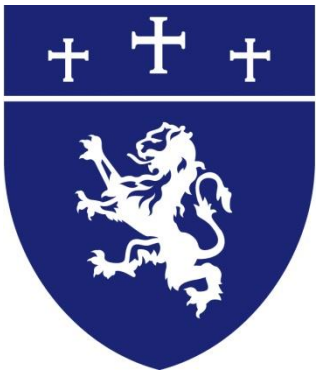
The King's College



2022 Annual Security & Fire Safety Report

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Introduction

The King's College is committed to creating and maintaining a safe environment on campus and in student housing. To that end, the College conducts regular reviews of all safety policies and procedures, and collects information on all reported crimes and fires. The following report informs our community of policies, emergency response procedures, and crime and fire statistics from the past three years. This report conforms to the requirements outlined by the Jeanne Cleary Act of 1998. If you have any questions about this report or any of its content contact the VP for Student Development, David Leedy (dleedy@tkc.edu), or the Assistant Dean of Residence Life, Leticia Mosqueda (lmosqueda@tkc.edu).

Phone Numbers

Student Services	212-659-7200
Emergency	911
Emergency Phone	646-242-4411
56 Broadway Management Office	212-510-6480
56 Broadway Lobby Security Desk	212-344-2920
City Point Residence Lobby Security Desk	929-250-0135

Police Contact Information

The New York Police Department (NYPD) protects The King's College, commuters, and residents. Since the College does not have campus police it is recommended that all members of our community report crimes to the NYPD. The College has a written memoranda of understanding (MOU) with the New York City Police Department which outlines our agreement to work with local law enforcement agencies in cases involving violent felonies, missing persons, and sexual assault. Below you will find contact information for our local police precincts:

1st Precinct (Main Campus)
Address: 16 Ericsson Place, New York, NY 10013
Phone: 212-334-0611
Webpage: www1.nyc.gov/site/nypd/bureaus/patrol/precincts/1st-precinct.page

84th Precinct (City Point)
Address: 301 Gold Street, Brooklyn, NY 11201
Phone: 718-875-6811
Webpage: www1.nyc.gov/site/nypd/bureaus/patrol/precincts/84th-precinct.page

NYPD Missing Persons Squad
Phone: 212-694-7781

NYPD Special Victims Division (To report sexual assault in any precinct)
Skilled Special Victims Detectives are available to help in cases of sexual assault.

Phone: 646-610-7272
Sex Crimes Report Line: 1-212-267-RAPE

Main Campus Access

Main Contact: Rich Switzer, Director of Facilities (rswitzer@tkc.edu)
The College campus is accessible only via The King's College photo identification card. Incoming students receive their identification cards during New Student Orientation. This card also provides on-campus library borrowing privileges and printing.

Students should not give their identification cards out to anyone. If it is discovered that a student has given their card to another person, the following steps will be followed:

- The ID will be confiscated and turned in to the student's House Advisor
- The Advisor will meet with the student to address the situation, and return the ID at that time
- The Advisor will fill out an Incident Report for both students involved (the lender and the borrower)
- The process for addressing repeated violations is the same as that for addressing honor infractions

Student Housing Locations and Access

Main Contact: Leticia Mosqueda, Assistant Dean of Residence Life (housing@tkc.edu)

City Point Residence
436 Albee Square, Brooklyn, NY 11201
Security: 929-250-0135

A front desk is located in the main lobby of each building. The front desks operate 24-hours a day, 7-days a week. Students and guests are required to provide photo identification when requested by a security officer or College official. Student concerns regarding security services should be directed to a Housing Director.

Non-Campus Housing Locations

The King's College does not have any non-campus housing locations used by official student organizations.

