

IONA

CAMPUS SAFETY
AND SECURITY

*Annual Security and
Fire Safety Report*



OFFICE OF STUDENT DEVELOPMENT
(914) 633-2360

STUDENT DEVELOPMENT TELEPHONE NUMBERS
ON THE NEW ROCHELLE CAMPUS

Athletics	(914) 633-2654
Campus Ministries	(914) 637-2772
Campus Safety and Security	(914) 633-2245
Career Services	(914) 633-2462
Counseling Services	(914) 633-2038
Health Services	(914) 633-2548
Residential Life	(914) 633-2336
Student Development	(914) 633-2360
Off-Campus Housing.....	(914) 633-2243

OTHER IMPORTANT TELEPHONE NUMBERS
ON THE NEW ROCHELLE CAMPUS

Emergency Police/Fire/Ambulance	911
Local Police, Non-Emergency	(914) 654-2300
Campus Security Emergency	(914) 633-2560

IMPORTANT TELEPHONE NUMBERS
AT THE ROCKLAND GRADUATE CENTER

Iona College at Blue Hill.....	(845) 620-1350
Emergency Police/Fire/Ambulance	911
Local Police, Non-Emergency.....	(845) 359-3700

Contacts:

August 2011

Dear Student:

The Iona College community has always been characterized by its consistent concern for the welfare of the students, faculty, staff and friends who contribute so much to campus life. Providing a safe environment and caring for those in need of assistance has always been among the priorities of everyone associated with Iona.

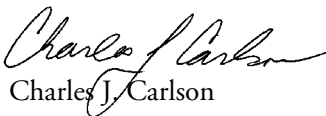
While no institution can be isolated from the ills of the larger society, Iona has been fortunate that it can continue to provide an environment conducive to study and rewarding work. This can be attributed to the initiatives which have resulted in policies and procedures designed to maintain a safe and secure campus.

Over the course of the last few years, unfortunate and sometimes tragic incidents on college campuses have led to legislation which requires the development and distribution of certain policies regarding campus safety, sexual assault prevention, drug-free schools and other related issues, if these policies did not already exist. Iona College and all other institutions of higher education must comply with this legislation.

This booklet contains the information required by these statutes. Please read it carefully and direct any questions you might have to the Vice Provost for Student Development, Assistant Vice Provost for Residential Life, or the Director of Campus Safety and Security.

Once again, we are pleased with the community environment we have created at Iona College. We hope these policies will help everyone maintain this standard.

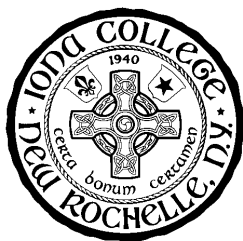
Sincerely,

A handwritten signature in cursive script that reads "Charles J. Carlson". The signature is written in black ink and is positioned above the printed name.

Charles J. Carlson

Vice Provost for Student Development

Iona College



Mission Statement

Iona College is a diverse community of learners and scholars dedicated to academic excellence in the tradition of the Christian Brothers and American Catholic higher education. We commit ourselves to education within the rich heritage of these legacies, especially intellectual inquiry and the values of justice, peace and service.

Iona College graduates will be sought after because they will be:

- ethical and skilled decision-makers and problem solvers motivated to leadership, service and civic responsibility;
- independent thinkers informed and enriched by a liberal arts education;
- lifelong learners skilled in and adaptable to new information and technologies; and
- individuals who integrate the spiritual, intellectual, civic, emotional and physical dimensions of their lives.

The Iona College Community will achieve these goals by dedicated teaching enhanced through creative research and scholarship, internships, career development and by participation of students, faculty, staff, administrators, alumni and board members in the many centers of excellence at Iona College

(Adopted: September 25, 2008)

Policy Statements

POLICY ON A DRUG-FREE COMMUNITY

Iona College recognizes its duty to uphold existing state and federal laws and inform students and staff about the Drug-Free Schools and Communities Act of 1989. This law, with which the College intends to comply fully, was designed to prevent the illegal use of drugs and the abuse of alcohol by students and staff. Iona is a drug-free school and workplace and the College cannot protect any member of the community who violates the law. This represents the complete policy on a Drug-Free Community.

Accordingly, any person discovered on campus by College officials who illegally possesses marijuana, hallucinogens, or any other drugs proscribed by state or federal laws will be subject to sanctions up to and including dismissal from the College. In every case, the drugs found will be turned over to the appropriate governmental authorities, and the person reported to the appropriate governmental authorities. It is a violation of the College Code of Conduct to fail to comply with the College's regulations and state and federal laws governing the possession, distribution and/or use of illegal drugs. Any student arrested by any governmental authority in connection with the illegal possession or use of drugs will be subject to disciplinary action pursuant to the judicial procedures of the College as contained in the Student Handbook.

Should guests, or anyone purporting to be a guest of students, or of anyone else in the College community be actively engaged in the sale, barter, exchange, or distribution of an illegal drug on campus, the College will take immediate action by notifying the appropriate governmental authorities. Since the College does not consider itself a "sanctuary" outside the law for its own students, faculty or staff, neither can it be a place of refuge for persons not part of the College community.

New York State penal law states that it is illegal for: persons under the age of 21 to purchase or possess alcoholic beverages with the intent to consume; individuals under the age of 21 to purchase or attempt to purchase an alcoholic beverage through fraudulent means; individuals to furnish alcohol to anyone under 21 years of age; individuals to sell, deliver, or give away alcoholic beverages to any intoxicated person or any person under the influence of alcohol regardless of the age of the person; and/ or individuals to drive while impaired or intoxicated.

The following information is presented to familiarize students and staff with the institutional policies related to the use of alcoholic beverages on campus.

1. It is a violation of the College Code of Conduct to fail to comply with the College's regulations and the laws of the State of New York governing the possession, distribution, and consumption of alcohol. The Code of Conduct is contained in the Student Handbook.

2. In rooms/suites/apartments where all residents are over 21, individuals of legal drinking age may possess and/or consume alcohol in their rooms, provided all roommates and suitemates, present or absent, are of legal drinking age. All guests and students under the legal drinking age may not be in the presence of alcohol in the residence hall. The purchase, sale, distribution, consumption, association with, being in presence of, or possession of alcoholic beverages by any residents or guests, regardless of age, is prohibited in apartments where any resident is under 21.

Students of legal drinking age may possess what College officials determine to be a reasonable quantity of alcohol for their personal consumption only. Residents may not have more than a reasonable amount of alcohol per person assigned to the room. College officials may consider empty alcohol containers in determining whether this standard has been violated or if they suspect underage drinking and/or excessive alcohol consumption has occurred. Residential Life and Campus Safety & Security may consider empty alcohol containers when documenting quantity limit violations if they suspect underage drinking and/or excessive alcohol consumption has occurred.

The College prohibits the possession of items used for common distribution of alcohol. Such items include, but are not limited to, kegs, party balls, punch bowls or trash can punch. Regardless of size, kegs or beer balls, full or empty, along with all associated hardware are prohibited in every residence hall and will be permanently confiscated. Drinking games and rapid consumption techniques and devices (e.g. funnels, beer bong, shot glasses, beer pong tables, bar signs, etc.) by their nature promote abusive consumption of alcohol and thus violate the alcohol policy. The College prohibits organizing or participating in activities that encourage excessive drinking (e.g. beer pong, drinking games or contests), or charging a fee when hosting parties. Possession of empty alcohol containers, even for decorative purposes, is prohibited.

Students are prohibited from possessing open containers of alcoholic beverages in common areas of the College, including, but not limited to: hallways, lounges, bathrooms, campus grounds, classrooms and stoops/front steps, etc. A container is any bottle, can, glass, cup or similar receptacle designed to hold or capable of holding a liquid.

3. All campus events at which alcohol will be served must be registered by submitting a completed space reservation form to the Department of Campus Safety and Security and by making an appointment with the Assistant Vice Provost for Student Development. The director will evaluate requests for events involving alcohol based on the requirements of New York law and College policies and procedures.
4. Advertising for events at which alcoholic beverages will be consumed must comply with the publicity procedures contained in the Student Handbook, whether the event is held on or off campus.

5. Alcoholic beverages may only be served on campus by the College Food Service. Students are not permitted to purchase or receive beer, wine, wine coolers or liquor from any outside vendor or person, and bring these products to a campus event. Groups that hold an event must purchase a temporary liquor license and must assume the cost for this license.
6. A reasonable quantity of an attractive variety of non-alcoholic beverages must be available from the same location as alcoholic beverages. A variety of food and snacks must also be available for the duration of an event that includes serving alcohol.
7. Only seniors over 21 years of age may consume alcoholic beverages at senior events at which alcohol is served. Seniors under the age of 21 will be permitted to attend senior only events, but will not be permitted to consume alcoholic beverages. All students must have a valid College ID card and proof of age to gain admittance, and the College Food Service reserves the right to request a second form of photographic identification when it is deemed necessary.
8. It is required that the moderator of the sponsoring organization and a member of the Department of Campus Safety and Security be present in the room during the event. A member of the Student Development staff may substitute for the moderator upon the request of the sponsoring organization.
9. Alcoholic beverages may not be brought into or removed from the immediate area in which a College-sponsored event is occurring. Alcoholic beverages may not be removed from any area in which a registered event is occurring.
10. The service of alcohol must be terminated at least one-half hour prior to the conclusion of any event which is at least two hours in duration. No event at which alcohol is served may exceed four hours and the event must end no later than 1:00 am.
11. "Bring your own bottle" (BYOB) affairs are not permitted at any time. "All you can drink" parties and events for which the admission charge includes the unlimited availability of alcohol are prohibited.

Federal law makes it a criminal offense to manufacture, distribute, dispense or possess with intent to manufacture, distribute or dispense, or simply possess a controlled substance. See Title 21 U.S. Code 801, et seq. Controlled substances are defined by the schedules contained in 812 of Title 21 of the U.S. Code. New York State penal law makes it a criminal offense to possess, possess with intent to sell, or actually sell various drugs. The drugs to which this law applies include marijuana and those listed in the schedules contained in the New York State Public Health Law, 3306 thereof. See Penal Law Articles 220 and 221.

The possible sanctions for the violation of federal and state law depend upon the particular offense violated. The various offenses are premised on aggravating factors which include the type and quantity of drugs involved. Depending upon the particular aggravating circumstances involved, violations of said law could result in sanctions from a monetary fine to life imprisonment.

It is a violation of New York State Penal Law 240.40 for a person to appear in public under the influence of narcotics or a drug other than alcohol to the degree that he or she may endanger himself or herself or other persons or property, or annoy persons in the vicinity. A violation of this law could result in imprisonment up to 150 days.

It is a violation of New York State Penal Law 260.20 (2) for a person to give or sell an alcoholic beverage to a person less than 21 years old. A violation of this law could result in imprisonment for up to three months.

Any person who operates, drives, or is in control of a motor vehicle while intoxicated (DWI) or impaired (DWA) is in violation of Section 1192 of the Vehicle and Traffic Law and if found guilty, is subject to fines, imprisonment, and license suspension or revocation. The penalties for DWI and DWAI related to this section are as follows:

Violation	Mandatory Fine (1)	Maximum Jail Term	Mandatory Drivers License Action (2)
Driving While Intoxicated (DWI) .08 BAC	\$500-\$1,000	1 year	Revoked for at least six months
Second DWI Violation in 10 years (E Felony)	\$1,000-\$5,000	4 years	Revoked at least one year
Third DWI Violation in 10 years (D Felony)	\$2,000-\$10,000	7 years	Revoked at least one year
Driving While Ability Impaired (DWA)	\$300-\$500	15 days	Suspended for 90 days
Second DWAI Violation in 5 years	\$500-\$750	30 days	Revoked at least six months
Zero Tolerance Law	\$125 civil penalty and \$100 fee to terminate suspension	None	Suspended for six months

Violation	Mandatory Fine (1)	Maximum Jail Term	Mandatory Drivers License Action (2)
Second Zero Tolerance Law	\$125 civil penalty and \$100 re-application fee	None	Revoked for 1 year or until age 21
Chemical Test Refusal	\$300 civil penalty \$350 for commercial drivers	None	Revoked for at least six months
Chemical Test Refusal within five years of previous DWI-related charge	\$750 civil penalty	None	Revoked for at least 1 year
Chemical Test Refusal - Zero Tolerance Law	\$300 civil penalty and \$50 re-application fee	None	Revoked for at least 1 year
Chemical Test Refusal Second or subsequent Zero Tolerance Law	\$750 civil penalty and \$50 re-application fee	None	Revoked for at least 1 year
Driving under The Influence (out of state)	N/A	N/A	Revoked at least 90 days. If less then 21 years of age, revoked at least 1 year.
Driving under The Influence (out of state) with any previous alcohol-drug violation	N/A	N/A	Revoked at least 90 days. If less then 21 years of age, revoked at least 1 year or until age 21 (longest term).

