



2017 Annual Security and Fire Safety Report



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Annual Security Report

Safety and Security Department

The primary responsibility of the Safety and Security Department is to ensure the safety and security of the students, faculty, staff and visitors of the University. Pace University provides a 24 hours a day, 365 day per year security presence on each campus. There is a supervisor on duty at all times in addition to fixed and patrol assignments. All uniformed security personnel are contracted through Winfield Security Corporation and receive mandatory pre-employment training in accordance with state laws. They also receive additional in-service training on a monthly basis.

In addition to the contracted security officers, there is a full-time cadre of Pace personnel. This staff consists of the University Executive Director of Safety and Security, an Associate Director of Safety and Security, Assistant Director of Security, a University Emergency Manager/Fire Safety Supervisor, a Director of Emergency Planning and Environmental Health & Safety, six Security Coordinators, an Administrative Assistant, a Locksmiths and a Traffic Coordinator.

None of the above personnel are police officers, nor have they the power of arrest beyond that of every citizen. The security department does however maintain a close relationship with the local police department with jurisdiction for each campus. In appropriate cases – where a crime has been committed – we strongly recommend that the person report the incident to the proper police authority as well as to the University. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Pace University has established the President's Advisory Committee on Campus Security. The committee reviews current campus security policies and procedures and makes recommendations for their improvement. The committee reports in writing to the president on its findings and recommendations at least once each academic year.

Security as a Cooperative Effort

Although the security department's principal function is the safety and security of all in the Pace community, no program can be completed successfully without the full cooperation of the students, faculty and staff.

As statistics have indicated, incidents of serious crime on campus are rare. However, minor crimes such as crimes of opportunity do occur. All students, faculty, staff and visitors must assume primary responsibility for their personal safety and the security of their personal belongings. Precautionary measures are the key; therefore the following rules are important:



VINCENT BEATTY

Executive Director, Safety & Security

vbeatty@pace.edu

914-773-3700

- Never prop open the doors to residence halls. Dorm/office doors should be locked whenever left unattended, even for a short time.
- Ask visitors for identification before allowing them into a building or room.
- Do not lend your keys. Carry them at all times.
- Keep your car locked and park it in a well-lit area.
- Do not leave valuables visible. If you leave valuables in an unattended locker, lock it.
- If you see people that look suspicious, report them to the security department.

Important Pace University Contact Information

<u>New York City Campus</u>	<u>Pleasantville Campus</u>	<u>White Plains School of Law</u>
Safety & Security One Pace Plaza, B-Level New York, NY 10038 (212) 346-1800 Available 24/7	Safety & Security 861 Bedford Road Pleasantville, NY 10570 Alumni Hall - (914) 773-3400 Available 24/7	Safety & Security Preston Hall, 1st floor 78 North Broadway White Plains, NY 10603 (914) 422-4111 Available 24/7
Dean for Students Office 41 Park Row New York, NY 10038 (212) 346-1306	Gannett Administrative Office (914) 773-3700 (Mon - Fri 9am-5pm)	Dean for Students Office Aloysia Hall 78 North Broadway White Plains, NY 10603 (914) 422-4146
University Health Care 41 Park Row, Suite 313 New York, 10038 (212) 346-1600	Dean for Students Office Kessel Student Center 861 Bedford Road Pleasantville, NY 10570 (914) 773-3351	University Health Care Goldstein Fitness Center, Rm 125 861 Bedford Road Pleasantville, New York 10570 (914) 773-3760
University Counseling 156 William Street, 8th Floor New York, NY 10038 (212) 346-1526 Office Hours: M-F 9am to 5pm	University Health Care Goldstein Fitness Center, Rm 125 861 Bedford Road Pleasantville, New York 10570 (914) 773-3760	University Counseling Administration Center, 2nd Floor, 861 Bedford Road, Pleasantville, NY 10570 (914) 773-3710 Office Hours: M-F 9am to 5pm
Facilities Management 212-346-1521	University Counseling Administration Center, 2nd Floor, 861 Bedford Road, Pleasantville, NY 10570 (914) 773-3710 Office Hours: M-F 9am to 5pm	Facilities Management 914-923-2842
	Facilities Management 914-923-2842	

****Campus Security can also be reached by dialing 777 or pressing the SECURITY button on campus phones.**

****To sign up for the Pace University Emergency Alert System visit:**
<https://appsrv.pace.edu/ConnectED/>

Crime Statistics

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to, among other things:

- Publish an annual report every year by October 1 that contains campus crime statistics for crimes occurring on or within the University's Clery geography for the previous three calendar years and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have "significant responsibility for student and campus activities";
- Provide "timely warning" notices of those crimes that have occurred and pose a serious or ongoing "threat to students and employees";
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus; and
- Disclose in a public crime log "any crime that occurred on campus...or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department".

Our compliance with Clery Act requirements does not constitute a violation of FERPA.

Preparation and Disclosure of Crime Statistics

Pace University Safety and Security Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our campuses, student life, residential life and general counsel.

Crime statistics for the University can be found on the Safety and Security website (<http://www.pace.edu/general-services/safety-security/campus-statistics>) as well as the U.S. Department of Education Web site at <http://ope.ed.gov/campusafety/#/>.

Crime Logs

The University maintains campus crime logs for public viewing. The crime logs include the nature, date, time and general location of each crime reported, as well as the disposition of the complaint, if known. However, if there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information. A copy of the crime log may be requested from the Safety & Security Department at 914-773-3700 or security@pace.edu.

Crime Statistics Reported by Location

New York City Campus

Crime	On-Campus			On-Campus Student Housing Facilities			Non-Campus			Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	6	1	1	6	0	1	0	1	0	0	0	0
Sex Offenses-Non-Forcible	0	0	2	0	0	2	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	There were no reported hate crimes for the years 2014, 2015, and 2016.											
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	0	2	0	0	2	1	0	0	0	0	0
Stalking	0	2	0	0	0	0	0	0	0	0	0	0
Arrest for Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Weapon	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Drug Abuse Violations	214	210	123	214	210	123	0	0	0	0	0	0
Discipline for Liquor Law Violations	275	265	248	275	265	248	0	0	0	0	0	0



Pleasantville/Briarcliff, NY Campus

Crime	On-Campus			On-Campus Student Housing Facilities			Non-Campus			Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	3	1	1	3	1	1	0	0	0	0	0	0
Sex Offenses-Non-Forcible	1	0	0	1	0	0	0	0	0	0	0	0
Robbery	0	1	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	1	0	0	0	0	0	0
Burglary	0	2	0	0	2	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	3	0	0	3	0	0	0	0	0	0
Hate Crimes	There were no reported hate crimes for the years 2014, 2015 and 2016.											
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	3	2	0	3	2	0	0	0	0	0	0
Stalking	0	1	0	0	1	0	0	0	0	0	0	0
Arrest for Weapons	0	0	2	0	0	1	0	0	0	0	0	0
Arrest for Drug Abuse Violations	1	0	0	1	0	0	0	0	0	0	0	0
Arrest for Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Weapon	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Drug Abuse Violations	114	168	155	114	168	155	0	0	0	0	0	0
Discipline for Liquor Law Violations	454	513	360	454	513	360	0	0	0	0	0	0



White Plains, NY Campuses

Crime	On-Campus			On-Campus Student Housing Facilities			Non-Campus			Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses-Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	There were no reported hate crimes for the years 2014, 2015 and 2016.											
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Weapon	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

Definitions for Crime Statistics

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

- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used 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.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. A motor vehicle is a self-propelled vehicle that runs on the surface of land, and not on rails, which includes automobiles, buses, recreational vehicles, trucks, motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, and motorized wheelchairs.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Hate Crimes:** A “hate crime” is a crime committed against a person or property that is reported to local police agencies or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. “Bias” is a preformed negative opinion or attitude toward a group of persons. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. The law requires the release of statistics by category of prejudice for the crimes listed below where the victim is selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, or disability of the victim. These include all the crimes listed above and the following:
 - Larceny/Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person. “Constructive possession” is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
 - Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
 - Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
 - Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

- **Domestic Violence:** Domestic violence refers to a felony or misdemeanor crime of violence committed (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Dating Violence:** Dating violence refers to physical violence (e.g., hitting, punching, kicking, etc.), or threats of violence, including, but not limited to, sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- **Stalking:** Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. Stalking behavior includes but is not limited to repeated, intentional following or observing another; using "spyware" or other electronic means to gain impermissible access to a person's private information; . persistent, unwanted and repeated harassing behavior such as: following a person; appearing at a person's home, class or work; making frequent phone calls, emails, text messages, etc.; continuing to contact a person after receiving requests not to; leaving written messages, objects or unwanted gifts; vandalizing a person's property; and threatening, intimidating, obscene or intrusive behavior.
- **Liquor Law Violations:** The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- **Weapons Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Safety on Campus

Campus and Residence Hall Security Measures

Each campus has an individual security system designed to meet its unique needs.

New York City Campus

Upon entering the buildings on the New York campus, the Pace University ID card must be displayed to the security officer and worn on the outermost garment. Temporary ID's will be issued to individuals who do not have their ID cards or persons exhibiting a valid reason to enter the building. Additionally, in New York City, a separate form of identification must be acquired to enter the residence halls. Common areas are monitored by a closed-circuit television (CCTV) and alarm system. Hallway doors on the dormitory floors now have programmable access card readers allowing resident students to use their Pace ID card. Doors that are propped open will be investigated by a uniformed campus security officer.



White Plains Campus

Dannat Hall in White Plains has a card access system and electromagnetic locks on all building exit doors. These locks allow for immediate emergency egress whenever the building fire alarm is activated. The building entrance lobby is monitored by CCTV cameras and Residential Life personnel.

Pleasantville Campus

The front doors of all other Westchester dormitories have CCTV cameras that are linked to digital video recorders. If a door is left open for more than 30 seconds, a local siren sounds. All of these systems are monitored at the Pleasantville campus security office, which dispatches security personnel when necessary.

While cars are allowed on the Pleasantville campus unchallenged during business hours, drivers of all vehicles without Pace parking decals are required to produce identification after hours. Occupants of all vehicles must also show ID's and non-Pace individuals are required to leave their ID's at the booth.

Blue Light emergency phones have been installed in key locations on the Westchester campuses. These phones offer immediate connection to campus security and activate a blue light on top of the unit to draw attention to the area.

Crime Prevention and Security Awareness Programs

A major portion of the University Crime Prevention and Security Awareness Program consists of presentations made to various groups on campus. Presentations are made by Pace University Safety and Security staff members at student orientations, "Week of Welcome" programing at

the beginning of each semester as well as a presentation for parents of incoming freshman during family orientation. All new employees are required to take an online sexual harassment training. They must also attend a New Employee Orientation that reviews the policies of the University as well as basic security requirements such as photo I.D. cards and parking decals.