Emergency Action Plan

Introduction

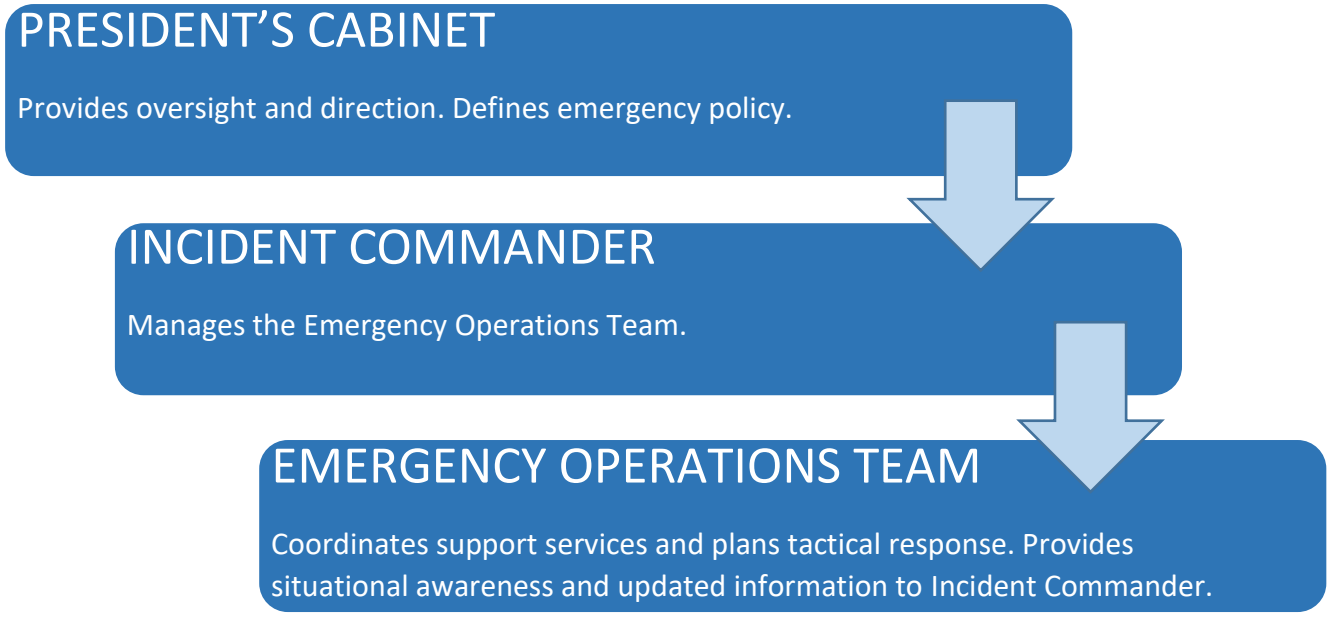
The King's College is dedicated to the safety of all the members of the College. For this reason, the Emergency Action Plan is designed to inform and prepare members of the College with procedures to be followed in the event of an emergency. The elements of this plan are designed to effectively protect your health and achieve your safety by establishing the structure, processes, and protocols for the College's response to major emergencies. The

information contained herein coupled with calm and thoughtful action will ensure the maximum safety of all.

It is impossible to prepare for every kind of emergency. Therefore, eight specific types of emergencies have been identified as the most likely to occur. They are: fire, bomb threat, power outage, natural disaster, acts of terror, hazardous material, active shooter, and medical emergency.

Chain of Command

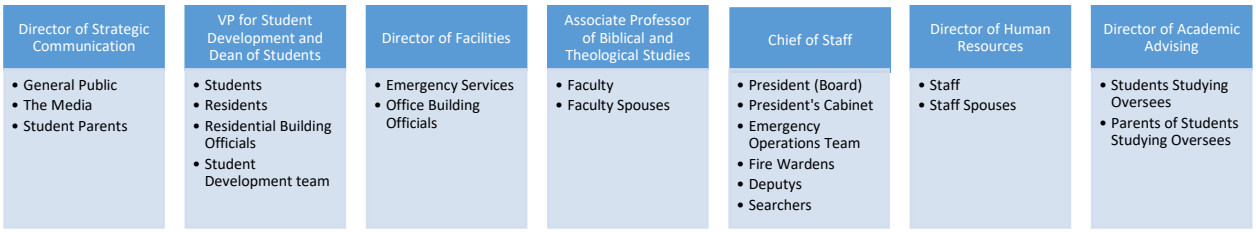
The College has established the following chain of command in the event of an emergency:



1. The President's Executive Team provides oversight and direction to emergency management and approves policies.
2. The Incident Commander is responsible to manage the Emergency Operations Team. Depending on the nature of the emergency, the Incident Commander mobilizes the Emergency Operations Team. Team members are instructed to report to a designated emergency operations center. An emergency operation center is determined based on the type of emergency.
3. The Emergency Operations Team oversees operations, responses, and communication. The Incident Commander receives and disseminates pertinent information to the President, President's Executive Team, and the Emergency Operations Team. The President communicates with members of the Board. Communication with students is coordinated by the Vice President for Student Development. Communication with the public and the media and student parents is coordinated through the Director of Strategic Communication. Communication with emergency services (e.g. fire department, police department, building management, Office of Emergency Management – NYC OEM, etc.) is coordinated by the Director of Facilities.

Communication with faculty members is coordinated by the Associate Professor of Biblical and Theological Studies. The Director of Information Technology supports the process. The Director of Human Resources coordinates communication with staff and staff spouses. The Director of Academic Advising is responsible to communicate with students studying oversees.

Communication Responsibility



A steering committee, chaired by the Incident Commander, is comprised of select members of the Emergency Operations Team, meet at least once a semester to review the Emergency Action Plan and recommend necessary revisions to the President's Executive Team. The King's College rehearses its emergency response plan each year by holding two Emergency Management exercises.

In the event of an emergency, the Incident Commander will convene the Emergency Operations Team in the Founder's Room. If Building Management calls for the evacuation of all tenants, the Emergency Operations Team will convene at the evacuation site. Should notification of an emergency come from a King's College employee, the Incident Commander will confirm that Building Management has been notified and determine whether to convene all or part of the Emergency Operations Team. In consultation with Building Management, the President, and appropriate Emergency Operations Team members, the Incident Commander may decide to evacuate all or part of the community.

When emergency conditions abate, the Incident Commander, in consultation with Building Management and senior leadership of the College, will determine the appropriate time to return to the building.

Emergency Operations Team

The Emergency Operations Team includes:

- Chief of Staff
- Director of Facilities
- Director of Marketing and Communications at TKC Operations
- Director of Information Technology
- Vice President for Student Development and Dean of Students
- Associate Professor of Biblical and Theological Studies
- Student Representative
- Director of Human Resources

- Director of Academic Advising

The Emergency Operations Team reports to the Founder's Room on the fifth floor to coordinate decisions and resources. The Emergency Operations Team coordinates the dissemination of information, as appropriate, to the media and the external community. A list of essential contacts and resources containing employee information, students, class locations, floor plans, area maps, apartment information and emergency contact information is updated once a month and updated on the "Emergency" team google drive.

Members of the Emergency Operations Team represent their functional areas and must be able to address operational issues related to their area. The Incident commander activates all or part of the Emergency Management Operations Team at her discretion based on the emergency. When the Emergency Operations Team assembles, its responsibilities are to:

- Determine the scope and impact of the incident
- Prioritize emergency actions
- Deploy and coordinate resources and equipment
- Communicate information and instructions through the appropriate chain of command
- Monitor and re-evaluate conditions
- Supply on a routine basis updated information to the Incident Commander
- Coordinate with government agencies

Emergency Notification

The King's College uses the Regroup emergency notification system to communicate with the various constituents of the College. The software enables members of the Emergency Operations Team to contact and communicate with every member the College almost instantly. With two-way communication abilities, the notification systems also allow recipients to respond, providing real-time updates to and from a variety of modalities, including mobile phone, landline, text messages (SMS) and other devices. The King's College will, without delay, and consider the safety of the community, determine the content of the message and initiate the notification system.

