at or near these sites.
• Contact local officials to learn about specific hazards in your community.
• Increase individual or family emergency preparedness through training, maintaining good physical fitness and health, and storing food, water, and emergency supplies.
• Be familiar with local natural and technological (man-made) hazards in your community and what measures you can take to protect your family.
• Keep recommended immunizations up-to-date.
• Know how to turn off your power, gas, and water service to your house.
• Know what hazardous materials are stored in your home and how to properly dispose of unneeded chemicals.
• Support the efforts of your local emergency responders (public safety, fire fighters, law enforcement and emergency medical service).
• Volunteer to assist and support the community emergency response agencies.

For further information visit the Department of Homeland Security’s website: http://www.dhs.gov

If you have any non-emergency questions related to this Safety Advisory, please feel free to call Public Safety at 212-854-5108

AIRPORT SECURITY & PREPARATION TIPS
Today everyone needs to play an active role in contributing to air travel security. Together, airlines, airports, travel agents, government officials, and you, the passenger, can contribute to making air travel safe, secure, and efficient.

How can I contribute?
Became a Smart Traveler. There are preparations you can make before you arrive at the airport to help you move more quickly and efficiently through the new security processes. Here you will find suggestions on what to wear to the airport and how to pack for your trip. We’ve also included a pre-flight checklist to help you Prepare for Takeoff.
• Dress the Part
• Pack Smart
• Final Checklist

Dress the Part
Be aware that any metal detected at the checkpoint must be identified. If you set off the alarm, you will be required to undergo a secondary screening, including a hand-wanding and a pat-down inspection. You can remove metal items at the security checkpoint and place them in the bins provided. The bins will be sent through the X-ray machine. You can save time, however, by not wearing metal items or by placing such items in your carry-on baggage before you get in line.

**TIP:** Avoid wearing clothing, jewelry, or other accessories that contain metal when traveling.
- Jewelry (pins, necklaces, bracelets, rings, watches, earrings, body piercings, cuff links, lanyard or bolo tie)
- Shoes with steel tips, heels, shanks, buckles or nails
- Clothing with metal buttons, snaps or studs
- Metal hair barrettes or other hair decoration
- Belt buckles
- Under-wire brassieres

Hidden items such as body piercings may result in a pat-down inspection. You may ask to remove your body piercing in private as an alternative to the pat-down search.

**TIP:** Avoid placing metal items in your pockets.
- Keys, loose change, lighters
- Mobile phones, pagers, and personal data assistants (PDAs)

**TIP:** Instead, place jewelry and other metal items in your carry-on baggage until you clear security.

**TIP:** Pack your outer coat or jacket in your baggage when possible.

Outer coats including trench coats, ski jackets, leather jackets, overcoats and parkas must go through the X-ray machine for inspection. If you choose to wear an outer coat to the checkpoint, you will need to either place it in your carry-on or put it in the bin that is provided for you. You will not need to remove suit jackets or blazers unless requested by the screener.

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**Plan Ahead - Pack Smart**

Carry-on Baggage is a small piece of luggage you take onboard the airplane with you. You are allowed one carry-on in addition to one personal item such as a laptop computer, purse, small backpack, briefcase, or camera case.

Checked Baggage is luggage you check in at the ticket counter or at curbside. It will not be accessible during your flight.

Below are a number of tips for packing your checked baggage that will help to speed your trip and ensure that your checked bag makes the flight with you.
- Consider putting personal belongings in clear plastic bags to reduce the chance that a TSA screener will have to handle them.
- Pack shoes, boots, sneakers, and other footwear on top of other contents in your luggage.
- Avoid over-packing your bag so that the screener will be able to easily reseal your bag if it is opened for inspection.
• If possible, spread your contents over several bags. Check with your airline or travel agent for maximum weight limitations.
• Avoid packing food and drink items in checked baggage.
• Don’t stack piles of books or documents on top of each other; spread them out within your baggage.