Periodically during the academic year, at the request and in cooperation with other university organizations and departments, the Safety and Security Staff presents crime prevention awareness sessions on active shooter guidelines, sexual assault, theft, and vandalism, as well as educational sessions on personal safety and residence hall security. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Below are programs, trainings and materials that are provided on campus but not limited to:

- **Step up! Creating a Caring Environment** - Pace University provides bystander intervention training. The “Step Up! Be a Leader, Make a Difference” program was developed by national experts at the University of Arizona and the National Collegiate Athletic Association.
- **Behind Closed Doors (Summer Trainings)** - This national training program focuses on real life situations that Orientation Leaders and residential life staff could experience during their time in the position. Multiple scenes involve sexual assault, domestic violence, and rape of students from various genders and sexual orientations.
- Pace University participates in national campaigns, including “Take Back the Night” and “It’s on Us” campaigns.
- Pace has website dedicated to Sexual-Assault Resources (www.pace.edu/sexual-assault). This website serves as a one –stop shop for information pertaining to policies, procedures on sexual assault, including but not limited to, reporting, emergency services and follow-up care.
- Pace has published and widely distributed a Guide to Options, Resources and Support providing a hard-copy resource to students regarding sexual assault awareness, resources – including two apps – Just in Case and “Circle of 6”, putting vital information and support options at our students’ fingertips with QR codes they can scan with their cell phone.
- University-wide trainings have been provided to all residential life staff, (including RAs, and professional staff,) Security, Athletes and Coaches, as well as Student Affairs professional staff. These were presented by the Mount Sinai Sexual Assault and Violence Intervention (SAVI) program.



Emergency Response and Evacuation Policy

The health and safety of all our students, faculty, administration, staff, and visitors is our primary concern at Pace University. Pace recognizes the critical importance of being prepared and has designed a comprehensive program that ensures the security of the University community in the event of a significant emergency or dangerous situation involving an

immediate threat to the health or safety of students or employees or other crisis. Such threats may include, but not be limited to, outbreaks of serious illness, gas leaks, explosion, chemical or hazardous waste spill or armed intruder.

The plan can be viewed in detail at <http://www.pace.edu/general-services/safety-security/campus-preparedness-emergency-planning/emergency-response-plan>.

Timely Warnings

In the event of an emergency or dangerous situation, the University will immediately notify the campus community upon confirmation of the event via the Pace University Emergency Alert System at <https://appsrv.pace.edu/ConnectED/>. All students and employees are automatically signed up to receive emergency alerts via their Pace electronic mail address. All are strongly encouraged to sign up to also have the Pace University Emergency Alert System contact them via a phone call to their home and/or cell phone numbers and send a text message to their cell phone. The warning will be issued through the University's e-mail system to students, faculty, and staff, and it will also be posted on the Pace University Website.

Drug and Alcohol Policy

Pace University has a strong commitment to a healthy and safe environment for all members of the University community. It is the policy of the University that the unlawful use, possession, sale, distribution, or manufacture of controlled substances and alcohol on University property or at University sponsored programs and activities are prohibited. Even though its possession or consumption may otherwise be lawful, alcohol, except in limited circumstances, is not permitted on University property or at University sponsored programs and activities.

There are two exceptions to the prohibition against the possession and consumption of alcohol on University property and at University sponsored programs and activities. One exception to this Policy is for the moderate possession and consumption of alcohol at University sponsored programs and activities by individuals legally permitted to possess and consume alcohol, provided prior written approval from the appropriate University representative has been granted. The second exception permits students, except for those who reside in Maria's Tower, who are at least 21 years of age to possess and consume a moderate amount of beer or wine (not hard liquor) in their residential housing room.

This Policy applies to each member of the University community -- students, faculty, and staff -- as well as to contractors, vendors, licensees, invitees and visitors. This Policy is in compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, and it is distributed to every student and faculty and staff member. For more information on the student policy see the 2017-18 edition of the Student Handbook at <http://www.pace.edu/student-handbook>. For more information on the staff/faculty policy see the Employee Handbook at <http://www.pace.edu/human-resources/employer-resources/employee-handbook-policies>.

Health Risks of Controlled Substances and Alcohol

The illegal use of controlled substances and alcohol and the abuse of alcohol and prescription drugs may lead to permanent health conditions including, but not limited to, disorders of the central nervous system, reproductive functioning, cardiovascular and pulmonary systems, and endocrine functioning. In addition, there may be both short-term and long-term effects on cognition, memory, retention, information processing, coordination, athletic performance, academic performance, and the exercise of judgment.

The possible effects of various controlled substances and alcohol, including the effects of an overdose and withdrawal, are identified in U. S. Department of Justice, Drug Enforcement Administration, Drugs of Abuse Publication 2015 Edition, A DEA Resource Guide (www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf).

University Sanctions

Any violation of the University's Drug and Alcohol Policy may be disciplined in accordance with the University's disciplinary procedures for students and for employees. Further, the University may refer the student or employee for criminal prosecution. Any sanction imposed by the University is independent of, and is in addition to, any penalty imposed in connection with a criminal conviction. The sanctions that may be imposed on a student include, but are not limited to, probation, and suspension, dismissal and expulsion from University housing and/or the University. The sanctions imposed on an employee may include the termination of their employment.

Counseling and Treatment

Students and employees who have concerns about their use of alcohol or other drugs are urged to seek assistance.

Faculty/staff may obtain counseling or referrals from Human Resources (212-346-1630 in New York; 914-923-2730 in Westchester); the Pace University Employee Assistance Program, which is administered by CIGNA's Life Assistance Program (1-800-538-3543); and through the internet at <http://www.cignabehavioral.com/cgi>. The User ID is "lap" and the Password is "member".

Resources for students who are seeking counseling or referrals include:

<u>New York Campus</u>	<u>Pleasantville Campus</u>	<u>White Plains Campus</u>
Dean for Students 212-346-1306	Dean for Students 914-773-3351	Dean Of Students 914-422-4146
Office of Residential Life 212-346-1295	Office of Residential Life 914-597-8777	Office of Residential Life 914-422-4136
Student Development and Campus Activities 212-346-1590	Student Development and Campus Activities 914-773-3767	Counseling Center 914-773-3710
Counseling Center 212-346-1526	Counseling Center 914-773-3710	University Health Care 914-773-3760
University Health Care 212-346-1600	University Health Care 914-773-3760	

Missing Student Notification Policy

Pace University defines a missing student as a student who resides in University owned or operated housing facilities who has been missing for longer than 24 hours. Anyone who believes that a Pace resident student is missing should report the information to any staff member of Housing and Resident Life, the Dean for Students Office or the Pace Safety and Security Department.

<u>New York Campus</u> Safety & Security 212-346-1800 Dean of Students 212-346-1306 Office of Residential Life 212-346-1295	<u>Pleasantville Campus</u> Safety & Security 914-773-3400 or 3700 Dean of Students 914-773-3351 Office of Residential Life 914-597-8777	<u>White Plains Campus</u> Safety & Security 914-422-4111 Dean Of Students 914-422-4146 Office of Residential Life 914-422-4136
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In situations where the Safety & Security Department receives a report of a student missing less than 24 hours, they may, in coordination with Residential Life and Dean of Students, conduct a brief investigation of the missing student report.

Within 24 hours following one of the designated University officials receiving a missing resident student report, unless the student is located through the brief investigation, the Pace Safety and Security Department in coordination with Residential Housing and the Dean for Students, will initiate steps to locate the person or determine why they have not been seen. If the University determines circumstances of the missing person require a police investigation, the Safety & Security Department will notify the persons and local law enforcement agencies specified in Pace University Missing Student Notification Policy and Plan and support the investigation as needed (<https://www.pace.edu/sites/default/files/files/general-services/safety-and-security/policies/missing-student-notification-policy-and-plan.pdf>).

Students living in a Pace University housing facilities may register the names and contact information of the person or persons they wish to be contacted not later than 24 hours after the time that the student is determined missing. Only authorized campus officials and law enforcement officers in the furtherance of a missing person's investigation will be permitted to have access to this information.

<u>Westchester Campuses</u> Debbie Levesque Assistant Dean, Community Standards 914-773-3168 or dlevesque@pace.edu	<u>NYC Campus</u> Patrick Roger-Gordon Director, Housing/Residential Life 212-346-1295 or arogergordon@pace.edu)
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Reporting Crime on Campus

Pace University encourages accurate and prompt reporting of all criminal offenses to the Safety and Security Department and local law enforcement agencies. Any violation of campus regulations or a criminal act, including, but not limited to, domestic violence, dating violence and stalking incidents or information which constitutes or may constitute a serious or continuing threat to the campus community should be reported immediately to the University Safety and Security Department either in person or by phone. Blue Light emergency telephones which are located throughout campus at strategic locations. (ie: near residential halls, in parking lots and other active buildings) may also be used for this purpose. An officer or supervisor will document the incident and in many cases the incidents will be followed up by a Pace Security Coordinator.

Pace University Safety & Security Office Locations

<u>New York City Campus</u>	<u>Pleasantville Campus</u>	<u>White Plains Campus</u>
One Pace Plaza, B-Level (212) 346-1800	Alumni Hall (914) 773-3400 Gannett House (914)-773-3700	School Of Law Preston Hall, 1 st floor (014) 422-4111

*****Campus Security can also be reached by dialing 777 or pressing the SECURITY button on campus phones***

*****The emergency telephone number for the New York City, White Plains and Pleasantville police departments is 911.***

Pace University Security and Police Coordination Plan for Investigation of Criminal Offenses

This plan has been adopted to enhance the safety of the University community, foster cooperation between Pace Security and local law enforcement agencies and improve response techniques related to the investigation of:

- Criminal offenses (including felony offenses¹) occurring at or on University grounds and at off-campus University controlled academic, residential and general services facilities;
- Reports that students residing in University owned or operated housing are missing.

All University campus and off-campus University controlled academic, residential and general services facilities are subject to this plan for coordinating such investigations with local law enforcement agencies.

¹ As defined in subdivision One of Section 70.02 of the New York State Penal Law. A list of such violent felony offenses is maintained by the Safety and Security Department.

Pace University's Campus and Academic and Residential Facility Locations – Jurisdiction of Local Law Enforcement Agencies

Pace University is an independent private medium sized institution with six (6) schools offering 151 academic programs on three major campuses and three satellite locations. The Pace campuses are in the confines of four separate police jurisdictions. The New York City campus in Lower Manhattan, the Midtown Center are within the municipal jurisdiction of the New York City Police Department. The White Plains campus is in the jurisdiction of the White Plains Police Department. The Pleasantville campus lies in the jurisdiction of the Mount Pleasant Police Department. Pace University has a written agreement with each of these local police departments to coordinate the investigation of alleged criminal offenses (including violent felony offenses) and missing students report.