The King's College also uses website banners, which allows the Incident Commander to immediately publish updates on the home page of the College's website with important information. Other means for communicating include, but are not limited to:

- Main Phone: 212-659-7200
- Email Accounts
- Website: www.tkc.edu
- Facebook Account: The King's College
- Facebook Account: The King's College Parents
- Regroup Emergency Notification System
- Voicemail Broadcasts

Evacuation

Regardless of the type of emergency there are three types of actions that will be initiated by the Emergency Operations Team to ensure the safety of the College community. Based on the nature of the incident, individuals may be instructed to shelter-in-place, relocate within the building, or evacuate. The Incident Commander may decide that the evacuation of a building or campus is not an appropriate course of action. Definitions for the various responses to an emergency are listed in the following segment: Responses to an Emergency.

If a fire alarm sounds, members of the College, through routine fire drills, are expected to follow the emergency responses outlined in this handbook. To enhance the College's evacuation procedures, individual members of the College have volunteered to be Deputies, Fire Wardens, and Searchers.

The fifth and sixth floor of each building and the Lower Lobby has both male and female Fire Wardens, Deputy Fire Wardens and Searchers. These individuals are trained by Building Management and are under the direction of the UFT Building Incident Commander. These individuals are not first responders. They assist in ushering people in their area to respond as directed, and they are expected to have situational awareness of their workplace and to report to appropriate personnel any hazardous or suspicious items and to participate in all emergency drills. Such employees must direct and account for building occupants in the appropriate evacuation assembly area. The Fire Wardens shall oversee their respective floor evacuations and search their surrounding areas as appropriate based on the nature of the emergency. **Instructions for a full evacuation are listed below under FIRE.*

Responses to an Emergency

Sheltering–In-Place

The precaution of directing building occupants to remain inside the building at their work locations in response to an emergency. This is a precaution aimed to keep you safe while remaining indoors. Shelter-in-place means selecting a small, interior room, with no or few windows and taking refuge there.

In-Building Relocation

The controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building during an emergency to assemble at a safe place for roll call.

Partial Evacuation

The emptying of a building of some but not all occupants during an emergency to assemble at a safe place for roll call.

Evacuation

The emptying of a building of all occupants during an emergency to assemble at a safe place for roll call.

Emergency Scenarios

Fire

When an alarm is generated, the Fire Command Station in the UFT Lobby is notified and an automatic alert is transmitted to the Central Alarm Service who then notifies the Fire Department. Minimally, the fire alarm sounds on the "fire floor" and the floor above.

The Fire Command Station gives instruction by use of the public-address speakers located throughout each floor and in each stairwell. You may communicate with the Fire Command Station by use of the red Fire Warden phone located on each floor.

If you smell smoke:

- Call Building Management Office at 212-520-6480. After hours, call Lobby Security Desk at 212-344-2920.
- Notify your **FIRE WARDEN**:
    - 56 Broadway (6th Floor) – Staff Offices
        - Fire Warden: Andrea Lopez
        - Deputy: Joey Willis
    - 56 Broadway (5th Floor) – Executive Suite
        - Fire Warden: Jessica Stempert
        - Deputy: Lydia Marlin
    - 50 Broadway (5th Floor) – Faculty Offices
        - Fire Warden: Paul Middlekauff
        - Deputy: Danise Stokeld
    - 56 Broadway (1st Floor) – Admissions Office and Student Union
        - Fire Warden: Hailey Davila
        - Deputy: Aizess Jones
- Await instructions from building personnel.

If you discover fire:

- Go to manual Pull Station and pull alarm.
- Call 911 – this transmits an alarm to the Fire Command Station in the Lobby and the NYC Fire Department.
- Notify Fire Warden who will activate the Fire Warden Phone to communicate with the Fire Command Station.

Evacuation:

Due to the fire-resistant qualities of the building, immediate evacuation is only necessary on the floor where the fire is burning, the floors immediately above and below the fire floor, and when ordered to leave by the Fire Safety Director, Police, or Fire department personnel.