You can move through the screening process more quickly by following these packing tips:
• Do NOT pack or bring prohibited items to the airport.
• Put all undeveloped film and cameras with film in your carry-on baggage. Checked baggage screening equipment will damage undeveloped film.
• Check ahead of time with your airline or travel agent to determine the airline's baggage policy, including number of pieces you can bring and size and weight limitations.
• Carry-on baggage is limited to one carry-on bag plus one personal item. Personal items include laptops, purses, small backpacks, briefcases, or camera cases. Remember, 1+1.
• Don’t forget to place identification tags with your name, address and phone number on all of your baggage, including your laptop computer. It is a good idea to place an identification tag inside your baggage as well.
• Avoid over packing so that your articles don't spill out if your bag is opened for inspection.
• Think carefully about the personal items you place in your carry-on baggage. The screeners may have to open your bag and examine its contents.
• Wait to wrap your gifts. Be aware that wrapped gifts may need to be opened for inspection. This applies to both carry-on and checked baggage.

Before You Arrive: Final Checklist
Check with your airline or travel agent
• To determine how early to arrive at the airport. Recommended check-in times differ by airline and airport.
• To determine whether you should go to the ticket counter or checked-baggage screening area first. Not all airports are the same since the addition of checked-baggage screening. Curbside check-in may also be available.
• If you do not have checked baggage and you already have a boarding pass, ticket or ticket confirmation, you can proceed directly to your gate through the security checkpoint. Please note that certain airlines do not offer gate check-in.

Check with your airport
• To confirm which parking lots are open if you will be parking at the airport. Some lots may be closed for security reasons. Be sure to allow extra time for parking and shuttle transportation.

Check to make sure you
• Bring a boarding pass, ticket, or ticket confirmation, such as a printed itinerary and a government-issued photo ID. Children under the age of 18 do not require an ID.
• Bring evidence verifying you have a medical implant or other device if it is likely to set off the alarm on the metal detector; bring evidence verifying this condition. Although this is not a requirement, it may help to expedite the screening process.
• Have removed prohibited items such as pocketknives, scissors, and tools from your carry-on baggage.
Have a safe trip and enjoy your flight!

For further details and information please access the Transportation Security Administration’s website at www.tsa.gov/public

CHAPTER FOUR
JEANNE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the "Clery Act"), as amended, requires us to report the number of occurrences on the Barnard campus of specified offenses for the three prior years. These statistics are compiled by the Office of the General Counsel in cooperation with the Office of Safety and Security, the Office of Residential Life and Housing, the Office of the Dean of Studies and Dean of the College, and local law enforcement agencies. Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such, are not considered to be a campus security authority 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 license or certification. When reviewing the statistics required by the Clery Act, please keep in mind that certain crimes, particularly sexual assaults, are under-reported, whether they occur on-campus or elsewhere. There is no college campus, neighborhood, village, town or city that can afford not to confront the issue of rape and sexual assault. At Barnard, all students are encouraged to promptly report instances of sexual assault, and to participate in the various programs and activities concerning personal safety, sexual assault prevention and rape crisis intervention described in this pamphlet and in other campus publications.

**CRIME AWARENESS & CAMPUS SECURITY ACT OF 1990**

In accordance with the provisions of the Jeanne Clery Act, the Barnard College annual security report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the Barnard; 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
- Sex Offenses: Forcible; Nonforcible
• Robbery
• Aggravated Assault
• Burglary
• Motor Vehicle Theft
• Manslaughter
• Arson

**FBI UNIFORM CRIME REPORTING DEFINITIONS**
Excerpted from the Implementing Regulations of the “Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (originally the Campus Security Act) originally published in the Federal Register on April 29, 1994 (Vol. 59, No.82) and November 1, 1999 (Vol. 64, No.210). The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

**CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK**

**Arson**
Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Criminal Homicide-Manslaughter by Negligence**
The killing of another person through gross negligence.

