

# **NEW YORK INSTITUTE OF MASSAGE**

## **Campus Safety and Security**

NYIM is committed to providing a safe and secure place to pursue your education. Campus availability hours are noted in the NYIM catalog under school hours. There is no on-campus housing available. Due to the close proximity of all classrooms and administrative office, any incident should be reported to the front desk immediately, and the proper authorities notified. A Daily Crime Log will be kept in the front office. Proper authorities will be notified and may include the local law enforcement agencies as needed. NYIM strictly prohibits the use of drugs or alcohol on school property, or at any school sponsored event, and any violation of this policy will be considered a security incident. (Please refer to the Anti-Drug Awareness Policy). NYIM will provide a list, through the Central Referral System, of possible counseling, and other student services available to those in need of assistance in regards to drug or alcohol abuse.

**In order to minimize possible incidents we request that you follow some safety procedures:**

1. Always wear your NYIM uniform and identification badge. This will help us to determine any persons on campus that are not students. (Please refer to the NYIM dress code).
2. No storage is provided, so all personal items must be taken home. Do not leave any personal items in the classrooms during break and after class.
3. Never bring valuables to class.
4. Students are encouraged to leave the building on a buddy system.
5. Have your keys out and ready to avoid delays in the parking area. Always be aware of who is around you, and look in your car (backseat too) before entering.

**The provisions of the Family Educational Rights and Privacy Act (FERPA) do not prohibit a school from complying with the campus security regulations.** FERPA permits education agencies and institutions to disclose, without consent, information from a student's education records in order to comply with a lawfully issued subpoena or court order in three contexts-Grand Jury Subpoenas, Law Enforcement Subpoenas, and Ex Parte Orders. The health and safety exception permits educational agencies and institutions to disclose personally identifiable information from a student's education record without the written consent of the student in the case of imminent danger, or of an immediate threat to the health or safety of students or other individuals. An educational institution may release personally identifiable information on an F, J, or M nonimmigrant student to the Department of Homeland Security (formerly INS) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

### **TIMELY WARNINGS**

In the event that an issue arises, whether on or off campus, that, in the judgement of the school Director or Operations Manager constitutes a significant emergency or dangerous situation involving an immediate threat occurring on the campus, a campus wide "timely warning" will be issued. The warning will be in the form of a text message to all students and staff alerting them of the danger. A warning will also be issued through the computer message system to students and staff.

In addition, all offices and classrooms have an intercom system for use during an emergency. An emergency code system will be utilized in case of an emergency. The following codes are in place:  
Code YELLOW represents – A TEST. TESTS ARE CONDUCTED QUARTERLY.  
Code BLACK represents – INTRUDER ON CAMPUS – INTENT UNKNOWN. Lockdown rooms and wait for further instructions.  
Code RED represents – IMMINENT DANGER – EVACUATE BUILDING - FOLLOW ESCAPE PLAN.

Escape plan: students, faculty and staff are to gather behind the neighboring vacant building (formerly the BAC - or the nearest safe area as directed by a campus personnel or local authorities). Student attendance will be taken by campus personnel and/or instructors. Staff attendance will be taken by either the Campus Director, Operations Manager or Education Director.

Those responsible for carrying out the actions required are: Campus Director, Operations Manager, and Education Director. In the event that neither designated official is available – the alternative personnel will be the attending Faculty Member.

Contacting the local authorities will provide notification to the community at large. Those responsible will call the local emergency # 9-1-1. In addition, emergency response and evacuation procedure tests will be conducted quarterly and documented in the Daily Crime Log. Documentation will include a description of the exercise, the date, time, and if it was announced or unannounced.

### **SECURITY AWARENESS/CRIME PREVENTION**

Orientation is a required NYIM event. During Orientation students are required to watch a video that discusses domestic violence, dating violence, sexual assault and stalking. During the registration appointment students are informed of services offered by NYIM. Personal safety is discussed, and campus crime on and off campus is discussed. Sexual harassment and sexual assault are discussed in the student P&P manual and are topics discussed in class as it pertains to the student's education and career as a massage therapist. The annual report will be discussed with all students each fall.

### **POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS**

The Financial Aid Office prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act. The full text of this report is attached and can be located on all major bulletin boards of the school, and in the Financial Aid Office. This report is prepared in cooperation with local law enforcement agencies surrounding the campus. Campus crime, arrest, and referral statistics include those reported to designated campus officials and local law enforcement agencies. Each year a student message is sent to all students referring them the proper areas of the building where the report is posted, and it is also available in the Financial Aid Office. All prospective employees may obtain a copy from the school director or Financial Aid Office.