- Do not evacuate unless a life-threatening condition exists or you are ordered to do so.
- Do not use elevators.

- The public-address system will be activated. The "fire floor" and the floor above will hear an alarm signal. All other floors will hear a different tone alerting the building that an emergency exists. The signal will be followed by instructions.
- Fire Warden dispatches **SEARCHERS**:
    - 56 Broadway (6th Floor) – Staff Offices
        - Megan Lassiter
        - Ralph Castillo
    - 56 Broadway (5th Floor) – Executive Suite
        - Sophia Coston
        - Brian Brenberg
    - 50 Broadway (5th Floor) – Faculty Offices
        - Jennifer Tharp
        - Christian Stempert
    - 56 Broadway (1st Floor) – Admissions Office and Student Union
        - Whitney Clark
        - Thomas Allen
- After receiving instructions over the Fire Warden Phone or Public-Address system, the Fire Warden directs employees to the appropriate stairwell – furthest away from the fire. Proceed Down the stairwell to nearest re-entry floor (3rd floor or Lobby).
- After employees have been evacuated and assembled on the re-entry floor, the Fire Warden should call the Fire Warden Phone on the re-entry floor to communicate with the Fire Safety Director. Await further instructions. Members of the Fire Brigade, trained building personnel, will assist with evacuation and communication.

The following evacuation procedures should be observed:

- Take purses, wallets, valuables, etc. as soon as the order to evacuate is given. You will not be allowed back into the space until the fire Department or Building Management say it's safe to return.
- Before opening any door to the corridor, check the door and doorknob for heat using the back of your hand. If it is warm, stay in your office and seal around the door seams. Do not open the door – find another exit if possible.
- If both your door and doorknob are cold, leave your space and:
    - Check for smoke in the corridor.
    - When smoke is present, stay low by crawling.
    - Proceed to the directed stairwell. Stairwells are constructed of fire-resistant materials.
    - Do not panic.
    - Never use Elevators.
    - Check stairwells for smoke. Should you encounter smoke on your descent, get out of the stairwell into any clear corridor and proceed to a different stairwell.
    - Evacuate to the Lobby level or the 3rd floor or area designated by the Fire Safety Director or NYC Fire Department.
    - Go to the Bowling Green Street Park at Broadway and Beaver Street.

- Fire Wardens should walk the suite to assist people and to make sure everyone is aware of the evacuation order.
- Close doors without locking them as you leave an area. This helps to confine the fire.
- Form a single-file line at the stairwell door and proceed down the stairs on the right-hand side of the stairwell to the floor designated in the evacuation instructions.
- Keep conversation to a minimum.
- Do not re-enter the evacuated area until it is declared safe by the Fire Department or Building Management.
- Searchers or Fire Wardens should take a headcount and provide that information to the building's Fire Safety Team or the College's Emergency Operations Team.

If evacuation is not possible because routes are blocked by fire or smoke:

- Move as far away from the fire floor as possible. Close all doors as you go.
- Call 911, if possible, Building Management Office at 212-510-6480, or after hours call Lobby Security Desk at 212-344-2920.
- Use Clothing or other materials to fill areas around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating.
- Hang a cloth or other signal outside to attract the attention of fire personnel.
- Do not break the glass. Under certain conditions, an open window may draw smoke. Assemble at an entrance to a fire stairway and listen to the fire safety director over the Public-Address system, or through your floor warden. Once the fire department arrives, they will give further instructions through the safety director.

EVACUATION FROM 56 BROADWAY: go to the fountain at Bowling Green Street Park.



Broadway and Beaver Street – 500 feet from building

If the Bowling Green Street Park is not accessible, go to the Sculpture in Zuccotti Park.



Located between Broadway, Trinity Place, Liberty Street and Cedar Street.

EVACUATION FROM CITY POINT: go to the fountain at Columbus Park.



Located at Adam St., Court St., Cadman Plaza West between Johnson St. and Fulton St.

Bomb Threat

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode.