When the Safety and Security Department receives a report that a criminal offense may have occurred at or on any Pace campus or University controlled off-campus facility, Pace Security staff will immediately respond to the scene to investigate and promptly report such offenses to local law enforcement agencies as soon as practicable but in no case more than twenty-four hours after a report of a violent felony or that a student who resides in housing owned or operated by the University is missing; provided that such reporting requirement shall take into consideration applicable Federal Law, including, but not limited to, the Federal Campus Sexual Assault Victims' Bill of Rights under Title 20 U.S. Code Section 1092(F) which gives the victim of a Sexual Offense the right on whether or not to report such offense to local law enforcement agencies. In such situations, the Safety and Security Department's primary concerns are:

1. The well-being of the victim and to insure that prompt medical treatment is administered, if necessary.
2. The immediate notification to the appropriate local law enforcement agency and the University Executive Director of Safety and Security.
3. Identification and apprehension (if possible) of responsible person(s).
4. Statements from victim and eyewitnesses regarding basic facts relating to the criminal offence, a physical description of the suspect and exact location of the crime
5. The preservation of evidence and the safeguarding of the crime scene.

On site Security Officer(s) at the scene are responsible for these preliminary investigation steps until the arrival of the Pace Security supervisory personnel and law enforcement personnel who will then conduct a thorough investigation.

Pace Safety and Security staff may not compel the victim to file a police report or pursue remedies within the Criminal Justice system. The victim will be apprised of all the options available and that reasonable assistance and support will be provided. Failure of the victim to file a police report will not preclude the continuation of the investigation by the Pace Security staff and the law enforcement agency. When appropriate, Pace Safety and Security will disseminate Security Alerts regarding crimes and or other emergency situations that present an immediate threat to the health and safety of students and employees.

Sex-Based Misconduct Policy and Procedure

Sex-based misconduct is of very serious concern to the University community. Pace University is strongly committed to this issue and strictly enforces the University's prohibition of sexual assault pursuant to its Sex-Based Misconduct Policy. Accordingly, the University prohibits the following forms of Sex-Based Misconduct: sexual assault, sexual harassment, gender-based harassment, dating violence, domestic violence, sexual exploitation and stalking. This Policy also applies to dating violence, domestic violence and stalking that is not sex-based (definitions of these terms can be found below.) All references in this Policy to "Sex-Based Misconduct" shall also be deemed to apply to non sex-based dating violence, domestic violence and stalking. Under certain circumstances an attempt to violate this Policy and Procedure may itself be considered a violation. The use of alcohol or other drugs will not be accepted as a defense to a violation of this Policy and Procedure.

Members of the University community who believe they have been subjected to Sex-Based Misconduct are encouraged to report such incidents to the University and, where applicable, to local law enforcement. Pursuant to the procedures outlined in the [Sex-Based Policy and Procedure at www.pace.edu/sex-based-misconduct-policy](http://www.pace.edu/sex-based-misconduct-policy), upon receiving a report, the University will respond promptly and fairly. When appropriate, the University will take steps to prevent future incidents and to ameliorate the effects of past incidents. The University prohibits retaliation against any individual for reporting an incident of Sex-Based Misconduct or for participating in any investigation or proceeding related to any such report.

Nothing in this Policy and Procedure shall abridge academic freedom or the University's educational mission. Prohibitions against Sex-Based Misconduct and other forms of discrimination and harassment do not extend to statements or written materials that are reasonably germane to the classroom subject matter. This Policy and Procedure does not constitute a contract and can be amended at any time in the University's sole discretion.

PROHIBITED SEX-BASED MISCONDUCT DEFINED

Sexual Harassment is defined as unwelcome conduct of a sexual nature, including but not limited to sexual advances, requests for sexual favors, or other physical, verbal or visual conduct of a sexual nature, including rape, sexual assault and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment. This definition prohibits conduct which is intentional and also conduct which, regardless of intent, has the effect or impact of creating an intimidating, hostile or offensive working or learning environment on the basis of sex. It makes no difference in determining whether conduct violates this Policy, that the person accused of violating the Policy was "just joking", teasing" or being "playful" or had an evil motive. The fact that a person does not object to the alleged harassing conduct or does not request that the harassing conduct stop, does not necessarily mean that he/she welcomes the conduct.

Gender Based Harassment is verbal or physical conduct that belittles or shows hostility or aversion toward an individual because of his or her gender and that substantially interferes

with an individual's educational, campus life or employment experience. Gender based harassment includes verbal and/or physical aggression toward another based upon a perception that the other fails to conform to stereotypical notions of expected characteristics for males or females.

Sexual Assault encompasses two categories of misconduct---Nonconsensual Sexual Contact and Nonconsensual Sexual Intercourse.²

Nonconsensual Sexual Contact is any intentional touching, however slight, for purposes of sexual gratification or with sexual intent, of the private body parts (including genitalia, anus, groin, breast, inner thigh, or buttocks) without Affirmative Consent. This may include nonpenetrative acts, touching directly or with an object, and/or touching the private body parts of another over clothing. This may also include forcing or causing another without Affirmative Consent to touch one's own private body part.

Nonconsensual Sexual Intercourse is any sexual intercourse, however slight, with any object or body part by a person against other person that is without Affirmative Consent and/or by force. Sexual assaults of this type can be sub-defined by the following:

Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration, by a sex organ of another person, forcibly or without consent or where the victim is incapable of consent due to mental or physical incapacity.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. In New York, the statutory age of consent is 17 years old.

Examples of nonconsensual sexual intercourse include, but are not limited to:

- Vaginal penetration by a penis, object, tongue or finger;
- Anal penetration by a penis, object, tongue or finger;
- Oral copulation (mouth to genital contact or genital to mouth contact).

Sexual Exploitation occurs when, without Affirmative Consent, an individual takes sexual advantage of another. Examples of sexual exploitation include but are not limited to:

² Sex offenses under New York State law are defined in Article 130 of the NYS Penal Code. A summary of New York State Penal Code 130 sex offenses and the penalties for commission of sex offenses is which is available online at <http://codes.lp.findlaw.com/nycode/PEN/THREE/H/130>.

Further information about sex offenses and resources for victims is available at http://www.svfreennyc.org/survivors_legal.html#A.

References to Penal Code sections are provided for information purposes only. The University enforces its Policy and not the Penal Code provisions.

- Invasion of sexual privacy and voyeurism (e.g., observing or recording others engaged in sexual activity, whether in-person or through audio or video recording or streaming, without the consent of all involved);
- Taking intimate pictures of another but then distributing the pictures to others without the photographed person's consent;
- Engaging in sexual activity with another while knowingly infected with a sexually transmitted diseases without informing the other person of such infection;
- Exposing of a person's genitals in non-consensual circumstances;
- Prostituting or soliciting another community member; and
- Incest.

Domestic Violence refers to physical violence, threats of violence or acts of physical intimidation or coercion, isolation, stalking, or other forms of verbal, emotional, sexual or economic abuse directed towards (i) a current or former spouse or intimate partner; (ii) a person with whom one shares a child; or (iii) anyone who is protected from the Respondent's acts under the domestic or family violence laws of New York. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Domestic violence can be a single act or a pattern of behavior in relationships.³

Dating Violence refers to physical violence, threats of violence or acts of physical intimidation or coercion committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship would be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence would include, but would not be limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of "domestic violence."

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear for her, his, or others' safety, or to suffer substantial emotional distress.⁴ Examples of stalking include but are not limited to:

- Constantly appearing at places the victim is known to frequent;
- persistent unwanted communication or contact whether in person, by telephone, text, or email;
- Persistent unwanted gifts and following or surveillance.

³ Information about New York State Domestic Violence related laws is available online at <http://statelaws.findlaw.com/new-york-law/new-york-domestic-violence-laws.html>.

⁴ In addition to being a violation of this Policy and Procedure, stalking is a violation of NYS law. Stalking offenses under New York State law are defined in NYS Penal Code Sections 120.45 – 120.60, which are available online at <http://codes.lp.findlaw.com/nycode/PEN/THREE/H/120>.

Retaliation occurs when an adverse action is taken against an individual because the individual engaged in an activity protected by law or this Policy, including intimidating, threatening, coercing an individual who reported or complained of Sex-Based Misconduct or participated in a school or government investigation or other proceedings related to allegations of Sex-Based Misconduct.

Intimidation means to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Affirmative Consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender, gender identity, or gender expression.

Each person involved in the sexual activity is responsible to ensure that they have the Affirmative Consent of the other or others to engage in the sexual activity. A person who has been drinking alcohol or using drugs is still responsible for ensuring that he/she has the other person's Affirmative Consent to engage in any sexual activity. Affirmative Consent must be ongoing throughout a sexual activity and can be withdrawn at any time, and, if it is, the sexual activity must stop. Consenting to a specific sexual activity does not constitute consent to any other sexual act. Consent is not assumed based on previous consensual encounters or implied by a relationship. Consent to a sexual encounter with one person does not constitute consent to such an encounter with another.

Consent does not exist when there is the presence of threat, coercion, force or intimidation. Lack of protest or resistance does not mean consent. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent.

Incapacitation is a state where someone lacks the ability to knowingly choose to participate in sexual activity. A person may be incapacitated due to mental disability, sleep, unconsciousness, physical restraint, or from the consumption (voluntary or otherwise) of drugs or alcohol. In New York a person under age 17 is also incapable of giving consent. Evidence of incapacity may be detected by physical cues, such as slurred speech, bloodshot eyes, the odor of alcohol on a person's breath, inability to maintain balance, vomiting, unusual or irrational behavior, and unconsciousness. The presence of one or more of these cues does not necessarily indicate incapacity, nor does the absence of these cues necessarily indicate capacity.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation and coercion to overcome resistance.

Coercion is unreasonable pressure. The use of emotional manipulation to persuade someone to do something they may not want to do, such as being sexual or performing certain sexual acts, constitutes coercion. Coercing someone into having sex or performing sexual acts does not constitute obtaining consent and is considered Sex-Based Misconduct.

JURISDICTION AND SCOPE - When and to whom do this Policy and Procedure apply?

This Policy and Procedure applies to acts of Sex-Based Misconduct and violence that occur on University owned or controlled premises or at University-sponsored off-campus programs or events. This Policy and Procedure applies to all students, faculty and staff, as well as to visitors, guests, vendors, contractors and other third parties. Additionally, it applies to the University's academic and employment environments throughout the United States and abroad, wherever the University's students and employees and those of third parties associated with the University participate in or support University activities and programs. Conduct and behavior at off-campus activities and programs (e.g., off-campus classes, lectures, athletic events, development activities, alumni events, study abroad, etc.) are regulated by this Policy. The University may take action pursuant to this policy with respect to any behavior regardless of where and in what context it occurs if the conduct had an impact or effect on or poses a risk to the work or learning environment of persons covered by this Policy. Therefore, this Policy may be violated even if the prohibited conduct occurs off-campus or during an employee's or student's or third party's off-duty time.

This Policy and Procedure applies regardless of the Complainant's or the Respondent's sexual orientation, sex, gender identity or expression, age, race, color, creed, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, national origin, religion, disability or other status protected by law. Reasonable accommodations will be provided to individuals with disabilities when necessary to allow them to fully utilize this Policy and Procedure (e.g. to make a report, file a complaint, participate in investigatory interviews, and exercise other procedural rights).

ADMINISTRATION AND ENFORCEMENT - Who administers this Policy and Procedure?