A drug is a chemical substance that has an effect upon the body or mind. Alcohol is defined as a drug. Drugs and alcohol are capable of impairing judgment and physical capacity and diminishing individual performance in activities of family living. Problems associated with inappropriate use of drugs and alcohol are complex in nature. One class of drugs is the sedative-hypnotic which relaxes the central nervous system. These include alcohol, barbiturates, tranquilizers (depressants), marijuana and hashish.

Alcohol is chemically known as ethyl alcohol, C_2H_5OH , a colorless liquid, and medically is a depressant drug that slows the activity of the brain and spinal cord. Like any drug that affects the mind, alcohol has the potential to be abused.

CRIMINAL SANCTIONS

Criminal classifications and penalties for narcotics, other controlled substances and marijuana

		A- I FELONY 15 to 25 yrs. min. life term max.	A- II FELONY 3 to 8-1/2 yrs. min. life term max.	B FELONY 1 to 8-1/2 yrs. min. 3 to 25 yrs. max.
Narcotic Drugs*	POSSESSION	4 oz. or more	2 oz. or more	1/2 oz. or more
	SALE	2 oz. or more	1/2 oz. or more	any amount
Narcotic Preparations**	POSSESSION			
	SALE			
Methadone	POSSESSION	5,760 mg. or more	2,880 mg. or more	
	SALE	2,880 mg. or more	360 mg. or more	
Marijuana+	POSSESSION			
	SALE			
Concentrated Cannabis	POSSESSION			
	SALE			
Stimulants (Amphetamines and others)	POSSESSION		10 gm. or more	5 gm. or more
	SALE		5 gm. or more	1 gm. or more
Methamphetamine	POSSESSION		2 oz. or more	
	SALE		1/2 oz. or more	1/2 oz. or more
Lysergic Acid Diethylamide (LSD)	POSSESSION		25 mg. or more	5 mg. or more
	SALE		5 mg. or more	1 mg. or more
Undiluted Phencyclidine (PCP)	POSSESSION			
	SALE			1 mg. or more
Hallucinogens (STP or DOM, others of amphetamine type)	POSSESSION		625 mg. or more	125 mg. or more
	SALE		125 mg. or more	25 mg. or more
Hallucinogenic Substances ++	POSSESSION		25 gm. or more	5 gm.
	SALE		5 gm. or more	1 gm. or more
Dangerous Depressants #	POSSESSION			
	SALE			
Depressants (Meprobamate and others)	POSSESSION			
	SALE			

Notes:

*Heroin, opium, cocaine, certain morphine compounds and other drugs.

**Commercial preparations with lower concentrations of opium, codeine, other.

***with consideration

****without consideration

C FELONY up to 15 yrs. in prison	D FELONY up to 7 yrs. in prison	E FELONY up to 4 yrs. in prison	MISDEMEANOR up to 1 yr. in jail or \$1,000 fine	B MISDEMEANOR up to 3 months in jail or \$500 fine
1/2 oz. or more			any amount	
2 oz. or more any amount	1/2 oz. or more		any amount	
360 mg. or more any amount			any amount	
more than 10 lb. more than 16 oz.	more than 16 oz. more than 4 oz.	more than 8 oz. more than 25 gm.	more than 2 oz. ***25 gms. or less	more than 25 gms. ****2 gms. or less
1 oz. or more any amount	1/2 oz. or more		any amount	
1 gm. or more			any amount	
	any amount			
1/2 oz. or more			any amount	
	any amount			
1 mg. or more			any amount	
	any amount			
2,500 mg. or more 500 mg. or more	500 mg. or more any amount	100 mg. or more	any amount	
25 mg. or more			any amount	
	any amount			
1 gm.			any amount	
	any amount			
10 oz. or more 10 oz. or more			any amount	
	any amount			
2 lb. or more 2 lb. or more			any amount	
	any amount			

+Marijuana Reform Act of 1977 has classified possession of lesser amounts of marijuana, up to 25 gm. (about 1/2 of an ounce or 25-30 cigarettes), as a violation; penalties range from \$100 to \$250 fine and/or up to 15 days in jail, depending on whether it is first, second, or third offense.

++Peyote, mescaline, others in Schedule C, but not LSD, concentrated cannabis or listed above.

#Barbital, phenobarbital, methaqualone, and others.

HEALTH RISKS

Controlled Substances – Uses & Effects

DRUGS CSA SCHEDULES		TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical
NARCOTICS				
Opium	II III IV	Dover's Powder, Paregonic Paracetoplin	Analgesic, Antidiarrheal	High
Morphine	II III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, Antitussive	High
Codeine	II III IV	Tylenol w/ Codeine, Empirin w/ Codeine, Robitussen A-C, Fiorinal w/ Codeine	Analgesic, Antitussive	Moderate
Heroin	I	Diacetylmorphine, Horse, Smack	None	High
Hydromorphone	II	Dilaudid Analgesic	High	High
Moperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High
Other Narcotics	I II III IV	Numorphan, Percoden, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	Analgesic, Antidiarrheal, Antitussive	High – Low
DEPRESSANTS				
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate
Barbiturates	II III IV	Amytal, Butisol, Fiorinal, Lotusate, Nembutal Seconal, Tuinal, Phenobarbital	Anesthetic, Sedative, Anticonvulsant, Hypnotic, Veterinary, Euthanasia Agent	High – Mod.
Benzodiazepines	IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxexa, Verstran, Versad, Halcion, Paxipam	Antianxiety, Anticonvulsant, Sedative, Hypnotic	Low
Methaqualone	I	Quaalude	Sedative, Hypnotic	High
Glutethimide	III	Doriden	Sedative, Hypnotic	High
Other Depressants	III IV	Equanil, Noluder, Placidyl, Valmid	Antianxiety, Sedative, Hypnotic	Moderate
STIMULANTS				
Cocaine	II	Coke, Flake, Snow, Crack	Local Anesthetic	Possible
Amphetamines	II	Biphetamine, Delcobese, Desoxym, Dexedrine, Obetrol	Attention Deficit Disorders, Narcolepsy, Weight Control	Possible
Phenmetrazine	II	Preludin	Weight Control	Possible
Methylphenidate	II	Ritalin	Attention Deficit Disorders, Narcolepsy	Possible
Other Stimulants	III IV	Adipex, Cylert, Didrex, Ionamin, Mellat, Plagine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight Control	Possible
HALLUCINOGENS				
LSD	I	Acid, Microdot	None	None
Mescaline and Peyote	I	Mex, Buttons, Cactus	None	None
Amphetamine Variants	I	2.5 DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown
Phencyclidine Analogues	I	PCP, PCPy, TCP	None	Unknown
Other Hallucinogens	I	Butotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None
CANNABIS				
Marijuana	I	Pot, Acapulco Gold, Grass, Hooper, Sensimilla, Thai Sticks	None	Unknown
Tetrahydrocannabinol	I II	THC, Marinol	Cancer Chemotherapy, Antinauseant	Unknown
Hashish	I	Hash	None	Unknown
Hashish Oil	I	Hash, Oil	None	Unknown

DEPENDENCE Psychological	TOLERANCE	DURATION (Hours)	USUAL METHODS OF ADMINISTRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
High	Yes	3-6	Oral, smoked, injected			
Moderate	Yes	3-6	Oral, injected			
High	Yes	3-6	Injected, sniffed, smoked			
Yes	3-6	Oral, injected				
High	Yes	3-6	Oral, injected			
High – Low	Yes	12-24	Oral, injected			
High – Low	Yes	Variable	Oral, injected			
Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior with odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
High – Mod.	Yes	1-16	Oral			
Low	Yes	4-8	Oral			
High	Yes	4-8	Oral			
Moderate	Yes	4-8	Oral			
Moderate	Yes	4-8	Oral			
High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
High	Yes	2-4	Oral, injected			
High	Yes	2-4	Oral, injected			
Moderate	Yes	2-4	Oral, injected			
High	Yes	2-4	Oral, injected			
Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Unknown	Yes	8-12	Oral			
Unknown	Yes	Variable	Oral, injected			
High	Yes	Days	Oral, smoked, injected			
High	Yes	Days	Smoked, oral, injected			
Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Moderate	Yes	2-4	Smoked, oral			
Moderate	Yes	2-4	Smoked, oral			
Moderate	Yes	2-4	Smoked, oral			

Alcohol is ingested orally, and the average 150 lb. person can consume one drink in 1½ hours with little or no accumulation of alcohol in the blood. One drink means the equivalent to 12 oz. of beer, 5 oz. of wine, or 1½ oz. of hard liquor. The legal age for sale and consumption of alcohol is 21 in the State of New York.

Alcohol abuse results in harm or danger to the drinker or other people. The heavy costs of alcohol abuse include drinking and automobile crashes, homicides, arrests, accidents, and loss of productivity, plus the hidden cost of broken families, poor health and alcoholism.

About one in 11 drinkers become an alcoholic who has lost control over his or her drinking, resulting in personal, job and family problems. Continued heavy drinking can affect your health and can result in permanent damage. Malnutrition, cancer, heart disease, brain damage, and ulcers can be a direct result of prolonged, excessive drinking.

Barbiturates and tranquilizers (central nervous system depressants) can cause intoxication and produce such signs as tremors of the hands, lips and tongue, confusion, poor judgment and poor muscular coordination, drowsiness, slurred speech and constricted pupils.

Marijuana and hashish alter mood and perception and produce anxiety, euphoria, talkative behavior, floating feelings and hunger. They interfere with memory, intellectual performance and can impair concentration. Long-term, regular marijuana smoking causes irritation of the respiratory tract and can produce lung disease and possible damage to the heart and immune system.

Nicotine acts as a stimulant on the heart and nervous system. When tobacco smoke is inhaled the immediate effects on the body are a faster heartbeat and elevated blood pressure. Young smokers may experience shortness of breath and nagging cough. Some long-term effects of smoking cigarettes are emphysema, chronic bronchitis, coronary heart disease and lung cancer.

Caffeine, one of the oldest and most widely used stimulants, is found in coffee, tea, some soft drinks, and some cold medications. Dependence on caffeine generally develops in habitual users, with headaches being the most common symptom of withdrawal.

Cocaine, whether it is smoked (crack), injected or snorted, is risky in all forms. Physical effects include dilated pupils, increased blood pressure, heart rate, breathing and body temperature, and restlessness and anxiety.

Amphetamines increase alertness and activity and are often referred to as speed, uppers, pep pills and diet pills. Mood swings, irritability, nervousness, and muscle pain are some of the effects of continued use. Eventually, hallucinations, paranoia, convulsions, brain damage, heart problems, and death can occur.

Hallucinogens (psychedelics) include PCP, LSD and mescaline. Hallucinogens temporarily distort reality, cause visual hallucinations, perceptual distortion and psychotic experiences and, sometimes, depression and flashbacks.

Dependency causes the deterioration of the moral, physical and intellectual fiber of an individual, and abuse impairs the user's health, emotional well-being, family life, job performance and friendships. The College is aware of the stresses associated with daily living, and strongly urges that the entire College community meet these stresses by participating in healthy behaviors. It is the goal of the College to assist in this endeavor by creating an environment that promotes and reinforces healthy and responsible living.

As a condition of employment, and in compliance with the Drug-Free Workplace Act of 1988, Iona College employees will abide by the terms of this policy. The use of narcotics, controlled substances and the abuse of alcohol has been a significant problem to business, employees, students and society in general. These substances, when used in the work environment, threaten the safety, morale, productivity and public image of both the employee and the College. Consequently, the College, in furtherance of the Federal Drug-Free Workplace Act, has established the following policy regarding controlled substances and alcohol:

1. The unauthorized use, possession, unlawful manufacturing, distribution, dispensation, or being under the influence of any controlled substance, narcotic and/or alcohol while on the College premises is strictly prohibited.
2. An employee will notify the College, in writing, of any criminal drug statute conviction for a violation occurring on campus no later than five days after a conviction.
3. In the event the College receives notification from an employee or otherwise of a conviction as described above, the College may take appropriate personnel action against an employee, including termination.
4. In addition to suspension of pay, the College may require an employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
5. No individual will be hired by the College if it is known that he or she uses, unlawfully manufactures, distributes, dispenses, or promotes, the use of narcotics, controlled substances or the abuse of alcohol.