Suspicious Items:

- Unusually bulky or weighty letters
- Envelopes with chemical or oily stains
- Envelopes without a return address
- Excessive postage
- Envelopes that do not look or feel ordinary

If you receive a suspicious package:

- DO NOT…
    - handle the item
    - attempt to open parcel
    - place parcel in water
    - remove any binding material
    - pull or cut any material that protrudes

If you receive a bomb threat:

- Call the Building Management Office at 212-510-6480. Building Management will call the police. If possible, have a second employee call the Lobby Security Desk at 212-344-2920 while the caller is on the phone.
- Be alert for unfamiliar people or objects to point out to the police or building staff upon their arrival. Do not touch or handle suspicious objects.

Emergency personnel will search suspected areas, identify suspicious items or packages. If suspicious items are identified, the police will investigate.

Evacuation:

Building Management will make a recommendation whether a tenant space should be evacuated. If the Incident Commander at King's decides to evacuate, follow these steps:

- All employees will be notified.
- Proceed quickly, but calmly, to the nearest stairwell.
- Fire Warden or Alternate should walk the suite as a double check to assist people and make sure everyone is aware of the evacuation order.
- Evacuation, depending upon the size and type of explosive device, is normally one floor below and two floors above the suspected area. Once the evacuation has begun, employees will not be allowed to re-enter the area until it's declared safe by emergency personnel.

- Upon arrival at the Lobby or re-entry floor, everyone should remain in the area. No one should wander about or leave unless directed to do so.
- The Searcher should proceed to take a headcount to determine if anyone is missing. This information should be relayed to emergency personnel immediately.

Power Outage

Should a power outage occur, it will affect whether an isolated area of the building or some larger portion of the Downtown area. In the event of an electrical failure, follow these guidelines:

- Call the Building Management Office at 212-510-6480.
- Open draperies and raise blinds to let in outside light or locate emergency flashlights (each Fire Warden and Searcher has a go-bag in their office).
- If the incident is localized, wait in the corridors of some other lighted area until building maintenance determines how quickly repairs can be made.
- If the incident is major, an evacuation may be ordered. If so, use the same procedures as you would during a fire.
- Do not congregate in lobby areas or in the street.
- If you are trapped in an elevator during a power failure, wait for assistance. Some elevators may cease operation but will not fall. Do not force open the doors or try to escape. Use the emergency communications system in the elevator.
- Building Management Office will attempt to advise you regarding the length and cause of the power failure as soon as possible.

Natural Disasters

There are three types of disasters which may occur in this area and for which extraordinary precautions should be taken:

- Hurricanes: Local weather forecasts will issue advisories predicting areas of probable activity and the estimated duration and severity of such activity.
- Tornados: Although rare in this area, a tornado warning could be issued by the National Weather Service. The announcement will consist of the approximate time of the detection and direction of movement. Winds will be 75 mph or greater.
- Earthquake: When an earthquake occurs, the ground will shake perceptibly for a relatively short time. Generally, earthquakes last from a few seconds to a few moments.

Safety Guidelines for Hurricanes/Tornados:

- Move away from the exterior of the building to a corridor or elevator lobby.
- Close doors of rooms that have windows. Be sure the door to your suite is closed but not locked.
- Go to the center corridor and protect yourself by either putting your head closely to your lap or by kneeling and protecting your head.
- Stairwells are safe. If crowded, move down to a lower floor for shelter. Do not use the elevators.
- Do not go to the Lobby or outside the Building.

- Do not use the telephone to get information or advice.
- If you are trapped in an outside office, seek protection under a desk.

Safety Guidelines for Earthquakes:

- If indoors, move to a safe place. Get under a desk, table or workbench if possible. Stand in an interior doorway or in the corner of a room. Watch for falling debris or tall furniture. Stay away from windows and heavy objects that may topple or slide across the floor.
- Do not dash for exits since stairways may be broken or jammed with people. Power for elevators may fail and stop operating. Seek safety where you are at the time of the incident and then leave calmly if evacuation is necessary.
- Do not be surprised if the electricity fails, or if elevator, fire or theft alarms start ringing, or if sprinkler systems leak. Expect to hear noise from breaking glass, cracks in walls and falling objects.
- If you're outdoors, try to get into an open area away from power lines.
- Don't be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock. Aftershocks can cause damage or collapse of structures already weakened by the main quake.
- If a building evacuation is ordered, follow the same procedures that you would if there were a fire.