**Criminal Homicide-Murder and Non-negligent Manslaughter**
The willful (non-negligent) killing of one human being by another.

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

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

**Burglary**
The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
Motor Vehicle Theft
The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though vehicles are later abandoned, including joyriding).

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

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

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

SEX OFFENSES DEFINITIONS FROM THE NATIONAL INCIDENT-BASED REPORTING SYSTEM EDITION OF THE UNIFORM CRIME REPORTING PROGRAM

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

**Sex Offenses - Nonforcible Unlawful, nonforcible sexual intercourse.**
1. Incest - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
2. Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**TIMELY WARNING**
The Public Safety Department, in a timely manner, reports to the Campus community incidents that represent clear or a possible threat to the safety of its members. The Department shall inform the community on a case-by-case basis of the following reported crimes as defined in the Uniform Crime Report using the most appropriate means available to reach the affected campus population (i.e. emergency notification system, posted crime alerts, voice mail, the campus website, campus radio/TV etc.)
- Murder
- Sex Offenses: Forcible; Nonforcible
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Manslaughter
- Arson

The Campus community shall also be informed of any hate-associated factors related to the above listed crimes or other crimes of bodily injury.

**MISSING STUDENT 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 has been questioned and brought to the attention of a member of the Residence Life & Housing Staff, including resident assistants. The College will initiate the following procedure once advised that a student is missing, with no reasonable explanation for his/her 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 may waive the 24-hour period if circumstances warrant.

Upon check-in to Barnard College or Columbia University Housing each student will be asked to identify a contact person or persons (the "Designated Contact") whom the College shall notify if the student is determined missing. This contact information will be registered confidential and will be accessible only to authorized campus officials. In addition, the contact information shall
not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

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

**Procedure:**

1. All reports of missing, or suspected missing residents students, are to be made to a member of the professional Residence Life & Housing staff (Director, Associate Directors, and Graduate Hall Directors).

2. The Residence Life Staff member will immediately notify the Director of Public Safety, or his/her designee, of the report. Together, the representatives from Residential Life & Housing and Public Safety shall investigate by, among other things: (i) making inquiries of roommates/suitmates, residents living on the same floor and any other known associates of the suspected missing resident; (ii) accessing and reviewing the student's academic schedule and ascertaining whether the student is attending classes; and (iii) attempting to ascertain whether the student has used his/her meal card or other College 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 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 Contact and/or parent/guardian 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 Director of Public Safety, or his/her designee, will promptly (but no later than 24 hours after the initial report) contact the New York City Police Department who will initiate an investigation and search 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 Contact (The New York City Police Department has a standard operating procedure in place to respond to missing persons. The local precinct commanders have agreed, pursuant to the attached letters, that the New York City Police Department will address such a situation promptly and in accordance with the New York City Police Department guidelines).

**BIAS RELATED/HATE CRIMES**

Barnard College is a community comprised of students, faculty, administration and staff from diverse backgrounds. To benefit from this diversity Barnard College is committed to ensuring sensitivity to members of its community and respect for the cultures that nurture them. Barnard College has therefore established policies and procedures to protect the entire Barnard College community from the effects of "Bias Related Crimes."

**What is a Bias Related Crime?**

According to New York Police Department Guidelines a "Bias Related Crime" or "Hate Crime" is any offense or unlawful act that is motivated in whole or in part by a person's, a group's or a place's identification with a certain race, religion, ethnicity, sexual orientation, disability, gender or age.

Hate Crimes have been recognized as a genuine threat to our society and a growing problem on college campuses. According to the U.S. Department of Justice, Community Relations Service ("CRS") report of June 1, 2000, a combination of factors, including, but not limited to, the
following: (i) the growing of diversity among college students; (ii) the reality of college as the "first occasion [for students] to have extensive contact with individuals who differ from them in socially significant ways"; and (iii) the particular stress, anxiety and competitiveness associated with college, have contributed to the rise of Hate Crimes on campuses.