Campus Ministries, Campus Safety and Security, Counseling Services, Health Services, Residential Life, and/or Student Development offer resources, workshops, counseling, and/or referrals for members of the College community regarding substance use and abuse.

Informational pamphlets and handouts are available and workshops, which are open to students, faculty, and staff, provide educational information and encourage preventative attitudes and healthy behaviors. Topics include: creating social alternatives to alcohol-related activities; learning to manage stress without alcohol or drugs; recognizing the warning signs of substance abuse in self and others; intervening when friends or family members appear to be engaged in alcohol or substance abuse; and understanding issues of adult children of alcoholics.

Some of the outside counseling services and agencies are listed below:

SELF-HELP

Alcoholics Anonymous.....	(914) 949-1200
Al-Anon	(914) 946-1748
Alcohol/Drug Hotline.....	(800) 280-2977
Cocaine Hotline.....	(800) 662-HELP
Suicide/Crisis Hotline	(914) 347-6400
Rape Crisis Hotline.....	(800) 656-4673

DETOX PROGRAMS

St. Johns Riverside Hospital	Yonkers	(914) 964-7537
Westchester Medical Center	Valhalla	(914) 493-7000

INPATIENT REHAB

New York Hospital-Cornell Medical Center	(914) 682-9100
.....	(Westchester Division)

OUTPATIENT COUNSELING

New York Hospital-Cornell Medical Center	(914) 682-9100
.....	(Westchester Division)

St. Vincent's Hospital

Harrison	(914) 967-6500 x5261
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New York United Hospital Clinic

New Rochelle.....	(914) 235-6633
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Phelps Memorial Hospital ATS

Ossining.....	(914) 944-5220
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St. Johns Riverside Hospital

Yonkers	(914) 964-7537
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The Maxwell Institute.....	Tuckahoe	(914) 337-6033
Pelham Guidance Council.....	Pelham	(914) 738-0530
Renaissance Project	New Rochelle.....	(914) 235-8048
Daytop.....	Hartsdale	(914) 949-6640

REFERRAL RESOURCES

Youth Advocate Program	Hastings-on-Hudson	(914) 478-2471
Alcohol Council of	Manhattan	(212) 252-7022
Greater New York		
Pelham Guidance Council.....	Pelham	(914) 738-0530
My Sister's Place		(800) 298-7233

IONA COLLEGE SEXUAL HARASSMENT POLICY

DIVISION I. SEXUAL HARASSMENT

Section 1. RATIONALE

- a. Sexual harassment is illegal and will not be tolerated by Iona College. It subverts the mission of the College and threatens the careers, educational experience, and well-being of students, faculty, administrators, and staff. Sexual harassment or discrimination has no place within the College. In both obvious and subtle ways, sexual harassment is destructive to individual students, faculty, administrators, staff, and the academic community as a whole. When, through fear of reprisal, a student, staff member, administrator, or faculty member is subject to, submits to, or is pressured to submit to unwanted sexual attention, the College's ability to carry out its mission is undermined.
- b. Sexual harassment is especially serious when it threatens relationships between teacher and student or supervisor and subordinate. In such situations, sexual harassment exploits unfairly the power inherent in a faculty member's or supervisor's position. Through grades, wage increases, recommendations for graduate work, promotion, and the like, a teacher or supervisor can have a decisive influence on a student's, staff member's, administrator's, or faculty member's career at the College and beyond.

- c. While sexual harassment most often takes place in situations of power differential between the persons involved, the College also recognizes that sexual harassment may occur between persons of the same College status. The College will not tolerate behavior between or among members of the College community that creates an unacceptable working, educational, or social environment.

Section 2. PROHIBITED ACTS

No member of the College community shall engage in sexual harassment. Sexual harassment is unacceptable because it may interfere with a person's sense of dignity and well-being in the community. The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical conduct or verbal comments, jokes, questions, or suggestions, when:

- a. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity;
- b. submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.

Section 3. EXAMPLES OF SEXUAL HARASSMENT

Examples of the verbal or physical conduct prohibited by Section 2 above include, but are not limited to:

- a. physical assault or battery;
- b. direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- c. direct propositions of a sexual nature;
- d. a pattern of conduct (not legitimately related to the subject matter of a course if one is involved) which causes discomfort or humiliation or both, that includes one or more of the following: i) comments of a sexual nature; or ii) sexually explicit statements, questions, jokes, or anecdotes; or
- e. A pattern of conduct which causes discomfort or humiliation, or both, to a reasonable person at whom the conduct was directed and which includes one or more of the following: i) unnecessary touching, patting, hugging, or brushing against a person's body; ii) remarks of a sexual nature about a person's clothing or body; iii) remarks about sexual activity or speculation about previous sexual experience; or iv) repeated and unwanted staring.

Section 1. EDUCATION AS A KEY ELEMENT OF THE COLLEGE POLICY

Educational efforts are essential to the establishment of a campus milieu that is as free as possible of sexual harassment and in which high standards of conduct in consensual relationships are observed. There are at least four goals to be achieved through education:

1. ensuring that all victims (and potential victims) are aware of their rights;
2. notifying individuals of conduct that is proscribed;
3. informing all members of the College community about the proper way to respond to complaints about violations of this policy; and
4. helping educate all members of the College community about the problems this policy addresses.

Section 2. PREPARATION AND DISSEMINATION OF INFORMATION

The College shall distribute copies of this policy to all current and future members of the College community. A copy of the sexual harassment policy will be included in student orientation materials. In addition, copies of that policy will be made continuously available at appropriate campus locations.

The Sexual Harassment Committee of the College is charged with arranging training sessions for persons who are likely to receive complaints that this policy has been violated, including, but not being limited to, such persons as resident advisers, academic advisers, college deans, and administrative personnel. Academic deans are encouraged to provide training sessions for full-time and adjunct faculty.

IONA COLLEGE SEXUAL HARASSMENT PROCEDURES

I. DEFINITIONS

- a. **APPEAL:** Appeal means the request by the complainant or respondent to have a review of the determination of the hearing board.
- b. **APPEALS BOARD:** Appeals board means the representatives of Iona College who have been delegated authority to decide if the hearing board made a prejudicial error.
- c. **COLLEGE:** College means any reference to Iona College.
- d. **COMPLAINANT:** Complainant means any employee or student of Iona College who makes an allegation of sexual harassment.
- e. **COMPLAINT:** Complaint means any allegation by the complainant of sexual harassment which would be prohibited by the Iona College Sexual Harassment Policy, Title VII of the Civil Rights Act, Title IX of the Educational Amendments of 1972, the 1980 implementing regulation, and any memorandum, directives, guidelines, or subsequent federal or New York State legislation regarding sexual harassment that may be issued or enacted.

- f. **CORRECTIVE ACTION:** Corrective action means any sanction imposed by the president of the College, or the president's designee.
- g. **DETERMINATION:** Determination means the written advisory decision of the hearing board regarding the validity of the complaint.
- h. **HEARING BOARD:** Hearing board means the representatives of Iona College who have been delegated authority to make an advisory determination as to the validity of a complaint at the formal hearing level.
- i. **OMBUDSPERSON:** Ombudsperson means the employee designated to coordinate Iona College's effort to comply with the Iona College Sexual Harassment Policy, Title VII of the Civil Rights Act, Title IX of the Educational Amendments of 1972, the 1980 implementing regulation, and any memorandum, directives, guidelines, or subsequent federal or New York State legislation regarding sexual harassment that may be issued or enacted.
- j. **PREJUDICIAL ERROR:** Prejudicial error means an error substantially affecting the outcome of a hearing.
- k. **PREPONDERANCE OF THE EVIDENCE:** Preponderance of the evidence means that the evidence must convince the trier of fact that the existence of the fact in question is more probable than not.
- l. **REPLY:** Reply means the answer of the complainant or respondent to the claims made in an appeal.
- m. **RESPONDENT:** Respondent means any employee or student of Iona College alleged to be responsible for committing an act of sexual harassment.
- n. **RESPONSE:** Response means the respondent's written answer to the allegations of sexual harassment in the complaint.
- o. **SEXUAL HARASSMENT COMMITTEE:** Sexual Harassment Committee is the Iona College Committee appointed by the president of the College, or the president's designee, to monitor the effectiveness of the Iona College Sexual Harassment Policy and Procedures and to carry out the educational responsibility of the College in implementing the policy. The Sexual Harassment Committee shall consist of eight members: four faculty members, two administrators, one staff member, and one student. The Sexual Harassment Committee shall elect its own chairperson.
- p. **WORKING DAY:** Working day means every day excluding Saturday, Sunday, and holidays recognized by Iona College.

II. FILING OF A COMPLAINT

- a. **ELIGIBILITY FOR FILING:** Any student or employee of the College may file a sexual harassment complaint under this procedure.
- b. **PRECOMPLAINT MEETINGS:** Normally, a person considering filing a sexual harassment charge will contact the ombudsperson to discuss the matter. However, it is possible that the potential complainant might first consult with some other appropriate person on campus (including, but not limited to, a faculty member, academic adviser, dean, administrative supervisor, campus minister, counselor, or residence hall adviser).

- c. REFERRAL TO OMBUDSPERSON: It is the responsibility of the person consulted about a sexual harassment charge to refer the potential complainant to the ombudsperson.
- d. INITIAL MEETING WITH THE OMBUDSPERSON: At the first meeting between the complainant and the ombudsperson, the ombudsperson will:
 - 1. inform the complainant of the options within the College and outside of the College for pursuing a sexual harassment charge; and
 - 2. give the complainant a copy of the Iona College Sexual Harassment Policy and Procedures. A written record will be made for the ombudsperson's file.
- e. INTERNAL OPTIONS AVAILABLE TO THE COMPLAINANT: The complainant is not required to decide on a course of action at the initial meeting with the ombudsperson. However, the complainant must eventually decide to:
 - 1. discontinue participating in the internal process;
 - 2. file an informal complaint with the ombudsperson and request an informal mediation; or
 - 3. file a formal complaint with the ombudsperson and request a formal hearing.
- f. COMPLAINT FORMS: Informal and formal complaint forms will be available from the ombudsperson. The complaint forms should include the name and home or school address of the complainant and the respondent, the nature and date of the alleged act of sexual harassment, and the signature of the complainant. The complaint may also include the remedy sought by the complainant.
- g. TIME LIMIT FOR FILING A COMPLAINT: The complainant must file an informal or formal complaint with the ombudsperson within 180 actual days of the occurrence of the alleged act of sexual harassment by the accused. If the complainant initially files an informal complaint within the above time limit and the mediation of that complaint is unsuccessful, the complainant may then file a formal complaint. The subsequent filing of the formal complaint will be deemed to be timely (even if it is submitted to the ombudsperson after the 180 day time limit has expired) so long as the other requirements herein have been satisfied.

III. PROCESSING OF AN INFORMAL COMPLAINT

- a. NOTIFICATION OF THE RESPONDENT: Within one week of the filing of an informal complaint with the ombudsperson, the ombudsperson will contact the respondent in order to:
 - 1. give the respondent a copy of the informal complaint that has been filed by the complainant; and
 - 2. give the respondent a copy of the Iona College Sexual Harassment Policy and Procedures. A written record will be made for the ombudsperson's file.
- b. INFORMAL RESPONSE TO AN INFORMAL COMPLAINT: The respondent will have one week to file a written response to the informal

complaint with the ombudsperson. The response should indicate the respondent's willingness or unwillingness to participate in an informal mediation process. A copy of the response will be given to the complainant by the ombudsperson.

- c. **WILLINGNESS OF RESPONDENT TO PARTICIPATE IN AN INFORMAL MEDIATION PROCESS:** If the ombudsperson receives a written response from the respondent indicating that the respondent will participate in the informal mediation process, the ombudsperson will have one week to convene the informal mediation.
- d. **INFORMAL MEDIATION PROCESS:** In many instances, an informal mediation process can be useful in resolving perceived and actual instances of sexual harassment or unprofessional conduct. Problems are sometimes easier to resolve when an informal atmosphere encourages people to identify the difficulty, talk it out, and agree on how to deal with it. Consequently, the ombudsperson is encouraged to be flexible in arranging an informal mediation process which will best meet the needs of each individual case. In some instances, the ombudsperson may find it appropriate to meet with the complainant and respondent separately, together, or in the presence of some other appropriate member of the College community. The informal mediation process may continue for as long as the ombudsperson, complainant, and respondent are willing. No informal resolution may be imposed on either the complainant or the respondent without both parties consenting to the resolution.
- e. **RESOLUTION OF COMPLAINT AS A RESULT OF INFORMAL MEDIATION:** If the informal mediation results in a resolution agreed to by the complainant and the respondent, the ombudsperson will prepare a memorandum indicating the terms of the resolution and the need, if any, for follow up by the ombudsperson. The complainant and the respondent must meet with the ombudsperson within one week of the close of the informal mediation process in order to sign the memorandum. The complainant and respondent will each receive a copy of the memorandum. The original will be retained in the ombudsperson's permanent file.
- f. **FAILURE TO ACHIEVE MUTUAL AGREEMENT TO A RESOLUTION OF A COMPLAINT AS A RESULT OF INFORMAL MEDIATION:** If the informal mediation fails to produce a resolution mutually agreed to by the complainant and the respondent, the ombudsperson will prepare a memorandum indicating that the informal mediation was not successful and send copies by certified mail (return receipt requested) to the complainant and the respondent. The complainant and the respondent must meet (either together or individually) with the ombudsperson within one week of receipt of the copies of that memorandum in order to sign the original memorandum confirming that mediation was not possible. The original memorandum with the signatures of the ombudsperson, complainant, and respondent will be retained in the ombudsperson's permanent file.