Acts of Terror

- If you receive word of terrorist activity, stay calm.
- Call 911.
- Report what you know to the Building Management Office at 212-510-6480.
- If possible, evacuate. If safe, head to the evacuation locations proscribed above.
- Follow instructions (e.g. Fire Wardens, Police Officers, Public Address System, etc.).

Hazardous Material

- Spills:
    - Call the Building Management Office at 212-510-6480.
    - Warn personnel and other tenants in the vicinity.
    - Coordinate your actions with the Building Maintenance and Security personnel.

- Release of Vapors:
    - If vapors are flammable don't use fans or other devices which may cause a spark. Opening windows may be all that is needed.
    - Warn personnel and other tenants in the vicinity.

Biochemical Attack

A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment. Watch for signs such as people suffering from watery eyes, twitching,

choking, having trouble breathing or losing coordination. If you see signs of a chemical attack, define the impacted area and take immediate action to get away.

General guidelines:

- Stay upwind.
- Seek medical attention as soon as possible, if necessary.
- If there's an event indoors, try to get out of the building without passing through the contaminated area. Otherwise, it may be better to move as far away from the event as possible and shelter-in-place.
- If exposed, remove outer layer of clothes, separate yourself from them, and wash thoroughly.
- In some circumstances, it may be necessary to be "decontaminated." Specially trained emergency personnel will perform decontamination procedures.

Active Shooter

If there is a report of a shooting in the building you have three options:

Avoid

- Evacuate the building immediately if it can be done in a safe manner
- Do NOT carry any personal belongings with you and avoid elevators and escalators if possible
- If you are in a high-rise building and the shooter is below, ascend as many floors as possible. Once a safe area is reached, secure the location and move away from the entranceway to a more secure location. If the shooter is above you, move down and out of the building.
- When evacuating in the stairwell, stay pressed to the wall to allow responding officers room to ascend

Barricade

- Move to a central and secure area of the building
- Locate an area with ballistic cover, not just visual concealment. Cover stops/slows bullets, Concealment does not. Think big—Soda machines, Copy machines, etc.
- Block the door with large heavy objects to make entry as difficult as possible (desks, tables, file cabinets, furniture, books, etc.)
- If the only means available to barricade the door is with your body, attempt to stay lower than average waist level to avoid any shot fired through the door by the shooter

Confront

- If hiding or flight is impossible, remain quiet or "play dead" to avoid detection.
- Remember, the attacker will continue to shoot victims unless he is stopped. Last resort options if you come face to face with the assailant are twofold:
    - Attempt to quickly overpower the individual with force in the most violent manner possible.

- If you are with other people you should work as a collective group to overcome the shooter.

Once you evacuate from the building follow the instructions of the police or first responders. Exit the building with your hands up in the air and your fingers spread. If you are injured notify the first responders immediately.

Medical Emergency on Campus

- Call 911. Be prepared to provide the following information:
  - Address of the building and cross streets (56 Broadway and Exchange Place).
  - The floor and suite number.
- Call Student Services at 212-659-7200, who then will contact Building Management Office at 212-510-6480. Upon notification, building personnel will:
  - Have an employee meet the ambulance at the entrance to the Building.
  - Bring an elevator to the lobby level and hold it for the sole use of emergency medical technicians.
  - Meet the emergency medical personnel and bring them to the appropriate location.
  - Hold the elevator at the location for the exit of emergency personnel.

Medical Emergency in Student Housing

- Call 911. Be prepared to provide the following information:
  - Address of the building and cross streets
  - The floor and apartment number.
- Call the Emergency Phone at 646-242-4411.