The Title IX Coordinator/Affirmative Action Officer, Arletha (Lisa) Miles, is responsible for ensuring the University's compliance with Title IX of the Education Amendments of 1972 and for administering this Policy and Procedure. She can be reached at (212) 346-1310 or (914) 923-2610 or at amiles@pace.edu.

The Title IX coordinator/Affirmative Action Officer is available to answer any questions that members of the University community may have about this Policy and Procedure and to assist them in gaining access to available resources.

REPORTING AN INCIDENT OF SEX-BASED MISCONDUCT OR NON SEX-BASED DATING VIOLENCE, DOMESTIC VIOLENCE OR STALKING

This Policy and Procedure is intended to make all members of the University community aware of the various reporting and confidential and non-confidential resources available. The University encourages any person who has experienced sexual assault or other forms of Sex-Based Misconduct to talk to someone about what happened, so she or he can get the support needed. There are a variety of confidential resources available to members of the University community. Some of these resources maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”

What is the difference between a confidential and non-confidential resource?

- A confidential resource does not reveal the information shared with him/her without the disclosing person’s consent. (There may be instances where a confidential resource must disclose information in a criminal or civil court proceeding, but those are very limited circumstances.) A list of confidential resources is provided below in this policy, but usually confidential resources are counselors and healthcare providers. The only University employees who can offer confidentiality are those listed as confidential resources below.
- A non-confidential resource is a person who must report information to others with a need to know. A University member who is a non-confidential resource will disclose to as few individuals as possible, but a non-confidential resource does not have the ability to promise that he/she will not tell others within the University about the information that has been shared with him/her. At a minimum, a non-confidential resource will share all information with the Title IX Coordinator/Affirmative Action Officer.

Any University community member who has been the victim of a violation of this policy has the right to make a report to Campus Security or one of the University’s Responsible Employees mentioned below, local law enforcement, and/or the New York State Police, or to choose not to report. If reported to the University under this policy, a reporting individual will be protected from retaliation and will receive appropriate assistance and resources from the University.

New York City Campus

<i>Confidential Resources</i>	<i>Non-Confidential Resources</i>
<p>Anti-Violence Project Resource for LGBTQ+Survivors 212-714-1141 www.avp.org</p> <p>Pace University Counseling Center 156 William Street, 8th Floor 212-346-1526 Available 24/7</p> <p>Office of Sexual Assault Education and Prevention Jessica Garett, LCSW Sexual Assault Education and Prevention Specialist 212-346-1931 jgarett@pace.edu</p> <p>Peer Advocates Against Sexual Assault (PAASA) paasa@pace.edu</p> <p>University Health Care 41 Park Row, Rm 313 212-346-1600 Academic Semesters: M-F 8am-6pm Winter/Summer Sessions: M-F 9am-5pm</p> <p>New York State Coalition Against Sexual Assault (Available 24/7) 1-800-942-6906 or www.nyscasa.org</p> <p>RAINN – Rape Abuse and Incest National Network (Available 24/7) 1-800-656-HOPE (4673) or www.rainn.org</p>	<p>University Safety and Security 1 Pace Plaza, B Level 212-346-1800 Available 24/7</p> <p>Office of the AVP/Dean for Students, Student Affairs 41 Park Row, 9th Floor, Rm 907 212-346-1306</p> <p>Title IX/Affirmative Action Office 163 William Streets, 10th Floor 212-346-1310</p> <p>Residential Life and Housing 1 Pace Plaza, 5th Floor 212-346-1295 Available 24/7</p> <p>New York Police Department 9-1-1 Available 24/7</p> <p>Hospitals (Available 24/7) Bellevue Hospital 212-562-4141 www.nyc.org/bellevue</p> <p>Mount Sinai Medical Center Sexual Assault and Violence Intervention (SAVI) Program 212-423-2140 www.mssm.edu/SAVI</p> <p>New York-Presbyterian/Lower Manhattan Hospital 212-312-5000 www.nyp.org/lowermanhattan</p>

Pleasantville Campus

<i>Confidential Resources</i>	<i>Non-Confidential Resources</i>
<p>Anti-Violence Project Resource for LGBTQ+Survivors 212-714-1141 or www.avp.org</p> <p>Pace University Counseling Center Administrative Center 914-773-3710 Available 24/7</p> <p>Office of Sexual Assault Education/ Prevention Erin Doolin - Sexual Assault Education/ Prevention 914-597-8783 or edoolin@pace.edu</p> <p>Fighting Ignorance and Rape Education (FIRE) fire@pace.edu</p> <p>University Health Care Fitness Center, Rm 125 914-773-3760 Academic Semesters: M, W, TH 9am-6pm and T, F 9am-5pm Winter/Summer Sessions: M-F 9am-5pm</p> <p>Center for Spiritual Development 914-773-3767 or pacechaplain@pace.edu</p> <p>Victim's Assistance (Available 24/7) Westchester Community Opportunity Program, Inc. 1-855-827-2255 or www.westcop.org/victims-assistance</p> <p>Pace Women's Justice Center 78 North Broadway, Pace Law School HelpLine: 914-287-0739</p> <p>New York State Coalition Against Sexual Assault (Available 24/7) 1-800-942-6906 or www.nyscasa.org</p> <p>RAINN – Rape Abuse and Incest National Network (Available 24/7) 1-800-656-HOPE (4673) or www.rainn.org</p>	<p>University Safety and Security Alumni Hall 914-773-3400 Available 24/7</p> <p>Office of the AVP/Dean for Students, Student Affairs Kessel Student Center 914-773-3351</p> <p>Title IX/Affirmative Action Office 914-923-2610</p> <p>Residential Life and Housing Elm Hall, Suite 132 914-597-8777 Available 24/7</p> <p>Safe Rides - Pace Security On Campus Escort 914-773-3400 Available 24/7</p> <p>Mount Pleasant Police Department 9-1-1 Available 24/7</p> <p>New York State Police 1-844-845-7269 Available 24/7</p> <p>Hospitals (Available 24/7) Phelps Memorial Hospital 914-366-3590 www.phelpshospital.org</p> <p>Westchester Medical Center 914-493-7307 www.westchestermedicalcenter.com (Westchester Medical Center has a Sexual Assault Nurse Examiner (SANE) on staff, but you can seek care at any local hospital, even if you think you don't want to press charges.)</p>

Law School Campus

<i>Confidential Resources</i>	<i>Non-Confidential Resources</i>
<p>Anti-Violence Project Resource for LGBTQ+Survivors 212-714-1141 or www.avp.org</p> <p>Pace University Counseling Center Administrative Center 914-773-3710 Available 24/7</p> <p>Office of Sexual Assault Education/ Prevention Erin Doolin - Sexual Assault Education/ Prevention 914-597-8783 or edoolin@pace.edu</p> <p>Fighting Ignorance and Rape Education (FIRE) fire@pace.edu</p> <p>University Health Care Fitness Center, Rm 125 914-773-3760 Academic Semesters: M, W, TH 9am-6pm and T, F 9am-5pm Winter/Summer Sessions: M-F 9am-5pm</p> <p>Center for Spiritual Development 914-773-3767 or pacechaplain@pace.edu</p> <p>Victim's Assistance (Available 24/7) Westchester Community Opportunity Program, Inc. 1-855-827-2255 or www.westcop.org/victims-assistance</p> <p>Pace Women's Justice Center 78 North Broadway, Pace Law School HelpLine: 914-287-0739</p> <p>New York State Coalition Against Sexual Assault (Available 24/7) 1-800-942-6906 or www.nyscasa.org</p> <p>RAINN – Rape Abuse and Incest National Network (Available 24/7) 1-800-656-HOPE (4673) or www.rainn.org</p>	<p>University Safety and Security Preston Hall 914-422-4111 Available 24/7</p> <p>Dean for Students Aloysia Hall 914-422-4146</p> <p>Title IX/Affirmative Action Office 914-923-2610</p> <p>Residential Life and Housing Dannat Hall 914-422-4110 Available 24/7</p> <p>Safe Rides - Pace Security On Campus Escort 914-422-4111 Available 24/7</p> <p>White Plains Police Department 9-1-1 Available 24/7</p> <p>New York State Police 1-844-845-7269 Available 24/7</p> <p>Hospitals (Available 24/7) White Plains Hospital 914-681-0600 www.wphospital.org</p> <p>Westchester Medical Center 914-493-7307 www.westchestermedicalcenter.com (Westchester Medical Center has a Sexual Assault Nurse Examiner (SANE) on staff, but you can seek care at any local hospital, even if you think you don't want to press charges.)</p>

The University is committed to treating victims with care, compassion and respect. If you would like someone to assist you in contacting the police or go with you to the police department, any of the Security offices listed above can assist you.

Victims may report an incident to law enforcement regardless of whether they choose to report the incident to the University. Conversely, reporting an incident to the University does not require the Complainant to report the incident to law enforcement. The University reserves the right to report any crime to law enforcement, but, as a general rule, the University will not alert law enforcement to an incident of Sex-Based Misconduct without the Complainant's permission, except where there is a serious and immediate threat to the University community or as otherwise required by law.

Reporting individuals should understand that not all sex-based misconduct under this policy is a crime and that the standard law enforcement employs in processing complaints is different than the University's standard under this policy. Questions about whether incidents violate criminal laws and how the criminal process works should be directed to law enforcement officials or the local District Attorney.

How Will the University Respond if I Request Confidentiality after Reporting to a Responsible Employee?

If a victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all members of the University community, including the victim.

If the University honors the request for confidentiality, a victim must understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. In some rare instances, it may be possible for the University to maintain the Reporter's confidentiality and still take responsive action, including disciplinary action if appropriate. For example, if any one of a number of individuals experienced or witnessed the conduct, it may be possible for the University to proceed without revealing the name of the person who made the report.

The Title IX Coordinator/Affirmative Action Officer will evaluate requests for confidentiality. When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator/Affirmative Action Officer will consider a range of factors, including the following:

- The risk that the alleged perpetrator will commit additional acts of Sex-Based Misconduct or other violence, which may be assessed by evaluating:
 - whether there have been other complaints about the same alleged perpetrator;
 - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;

- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- Whether the sexual violence was committed by multiple perpetrators whether the sexual violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the University possesses other means to obtain relevant evidence of the prohibited conduct (e.g., security cameras or personnel, physical evidence); and
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

If the University determines that it cannot maintain a victim's confidentiality, the Title IX Coordinator/Affirmative Action Officer will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response and as necessary to conduct a thorough investigation.

AMNESTY FOR INDIVIDUALS WHO REPORT SEX-BASED MISCONDUCT

The health and safety of every student at Pace is of utmost importance. The University realizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Pace strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to University officials. A student bystander or student incident participant acting in good faith, who reports or discloses any incident of domestic violence, dating violence, stalking or sexual assault to Pace University officials or law enforcement will not be subject to the University's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault, in accordance with the University's Drug and Alcohol Amnesty Policy: <http://www.pace.edu/amnestypolicy>

MEDICAL ATTENTION AND EVIDENCE PRESERVATION

Victims of sexual assault or other acts of violence are encouraged to seek prompt medical attention. Medical attention is available through University Health Care or at local hospital emergency rooms (see below). To gain assistance in getting to an emergency room, a victim can call 911 or notify Security. Medical staff will collect evidence, check for injuries, address pregnancy concerns and the possibility of exposure to sexually transmitted infections. Communications with medical staff are confidential. Medical staff will not report the incident to the University.