To combat this growing threat a number of laws have been passed to help prevent the occurrence of Hate Crimes. These laws include the following federal legislation: (i) Hate Crimes Prevention Act of 1999; (ii) Church Arson Prevention Act of 1996; (iii) Hate Crimes Sentencing Enhancement Act; and (iv) Hate Crimes Statistical Act of 1990, as well as the New York State Hate Crimes Act of 2000 (Penal Law Article 485).

**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 Security Department by calling x88 or x43362 or by going to the Security Department Office at 104 Barnard Hall so that the matter may be thoroughly investigated. There are numerous resources available to victims of Hate Crimes. Counseling and referral services are offered by the Rosemary Furman Counseling Center (x42092), located on the first floor of Hewitt Hall. In addition, peer counseling, support and referrals are available at the Barnard/Columbia Rape Crises/Anti-Violence Support Center, located in Room 100, Brooks Hall (x4HELP for counseling) and (x4WALK for 24 hour advocacy). Other services are available and listed in the Barnard Student Handbook, as well as other Barnard and Columbia publications.

**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 guilty of committing a Hate Crime may be subject to sanctions including, but not limited to, suspension or expulsion from the College.

**SEXUAL ASSAULT POLICY AND PROCEDURES**

It is the policy of Barnard College that all forms of sexual assault are unacceptable, and we strongly support efforts to eliminate its occurrence and to discipline offenders. Barnard College and Columbia University provide a wide array of programs and resources aimed at the prevention of sexual assault and the support and care of victims/survivors. These include educational workshops for students, training for residential life, student affairs, and security personnel, and counseling and other services through our various Health Services departments. Other programs are offered throughout the school year by student groups, including peer counseling, support, and referrals available at the Columbia/Barnard Rape Crisis/Anti-Violence Support Center (RCAVSC) located in Brooks Hall, Room 123. Call 854-HELP for Counseling and 854-WALK for 24-hour Advocacy. In addition, there are numerous community resources available. A list of these programs and resources are available on the Primary Care Health Services webpage, the Barnard Student Handbook, the Barnard College Rape and Sexual Assault booklet, and in other generally available Barnard and Columbia publications.
Information on the policies and procedures of Columbia University concerning personal safety and sexual assault can be found in FACETS - Facts About Columbia Essential To Students, http://facets.columbia.edu published annually by Columbia University.

If a Barnard student has been raped or sexually assaulted, there are many resources available to her. If a victim of sexual assault feels she is still in physical danger, she may contact Barnard Public Safety or the police. The Barnard Public Safety Department will also contact the area director of Residential Life and/or graduate assistant on duty. It is particularly important to get appropriate medical care at a hospital emergency room as soon as possible. As part of the exam the doctor will also do evidence collection. However, showering, bathing, and douching all decrease the likelihood that evidence may be collected, as does a delay from the time of the assault to the hospital visit. A hospital visit is highly recommended in the immediate aftermath of a rape or sexual assault because of special services the hospital can provide a victim. However, medical treatment and counseling are also available at Barnard’s Primary Care Health Services. If it is closed, the clinician-on-call can be reached at 866-966-7788.

If a student wishes to report the sexual assault to the police, the Barnard Residential Life staff or Public Safety will assist her, and will accompany her to the local precinct. The complete Gender-Based Misconduct Policies for Students (including Sexual Assault, Sexual Harassment, and Gender-Based Harassment Policies and Procedures, can be downloaded from Columbia’s website: www.columbia.edu/cu/dpsa. A student, staff or faculty member who is found responsible for violating the policy is subject to sanctions including but not limited to reprimand/warning, disciplinary probation, suspension, and dismissal.