- g. **UNWILLINGNESS OF RESPONDENT TO PARTICIPATE IN AN INFORMAL MEDIATION PROCESS:** If the ombudsperson does not receive an informal response from the respondent or receives an informal response indicating that the respondent is unwilling to participate in the informal mediation process, the ombudsperson will immediately send letters by certified mail (return receipt requested) to the complainant and the respondent informing each that there will be no informal mediation. The letter will also indicate that the complainant has one week upon receipt of the certified letter to:
1. inform the ombudsperson whether he or she intends to continue participating in the College process;
 2. file a written formal complaint with the ombudsperson and request a formal hearing (this will be allowed even if the 180 actual day time limit had expired before the unsuccessful mediation process was completed);
or
 3. inform the ombudsperson whether he or she intends to reserve the right to file a written formal complaint. (This will only be allowed if a subsequent formal complaint is filed with the ombudsperson within 180 days of the alleged sexual harassment by the complainant.)

IV. PROCESSING OF A FORMAL COMPLAINT

- a. **FILING OF A FORMAL COMPLAINT:** The formal complaint must be filed by the complainant with the ombudsperson. If the complainant had filed an informal complaint against the respondent which was not resolved, the complainant may file the same, or an amended, statement of allegations in the formal complaint.
- b. **NOTIFICATION OF THE RESPONDENT:** The ombudsperson, upon the timely receipt of a formal complaint and request for a formal hearing by the complainant, will send a copy of that complaint by certified mail (return receipt requested) to the respondent. If the complainant had not previously filed an informal complaint regarding this same allegation of sexual harassment against the respondent, the ombudsperson will send the respondent a copy of the Iona College Sexual Harassment Policy and Procedures. The ombudsperson will also be available to meet with the respondent to discuss the complaint and the College's policy and procedures.
- c. **RESPONSE TO FORMAL COMPLAINT:** The respondent will have one week upon receipt of the formal complaint to file a written response with the ombudsperson. The response should include a confirmation or denial of the allegations in the complaint; an indication of the extent to which the complaint has merit; and an acceptance or rejection of any remedy sought by the complainant. Upon receipt of the response, the ombudsperson will send a copy of the response to the complainant by certified mail (return receipt requested).

- d. **FAILURE TO RESPOND TO FORMAL COMPLAINT:** The failure of the respondent to respond to a formal complaint will not result in the termination of the formal hearing process.
- e. **SUSPENSION OF FORMAL HEARING PROCESS:** The College may suspend the formal hearing process if there is any pending civil and/or criminal litigation in a related matter involving the parties.
- f. **FORMATION AND CONSTITUTION OF A HEARING BOARD:** Upon receipt of a formal complaint and request for a formal hearing by a complainant, the ombudsperson will immediately contact the chairperson of the Sexual Harassment Committee to arrange for the calling together of a hearing board. The hearing board will be chosen by the chairperson of the Sexual Harassment Committee from among the members of the Sexual Harassment Committee and a rotating pool of 48 members of the College community. The ombudsperson will arrange for each member of the pool to participate in at least one annual training session in the law of sexual harassment and the Iona College Sexual Harassment Policy and Procedures.

The hearing board pool shall consist of 12 faculty members, 12 administrators, 12 staff members, and 12 students. The provost shall make appointments to the pool based on nominations of faculty and students by the academic deans and of administrators and staff members by the administrative officers. In each instance, an attempt should be made to gender balance the appointments.

The hearing board for a specific case will consist of five members:

- 1 member of the Sexual Harassment Committee (who will serve as the chairperson of the hearing board);
- 1 member of the pool who is a peer of the complainant;
- 1 member of the pool who is a peer of the respondent; and
- 2 members of the pool who are neither peers of the complainant nor peers of the respondent.

The hearing board should not consist of more than three members of the same sex. Students may only be selected to serve on hearing boards in which the complainant or the respondent is a student. The ombudsperson and the chairperson of the Sexual Harassment Committee may not serve on a hearing board.

The chairperson of the Sexual Harassment Committee will exclude from the hearing board any member of the pool who is not impartial with regard to the parties to a particular hearing or who has specific knowledge of the case in question.

- g. **SCHEDULING OF HEARING:** The ombudsperson shall set the date for the formal hearing to be held no more than three weeks after the ombudsperson's receipt of the complainant's formal complaint. It is the responsibility of the ombudsperson to notify the complainant and respondent as to the time and place of the formal hearing.
- h. **WITNESS LISTS:** Two working days prior to the hearing, the complainant and the respondent will provide the ombudsperson with a list of the witnesses who will be called to testify at the hearing. The ombudsperson will immediately make each list available to the other party. Subsequent amendments to the witness lists will only be allowed at the discretion of the chairperson of the hearing board.
- i. **DOCUMENTS AVAILABLE TO HEARING BOARD:** Prior to commencement of the formal hearing, each member of the hearing board will be provided with a copy of the formal complaint, the formal response, and the witness lists.
- j. **PERSONS PRESENT AT THE FORMAL HEARING:** The formal hearing will be closed to the public. The people who may be present at the hearing are: the complainant; the respondent; the members of the formal hearing board; the stenographer; and the witnesses called by the complainant and respondent. Each witness will be allowed to be present in the hearing room only while he or she is giving testimony. In addition, the complainant and the respondent may each have present at the hearing one other person (who may act as an adviser but who will not be allowed to actively participate in the hearing).

All persons who attend the hearing will be instructed by the chairperson of the hearing board as to the importance of confidentiality.
- k. **PROCEDURES GOVERNING THE CONDUCT OF THE FORMAL HEARING:** The specific details for the conduct of a particular formal hearing shall be made by the hearing board. However, the formal hearing must be conducted as expeditiously and fairly as possible. In addition, each hearing must comply with the following requirements:
 - 1. **RECORD OF THE PROCEEDING:** A stenographic transcript will be made to provide a permanent record of the proceeding.
 - 2. **OPENING STATEMENTS:** The formal hearing will begin with an opening statement by the chairperson of the hearing board. The complainant and the respondent will then have the opportunity to make opening statements.
 - 3. **WITNESSES:** The complainant, respondent, and hearing board will have the right to call such witnesses as they deem necessary to develop the facts pertinent to the case.
 - 4. **QUESTIONING OF WITNESSES:** Formal rules of evidence shall not be applied at the formal hearing. The complainant, respondent, and the members of the hearing board will have the right to ask questions of any person participating in the hearing.

5. CLOSING STATEMENTS: After all witnesses have been fully questioned, the complainant and then the respondent will have the opportunity to make closing statements.
 6. BURDEN OF PROOF: The complainant has the burden of proving his or her complaint by the preponderance of the evidence.
 7. ISSUES AND OBJECTIONS ARISING DURING THE FORMAL HEARING: All decisions as to any issues and objections arising during the formal hearing, including, but not limited to, whether a potential witness may testify, whether certain documents and other real evidence are admissible, and whether certain questions are appropriate shall be made by the chairperson of the hearing board after consultation with the other members of the hearing board.
- l. DETERMINATION BY HEARING BOARD: The hearing board will begin its deliberations in private after the closing statements have been made. The determination that sexual harassment has occurred will be made if four of the five hearing board so find. A written statement of the determination and a copy of the stenographic record of the hearing will be given to the president of the College, or the president's designee, within one week of the end of the formal hearing. Any member of the hearing board may write a supporting or dissenting position letter which will accompany the majority determination.
 - m. FINAL DECISION AND CORRECTIVE ACTION: The president of the College, or the president's designee, will have two weeks to review the stenographic record and the determination of the hearing board and to issue a final decision which will include any corrective action which will be taken by the College.
 - n. NOTIFICATION AND RECORD KEEPING: The president of the College, or the president's designee, will send copies of the hearing board's determination and the president's, or the president's designee's, final decision by certified mail (return receipt requested) to the complainant and the respondent. Additional copies will be given to the ombudsperson and the appropriate dean or administrator for the complainant and the respondent and will become part of the permanent files of the complainant, the respondent, and the ombudsperson.

V. PROCESSING OF AN APPEAL

- a. RIGHT OF APPEAL: If the complainant or respondent is dissatisfied with the determination of the hearing board, he or she may appeal that determination to the appeals board. Such an appeal must be made in writing to the ombudsperson within one week of the receipt of the certified letter containing the determination of the hearing board and final decision of the president or his designee. The appeal must briefly state the basis for the dissatisfaction. The appeal process may not be used to reconsider the facts but only to determine if there has been a prejudicial error in applying the Iona College Sexual Harassment Policy and Procedures at the formal hearing.

- b. **NOTIFICATION TO PARTY NOT FILING AN APPEAL:** Upon the timely receipt of the appeal request, the ombudsperson will send a copy of the appeal request to the other party. Upon receipt of that notification, that party will then have one week to file a written reply with the ombudsperson.
- c. **FORMATION AND CONSTITUTION OF APPEALS BOARD:** The appeals board will consist of one member of the Sexual Harassment Committee (who will serve as the chairperson of the appeals board) and two members of the trained pool (described in IV (f) above) who will be selected by the chairperson of the Sexual Harassment Committee. The appeals board will consist of one peer of the complainant, one peer of the respondent, and one person who is neither a peer of the complainant nor a peer of the respondent. The appeals board should have no more than two members of the same sex. Members of the appeals board may not have served on the formal hearing board.
- d. **PROCEDURES GOVERNING CONDUCT OF THE APPEALS PROCESS:**
 - 1. **INFORMATION SUPPLIED TO APPEALS BOARD:** The ombudsperson will supply the appeals board with copies of the complaint, the response, the stenographic recording of the hearing, the determination of the board, the final decision of the president, the appeal, and the reply.
 - 2. **TIME AND MANNER OF THE APPEALS HEARING:** The ombudsperson will arrange for the appeals board to conduct the appeals hearing within one week of the deadline for filing the reply. The complainant and the respondent will be given an opportunity to present one half hour each of oral arguments to the appeals board in support of their appeal and reply. The appeals board will then consider the materials submitted by the ombudsperson.
- e. **DECISION OF THE APPEALS BOARD:** The decision of the appeals board will be submitted in writing to the president of the College, or the president's designee, and the ombudsperson within one week of the end of the appeals hearing. If the appeals board determines that there was no prejudicial error, it will affirm the hearing board's determination. However, if the appeals board determines that there had been a prejudicial error committed by the hearing board, the appeals board will remand the case to the ombudsperson for a new hearing. If the case is remanded, a new hearing board will be formed and scheduled to hear evidence, in accordance with the requirements contained in Section IV, within one week of the receipt of the decision of the appeals board by the ombudsperson.
- f. **NOTIFICATION OF THE DECISION OF THE APPEALS BOARD:** The president of the College, or the president's designee, will send a copy of the decision of the appeals board by certified mail (return receipt requested) to the complainant and the respondent. Copies of the decision will also be sent to all parties who received copies of the determination of the hearing board in order to be placed in the permanent files of the complainant, the respondent, and the ombudsperson.

- g. **FINALITY OF DECISION OF APPEALS BOARD:** The decision of the appeals board will constitute the final determination as to whether the formal hearing was conducted with prejudicial error.

VI. GENERAL PROVISIONS

- a. **WAIVER OF TIME REQUIREMENTS:** The waiver of time requirements throughout this process may be made at the sole discretion of the ombudsperson in those instances where the ombudsperson has concluded that to follow the time requirements would be impossible or would result in unfairness. The ombudsperson may also waive the time requirements in those instances where the complainant and the respondent mutually consent to the waiver.
- b. **PROHIBITION OF RETALIATION:** No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or assisted others in the utilization of this sexual harassment complaint process.
- c. **AVAILABILITY OF OTHER PROCEDURES:** These Sexual Harassment Procedures are primarily designed to handle personal sexual harassment complaints initiated by individual members of the College against other members of the College. This procedure does not preclude the College itself from initiating actions under other appropriate procedures.