Seeking medical attention will in no way obligate a victim to file a complaint or press criminal charges. Conversely, electing not to seek medical attention or to contact police will not impact the University's investigation process.

<u>New York City Campus</u>	<u>Pleasantville & White Plains Campuses</u>
<p><i>Pace University Health Care</i> 41 Park Row, Rm. 313 (212) 346-1600 (M–F, 9:00 a.m.–5:00 p.m.)</p> <p><u>New York City Hospitals</u> <i>Mount Sinai Medical Center Sexual Assault and Violence Intervention Program (SAVI)</i> One Gustave Levy Place (212) 423-2140 (www.mssm.edu/SAVI)</p> <p><i>New York-Presbyterian/Lower Manhattan Hospital</i> (www.nyp.org/lowermanhattan) 170 Williams Street - (212) 312-5000 (Available 24/7)</p> <p><i>New York Presbyterian Hospital/Columbia Campus</i> 622 West 168th Street - 212-305-2500</p> <p><i>Domestic and Other Violent Emergencies Program</i> 622 W 168th St., HP2 - 212-305-9060</p> <p><i>NY Presbyterian Hospital/Weill Cornell Medical Center</i> 525 East 68th Street - 212-312-5000</p> <p><i>St. Luke’s-Roosevelt Hospital</i> 1000 Tenth Avenue at 58th Street - 212-523-4000</p> <p><i>Bellevue Hospital Center</i> 462 First Avenue - 212-562-4141</p> <p><i>Rape Crisis Program</i> First Ave. & 27th St. C&D Building, 4th Fl, Rm 408 212-562-3755</p> <p><i>Beth Israel Medical Center, Petrie Division</i> 16th Street and 1st Avenue - 212-420-2000</p> <p><i>Rape Crisis & Domestic Violence Intervention Program</i> Dept. of Social Work - 317 E 17th St. 212-420-4516</p> <p><i>Harlem Hospital Center</i> 506 Lenox Avenue, NY, NY 10037 - 212-939-1000</p> <p><i>Center for Victim Support</i> Harlem Hospital Center, R. 6111 MLK 506 Lenox Ave. - 212-939-4621</p> <p><i>St. Luke’s Hospital</i> 1111 Amsterdam Avenue at 114th Street 212-523-4000</p>	<p><i>Pace University Health Care</i> Fitness Center, Rm. 125 (914) 773-3760 (M–F, 9:00 a.m.–5:00 p.m.)</p> <p><u>Westchester Hospitals</u> <i>Westchester Medical Center</i> (914) 493-7000</p> <p><i>Phelps Memorial</i> (914) 366-3590</p> <p><i>Hudson Valley Hospital Center</i> 1980 Crompond Rd, Cortlandt Manor, NY 10567 914-737-9000</p> <p><i>Lawrence Hospital Center</i> 55 Palmer Ave Bronxville, NY 10708 914-787-1000</p> <p><i>Mount Vernon Hospital</i> 12 N 7th Ave Mount Vernon, NY 10550 914-664-8000</p> <p><i>Northern Westchester Hospital</i> 400 East Main Street, Mount Kisco, NY 10549 914-666-1200</p> <p><i>St. John’s Riverside Hospital</i> 967 N Broadway Yonkers, NY 10701 914-964-7990</p> <p><i>Sound Shore Medical Center</i> 16 Guion Place, New Rochelle, NY 10801 914- 632-5001</p> <p><i>White Plains Hospital Center</i> 41East Post Road, White Plains, NY 10601 914-681-0600</p>

Victims are advised that the best way to preserve evidence of sexual assault is to avoid bathing or washing yourself before being examined. You should not take a shower, wash hands or face, comb your hair, or douche. Normal everyday behavior, such as going to the bathroom, can destroy or remove evidence of sexual assault; you should try to avoid doing so if possible. Similarly, you should try not to smoke or drink anything. Altering your appearance can hide bruising or lacerations that can be cited as evidence when pressing charges. It is best not to apply make-up or any other substance that can change your appearance.

Evidence of the assault can be found in the fibers of your clothes, strands of your hair, or on other parts of your body, so it is important to try your best to preserve as much evidence as possible. Clothing, towels, sheets and other items should not be washed or moved, if possible. The clothing worn at the time of the assault should be brought to the hospital in a sanitary container, such as a paper bag or a clean sheet. If the clothing worn at the time of the assault is still being worn, it is advisable to bring a change of clothes to the hospital, if possible.

Campus Security can assist you in securing the scene to preserve evidence as well.

It is important to note that failure to take the steps described above **does not** preclude you from reporting an incident to the University or to the police.

SOURCES FOR LIST OF INDIVIDUALS REGISTERED AS SEX OFFENDERS

In accordance with the Campus Sex Crimes Prevention Act, law enforcement agencies must maintain a list of individuals that have registered as sex offenders with a state requiring registration, including employees, students, or persons carrying on a vocation with an educational institution within the jurisdiction of the local law enforcement agency. A listing of all registered sex offenders in New York State is maintained by the New York State Division of Criminal Justice Services. This information is available online at www.criminaljustice.ny.gov/nsor/.

UNIVERSITY DUTY TO REPORT CRIME STATISTICS

The University has a duty to report data about various forms of Sex-Based Misconduct in accordance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act* (Clery Act). No personally identifiable information is disclosed, but statistical information is disclosed as part of the University's Annual Security Report. The information to be shared includes the date, location type (residence hall, public property, off-campus, etc.), and specific crime category.

The University may also be required to issue a timely warning to the University community when it receives a report of certain crimes that pose a serious or continuing threat. Such warning will not include any personally identifying information about the victim.

PROTECTIVE AND REMEDIAL MEASURES

After reviewing the complaint, the Title IX Coordinator/Affirmative Action Officer in consultation with the relevant Deans for Students and Academic Deans may take interim

protective measures to protect the safety and well-being of the individuals involved and the University community. The University will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. These actions may be instituted at any point during the complaint and investigation process, including at the determination stage, or even if the victim does not wish to pursue the complaint and investigation process.

If the University determines that it can respect a victim's request for confidentiality, the University will still take action as necessary to protect and assist the victim. The request for confidentiality may, however, limit the type of protective measures that can be taken. Information regarding the protective measures taken will be treated as confidentially as possible and will only be shared with those necessary to effectuate the protective measures.

Protective measures include:

- Directing the Complainant and Respondent not to have contact with one another;
- Moving a student's residence;
- Adjusting a work schedule, location or reporting line for University employment;
- Changing a student's academic schedule;
- Allowing a student to withdraw from a class without penalty;
- Providing access to tutoring or other academic support;
- Changing transportation arrangements;
- Restricting the Respondent's access to campus or to certain campus buildings; and
- Providing the Complainant with an escort when needed to ensure that they feel safe.

Depending upon the circumstances, some or all of the protective measures may be lifted once the process is complete and a decision is rendered or they may be continued to assist the Complainant after a determination has been made, even if it is determined that some or all of the allegations have not been substantiated. Failure to comply with a directive relating to a protective measure may lead to further disciplinary action.

Upon request, the Complainant or accused may request a prompt review of the need for and terms of any protective measures and accommodations imposed or requested that directly affects them, including the potential addition, modification or elimination of those measures. Such a request may be made by submitting a written request for review to the Title IX Coordinator/Affirmative Action Officer, providing the basis for that request and any evidence in support of the request. Upon receipt of such a request, the Title IX Coordinator/Affirmative Action Officer will inform the other party of the request and allow the other party to respond, including submitting evidence if desired. The Title IX Coordinator/Affirmative Action Officer may, in his/her discretion, modify or suspend the protective measures or accommodations on a temporary basis while the parties are submitting their information and responses. The Title IX Coordinator/Affirmative Action Officer will respond to any such requests as soon as possible, but generally no later than one calendar week of the request and the parties' submission of any evidence.

Because the University is under a continuing obligation to address the issue of Sex-Based Misconduct campus-wide, reports of Sex-Based Misconduct (including non-identifying reports) will also prompt the University to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported Sex-Based Misconduct occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

In addition to the measures that the University may take, law enforcement may be able to provide additional protections, such as an order of protection. Orders of protection and other forms of legal protection may be available to individuals who have experienced or are threatened with violence by a Pace University community member or other person. In appropriate circumstances, an order of protection may be available that restricts the accused's right to enter or remain on University property, and the University will abide by a lawfully issued order of protection. University officials will, upon request, provide reasonable assistance to any member of the campus community in obtaining an order of protection or, if outside of New York State, an equivalent protective or restraining order, including providing that person with:

- A copy of an order of protection or equivalent when received by the University and providing that person with an opportunity to meet or speak with a University representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the other person's responsibility to stay away from the protected person or persons;
- An explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension; and
- Assistance in contacting local law enforcement to effect an arrest for violating such an order of protection.

The University can assist members of the University community in contacting law enforcement and legal services organizations to learn about additional remedies that may be available.

SANCTIONS FOR VIOLATING THIS POLICY

Those found to have violated this Policy and Procedure will be subject to disciplinary action.

The University may impose any of the following sanctions:

- | | |
|---|--|
| • Warning, Probation, Expulsion | • Changing of academic schedule |
| • No contact order | • Transfer of housing |
| • Community service | • Removal from student housing |
| • Restriction of access to University facilities | • Suspension from school (for one or more semesters) |
| • Loss of privileges and access to University activities (including participation in athletics and other student organizations) | • Revocation of honors or awards |
| | • Revocation of degree |
| | • Suspension from University employment |
| | • Termination of University employment |

In determining the appropriate sanction, the Decision Maker will consider a variety of factors including: the specific misconduct at issue, the circumstances surrounding the lack of consent (e.g. whether force, threat, coercion, or intentional incapacitation were involved), the Respondent's state of mind (e.g. knowing, reckless, intentional, etc.), the impact of the misconduct on the Complainant, the Respondent's prior disciplinary history, the risk that the Respondent will engage in Sex-Based Misconduct again, and the Respondent's conduct during the pendency of the investigation.

For those crimes of violence that Pace University is required by federal law to include in its Annual Security Report, the transcripts of students found responsible after a hearing an appeal, if any, shall include the following notation:

- Suspended after a finding of responsibility for a code of conduct violation;
- Expelled after a finding of responsibility for a code of conduct violation; or
- Withdrew with conduct charges pending

Transcript notations for suspensions may be removed at the discretion of the University, but no earlier than one (1) year after the conclusion of the suspension. Transcript notations for expulsion shall not be removed.

REPORTS FROM THIRD PARTIES

If the University receives a report of an incident of Sex-Based Misconduct anonymously or from a third party, the alleged victim will be informed of the report promptly. This Policy and Procedure will be applied in the same manner as if the alleged victim reported the incident.