N.Y.S. LAWS & PENALTIES REGARDING SEX OFFENSES

DEFINITIONS INVOLVING LACK OF CONSENT:
A. Mentally Defective: a person suffers from a mental disease or defect which renders him or her incapable of appraising the nature of his/her conduct.
B. Mentally Incapacitated: a person is rendered temporarily incapable of appraising or controlling his/her conduct owing to the influence of a narcotic or intoxicating substance administered to him/her without his consent, or to any other act committed upon him/her without his consent.
C. Physically Helpless: a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
D. Forcible Compulsion: to compel by either (a) use of physical force; or (b) a threat, express or implied, which placed a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she or another person will immediately be kidnapped.
E. Age: male/female less than 17 years of age is incapable of consenting to any act as per NYS Penal Law Article 130 (Sex Offenses). One must be at least 17 years of age to legally engage in any sexual activity. If age is the only factor, it is known as a “statutory” offense.

Note: It is not a defense that the defendant did not know the age of the victim. A basic element of all sex offenses is the lack of consent. Without lack of consent there would be no sex offense.
RAPE
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. Mentally Defective
3. 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 14 years old (13, 12, or 11).
6. The victim is physically helpless.
7. A male engages in intercourse with a female who is less than 11 years old (10 or less.)

SODOMY
Sodomy is always a felony. A person is guilty of sodomy when that person engages in deviant sexual intercourse with another person, without that person’s consent. Sodomy may be committed in seven (7) ways as described above, under rape.

SEXUAL MISCONDUCT
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 deviant sexual intercourse with another person without such person’s consent; or
• He or she engages in sexual conduct with an animal or a dead human body.

SEXUAL ABUSE
Sexual abuse is either a felony or a misdemeanor. A person is guilty of sexual abuse when he or she subjects another person to sexual contact without the latter’s consent. In addition to forcible compulsion or incapacity to consent a person can be charged with sexual abuse in any case in which the victim does not expressly or impliedly acquiesce in the actor’s conduct.

“Misdemeanor” means an offense, other than a “traffic infraction,” for which a sentence to a term of imprisonment in excess of fifteen days may be imposed, but for which a sentence to a term of imprisonment in excess of one year may not be imposed.
“Felony” means an offense for which a sentence to a term of imprisonment in excess of one year may be imposed.
“Crime” means a misdemeanor or a felony.

SEXUAL ASSAULT PREVENTION
• Avoid working, studying, or being alone in buildings, resident halls, or isolated areas of the campus.
• DO NOT SHOWER IN A DESERTED GYM OR RESIDENCE HALL SHOWER.
• Be cautious about dating someone you do not know well. Obtain information from a mutual acquaintance or try to arrange a double date or group activity.
• Avoid excessive use of alcohol, and do not use illicit drugs; they interfere with clear thinking and effective communication.
• Never leave beverages unattended or out of sight.
• Know your sexual desires and limits. Communicate them clearly.
If you find yourself in an unwanted sexual situation, be assertive. **JUST SAY NO.** If you are told no when you make sexual advances, accept it. **NO MEANS NO!**

**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 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. **It is unlawful to use the information for purposes of intimidating or harassing of another.**

The New York State Division of Criminal Justice Services is responsible for maintaining this registry. [Access the sex offender registry](#).

**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 and below. 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 Director of Safety and Security at 212-854-3362.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>(1) On Campus Property</th>
<th>Residential Facilities</th>
<th>Non-campus Property</th>
<th>(2) Contiguous Public Property</th>
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</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent</td>
<td>2008</td>
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Liquor Law Violations Referred for Disciplinary Action

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Drug Law Arrests

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Drug Law Violations Referred for Disciplinary Action

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<th>Year</th>
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<th>2009</th>
<th>2010</th>
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</thead>
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<tr>
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Illegal Weapons Possession Arrests

<table>
<thead>
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<th>Year</th>
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<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
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Illegal Weapons Violations Referred for Disciplinary Action

<table>
<thead>
<tr>
<th>Year</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Hate Crimes

None of the crimes listed above were bias motivated.