### **TO REPORT A CRIME**

**For emergencies call 9-1-1, for non-emergencies contact a New York Institute of Massage staff member at 716-633-0355.**

### **ACCURATE AND PROMPT CRIME REPORTING**

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to NYIM staff and local police agencies in a timely manner. For emergencies call 9-1-1, for non-emergencies contact a New York Institute of Massage staff member at 716-633-0355. Crimes should be reported to NYIM staff to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate.

## **VOLUNTARY CONFIDENTIAL REPORTING PROCEDURES**

If you are a victim of a crime and do not want to pursue action with a NYIM representative or the criminal justice system, you may still want to consider making a confidential report. With your permission, a NYIM staff member can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information NYIM can keep accurate records of the number of incidents involving students determine where there is a pattern of crime with regard to a particular location, method, assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. NYIM has a no-tolerance policy for domestic violence, dating violence, and stalking incidents. Should an incident of violence against a woman occur, NYIM will encourage the student involved to report the crime, or allow NYIM to report the crime in a manner that does not disclose the identity of the victim.

## **LIMITED VOLUNTARY CRIME REPORTING**

NYIM staff encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law they cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to NYIM staff. Contact a New York Institute of Massage staff member at 716-633-0355.

## **ACCESS POLICY**

During normal business hours, NYIM will be open to all students, employees, contractors, guests, and invitees. During non-business hours access to NYIM facilities is by key only. In the case of extended periods of closing, NYIM will only admit those with permission from the school director. NYIM does not have any housing either on or off campus. Visitors and clients are required to register with the front office staff. NYIM uses a video surveillance system. This system is in place for the protection of our students and employees. It is designed to prevent and/or document any theft or potential untoward or unprofessional behavior. Surveillance is operational in the classrooms, the entrance, bookstore, computer lab, and the main office area. When instituting the system, NYIM kept the privacy of students and staff an utmost concern. NYIM does not have any off-campus student organizations.

## **CAMPUS LAW ENFORCEMENT**

NYIM does not have Campus Police. NYIM staff members have the authority to ask any person for identification and to determine whether individuals have lawful business at NYIM. NYIM staff do not possess arrest power. Criminal incidents are referred to local police who have jurisdiction over the campus. All crime victims are witnesses and are strongly encouraged to immediately report the crime to NYIM staff and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and time disclosure of crime statistics.

## **ALCOHOLIC BEVERAGES/ILLEGAL DRUGS- (Please refer to the Anti-Drug Awareness Policy)**

NYIM has been designated as a "Drug Free" campus and the possession, sale or furnishing of alcoholic beverages is strictly forbidden. The possession, sale, manufacture or distribution of any controlled substance is illegal under state and federal laws. Such laws are strictly enforced by NYIM and the local police agencies. Violators are subject to NYIM disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.

## **SEXUAL ASSAULT PREVENTION AND RESPONSE**

NYIM is committed to maintaining a crime-free campus and is particularly concerned with crimes against women. As per the "Violence Against Women Reauthorization Act of 2013", as passed by the Senate on February 12, 2013, and by the House on February 28, 2013, NYIM is dedicated to the safety and security of all students, faculty and staff.

Sexual harassment and sexual assault are also considered security incidents. Sexual harassment is a subject that is discussed in class as part of your education as it pertains to your career as a massage therapist. If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. NYIM strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a NYIM staff member. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim, provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam), and assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts a NYIM staff member, the local police will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and NYIM or only the latter. NYIM will provide a list, through the Central Referral System of possible counseling, and other students services available to victims of a sex offense. NYIM will work with a student to change their academic situation, if requested by the victim to do so, and if the changes are reasonably available. Both accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and accused shall be informed of the final outcome of the schools disciplinary proceedings with respect to the alleged sex offense and any sanction that is imposed against the accused. A student found guilty of violating the sexual misconduct policy could be criminally prosecuted in state courts and may be suspended or dismissed from NYIM for the first offense.

## **SEX OFFENDER REGISTRATION**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, New York Institute of Massage is providing a link to the New York State Division of Criminal Justice Services Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. The Sex Offender Registration Act, New York's version of Megan's Law, was signed by Governor George E. Pataki in July 1995 and became effective on January 21, 1996. The text of the statute is contained in Correction Law Article 6-C (Section 168 et seq.). The Sex Offender Registration Act (SORA) requires anyone on parole or probation or imprisoned for a sex offense on January 21, 1996, to register with the Division of Criminal Justice Services. In addition, sex offenders sentenced to probation, local jail, or state prison after that date must register upon their return to the community. Registration information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

The New York State Division of Criminal Justice Services is responsible for maintaining this registry. Follow the link below to access The New York State Division of Criminal Justice Services web-site.

**[www.criminaljustice.state.ny.us/nsor/index.htm](http://www.criminaljustice.state.ny.us/nsor/index.htm)**