POLICY ON CAMPUS SAFETY AND SEXUAL ASSAULT PREVENTION INFORMATION

Iona College informs students and employees about the Student Right to Know and Campus Security Act (CSA) of 1990 and related amendments which have been added to the education laws of New York State since 1990. These laws, with which the College intends to comply fully, were designed to create an advisory committee on campus safety, and prepare and disseminate an annual security report for the state and federal government and other interested parties. The report includes a description of policies related to campus safety and statistics concerning specific crimes reported to campus security authorities or local police agencies. These laws are also designed to establish a campus sexual assault program to prevent sex offenses, develop procedures to follow when a sex offense occurs, and distribute sexual assault prevention information to members of the community. It also includes other information for educating students and staff about campus safety. Counseling Services, Health Services, Residential Life, Campus Safety and Security, and/or Student Development are available to the victims of any type of crime.

Iona College, through the Counseling Center and the Office of Residential Life, presents an annual mandatory workshop for all incoming freshman students (Residents and Commuters) that addresses Sexual Assault, Acquaintance Rape, and Relationship Violence, entitled “Preventing Interpersonal Violence on the College Campus”.

Rape and sexual assault are violent crimes in which another individual subjects a person to involuntary sexual contact. Women in their late teens and early twenties are particularly vulnerable to being victimized in this way.

On college campuses, the most common form of sexual assault is “acquaintance rape,” in which the victim knows the assailant. Because the victim is familiar with the assailant, she (or he) may be more trusting and less vigilant in the company of this person. Among college students acquaintance rape often takes place in connection with alcohol and drug use. Female college students are also particularly vulnerable to being victimized by so called “date rape drugs,” which are more fully discussed below.

If you or someone you know is sexually victimized, it is extremely important that the incident be reported to Campus Safety and Security and to the local police department. It is equally important that the victim immediately go to the nearest hospital emergency room to be examined for health and physical injury concerns, so that physical evidence can be gathered. It is therefore important that the victim not shower or discard clothing worn during the assault. Note that none of these activities mean that the victim must press charges. However, these actions will strengthen the legal position of the victim, if and when charges are filed. In assisting the victim of a sexual assault, a sensitive, non-judgmental attitude is the most helpful.

The following safety tips are designed to assist in your personal safety:

- Do not go off with or accept rides from an individual that you have just met.
- Avoid isolated areas when you are alone or on a first date. Ideally, go out with another couple.
- Set clear limits with your partner and be sure that both of you are comfortable with these guidelines.
- If you feel that your safety is being compromised, attempt to attract attention. Do not be embarrassed to cause a scene.
- If you are drinking alcohol, drink responsibly. People may attempt to encourage you to drink more, and your judgment could become impaired.
- Never leave your drink unattended at a party or a bar. Always be safety conscious and familiarize yourself with the statutes of rape and sexual assaults.
- In accordance with New York State law, you must be 21 years old or older to drink.

“Date rape” drugs are narcotics that are added to a beverage to induce confusion, loss of control, and sedative effects in a potential victim for the purpose of sexual assault. The victim normally will have minimal recollection of what occurred while under the influence of this drug. Therefore, the victim could be taken advantage of by the offender. It is recommended that you go out with a group of friends, stay together throughout the night, and leave together. The most common “date rape” drugs are Rohypnol (“Roofies”) and Gamma-hydroxybutyrate (GHB).

If you believe that you have been victimized by use of a “date rape” drug, follow the suggestions noted above. Also, do not discard the beverage and its container, as they will potentially provide important evidence.

A full discussion of “acquaintance rape” and “date rape” drugs may be found in the Iona College Student Handbook.

The cooperation and involvement of students and employees in a campus safety program are important. All members of the College community are asked to assume responsibility for their own personal safety and the security of their personal belongings, by taking simple, common sense precautions. Further information regarding personal safety, which includes fire, first aid, and the reporting of any and all unusual occurrences or irregularities, is available in the Offices of Campus Safety and Security, and Student Development. Several important crime prevention techniques are:

1. Walk or study with friends.
2. Avoid being alone in buildings on the grounds.
3. Notify someone in authority when you will be working in any building after hours or on weekends.
4. Report any suspicious persons or activity to campus security or the administrator in charge of a facility or program.
5. Keep doors locked at all times.

The College affirms the dignity of all persons who are victims of crime and recognizes each person’s right to privacy and confidentiality. If a student or employee is the victim of a sexual crime, he/she should immediately notify the appropriate official in the Offices of Counseling Services, Health Services, Residential Life, Campus Safety and Security, and/or Student Development, who will then assist with making further notifications to the appropriate law enforcement authorities if the sexual assault victim wants a notification made. If a student or employee is the victim of a sexual crime (rape, acquaintance rape, or other sexual offenses) it is imperative not to shower, discard any clothing worn during the assault or do anything else which could destroy evidence. The police department and district attorney will need physical evidence to assist with their investigation and prosecution. The College will make every attempt to assist a sexual assault victim by providing options such as changing the academic and living arrangements precipitated by the offense.

Failure to comply with the College’s regulations and the laws of the state of New York and/or the laws of the federal government governing crime and sexual assault constitutes a violation of the Code of Conduct which is contained in the Student Handbook. Violations are punishable by sanctions which have been imposed pursuant to the judicial procedures of the College. These sanctions include dismissal from the

College and students may also be accountable to the appropriate law enforcement authorities. The College cannot protect any member of the College community who violates state or federal laws.

The definition of sex offenders under the State of New York Penal Code are as follows:

Sexual Misconduct (Class A Misdemeanor, up to 1 year in prison) has occurred when: (1) a male engages in sexual intercourse with a female without her consent; (2) a person engages in deviate sexual intercourse with another person without the latter's consent; or (3) a person engages in sexual conduct with an animal or a dead human body.

Rape in the Third Degree (Class E Felony, not to exceed 4 years in prison) has occurred when: (1) a person engages in sexual intercourse with another person to whom the actor is not married who is incapable of consent by reason of some factor other than being less than 17 years old; or (2) being 21 years old or more, he or she engages in sexual intercourse with another person to whom the actor is not married or is less than 17 years old.

Rape in the Second Degree (Class D Felony, not to exceed 7 years in prison) has occurred when a person being 18 years old or more engages in sexual intercourse with another person to whom the actor is not married and is less than 14 years old.

Rape in the First Degree (Class B Violent Felony, not to exceed 25 years in prison) has occurred when he or she engages in sexual intercourse with a another person: (1) by forcible compulsion; (2) who is incapable of consent by reason of being physically helpless; or (3) who is less than 11 years old.

Criminal Sexual Act in the Third Degree (Class E Felony, not to exceed 4 years in prison) has occurred when (1) He or she engages in oral sexual conduct or anal sexual conduct with a person who is incapable of consent by reason of some factor other than being less than seventeen years old; (2) Being twenty-one years old or more, he or she engages in oral sexual conduct or anal sexual conduct with a person less then seventeen years old; or (3) He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent where such lack of consent is by reason of some factor other then incapacity to consent.

Criminal Sexual Act in the Second Degree (Class D Felony, not to exceed 7 years in prison) has occurred when (1) Being eighteen years old or more, he or she engages in oral sexual conduct or anal sexual conduct with another person less than fifteen years old; (2) He or she engages in oral sexual conduct or anal sexual conduct with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It shall be an affirmative defense to the crime of criminal sexual act in

the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Criminal Sexual Act in the First Degree (Class B Felony, not to exceed 25 years in prison) has occurred when he or she engages in oral sexual conduct or anal sexual conduct with another person: (1) By forcible compulsion; or (2) Who is incapable of consent by reason of being physically helpless; or (3) Who is less than eleven years old; or (4) Who is less than thirteen years old and the actor is eighteen years old or more.

Sexual Abuse in the Third Degree (Class B Misdemeanor, up to 3 months in prison) has occurred when a person subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that (1) such other person's lack of consent was due solely to incapacity to consent by reason of being less than 17 years old; and (2) such other person was more than 14 years old; and (3) the defendant was less than five years older than such other person.

Sexual Abuse in the Second Degree (Class A Misdemeanor, up to 1 year in prison) has occurred when a person subjects another person to sexual contact and when such other person is: (1) incapable of consent by reason of some factor other than being less than 17 years old; or (2) is less than 14 years old.

Sexual Abuse in the First Degree (Class D Violent Felony, not to exceed 7 years in prison) has occurred when a person subjects another person to sexual contact: (1) by forcible compulsion; (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than 11 years old.

Aggravated Sexual abuse in the fourth degree (Class E Felony, Not to exceed 4 years in prison) has occurred when 1. (a) He or she inserts a foreign object in the vagina, urethra, penis or rectum of another person and the other person is incapable of consent by reason of some factor other than being less than seventeen years old; or (b) He or she inserts a finger in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than seventeen years old. (2) Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the third degree (Class D Felony, not to exceed 7 years in prison) has occurred when a person inserts a foreign object in the vagina, urethra, penis or rectum of another person: (1) By forcible compulsion; or (2) When the other person is incapable of consent by reason of being physically helpless; or (3) When the other person is less than eleven years old. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the second degree (Class C Felony, not to exceed 15 years in prison) has occurred when a person inserts a finger in the vagina, urethra, penis, or rectum of another person causing physical injury to such person: (1) By forcible compulsion; or (2) When the other person is incapable of consent by reason of being physically helpless; or (3) When the other person is less than eleven years old. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the first degree (Class B Felony, not to exceed 25 years in prison) has occurred when a person inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person: (1) By forcible compulsion; or (2) When the other person is incapable of consent by reason of being physically helpless; or (3) When the other person is less than eleven years old. Conduct performed for a valid medical purpose does not violate the provisions of this section.

In accordance with the Campus Sex Crimes Prevention Act, information concerning registered sex offenders in New Rochelle may be obtained from the Criminal Investigation Unit of the New Rochelle Police Department. The New Rochelle Police Department is located at 475 North Avenue, New Rochelle, New York. A representative from the records department will be able to assist you between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday, excluding holidays. For more information please call (914) 654-2230.

The Offices of Counseling Services, Health Services, Residential Life, Campus Safety and Security, and/or Student Development distribute information and/or conduct discussions and workshops on personal safety and sexual assault for students and employees. These offices have also developed a network of community and mental health services for sexual assault victims. The purpose of this programming and referral system is to inform members of the College community regarding campus safety and security procedures and to assist the victims of sexual assault. All members of the College community are encouraged to read all relevant information and attend workshops whenever and wherever possible.

PROTOCOL FOR RESPONDING TO BIAS-RELATED INCIDENTS

A. Statement of Purpose:

Iona College seeks to provide every student with a safe and secure learning environment that is free of crime and/or policy violations motivated by discrimination, sexual and bias-related harassment, and other violations of rights.

Iona College recognizes and values the similarities and differences among students and recognized student organizations at the College. Discrimination, sexual and bias-related

harassment, and other violations of rights disrupt the educational process and will not be tolerated. As members of the College community, students can reasonably expect that the following rights will be respected by all College offices, programs, employees, and organizations.

B. Statement of Student Rights:

NON-DISCRIMINATION - Students have the right not to be discriminated against by any agent or organization of Iona College for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, or sexual orientation. Students who feel they have been discriminated against for any of the above reasons may contact the Office of Student Development at 914-633-2360 or visit the office located on the Second floor of the LaPenta Student Union.

C. Definitions:

Hate crimes and bias-related incidents involve behavior that is motivated by race, religion, sexual orientation, ethnicity, national origin, gender, age, or disability. Bias-related incidents include those actions that are motivated by bias, but do not meet the necessary elements required to prove a crime. Hate crimes are also motivated by bias, however they include conduct constituting a crime, such as: threats of violence, property damage, personal injury and other illegal conduct.

Bias-related incidents are defined as behavior, which constitutes an expression of hostility, against the person or property of another because of the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age, or disability. Bias-related incidents include, but are not limited to: non-threatening name calling and using degrading language or slurs directed toward a person because of his or her membership (or perceived membership) in a protected class.

A person commits a hate crime when he or she commits a specified criminal offense and either:

1. intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
2. intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Please refer to New York Penal Law section 485.05 to view the entire section of law.

Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, and fire bombings.