PUBLIC AWARENESS EVENTS

Sharing information regarding an incident of Sex-Based Misconduct at a public awareness event, such as Take Back the Night, the Clothesline Project, survivor speak-outs, and other forums, does not constitute notice to the University and will not trigger an investigation under this Policy and Procedure.

ADDITIONAL RESOURCES

The government resources listed here may provide additional assistance for students wishing to file an external complaint of gender-based misconduct or students with inquiries regarding the application of Title IX and its implementing regulations:

U.S. Department of Ed/ Office for Civil Rights
<http://www.ed.gov/ocr>
New York – Region II
32 Old Slip, 26th Floor
New York, NY 10005
646-428-3800
OCR.NewYork@ed.gov

U.S. Department of Justice, Office on
Violence Against Women
145 N Street, NE, Suite 10W.121
Washington, DC 20530
(202) 307-6026
<http://www.ovw.usdoj.gov>

<http://www.notalone.gov>

Policy against Discrimination, Non Sex-Based⁵ Harassment and Retaliation

Pace University is strongly committed to maintaining a working and learning environment that is free from unlawful Discrimination, Harassment or Retaliation. The University is an equal opportunity employer and an academic institution which strongly believes that all employment and academic decisions must be made without regard to whether an employee or student possesses characteristics protected by federal, state, or local law and this Policy and Procedure (“protected characteristics”).

All University officers, administrators, supervisors, staff, faculty members, students, visitors and applicants, as well as vendors, consultants and contractors with whom the University does business are prohibited from engaging in Discrimination, Harassment or Retaliation in violation of this Policy and Procedure.

If you believe that you have been Discriminated against or subjected to Harassment on the basis of any of the protected characteristics described in this Policy and Procedure, or if you believe you have been Retaliated against for making a good faith complaint of prohibited Discrimination or Harassment or for participating in an investigation into a complaint or report of prohibited Discrimination or Harassment, you may report such incident(s) to the persons identified in the Complaint Procedure set forth below.

University officers, administrators and other employees with managerial or supervisory authority (*e.g.*, supervisors, directors, managers, Deans, Department Chairs, etc.) - must report any Discrimination, Harassment or Retaliation that comes to their attention, regardless of whether a complaint is made. All other University staff, faculty, students or third parties who have witnessed or learned of conduct prohibited by this Policy and Procedure are strongly encouraged to promptly report it to the persons identified in the Complaint Procedure section of this Policy and Procedure.

The University shall take prompt and appropriate corrective action whenever instances of alleged prohibited Discrimination, Harassment and/or Retaliation come to its attention. The University is committed to investigating all instances of alleged or suspected prohibited Discrimination, Harassment and/or Retaliation, including anonymous complaints or reports from anonymous sources, even if the victim of such Discrimination, Harassment and/or Retaliation does not make a complaint, does not want the matter investigated or does not cooperate with the investigation.

⁵ This Policy and Procedure does not apply to reports of sexual assault, sexual harassment, gender-based harassment, dating violence, domestic/intimate partner violence, sexual exploitation, and stalking, which are subject to investigation exclusively pursuant to the University’s Sex-Based Misconduct Policy and Procedure, online at <http://www.pace.edu/sexual-assault/policies-and-procedures>.

This Policy and Procedure applies regardless of the sexual orientation, sex, gender identity, age, race, nationality, religion or disability of parties and witnesses. Reasonable accommodations will be provided to individuals with disabilities when necessary to allow them to fully utilize this Policy and Procedure.

DEFINITION OF DISCRIMINATION

Discrimination is the materially adverse treatment of an individual or group of individuals because they possess a protected characteristic. These characteristics include: sex, gender or gender identity; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition or carrier status; military or veteran status; status as a victim of domestic violence, sex offenses or stalking and any other characteristics that may be protected by law.

The definition of Discrimination includes: unequal treatment in regards to the terms and conditions of employment (*e.g.*, hiring, firing, compensation, benefits, assignment, transfer, recall, layoff, recruitment, testing, access to facilities and programs, training, etc.); and unequal treatment in terms of academic programs (*e.g.*, grading, class assignments, testing, internships, fellowships, work study, scholarships, access to facilities, admission to programs, etc.) based on a protected characteristic.

Prohibited Discriminatory practices include:

- Employment or academic decisions based on stereotypes or assumptions about the abilities, traits or performance of individuals with protected characteristics;
- Denying employment or academic opportunities to a person because of marriage to or association with an individual with a protected characteristic; and
- Discriminatory practices by third parties (*e.g.*, visitors, applicants, vendors, consultants, contractors, alumni, etc.) are also prohibited. The third party violates this Policy and Procedure if it engages in conduct which affects the work or learning environment of University employees or students in a Discriminatory, Harassing or Retaliatory manner prohibited by this Policy and Procedure, while they are on the premises of the University or otherwise working or interacting with University students or employees.

DEFINITION OF HARASSMENT

Harassment. Harassment on the basis of any protected characteristics described in this Policy and Procedure is strictly prohibited by this Policy and Procedure and is a form of discrimination prohibited by various statutes including Title VI of the Civil Rights Act of 1964, Title IV of the Higher Education Act of 1965, as amended, Title VII of the Civil Rights Act of 1964, the New York State Human Rights Law, Westchester County Human Rights Law and the New York City Human Rights Law. For purposes of this Policy and Procedure, Harassment is defined as physical, verbal, visual or other conduct relating to any protected characteristics described in this Policy and Procedure other than sex or gender when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status (*quid pro quo* harassment);

- Submission to, or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual (quid pro quo harassment); or
- Such conduct has the purpose or effect of interfering unreasonably with an individual's work or academic performance, or creating an intimidating, hostile, or offensive work or academic environment that is, or would be, offensive to a person of reasonable sensitivity and sensibilities (hostile environment Harassment).

This definition prohibits conduct which is intentional and also conduct which, regardless of intent, has the effect or impact of creating an intimidating, hostile or offensive working or learning environment on the basis of any protected characteristics described in this Policy and Procedure other than sex or gender.⁶ Therefore, it makes no difference in determining whether conduct violates the Policy and Procedure, that the person accused of violating this Policy and Procedure ("Respondent") was "just joking", "teasing" or being "playful" or had an evil motive. The fact that a person does not object to the alleged Harassing conduct or does not request that the Harassing conduct stop does not mean that he/she welcomes the conduct. Harassing conduct prohibited by this Policy and Procedure includes, but is not limited to, such things as:

- Making or threatening reprisals after a negative response to a request to engage in Discriminatory conduct;
- Engaging in visual conduct such as leering or making obscene, taunting or threatening gestures;
- Displaying suggestive, obscene or degrading material, objects, pictures, cartoons, posters;
- Using visual or audio electronic devices or media (such as radio, television, telephone, social media, computers, email, etc.) to broadcast, distribute or transmit offensive statements, images or other material;
- Making derogatory comments about a an individual's protected characteristics; or jokes concerning protected characteristics or traits;
- Using degrading words relating to an individual's or group of individuals' protected characteristics to describe the individual(s);
- Engaging in verbal or written slurs, degrading or negative stereotyping; and
- Engaging in physical conduct such as touching, petting, pinching, impeding or blocking movements, or assault.

Harassment is also prohibited if it involves Harassment by or of a co-worker, supervisor, officer, administrator, visitor, or person doing business with the University as defined by this Policy and Procedure. Harassment is also prohibited if it involves Harassment by or of a faculty member or student, or between students.

⁶ See footnote 1, *supra*, regarding the University's Sex-Based Misconduct Policy pursuant to which complaints and reports of sexual and gender based harassment are investigated.

LOCATION OF DISCRIMINATION, HARASSMENT OR RETALIATION

This Policy and Procedure prohibits Discrimination, Harassment and Retaliation in the employment and academic environment of the University. That environment is not limited to the property boundaries of the University's campuses. The University's employment and academic environment extends throughout the United States and abroad, wherever the University's students and employees and those of third parties associated with the University participate in or support University activities and programs. Conduct and behavior at off-campus activities and programs (*e.g.*, off-campus classes or lectures, athletic events, development activities, alumni events, study abroad, etc.) are regulated by this Policy and Procedure. The relevant inquiry focuses on whether prohibited conduct had an impact or effect on the work or learning environment of persons covered by this Policy and Procedure. Therefore, the Policy and Procedure may be violated even if the prohibited conduct occurs off-campus or during an employee's, student's or third party's off-duty time.

ADMINISTRATION AND ENFORCEMENT--Who administers this Policy and Procedure?

The Title IX Coordinator/Affirmative Action Officer, Arletha (Lisa) Miles, is responsible for ensuring the University's compliance with discrimination laws and for administering this Policy and Procedure. She can be reached at (212) 346-1310 or at amiles@pace.edu.

The Title IX Coordinator/Affirmative Action Officer is available to answer any questions that members of the University community may have about this Policy and Procedure and to assist them in gaining access to available resources.

Filing a Complaint

Complaints of prohibited Sex-Based Misconduct, Discrimination, Harassment and/or Retaliation, or reports of such conduct, may be made verbally or in writing, but persons who make a complaint claiming to be a victim ("Complainants") or other persons reporting such conduct, are strongly encouraged to file a written complaint or a written report.

If the Complainant or person reporting the alleged violation, requests confidentiality, the University will take reasonable steps to investigate and respond consistent with any such request. If the Complainant or person reporting the alleged violation, asks that the complaint or report not be pursued, or refuses to participate further in the investigation, they will be informed that their lack of participation may impede the investigation and resolution of the matter. The University shall have discretion to determine how best to proceed in investigating and responding in any such situations.

Upon receipt of a complaint or notification of an incident, the Title IX Coordinator/Affirmative Action Officer will meet with the alleged victim to explain the complaint and investigation procedures and will advise him or her of the availability of counseling, medical and other support services, including available interim protective measures.

TIMELINESS OF COMPLAINTS

There is no statute of limitations with respect to alleged violations of this Policy and Procedure. However, Complainants or persons with knowledge of a violation are urged to report the alleged violation as soon as possible in order to permit the best possible investigation to be conducted. The availability and memory of witnesses and the availability of documentary evidence, particularly electronic evidence, may be diminished by the passage of time.

University officers, administrators and employees with managerial or supervisory authority (e.g., supervisors, directors, managers, Deans, Department Chairs, etc.) must report any Discrimination, Harassment or Retaliation that comes to their attention as soon as possible, regardless of whether a complaint is made.

CONFIDENTIALITY

The University shall keep all complaints of prohibited Sex-Based Misconduct, Discrimination, Harassment and/or Retaliation Discrimination, and the investigation into such complaints, confidential to the extent reasonably possible consistent with the law and the University's obligation to conduct an appropriate investigation. In the event the information concerning the allegations becomes public, the University may respond or comment in a manner that it deems appropriate.