(1) Crimes reported in this Residential Facilities column are included in the On-Campus Category.
(2) 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 sidewalks on Manhattan Avenue between 110th Street and 109th Street near Cathedral Garden. Statistics do not include crimes reported on the Columbia University Campus.
(3) The Higher Education Opportunity Act of 2008 requires universities to report incidents of larceny, intimidation, simple assault, and vandalism, if those crimes were determined to be bias motivated. No incidents determined to be bias motivated were reported in 2009 and 2008.

The definitions of murder, robbery, aggravated assault, burglary, and motor vehicle theft are as those offenses are commonly understood. A forcible sexual offense includes such acts as forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sexual offenses include incest and statutory rape. Similar statistics for the Columbia University campus are printed in FACETS.

2008
*One sexual assault report was received anonymously through the Columbia University website. Both reports allege unwanted fondling.

2009
**All reported sex offenses involved an acquaintance.

2010
***Reported assaults involved non-affiliate tenants known to each other.
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 Public Safety. Data collected includes, but is not limited to, the building name; alarm location; time and date; the number and cause of each fire; any and all injuries; any fatalities; and the dollar values for property damaged by the fire.

Statistics for 2010
The following statistics are collected and reported by the Department of Public Safety and are published in the Annual Security and Fire Safety Report and on the Public Safety Website: [http://web.barnard.columbia.edu/services/ss.html](http://web.barnard.columbia.edu/services/ss.html)

- 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

<table>
<thead>
<tr>
<th>Location</th>
<th>Fire</th>
<th>Cause</th>
<th>Injuries $^3$ Related to Fire that Resulted in Treatment at a Medical Facility</th>
<th>Deaths $^4$ Related to Fire</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elliott Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
<td>$ 0</td>
</tr>
<tr>
<td>Cathedral Gardens</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
<td>$ 0</td>
</tr>
<tr>
<td>600 West 116 Street</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
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<tr>
<td>616 West 116 Street</td>
<td>1</td>
<td>Small oil fire while cooking</td>
<td>0</td>
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<td>620 West 116 Street</td>
<td>0</td>
<td>N/A</td>
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<td>$ 0</td>
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<tr>
<td>Brooks Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
<td>$ 0</td>
</tr>
<tr>
<td>Hewitt Hall</td>
<td>1</td>
<td>Steam kettle malfunction produced small flame</td>
<td>0</td>
<td>N/A</td>
<td>$ 0</td>
</tr>
<tr>
<td>Reid Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>N/A</td>
<td>$ 0</td>
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<tr>
<td>Sulzberger</td>
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<td>N/A</td>
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<td>N/A</td>
<td>$ 0</td>
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<tr>
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<td>N/A</td>
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<td><strong>Total</strong></td>
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<td>0</td>
<td>N/A</td>
<td>$ 0</td>
</tr>
</tbody>
</table>

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.

Fire Log

Barnard College Fire Log is maintained at the Department of Public Safety and is available for inspections at the Office of Public Safety, Monday - Friday, 9 a.m. to 5 p.m.

If you have any questions, please call Robert Bonistalli, our Fire Safety Officer or Public Safety Supervisor George Koserowski at 212-854-5108 for emergencies please call Barnard Public Safety at 212-854-3362, ext. 43362 or 88 from a campus phone.