D. Procedures for Responding to Bias-Related Incidents:

These procedures apply, to the extent reasonably practicable under the circumstances, during both business and non-business hours. When a Student Development staff member becomes aware of a bias-related incident, the following procedures are to be applied:

1. Determine whether emergency medical treatment for physical injury is needed. If medical attention is needed, contact the Department of Campus Safety and Security at 914-633-2560 and the New Rochelle Police Department (911) to request an ambulance.
2. If medical attention is NOT needed, contact the Department of Campus Safety and Security to report the incident if it has not already been reported.
3. Immediately document what happened. Where reasonable, complete a supplemental incident report form and include as much detail as possible. Record where and when the incident occurred and document the names of witnesses if applicable. In addition, document detailed information about the perpetrator(s) if applicable. Retain any physical evidence of the incident (e.g., messages written on doors, physical objects, etc.)
4. If possible, ensure the responding Campus Safety Officer documents the incident as a bias-related activity and photographs physical injuries, offensive graffiti and evidence of vandalism. All documented incidents of bias-related activity will be retained in the Office of Campus Safety and Security and the Vice Provost for Student Development.
5. The targeted person should be engaged in a discussion to determine what role he or she would like to play in responding to the incident. A targeted person may feel uncomfortable about cooperating with an investigation due to fear of retaliation by the perpetrator(s). Assure the targeted person that his or her personal safety and security is important; that special requests, such as relocation and/or anonymous reporting can be utilized to minimize foreseeable threats; and, that any retaliatory behavior by the perpetrator or his or her supporters may constitute an independent violation of College policy.
6. If the targeted person is distraught, contact the Counseling Center at 914-633-2038 or by recall based on the Emergency and Disaster Plan. Fully explain the situation to the counselor and suggest that they may want to speak with the student over the telephone to conduct an initial assessment. If the student does not wish to speak with a counselor, suggest contacting someone that the student knows for emotional support. Additional resources to offer include, but are not limited to:
 - Office of Residence Life914-633-2336
 - Office of Student Development914-633-2360

Office of Campus Safety and Security.....	914-633-22245 or 633-2560
Counseling Center.....	914-633-2038
Office of Campus Ministries.....	914-633-2772

7. Parents and/or guardians of students should be notified only at the request of the student or if the student has been injured. Every effort should be made to facilitate the student in making the decision to contact a parent and/or guardian.
8. Following a complete investigation of the incident, it may be necessary to contact Facilities Management to clean and/or repair any damage to, or graffiti on, College property only after it has been documented by photographs.
9. Contact the Vice Provost for Student Development to ensure that the Emergency and Disaster Plan is immediately put into effect to respond to this potential crisis situation. The Division of Student Development will hold open forums and encourage group dialogue to allow the community an opportunity to express concerns and suggestions. The Non-Discrimination Policy will be the focus and all members will discourage tolerance for harassment, discrimination and other violations of rights that disrupt the educational process.
10. The Division of Student Development will act to facilitate the investigation of all complaints of bias-related incidents and/or hate crimes by taking appropriate action to identify any College community member who is found to have violated applicable law or College policy, as well as to respond in a sensitive manner to the targeted person, his or her family, and the broader community.
11. All bias-related incidents shall be considered confidential. Any personal information obtained during the investigation or adjudication of the matter will be subject to disclosure only to the extent required by law.

Note: There have been many court opinions defining the word “threat” in the context of free speech. Those court opinions, often arising out of Vietnam and civil rights era protests, have distinguished between “provocative” or “boorish” expression (generally protected by the First Amendment) and “true threats” (which may lawfully be punished). A “true threat” was summarized by one federal appellate court as requiring “a serious expression of intent to harm or assault.” *United States v. Orozco-Santillan*, 903 F. 2d 1262 (9th Cir. 1990). The perception of such a threat must be “objective” from the standpoint of a “reasonable person,” not the subjective impressions of a complainant.

Updated: June 7, 2006

TIMELY WARNING POLICY

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Campus Safety & Security or Crisis Manager, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued.

Clear and consistent communication is essential during any emergency situation. As decisions are made by the Crisis Management Team, in conjunction with senior College officials, appropriate communications must be developed and distributed immediately to all key audiences: students, faculty, staff, parents, and the general public.

College distribution channels include the official College e-mail system, the College web site (www.iona.edu), voice mail, and the College emergency text messaging system. Information is also communicated via the news media (television, radio, newspapers, internet, etc.).

MISSING STUDENT MANDATORY REPORTING POLICY

Iona College has instituted the following policy related to missing student reporting:

1. All students, employees, or other individuals with knowledge that a student has been missing for 24 hours should report this information to:
 - The Vice Provost for Student Development
 - The Assistant Vice Provost for Residential Life
 - The Director for Campus Safety and Security
2. Any official missing student report must be referred immediately to Campus Safety and Security for an initial investigation to verify basic facts. The New Rochelle Police Department will be immediately notified to conduct a Missing Student Investigation.
3. Each student residing in on-campus student housing must identify to the Office of Residential Life a contact person or persons whom the institution shall notify if the student is determined to be missing by the Department of Campus Safety and Security, or the New Rochelle Police Department;
 - All student contact information will be maintained in a confidential manner in the Office of Residential Life and this information will only be accessible to authorized campus officials;
4. If a student is under 18 years of age and not emancipated, the institution must notify a custodial parent or guardian when the student is missing, in addition to any additional contact person that may have been designated by the student; and

5. Iona College, regardless of whether a student named a contact person, unless the New Rochelle Police Department made the determination that a student is missing, the College will notify the New Rochelle Police Department that the student is missing.

The above procedures must be followed when a student who resides in an on-campus student housing is determined to have been missing for 24 hours. The notifications are as follows:

- If the student has designated a contact person, notifying that contact person within 24 hours;
- If the student is under 18 years of age and is not emancipated, the student's custodial parent or guardian and any other designated contact person within 24 hours; and
- Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, informing the New Rochelle Police Department that the student is missing within 24 hours.

IONA COLLEGE EMERGENCY RESPONSE POLICIES

INTRODUCTION

College Campuses are not immune to incidents such as violent crimes, weather related emergencies, hazardous materials incidents, and the like. In the event of such a situation, the College's Emergency Notification System (ENS) will alert the campus community of the incident. The Office of Campus Safety and Security, as part of the Emergency Response Team, has prepared this series of guidelines for students, faculty, and staff to follow in various emergency situations. It is recommended that you become familiar with this information and keep this guide conveniently located for quick reference.

In the event of an actual emergency, Iona College has designated the following individuals who have the responsibility and authority to activate the Emergency Response Plan and Emergency Notification System:

Charles J. Carlson
Vice Provost for Student Development

Dominic C. Locatelli
Director for Campus Safety & Security

Iona College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Iona College conducts a practical exercise to test emergency response and evacuation procedures annually. On October 21, 2010, a test of the emergency response and evacuation procedure took place. The test involved the response to a simulated hazardous materials leak at the Rice Residence Hall and was coordinated between the Iona College Department of Campus Safety & Security, the New Rochelle Police Department, New Rochelle EMS and the New Rochelle Fire Department. The test was not announced to the Iona College Campus Community.

Please report all on-campus emergencies, suspicious activities, or criminal offenses to the Office of Campus Safety and Security by dialing “2560” from any Iona College campus phone or dialing 914- 633-2560. Any of the exterior blue light emergency telephones or interior emergency telephones may also be used for direct contact with the Office of Campus Safety and Security.

Shelter-in-Place

What “Shelter-in-Place” Means One of the instructions you may be given in an emergency situation is to “Shelter-in-Place.” That is, to remain indoors due to a developing dangerous/hazardous situation outdoors. These guidelines are aimed at keeping you safe while remaining indoors. “Shelter-in-Place” means selecting a small, interior room if possible, with no or few windows, and taking refuge there. It does not mean sealing off your entire building or barricading the room you are using for shelter. If you are told to “Shelter in-Place,” follow the guidelines provided.

Why You Might Need to “Shelter-in-Place

For any type of emergency where guidelines for “Shelter-in-Place” would be appropriate, information will be provided by College authorities through the Emergency Text Messaging System. The important thing is for you is to follow these guidelines and know what to do if you are advised to “Shelter-in-Place.”

How to Shelter-in-Place

Stop classes or work, or close business operations.

- If there are students, faculty, staff, or visitors in the building, provide for their safety by asking them to stay. When College authorities suggest to “Shelter-in-Place,” they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes.

- It is ideal to have a hard-wired telephone in the room(s) you select. Have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room(s). Shut and lock the door(s).
- Be alert for ENS updates until you are told all is safe or you are told to evacuate. These updates may call for evacuation of specific areas.

Supplies

For the workplace, where you might be confined for several hours, the following supplies are suggested to have available:

- Flashlight
- Battery-powered radio
- Food – high-energy foods like granola bars, energy bars, etc.
- Water
- Medications – If you use prescription medications, keep at least a small supply of these available.

More Information

If you would like more information regarding Emergency Preparedness check out: American Red Cross www.redcross.org/services/disaster/beprepared

ACTIVE SHOOTER

Introduction

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

Guidance to Faculty, Staff, and Students

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

- If an active shooter is outside your building, you should immediately seek cover in an attempt to conceal and hide from the shooter. Proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 2560 or (914) 633-2560, advise the dispatcher of what is taking place, and inform him/her of your location;

remain in place until the police give the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

- If an active shooter is in the same building you are, you should immediately seek cover in an attempt to conceal and hide from the shooter. Determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.
- If an active shooter enters your office, classroom, or residence, try to remain calm. Call 2350 or (914) 633-2560 if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place, and do not touch anything that was in the vicinity of the shooter. No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are, and notify authorities of their location as soon as possible. Proceed to a safe location, and do not leave campus until advised it is safe to do so by police.

What to Expect from Responding Police Officers

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams; they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might also be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying, and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

General Quick Response Guide

- Secure immediate area.
- Lock and barricade doors.
- Turn off lights.
- Close blinds.
- Silence cell phones.
- Block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets).
- Place signs in exterior windows to identify the location of injured persons.

Contacting Authorities

- Use (914) 633-2560 to contact the Iona College Office of Campus Safety and Security
- Dialing 2560 from a campus phone will connect with Campus Safety and Security.
- Dialing 911 from a cell phone will connect you with New York State Police Emergency Enhanced 911. Be sure to give the call taker your exact location. It is advisable to program 914-654-2300 into your cell phone to call the New Rochelle Police Department directly.

What to Report

- Your specific location — building name and office/room number
- Number of people at your specific location
- Injuries — number injured, types of injuries
- Assailant(s) — location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooter's identity if known, separate explosions from gunfire, etc.

Un-Securing an Area

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until he or she has been engaged by an outside force.
- Attempts to rescue people should only be considered if it can be accomplished without further endangering the persons inside the secured area.
- Always consider the safety of masses vs. the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

HOSTAGE SITUATION

If You Hear or See a Hostage Situation

- Immediately remove yourself from any danger.
- Immediately notify the Office of campus Safety and Security at (914) 633-2560 (or 2560 from any campus phone).
- Be prepared to give the Office of Campus Safety and Security personnel the following information:
 - Location and room number of incident
 - Number of possible hostage takers
 - Physical description and names of hostage takers, if possible
 - Number of possible hostages
 - Any weapons the hostage takers may have
 - Your name
 - Your location and phone number

If You are Taken Hostage

- Remain calm, polite, and cooperate with your captors.
- Do not attempt escape unless there is an extremely good chance for your survival. It is safer to be submissive, and obey your captors.
- Speak normally. Do not complain, avoid being belligerent, and comply with all orders.
- Do not draw attention to yourself with sudden body movements, statements, comments or hostile looks.
- Be observant and attempt to memorize the physical traits, voice patterns, clothing or other details that can help provide later identification of your captors.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you and have established a relationship.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

If a Rescue is Taking Place

- Do not run. Drop to the floor, and remain still with your hands clearly visible. Do not make any sudden movements as the police may not be able to clearly identify hostages from hostage takers.
- Wait for instructions from the police, and obey all instructions.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
- Even if you are handcuffed and searched, do not resist. Just wait for the confusion to clear.

- You will be taken to a safe area, where proper identification will take place as well as an interview.