RECORDS DISCLOSURE

Disciplinary proceedings conducted by the University are subject to the Family Educational Rights and Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits disclosure of student information outside the University without the student's consent, but it does provide for release of student disciplinary information without a student's consent in certain circumstances. Students should be aware, however, that information collected during the investigation process may be subpoenaed in civil or criminal proceedings. Additional information about the University's FERPA policies can be found at: <http://www.pace.edu/osa/student-records/pace-university-ferpa-policy>.

Annual Fire Safety Report

To comply with the Higher Education Opportunity Act (Public Law 110-315) Pace University has developed an annual Fire Safety Report which contains information on fire safety practices and standards for our on-campus student housing facilities. This information includes statistics for the past three calendar years regarding the (1) number and cause of fires at all on-campus student housing facilities; (2) number of fire related deaths and/or fire-related injuries that resulted in treatment at a medical facility; and (3) value of fire related property damage. The University must also provide information on, among other things, evacuation procedures, fire safety education and training programs, fire safety systems in each student housing facility, the number of regular fire drills, and all policies regarding portable electrical appliances, smoking and open flames.

Fire Statistics

The below table lists the number of fires, the cause of each fire, the number of deaths related to the fire, the number injuries related to the fire that resulted in treatment at a medical facility and the value of property damage related to the fire for fires in on-campus student housing facilities.

Annual Fire Statistics for Student Housing Facilities for 2014

Campus	Residence Hall	Total Fires in Each Building	Case	Date	Time	Number of Injuries	Number of Deaths	Cause of Fire	Value of Property Damage
Pleasantville 861 Bedford Rd Pleasantville, NY 10570	Martin Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	North Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Townhouses	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Briarcliff 235 Elm Road Briarcliff Manor, NY 10510	Dow Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Hillside	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	New Dorm	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Valley House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White Plains 78 North Broadway White Plains, NY 10603	Dannat Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
New York City	182 Broadway NY, NY, 10038	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Maria's Tower 1 Pace Plaza, NY, NY, 10038	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	55 John St NY, NY, 10038	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	106 Fulton St NY, NY, 10038	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	St. George 100 Henry St., Brooklyn, NY 11201	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Annual Fire Statistics for Student Housing Facilities for 2015

Campus	Residence Hall	Total Fires in Each Building	Case	Date	Time	Number of Injuries	Number of Deaths	Cause of Fire	Value of Property Damage
Pleasantville 861 Bedford Rd Pleasantville, NY 10570	Martin Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	North Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Townhouses	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Briarcliff 235 Elm Rd, Briarcliff Manor NY 10510	Dow Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Hillside	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	New Dorm	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Valley House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White Plains 78 North Broadway White Plains, NY 10603	Dannat Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
New York City	182 Broadway NY, NY, 10038	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Maria's Tower 1 Pace Plaza, NY, NY, 10038	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	55 John St NY, NY, 10038	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	106 Fulton St NY, NY, 10038	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	33Beekman NY,NY 10038	1	N/A	11/16/15	1:47pm	0	0	Clogged Lint Filter	\$5,000

Annual Fire Statistics for Student Housing Facilities for 2016

Campus	Residence Hall	Total Fires in Each Building	Case	Date	Time	Number of Injuries	Number of Deaths	Cause of Fire	Value of Property Damage
Pleasantville 861 Bedford Rd Pleasantville, NY 10570	Martin Hall	3	N/A	10/26//16 10/26/16 10/27/16	12:51pm 2:02pm 4:578am	0 0 0	0 0 0	Intentional Intentional Intentional	\$100 \$1,000 \$1,000
	North Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Townhouses	1	N/A	2/12/17	8:08pm	0	0	Cooking	\$1,000
Briarcliff 235 Elm Rd, Briarcliff Manor NY 10510	Dow Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Hillside	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	New Dorm	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Valley House	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White Plains 78 North Broadway White Plains, NY 10603	Dannat Hall	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
New York City	182 Broadway NY, NY, 10038	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Maria's Tower 1 Pace Plaza, NY, NY, 10038	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	55 John St NY, NY, 10038	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	106 Fulton St NY, NY, 10038	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Fire Safety Systems for On-Campus Student Housing

The below table describes the fire systems (fire alarms, sprinklers, fire extinguishers, smoke detectors) in each on-campus student housing facility.

Fire Safety Systems in Student Housing Facilities

Campus	Residence Hall	Proprietary Fire Alarm System	Full Sprinkler System*	Smoke Detection	Fire Extinguisher	Evacuation Plans Posted	Yearly Fire Drills	Sprinkler Inspection Date	Fire Alarm Inspection Date
Pleasantville	Martin Hall	X	X	X	X	N/A	4	10/23/17	5/22/17
	Alumni Hall	X	X	X	X	N/A	4	10/23/17	5/24/17
	Elm Hall	X	X	X	X	N/A	4	10/23/17	12/29/16
	North Hall	X	X	X	X	N/A	4	10/23/17	12/28/16
	Townhouses	X	X	X	X	N/A	4	8/29/17	5/25/17
Briarcliff	Dow Hall**	X	X	X	X	N/A	4	3/16/15	3/16/15
	Hillside House**	X	X	X	X	N/A	4	3/16/15	3/16/15
	New Dorm**	X	X	X	X	N/A	4	3/16/15	3/16/15
	Valley House**	X	X	X	X	N/A	4	3/16/15	3/16/15
White Plains	Dannat Hall	X	X	X	X	X	4	10/24/17	5/19/17
New York City	182 Broadway	X	X	X	X	X	4	7/10/17	7/10/17
	Maria's Tower (1 Pace Plaza)	X	X	X	X	X	4	7/10/17	7/10/17
	55 John St	X	X	X	X	X	4	1/11/18	1/11/18
	106 Fulton St**	X	X	X	X	X	4	12/27/15	12/27/15
	The St. George (100 Henry St)**	X	X	X	X	X	4	12/27/15	12/27/15

X indicates included in the fire protection system.

** Pace University no longer owns and/or occupies building.

* Full Sprinkler system is defined as having sprinklers in both the common areas and individual rooms.

Unless noted above, all Pace University Fire Alarm Systems within residential buildings contain smoke detection in each sleeping area, hallway, and common area. These devices are connected to a fire alarm panel and transmitted to a central monitoring system that is manned 24 hours per day. Pace Safety & Security notifies local Fire Departments upon receiving a general building fire alarm. The following additional items are part of the Pace's Fire Alarm System: All residential apartments are non-combustible construction design and all doors are fire rated. There are strobe lights and horns in common areas and hallways.

Fire Safety Policies and Procedures

Fire Safety Prohibitions: Portable Electrical Appliances, Candles, Halogen Lamps, Hookah Pipes, Incense, Open Heating Elements, Open Flames, or Tobacco Pipes: Possession of candles (unless wicks are removed) and incense is prohibited. The use of standalone microwaves (with the exception of MicroFridge combination units), hot plates, or heating units with an open flame or heating coil or other portable electrical appliances is prohibited in resident bedrooms. Cooking appliances must be used in designated areas (e.g. apartment kitchens or shared community kitchens). Halogen lamps are strictly prohibited. Hookah pipes and tobacco pipes of all kind are prohibited.

Students whose action, whether intentional or accidental in nature, results in fire, activation of fire safety alarms, activation of fire safety equipment (e.g. sprinklers, extinguishers, fire hoses, etc.), or response from the Fire Department, will be held financially responsible for all damage, repair and cleaning expenses caused by the fire or the response to the fire, and for any fines or penalties levied by the city as a result of the incident. Cleaning and repair costs will be determined by the Buildings and Grounds staff.

Extension Cords (reference University Guiding Principle 26): Residents are permitted to use only extension cords with the following restrictions:

- UL approved three-pronged extension cords that are 14-gauge or heavier as indicated on the cord's tag (NOTE: The lower the gauge number the heavier/thicker the cord).
- Cords cannot exceed 10 feet in length.
- Cords cannot impede safe traffic in units.
- Cords must not be pinched in doors.
- Only UL approved multi-plug adapters with circuit breakers are permitted.
- Under no circumstances are residents permitted to overload the electrical system.

Smoking: In accordance with the NYC Clean Indoor Air Act (NYC Local Law 2) and Title 20 of Westchester County Sanitary Code, residents, guests, and employees of the University are strictly prohibited from smoking in residence halls, including student rooms, common areas, lobbies, dining halls, lounges, activity rooms, stairwells, and elevators. The area immediately around the main entrance to each residence hall is also considered a non-smoking area. Smokers must remain 50 feet from any building or residence hall. Failure to do so may result in a fine and/or disciplinary action.

TAMPERING WITH THE FIRE SAFETY EQUIPMENT (including, but not limited to smoke/heat detectors, sprinkler heads or fire extinguishers) IS A SERIOUS OFFENSE, AND MAY RESULT IN SUSPENSION OR EXPULSION FROM RESIDENCE OR PACE:

It is unlawful and prohibited to tamper with the operation of any safety equipment. This includes, but is not limited to; smoke detectors, locks, fire extinguishers, window stops, sprinklers, emergency panic bars, stairwell alarms, fire pull stations, and exit signs. Such behavior may result in a monetary summons, disciplinary action, criminal prosecution, or any combination. All violators of this policy will be documented for a violation of university policy through the judicial process.

The University specifically prohibits possession of the following items:

- | | |
|----------------------|---|
| • Bars | • Cooking appliances |
| • Coffee pots | • Fireworks/explosives |
| • Water beds | • Candles, open flames or incense |
| • Halogen lamps | • Live holiday decorations such as trees, branches, and wreaths |
| • Combustible fluids | • Hookah and other smoking devices |

- Other portable electronic appliances
- Rice cooker
- Blender
- Toaster
- Toaster oven
- Indoor Grill/George Foreman Grill

UL approved hot pots with an automatic shut-off are allowed, but must be registered with the Residential Life Staff at check-in.

If you are uncertain about any item please see your Residence Director for approval of appliances. Any students found using or possessing a restricted appliance will be fined \$75.00 and may face disciplinary action. The appliance will also be confiscated. The Office of Residential Life will determine whether or not an appliance is restricted.

Evacuation Procedures for Student Housing

If you get caught in a fire situation, survival is your top priority. All alarms are taken seriously. The signal to evacuate a building for a fire, fire drill or other emergency is a series of alarms. University policy requires building occupants to evacuate in the event of a fire alarm activation or during any other emergency that requires evacuation. However, there may be emergency situations in which you may be required to decide on a course of action to protect yourself and the other members of your room or apartment. These fire safety procedures are intended to assist you in selecting the safest course of action in such an emergency. Please note that no fire safety plan can account for all of the possible factors and changing conditions. You will have to decide for yourself what the safest course of action is under the circumstances.

Residents will receive residence hall specific information about fire safety and evacuation procedures at the beginning of each semester. It is extremely important that residents familiarize themselves and their guests with all applicable fire safety procedures in their assigned building. University policy requires occupants to evacuate as directed by the building's specific fire safety plan in the event of fire alarm activation. Evacuation of the facility is mandatory until the signal to re-enter ("all-clear") has been given by the Residential Life staff on site. Anyone found in their room, who had not evacuated during the sounding of the fire alarms, will be fined \$75.