Description of Student Housing Fire Detection and Suppression Systems

<table>
<thead>
<tr>
<th>Building</th>
<th>Building Fire Alarm</th>
<th>Room Detection</th>
<th>Connected To IFA</th>
<th>Central Office</th>
<th>Sprinkler</th>
<th>Standpipe</th>
<th>Fire Drills Conducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plimpton Hall</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Partially</td>
<td>1 Riser</td>
<td>4</td>
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<tr>
<td>Elliott Hall</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Fully</td>
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<td>Sulzberger Hall</td>
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<td>YES</td>
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<tr>
<td>Building</td>
<td>Fire Safety</td>
<td>Sprinklers</td>
<td>Horns</td>
<td>Strobe Lights</td>
<td>Smoke Control</td>
<td>CO2 Detectors</td>
<td>Riser</td>
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<tr>
<td>Brooks Hall</td>
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<td>Partially</td>
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<td>600 W. 116th St.</td>
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<td>YES</td>
<td>Partially</td>
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<td>616 W. 116th St.</td>
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<td>YES</td>
<td>YES</td>
<td>Partially</td>
<td>1 Riser</td>
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<tr>
<td>620 W. 116th St.</td>
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<td>YES</td>
<td>YES</td>
<td>Partially</td>
<td>1 Riser</td>
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<tr>
<td>Cathedral Gardens</td>
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<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Fully</td>
<td>1 Riser</td>
<td>4</td>
</tr>
</tbody>
</table>

1. **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.

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

3. Barnard College conducts a minimum of three drills per calendar year by the Fire Safety Officer in conjunction with Public Safety Officers for all college owned Residence Halls, Academic and Administrative buildings. At least one drill is conducted for occupied Residence Halls if used during summer session.

**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 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.

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 given a “Residence Hall Fire Safety Information” booklet 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 in this booklet includes 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 Residence Hall fire safety policies. [http://www.barnard.edu/reslife/files/2010-11_Fire_Packet.pdf](http://www.barnard.edu/reslife/files/2010-11_Fire_Packet.pdf)

Residence Hall Policies regarding 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, Campus Fire Safety Officer or other authorized supervision as determined by the Director of Public Safety.

Cooking is only allowed in authorized kitchens. The use of microwaves or any other type of cooking device in individual rooms is strictly prohibited. In addition the following electrical appliances are prohibited.

Prohibited Items
- Air conditioners (both window and portable units)
- Halogen lamps
- Hot plate, open coil heater, toaster, or toaster oven
- Deep fryer
- Rice cooker
- Microwaves in bedrooms (only may be used in suite kitchens)
- Space heater
- Extension cords (only surge protectors like the ones in this photo are allowed)

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 “Campus Fire Safety Procedures” and are found in the housing contract. ([http://www.barnard.edu/reslife/policies/recommended_and_prohibited_items.html](http://www.barnard.edu/reslife/policies/recommended_and_prohibited_items.html))
IMPORTANT NOTE: we have received a report that the lighting appliance pictured and described here is prone to melting. We strongly recommend against the use of this product on our campus.

Smoking Policy

Barnard is a smoke free College. Smoking 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.  http://www.barnard.edu/reslife/policies/smoking.html

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.

Procedures for evacuations, fire safety education and training


- Fire safety training is conducted annually by a Campus fire safety officer with all housing staff, RA’s, Public Safety Officers, Access Attendants and ARAMARK staff.
- During fire drills, a Campus fire safety officer issues fire safety tips to students.
- Public Safety supervisors address safety issues and fire safety tips during floor meetings in Campus residence halls in conjunction with RA’s (Resident Assistants).
- The Department of Public Safety conducts a Fire Safety Day annually to promote fire safety awareness and prevention throughout the campus community.

To Report a Fire
To report a fire call Barnard Public Safety at 212-854-3362 or dial 88 from a campus telephone, if off campus dial 911.

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 Fire Department and Public Safety personnel. If no first responders are on the scene and there is an emergency situation, you may be required to decide on a 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 Public Safety as soon as possible (212-854-3362 or dial 88 from a campus phone). 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 a fire out, 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 faced 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 Public Safety 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 if anyone is unaccounted for.

**Plans for Future Improvements in Fire Safety**
Barnard College meets all New York City fire safety requirements and implements system upgrades with all building renovations. As current residences are renovated additional fire suppressions and detection devices are installed including expansion of sprinkler systems. In addition Barnard has recently installed the foundation for a state of the art “Fire Works” notification system throughout the campus. Capital improvement projections include a tie in of all on campus buildings and all campus owned Residence Halls to this notification system while maintaining current notification operations.