Bomb Threats

If you receive a bomb threat by telephone, here are some helpful things to remember:

- Remain calm. When the bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
- Do not put the caller on hold.
- Do not attempt to transfer the call.
- The person taking the call should immediately notify another staff person in the office, preferably while the caller is still on the line.
- Pay attention to the caller and his/her words and speech:
 - Does the caller have any distinguishing voice characteristics such as an accent, stuttering or mispronunciation?
 - Is the caller angry, excited, irrational or agitated?
 - Is the caller a man or woman, young, middle-aged, or old?
 - If you have caller ID, note the phone number of the caller.
- Listen for background noises (traffic, train whistle, music, radio, TV, children, airplanes, etc).
- It is important to document all that you know and hear. This should include filling out the Bomb Threat Checklist.
- Call the Office of Campus Safety and Security at 2560 from a campus phone or (914) 633-2560 from a cell phone.
- Do not evacuate the building until told to do so by the Office of Campus Safety and Security.

Bomb Threat Checklists

Stay calm and collect all the information you can:

- Name of call taker
- Date and time received
- How was threat reported (telephone, e-mail, in-person, by mail)?
- Location threatened
- Exact words used to make threat

Questions to ask the person making the threat:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Who placed the bomb?
- Why was the bomb placed?
- Where are you calling from?

Description of caller's voice:

- Young, old, middle-aged
- Accent
- Male, female
- Race
- Background noises
- Remarks, etc...
- Completed by: (your name)
- Phone: (your phone)

WEATHER EMERGENCIES**Severe Thunder Storms or Tornadoes**

The College is prepared to notify the campus community via the Emergency Notification System (ENS) of severe weather emergencies. The following terms are utilized by the National Weather Service:

- **Watch:** Conditions are right for a severe thunder storm or tornado to develop. Continue with normal activities, but continue to monitor the weather.
- **Warning:** Radar or weather spotters have identified a severe thunder storm or tornado.

If you are indoors:

- Know the location of the appropriate area(s) for your facility. This can be a basement or a ground floor hallway with no windows or a door frame.
- If you are unable to go to a room with no windows get under a desk or a table.
- Remain in a protected area until the threat has ceased or the danger has passed.
- Call the Office of Campus Safety and Security at 2560 from any campus phone or (914) 633-2560 from a cell phone to report injuries.

If you are outside:

- Try to seek shelter indoors.
- If you cannot, try to get to a protected or safe area away from buildings, windows and glass, telephone or light poles or any place where there could be falling debris.
- A low area such as a ditch or ravine or a depression works well.
- Lie face down and cover your head and face.
- Avoid any downed power lines.
- Call the Office of Campus Safety and Security at 2560 from any campus phone or (914) 633-2560 from any cell phone to report injuries and damage.

FIRE AND HAZARDOUS MATERIAL EMERGENCIES/ FIRE AND HAZARDOUS MATERIAL INCIDENTS

In the event of a fire or hazardous materials emergency within a campus building, it is necessary and safest for occupants to evacuate. College policy is total evacuation.

A fire or hazardous materials emergency exists whenever:

- A building fire evacuation alarm is sounding
- An uncontrolled fire or imminent fire hazard occurs in any building or area of campus
- There is the presence of smoke, or the odor of burning
- There is an uncontrolled release of combustible or toxic gas or other hazardous material, or a flammable liquid spill

To Survive a Building Fire

Activate the building fire alarm if it is not already sounding.

- Pull a fire alarm station on the way out.
- If the building is not equipped with a fire alarm, knock on doors and shout on your way out. *Leave the building by the nearest exit.*
- Crawl if there is smoke.
- If you get caught in smoke, get down close to the floor and crawl. Cleaner, cooler air will be near the floor.

Feel doors before opening.

- Before opening any doors, feel the metal knob.
- If it is hot, do not open the door.
- If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in the room.

Go to the nearest exit or stairway.

- If the nearest exit is blocked by fire, heat, or smoke, go to another exit.
- Always use an exit stair, NEVER an elevator.
- Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke if they are closed and will protect you until you get outside.
- Close as many doors as possible as you leave. This helps to confine the fire.
- Total and immediate evacuation is safest. Only use a fire extinguisher if the fire is very small and you have received training. Do not delay calling emergency responders or activating the building fire alarm. If you cannot put out the fire, leave immediately. Make sure Campus safety and the fire department are called - even if you think the fire is out.

If you get trapped, keep the doors closed.

- Place cloth material (wet if possible) around and under door to prevent smoke from entering.
- Be prepared to signal your presence from a window. Do not break glass unless absolutely necessary, this may cause outside smoke to be drawn inside your location.

Signal for help

- Hang an object at the window (jacket, shirt) to attract the fire department's attention.

If there is a phone in the room call either 2560 or 914-633-2560 from a cellular phone and report that you are trapped in your room and provide a room number and location.

- If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows if safe, and attempt to notify others of your location by waving something out the window, shouting or using a phone for help.

Stop, Drop and Roll

- If your clothes catch on fire, stop, drop, and roll, wherever you are.
- Rolling smothers the fire.

Obstacles

- Storage of any items in the corridors ex: bicycles, chairs, desks, and other items are strictly prohibited in all hallways and stairwells.
- Blocked exits and obstacles impede evacuation, especially during dark and smoke conditions.

Notify emergency responders from a safe distance away from the building.

- Call 2560 from any campus phone.
- Call 914-633-2560 from a cellular phone.

GUIDELINES FOR SUSPICIOUS LETTERS AND PACKAGES

How to Identify Suspicious Packages and Letters

Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope

Protruding wires or aluminum foil

- Visual distractions
- Ticking sound
- Excessive security material such as masking tape, string, etc.
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address

Actions to Take Once a Potential Suspicious Package Has Been Identified.

- Stay calm – do not panic.
- Do not move or handle a suspicious package.
- Call the Office of Campus Safety and Security at 911 from any campus phone or 914-633-2560 from a cell phone.
- If there is reason to suspect that a package may contain an explosive device based on characteristics described above, do not handle the package. Leave the immediate area and contact the Office of Campus Safety and Security.
- If the suspicious letter or package is marked with a threatening message (such as “anthrax”) or if a suspicious powder or substance spills out of the package or envelope, follow these guidelines:
 - Do not clean up a suspicious powder.
 - Turn off local fans or ventilation units in the area if you suspect that a device has been activated and the fan/ventilation switches if they are quickly and easily accessible.
 - Leave the room and close the door, or section off the area to prevent others from entering. Call for assistance and keep others away from the area.
 - Wash your hands with soap and water to prevent spreading any powder to your face.
 - Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. Give clothing bag to emergency responders.
 - Shower with soap and water as soon as possible if contaminated. Do not use bleach or other disinfectant on your skin.
 - It is important to note all people who were present in the area when the suspicious package was discovered.
 - Provide this information to campus Safety and Security to facilitate their follow-up investigation and to obtain advice from local health authorities and outside law enforcement officials as to the best standards of care for those affected.

Emergency Preparedness and Response

Emergency responders from the Office of Campus Safety and Security will assess the situation. If the suspicious letter or package is marked with a threatening message, such as “anthrax” or if a suspicious powder or substance has spilled, they will follow certain guidelines and immediately notify the New Rochelle Police Department.

Additional Resources:

- Federal Bureau of Investigation Advisory <http://www.fbi.gov/pressrel/pressrel01/mail3.pdf>
- Centers for Disease Control Anthrax Information <http://www.bt.cdc.gov/agent/anthrax>
- United States Postal Service Anthrax Information at http://www.usps.com/news/2001/press/pr01_1010tips.htm

2010 ANNUAL FIRE SAFETY REPORT ON STUDENT HOUSING

On-Campus Housing Fire Safety Equipment and Plans for Future Improvement

With the exceptions noted below, all of Iona College's residence halls have full sprinkler systems and networked fire alarm systems. When a networked fire alarm is activated, the alarm sounds on a panel at the Campus Safety and Security Office, which is staffed, 24 hours a day, 365 days a year. The alarms are also reported to an alarm company monitoring system. An officer responds to the building and determines the cause of the alarm and whether the fire department should be notified to respond.

Iona College Residence Halls	Fire Alarm Monitoring	Full Sprinkler System	Smoke Detection	Fire Extinguisher	Number of Evacuation Drills/year	Evacuation Plans/Placards Residence Halls
Loftus Hall	X	X	X	X	4	X
Conese Hall	X	X	X	X	4	X
South Hall	X	X	X	X	4	X
Rice Hall	X	X	X	X	4	X
Apartments at Eastchester	X		X		4	

Supervised Fire Drills

Mandatory, supervised fire drills are conducted for each residence hall in the fall and spring semesters by officers from the Office of Campus Safety and Security, Facilities Management and the Office of Residential Life. Additionally, each time new residents occupy a building during the summer sessions, a fire drill is conducted to ensure the temporary residents are familiar with evacuation routes and procedures.

Evacuation Policy and Procedures

The Iona College Emergency Action Plan provides the following instructions to be followed in the case of an evacuation emergency:

“Evacuation emergencies include fires, hazmat and explosion emergencies (when evacuation is directed by emergency personnel), natural gas leaks, unplanned utility outages, bomb threats and other situations in which emergency personnel direct evacuation of a building. In the event of fire or other evacuation emergencies at Iona

College, all persons in the affected premises must evacuate. You will be notified of a fire or other evacuation emergency by a fire alarm signal, which may be a bell or a horn, depending on the building. Initial emergency notifications may also be followed by e-mail, text messages and phone communications (voice mail) if appropriate.

If you discover a fire or smell smoke, or discover any other hazardous emergency condition in a college facility, immediately activate the building fire alarm and call 911 first, and then the Campus Safety and Security at ext. 2560 or (914) 633-2560. Calmly alert others in the affected area that they must leave and may take only important personal possessions that are in their immediate vicinity, if they can carry such items without risk to themselves or others. Items you may take include coats, valuables, medicines, purses, wallets and keys. You should never try to retrieve items in another location in the building.

Building occupants are not required or encouraged to fight fires and may not use a fire extinguisher unless they are designated and trained by the college to do so. Any individual designated and trained by the college in the proper use of a fire extinguisher and confident in his or her ability to cope with the hazards of a fire may use a portable fire extinguisher to fight incipient fires (no larger than a waste basket). Any such efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat, or flames.

Upon hearing a building fire alarm signal, evacuate immediately unless you have specific emergency responsibilities designated in the Additional Duties section of this plan. Close windows and the doors behind you. Use the nearest safe exit, but DO NOT use elevators. If you are caught in smoke or heat, stay low where the air is better, and attempt to reach a safe exit or area of refuge.

If the door or doorknob to the hallway is hot, do not open it, as fire may be on the other side. If you are unable to leave your room or office due to heat or heavy smoke in the hallway, other obstructions, or physical disability, try to put a cloth or towel under the door to help prevent the entry of smoke. Call 911 and then the Office of Campus Safety and Security at ext. 2560 or (914) 633-2560 and give your exact location so that emergency personnel can be directed to you.

Assist individuals who are blind, visually impaired, deaf, hard of hearing or mobility impaired as needed and immediately inform the nearest emergency responder of the individual's location. Individuals who have a disability that may impede their exit from a building in an emergency are encouraged to inform their supervisor of the nature of their disability in advance so that emergency evacuation procedures can be developed that will ensure their safe evacuation from the workplace.

Know the location of all exits from your building. All exits in college facilities are marked with EXIT signs and directional arrows. Leave the building and assemble in the designated area assigned for your building, where you will not hinder the approaching emergency response personnel and apparatus. Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any missing individuals should be reported to the Office of Campus Safety and Security or emergency personnel. In addition, security personnel will conduct a sweep of all floors if sufficient personnel are available and it is safe to do so.

Wait for Campus Safety officers or emergency personnel to tell you when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to re-enter.

If re-entry to the building is not imminent, occupants will be directed to proceed to another location. Depending on the severity and scale of the event that triggered the evacuation, Campus Safety will implement procedures to account for all college employees and residents known to have been in the building, and all are expected to cooperate in the effort. To the extent possible, telephones and computers will be provided to allow employees and residents to contact family members.”

Fire Safety Violations and Prohibitions (including rules on portable electrical appliances, smoking and open flames)

Health and Safety Inspection: Room inspections will be conducted periodically by appropriate College officials. Prohibited items will be removed to protect residents’ health and safety and to avoid fire hazards. Inspections are also done to provide preventive maintenance and to maintain the quality of the living environment. While the College maintains the cleanliness of all hallways, common rooms, and lounges, it is the student’s responsibility to keep his/her room and bathroom in an orderly condition. Below are guidelines to follow:

- do not allow empty cans, bottles or food packages to accumulate;
- remove all trash regularly;
- do not use paper to line drawers;
- do not allow soiled clothing to accumulate;
- do not possess candles, extension cords, or open coil heating devices;
- do not store brown paper bags;
- keep the microwave/kitchen area clean;
- do not overload electrical outlets (only UL surge protected power strips are allowed as extension cords.);
- use only those appliances that have been approved by the Office of Residential Life; and
- all belongings must be at least 18 inches from the ceiling/sprinkler heads.