Suspicion or Sight of Fire

If you suspect or see a fire, sound the alarm, and evacuate the building by way of the nearest stairwell. Close doors behind you and never use the elevator unless directed to do so by emergency personnel.

Designated Assembly Area

The Resident Advisor (RA) is responsible for outlining the assigned evacuation area. Once you have evacuated the building report to your assigned evacuation area. This is where our staff will perform "head counts" to ensure that all students and guests have safely evacuated from the building. For resident students that are away from the building at the time of evacuation, once outside, if safe to do so, should make their way to the designated assembly area for his/her residence. It is important to know that everyone got out of the building.

Procedures

The following procedures for residence halls are to be followed any time a fire alarm sounds:

- Once the fire alarm has sounded, you must evacuate the building, closing all windows before leaving the room.
- While an RA may be present to help vacate the building, you should assist by knocking on your neighbor's door to the left and right of you as you exit.
- Students are instructed to wear their shoes and jackets, and bring umbrellas (when appropriate).
- Leave the building in an orderly manner by means of the closest safe stairway or exit.
- DO NOT USE THE ELEVATORS.
- Once outside the building, you must remain clear of doorways and at least 300 feet from the building. Remain clear of roadways, as well.
- Report to your assigned evacuation area as outlined to you by your RA. Staff will perform "head counts" to ensure all students have safely evacuated the building.

If the Fire Is In Your Room

- Close the door to the room where the fire is and leave the room.
- Make sure EVERYONE in the room leaves with you.
- Take your keys and close, but do not lock the room door.
- Alert people on your floor by knocking on their doors on your way to the exit.
- Use the nearest stairwell to exit the building. Pull the fire alarm manual station at the stair entrance to transmit an alarm signal.
- DO NOT USE THE ELEVATOR.
- Call 911 or Security at 777 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your room and floor at your designated assembly area.

If the Fire Is Not In Your Room

- Feel your room door and doorknob for heat. If they are not hot, open the door slightly and check hallway for smoke, heat or fire.
- Exit your room and building following the instructions above for a fire in your room.
- If you cannot leave your room or use the stairs, stay in your room.
- Call 911 or Security at 777 and tell them your address, floor, room number and the number of people in your room.
- Seal the doors to your room with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming in from below. DO NOT BREAK WINDOWS.
- If possible, open a window and wave a towel/sheet to attract attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breathes through your nose.
- Wait for help.

Evacuation of Disabled Persons

Pre-planning is of utmost importance to ensure that persons with physical disabilities are provided with the assistance and knowledge to evacuate a building. It is expected that a residence life staff member knows of your immobility, whether it is temporary or permanent. Prior to an emergency evacuation of any kind, it is advised that each person needing assistance should meet with the residence life staff and the safety and security department to discuss a plan of action.

- All persons should proceed toward the nearest safe emergency exit.
- When a disabled person reaches a stairway he/she should request help from others in the area. If assistance is not immediately available, individuals should remain in the exit corridor and if possible call for help.
- If the corridor becomes dangerous with fire and/or smoke, proceed into the stairway. Be aware of people exiting the building via the stairway. If the stairway should become unsafe, proceed to a safe area away from smoke and fire, closing doors behind you to isolate the smoke.
- Call 911 and give your name and location.
- Elevators will not be used to evacuate disabled persons until the fire department determines that they are safe to use.
- The Fire Department and/or Security should be informed immediately by any member of the Pace Community as to the location of a disabled person.
- In order to evacuate persons with disabilities as quickly as possible, it will be necessary for the Safety and Security Department to maintain a current list of disabled employees and students.
- If a disabled person is visiting a department, it is that department's responsibility to assign sufficient employees to assist in evacuation when necessary and to alert the Safety and Security Department on your campus.

Listing as Disabled Persons

If any member of the Pace Community wishes to be on the list of disabled persons for emergency evacuation, please send your name, department, extension and supervisor's name and extension to the Human Resource Director for your location. If you are a student please send information, including class schedule to Student Life. This information will be forwarded to the Safety and Security Department. The Safety and Security Department will meet with persons needing assistance to discuss a plan of action.

Evacuation Procedures for All Other Pace Owned/Leased Facilities

All fire alarms are to be taken seriously. Evacuation of the facility is mandatory until the signal to re-enter has been given by the fire department or security. This applies to each member of the University community. Employees should be aware of the emergency evacuation plans for their buildings. Assistance and direction should be given to all contractors, vendors, licensees, invitees, and visitors during the emergency.

For all Non-Student Housing Facilities:

- All stairwells in the building will be used for the evacuation of the building.
- The elevators will not be used.
- When the alarm is sounded, all occupants will use the exit nearest them, if that stairway is not usable, go to the next closest stairway.
- The fire alarm is a loud bell or horn signal.
- Doors, and if possible, windows, should be closed as the last person leaves a room/area.
- When the alarms sound, evacuate the building quickly, but do not run. Do not panic.
- Persons who walk slowly or have difficulties with stairs should walk to the right.
- Leave the vicinity of the building so that the fire fighters will have access to the building.
- Proceed to your designated assembly area for your floor (see below).
- Never re-enter a building without the all clear from the Fire Department or Security.
- See **Evacuation of Disabled Persons** on page 81.

Designated Assembly Area

All department heads and supervisors must designate a gathering area outside approximately 200 feet away from the building for employees to go to after evacuation. For employees that are away from department at time of evacuation, once outside, if safe to do so, should make their way to the designated assembly area for his/her department. It is important to know that everyone got out of the building.

Responsibilities

Department heads are required to establish emergency plans for their respective departments and will maintain emergency contact numbers for all members of their departments. Phone trees will be established.

Each department will develop and maintain a protocol to secure important documents and materials in an emergency situation.

All **faculty members** should immediately evacuate students from classroom upon activation of the fire alarm.

All **students** are required to evacuate the building immediately and stand approximately 200 feet from the building.

All **employees** must evacuate the building and go to designated assembly area.

Fire Safety Education and Training Programs

Fire/evacuation drills are conducted each semester for all students and employees and are conducted in all academic, administrative, and on-campus residence buildings in accordance with New York State Education Law and New York Dormitory Authority regulations. For residence halls, at least one of these drills is held during evening hours. Drills are conducted to educate occupants on the quickest and safest means for evacuating in the event of an alarm,

fire, or other hazardous condition. For your safety, Pace University expects all occupants of buildings in which drills are being conducted at the time, to participate; to comply with instructions to evacuate; and to evacuate in the event of an alarm or hazardous condition. .

Reporting Fires

Students, faculty and staff are instructed to call the Safety and Security Department in the event of a fire emergency. You can dial 911 or Security at 777 from any Pace phone in the event of an emergency or press the security button located on Pace internal phones.

Safety and Security Contact Information:

New York City Campus - (212) 346-1800

Pleasantville Campus - (914) 773-3400

White Plains School of Law - (914) 422-4111

Fire Incident Log

The University maintains a fire incident log that records, by the date reported, any fire that occurs in an on-campus student housing facility. The Fire Incident Log includes the date the fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire. Additional information may be requested from the Executive Director of Safety and Security at (914) 773-3700 or security@pace.edu.

Future Fire Safety Improvements

Pace University is committed to your safety. We are always looking at our current policies and procedures and looking for ways to improve them. At this time there are no plans for future improvements to our fire safety systems.

EMERGENCY PROCEDURES



EVACUATION INFORMATION

- Stay calm. Do not rush or panic.
- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked) or move to a specific area if directed by the Fire Safety Director over public address system or by emergency personnel.
- Do not use the elevators!
- If safe to do so, take personal items (keys, purses, wallet, etc.).
- If there is time, secure any equipment or materials before exiting.
- Assist persons with disabilities or special needs.
- Do not re-enter the building until instructed to do so by emergency responders.



FIRE

If you discover a fire:

- Evacuate the immediate area.
- Activate nearest fire alarm and call Security if safe to do so. Otherwise evacuate the building and call from outside.
- Use a fire extinguisher if properly trained.



If you hear a fire alarm:

- Follow evacuation procedures.
- Do not open doors if they are hot.
- Alert other people as you evacuate.
- Do not re-enter building unless instructed by emergency personnel.

MEDICAL EMERGENCY

- Call 911 or Security immediately.
- Avoid leaving the injured person(s) except to summon help.
- Render CPR or first aid if trained and feel comfortable providing care.
- Protect yourself before rendering care and thoroughly wash hands afterwards.



POWER OUTAGE

- Remain calm, provide assistance to others if necessary.
- Move cautiously to a lighted area. Walk towards exits marked with illuminated EXIT signs.
- Do not panic or push others while exiting.



HAZARDOUS MATERIALS SPILL

- Notify affected individuals immediately and evacuate from the contaminated area to a safe location.
- Call Security.
- Alert others to stay clear of the area.
- Notify emergency personnel if individuals have been exposed or have information about the release.



EARTHQUAKE

If you are inside:

- Duck, cover and shelter under a table/desk or against an inside wall until the shaking stops.
- Avoid windows, filing cabinets, book cases and other heavy objects.
- When tremors stop evacuate the building to a safe location away from buildings.



If you are outside:

- Move away from trees, signs, buildings, electric poles and wires.
- Protect your head with your arms.

SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let suspicious person(s) into a locked building/office.
- Do not block the persons access to an exit
- Call 911 and Security. Provide as much information as possible on the person's description and their direction of travel.



SUSPICIOUS OBJECT

- Do not touch or disturb the object.
- Call 911 and Security.
- Move at least 100 ft. from the object and be prepared to evacuate.



ACTIVE SHOOTER

- **AVOID:** Leave the area as quick and quietly as possible, if safe to do so.
- **BARRICADE:** If you cannot exit, go to an area that can be locked or secured.
 - Stay low, hidden, and spread out.
 - Turn your cell phone to vibrate
- **CONFRONT:** Confront the shooter only as a last resort.
- **When safe to do so CALL 911 and Security.**
- If you encounter police, show your hands, follow their commands and do not make any sudden movements.



IMPORTANT PHONE NUMBERS

Safety and Security: New York: (212) 346-1800 | Pleasantville: (914) 773-3400 | White Plains: (914) 422-4300

Security can also be reached by **Dialing 777** or **pressing the SECURITY button** on campus phones.

Facilities Management: New York: (212) 346-1521 | Westchester: (914) 923-2842

Additional Resources

A complete listing of **Pace University Student Policies and Procedure** can be found at:

<http://www.pace.edu/student-handbook/>

A complete listing of **Pace University Employee Policies and Procedures** can be found at:

<http://www.pace.edu/human-resources/employer-resources/employee-handbook-policies>

A complete list of **Pace University Safety & Security Policies and Procedures** can be found at:

<http://www.pace.edu/general-services/safety-security/policies-procedures-guidelines-protocols>

To print additional copies of the **“Emergency Procedures”** poster on page 48 visit:

<http://www.pace.edu/sites/default/files/files/general-services/safety-and-security/emergency-procedures.pdf>, or click on the poster below.