Fire Equipment/Alarms: Fire alarms, extinguishers, smoke/heat sensors, emergency phones, fire doors, fire escapes and/or exit signs are placed in the residence halls to protect life and property. It is a violation of fire codes and a misdemeanor to misuse or tamper with these protective devices. Students may not place any items in a room within 18 inches of the ceiling in order to ensure the proper operation of the fire sprinkler system. Anyone starting or causing a fire, failing to evacuate during a fire alarm or tampering with a fire alarm or extinguisher for purposes other than an emergency will be subject to severe disciplinary action, including at least a \$500 fine and dismissal from Residential Life.

Smoking Policy: In compliance with the New York Clean Indoor Air Act, smoking is not permitted in any part of the residence halls including common areas and individual rooms. Smoking is permitted 20 feet outside the entrance of each residence hall.

Illegal Items: The following items are prohibited in all residence halls: electric blankets, air conditioning units, space heaters, sun and heat lamps, halogen lamps, lamps with paper shades or covers, heating coils, candles, incense, charcoal grills, open-flame devices, hot plates, dart boards, lava lamps, plug extenders, and extension cords (only power strips with surge protection are permitted). The following items are prohibited in Loftus, Rice, Conese, and South Halls: microwaves, oil popcorn poppers, toaster ovens, George Foreman Grills, toasters, hot pots and coffeepots. Skateboards, bikes and scooters may not be ridden inside any of the residence halls. All kitchen items which are allowed must be kept in the kitchen area of the suite.

The Student Code of Conduct contains a section addressing prohibited fire safety violations. A fire safety violation includes, but is not limited to storing or possession of any hazardous, flammable, or explosive materials; failure to leave a building during a sounded alarm; tampering with fire/safety equipment such as fire extinguishers, smoke detectors, pull stations, or sprinklers; false alarms or the false reporting of a bomb, fire, or other emergency on college premises or at activities sponsored by the college.” This would be a violation of Section 6 of the College Code of Conduct.

Fire Safety Education and Training Programs

Many fires are caused as a result of pranks or carelessness. The cooperation of everyone is needed to avoid fire hazards. Residents and RAs are not responsible for putting out fires, but are largely responsible for their own safety. First consideration must always be the safeguarding of life. In any questionable circumstance, alert all people in the building and evacuate. In the event of suspicion of fire, notify the RA, RHD, or security immediately. It is better to report even the suspicion of a fire than to gamble that it may be a false alarm. Also, remember that you are not a trained firefighter - know and abide by your limitations. New York State law requires that three fire drills be held in residence halls during the academic year. Every resident is required to follow instructions for evacuation of the building. Failure to evacuate during a fire alarm will result in disciplinary action and a fine of at least \$500.

The following are guidelines that should be followed to prevent fire damage and bodily harm.

1. Be familiar with the exits nearest your room.
2. Do not smoke in the residence halls.
3. Do not use faulty or prohibited electrical equipment.
4. Extinguish all cigarettes before entering the residence halls.
5. Do not burn candles or incense.
6. Do not prop open corridor, entrance, or fire emergency doors.
7. When you hear an alarm, evacuate the building immediately and alert other residents on your way out.
8. Never use an elevator during a fire or fire drill. They could stop working at any time.
9. If you use a fire extinguisher in an emergency, notify your RA so that it can be refilled.
10. Do not tamper with any fire equipment including smoke alarms and fire extinguishers.

All resident students receive fire safety training from a member of the New York State Office of Fire Prevention and Control. Professional staff and resident assistants also receive Emergency Action Plan training during which fire safety and evacuation procedures are reviewed.

Statistics:

Iona College Residence Halls	Number of fires in bldg	Date	Time	Cause	Number injured	Number of Deaths	Value of Property Damage
Loftus Hall							
2010	0						
2009	1	12/14/09	1657	Lamp ignited Mattress	0	0	\$200.00
2008	0						
Conese Hall							
2010	0						
2009	0						
2008	0						
South Hall							
2010	0						
2009	0						
2008	0						
Rice Hall							
2010	0						
2009	0						
2008	0						
Apartments at Eastchester							
2010	0						
2009	0						
2008	0						

CAMPUS SAFETY AND SECURITY POLICY ON REPORTING CRIMES

The Campus Safety Officers within the Department of Campus Safety & Security at Iona College are licensed by the State of New York as Security Guards. They do not have police or peace officer status. The New Rochelle Police Department is the agency responsible for investigating any alleged criminal offenses within the Iona College Campus.

New Rochelle Police Department

(914) 654-2300

Emergency – Dial 911

If you become the victim of a crime while at Iona College, you are encouraged to report it immediately to the Department of Campus Safety and Security. Prompt reporting and specific information will increase the chances of solving your case. When you call Campus Safety and Security at ext. 2560 or ext. 2245, please give your name, the location you are calling from, and a brief description of what occurred. If the person who committed the crime is still in the area, please let the dispatcher know. A Campus Safety Officer will be sent, and the New Rochelle Police will also be notified. The police will meet with you and obtain all of the necessary information in the case. If evidence from the crime is still intact, please do not move or destroy it. This is especially important in sexual assault cases. It is important to remember that showering, changing clothes, or grooming can destroy vital evidence.

Many students worry about reporting crimes to the Department of Campus Safety and Security and/or the police because they do not want to testify in a trial. Victims are nonetheless encouraged to contact Campus Safety so they can be informed about other services available (counseling services, medical treatment, etc.) that might lessen the trauma of the incident. If the victim does not wish to pursue criminal charges, their wishes will be respected.

Students who are victims of crimes may pursue another avenue through the Iona College student adjudication system. While this is not a substitute for the criminal justice system, it affords the students the opportunity to have their side heard in a less formal environment. This can be done in conjunction with criminal charges. If a student is found to have violated the College Code of Conduct, he or she may be subject to disciplinary action, up to and including expulsion from Iona College. Students interested in this course of action may call the Office of the Vice Provost for Student Development at ext. 2360, or obtain further information in the Iona College Student Handbook, or through the Department of Campus Safety and Security.

For a more comprehensive overview of campus crime statistics at Iona College, (see page 53) as well as comparative rates with other colleges nationwide, visit the Office of Postsecondary Education's Campus Security Statistics website at: <http://ope.ed.gov/security/>

**ANNUAL STATISTICAL REPORT – IONA COLLEGE 2008 – 2010
NEW ROCHELLE CAMPUS**

Crime Statistics	Location	2008	2009	2010
<i>Murder</i>	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
<i>Manslaughter</i>	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
<i>Sex Offenses</i> (Forcible)	On-Campus	0	1	0
	In Residence Halls	0	1	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	1	0
<i>Sex Offenses</i> (Non-forcible)	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
<i>Robbery</i>	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	1
	Total	0	0	1
<i>Aggravated Assault</i>	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	2	0	1
	Total	2	0	1

Burglary	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
Arson	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
Motor Vehicle Theft	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
Hate Crimes	On-Campus	0	0	1
	In Residence Halls	0	0	1
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	1
Weapons Possessions	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	1
	Total	0	0	1
Drug Violations	On-Campus	14	32	11
	In Residence Halls	14	28	11
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	14	32	11
Disciplinary/Referrals		32	63	31
Arrests		0	4	0
Liquor Law Violations	On-Campus	91	65	56
	In Residence Halls	91	65	55
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	91	65	56
Disciplinary/ Referrals		281	146	192
Arrests		0	0	0

**ANNUAL STATISTICAL REPORT – IONA COLLEGE 2008 – 2010
ROCKLAND CAMPUS**

Crime Statistics	Location	2008	2009	2010
<i>Murder</i>	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
<i>Manslaughter</i>	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
<i>Sex Offenses</i> (Forcible)	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
<i>Sex Offenses</i> (Non-forcible)	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
<i>Robbery</i>	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
<i>Aggravated Assault</i>	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0

<i>Burglary</i>	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
<i>Arson</i>	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
<i>Motor Vehicle Theft</i>	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
<i>Hate Crimes</i>	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
<i>Weapons Possessions</i>	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
<i>Drug Violations</i>	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
<i>Disciplinary/Referrals</i>		0	0	0
<i>Arrests</i>		0	0	0
<i>Liquor Law Violations</i>	On-Campus	0	0	0
	In Residence Halls	0	0	0
	In / On Non Campus Property	0	0	0
	On Public Property	0	0	0
	Total	0	0	0
<i>Disciplinary/Referrals</i>		0	0	0
<i>Arrests</i>		0	0	0

Directions to Iona College

1. FROM UPPER NEW YORK STATE AND UPPER WESTCHESTER COUNTY. New York State Thruway to CrossWestchester Expressway (Interstate 287). East to Hutchinson River Parkway. South to Exit 18E, Mill Road. Right on Mill Road to light, then right on North Avenue. Follow North Avenue 2 miles to gates of College on your left.

2. FROM NEW ENGLAND AND UPPER WESTCHESTER COUNTY. Interstate 95 (Connecticut Turnpike, New England Thruway) to Cross Westchester Expressway (Interstate 287). West to Hutchinson River Parkway. See #1, directions to College from Hutchinson River Parkway.

Alternate Route: Interstate 95 south to Exit 16. Follow signs to North Avenue. Right onto North Avenue, proceed 1 mile to gates of the College on your right.

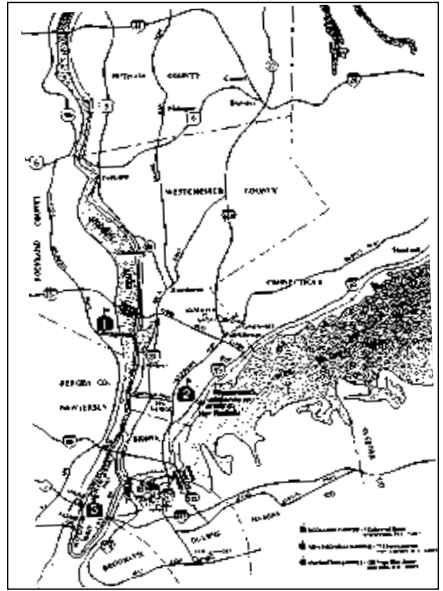
3. FROM MIDTOWN MANHATTAN. F.D.R. (East River) Drive to Henry Hudson Parkway North. Exit at Cross County Parkway East, proceed east to Exit 10, New Rochelle Road, Eastchester. Turn right and proceed to fourth traffic light. Turn left on Eastchester Road to end, then right on North Avenue 2nd traffic light and left onto campus.

Alternate Route: F.D.R. to Bruckner Expressway to Hutchinson River Parkway. North to Exit 14, Pelhamdale Avenue, New Rochelle Road, New Rochelle. Turn right at light on New Rochelle Road, left on Eastchester Road to North Avenue, right on North Avenue to 2nd traffic light, then left onto campus.

4. FROM THE BRONX. Interstate 87 (Major Deegan Expressway). North to the Cross County Parkway East, proceed to Exit 10. See #3, directions to the College from the F.D.R. Drive. Hutchinson River Parkway North to Exit 14. See #3, Alternate Route to the College from the F.D.R. Drive.

5. FROM LONG ISLAND. Whitestone Bridge. Follow signs to Hutchinson River Parkway. Proceed North to Exit 14. See #3, Alternate Route to the College from F.D.R. Drive.

6. FROM NEW JERSEY THE WEST AND SOUTH. Holland Tunnel, Lincoln Tunnel or George Washington Bridge to Henry Hudson Parkway. North to Cross County Parkway East,



proceed to Exit 10. See #3, directions to the College from F.D.R. Drive.

7. BY RAILROAD AND IRT SUBWAYS. New Haven Railroad to New Rochelle Station. Exit to North Avenue and take a taxi or #45 bus to College.

New York City subways: West Side subway (uptown), change at 180th Street for 241st Street-White Plains Road train. At White Plains Road and 241st Street take #42 bus to North Avenue and Main Street, New Rochelle. Transfer to #45 bus to College.

8. BY AMTRAK. Amtrak North east Corridor Service to New Rochelle Station. Exit to North Avenue and take a taxi or #45 bus north to the College.

9. BY BUS. From Pelham Bay Station in the Bronx, take #45 bus directly to the College. (This runs Monday thru Friday.) From Fordham Road and Valentine Avenue in the Bronx take Fordham Road bus to North Avenue and Main Street. Take #45 bus north to the College. From 241st Street and White Plains Road, take #42 bus to Main Street and North Avenue. Transfer to #45 bus to the College.



Office of Student Development
715 North Avenue
New Rochelle, NY 10801-1890

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