Evacuating Manhattan

When access to bridges and tunnels is restricted, here is where you should go to evacuate Manhattan:

From Lower Manhattan to New Jersey:

- World Financial Center Pier – Foot of Vessey Street, Battery Park City
- Pier 11 – Wall Street and Gouverneur Lane

From Midtown to New Jersey:

- Port Authority Bus Terminal – West 42nd St. and 8th Ave.
- Midtown – West 39th St. Pier 79

When you arrive in New Jersey, buses will take you to designated transportation centers. At each center, more transportation options will be available to get you closer to your home town, family, and friends. Make sure to let someone in Student Development know where you are and what your plans are.

Ambulance Services

The NYC Fire Department Ambulance Service (911) will automatically take the patient to the nearest medical facility. If another hospital is desired in non-emergency situations, have the phone number for alternate ambulance services available beforehand.

Security Desk

Lobby Security Desk is located on ground level (Lobby) near the entrance. Notify Security of any emergency condition so they can take the appropriate action.

Missing Persons

The King's College is committed to creating and preserving a safe and secure environment for its students. The following policy and procedure is in keeping with that commitment and New York State law. The College will notify the appropriate police precinct of the NYPD if any student who resides in campus housing is reported as missing. The College will notify the police within 24 hours of the missing student being reported to a College official. This policy applies only to students who reside in campus housing.

The College, working with NYPD as necessary, will: 1.) attempt to contact the student using contact information provided by the student, 2.) contact any person the student has identified to the Office of Student Development as a point of contact for this purpose; and 3.) notify others at the College, as appropriate, about the student's disappearance.

To report a missing student, call the emergency phone at 646-242-4411 to notify the Staff-On-Call. Since the College does not have campus police, the Staff-On-Call will immediately alert the local NYPD precinct (1st Precinct for the Financial District and the 84th Precinct for the Brooklyn residence) to assist in locating the missing student.

Prior to moving into student housing, students will have the opportunity to provide a confidential contact person or persons to contact within 24 hours if a student is missing. This contact information is separate from the general emergency contact information. The Office of Residence Life will send a Missing Student Contact Information form to all individuals prior to their move-in. Only authorized College officials and law enforcement officers, in furtherance of a missing person investigation, may have access to this information. If a missing student is under 18 years of age and not an emancipated individual, the College will notify a custodial parent or guardian of the missing student no later than 24 hours after the student is deemed missing by College officials and/or law enforcement officials.

Drugs and Alcohol

Drug-Free Schools and Communities Act of 1989

Main Contact: David Leedy, VP for Student Development dleedy@tkc.edu

The *Drug-Free Schools and Communities Act Amendments of 1989* requires certain institutions to annually notify students of its drug and alcohol policies. The information listed on the

following website is provided to educate King's students about the College's policies and state laws regarding drugs and alcohol: https://www.tkc.edu/about/consumer-information/. For more information, please contact David Leedy, VP for Student Development.

Illegal Drugs

The King's College supports municipal, state, and federal laws governing the possession, use and sale of controlled substances. Violations of these laws are not tolerated. Any student found using/abusing, distributing, selling, or assisting in the sale of a controlled substance will be subject to disciplinary action, including suspension or expulsion, and/or legal consequences.

Refer to Community Standards of Conduct in the Student Handbook for additional information.

New York Possession Penalties

Drug	Quantity	Class	Charge	Penalty
Cocaine	Under 500mg	Class A Misdemeanor	Criminal Possession in the 7th Degree	Up to 1 Year in Jail
Cocaine	Over 500mg	Class D Felony	Criminal Possession in the 5th Degree	Up to 4.5 Years in Jail
Cocaine	1/8oz	Class C Felony	Criminal Possession in the 4th Degree	Up to 9 Years in Jail
Heroin	Under 1/8oz	Class A Misdemeanor	Criminal Possession in the 7th Degree	Up to 1 Year in Jail
Heroin	Over 1/8oz	Class C Felony	Criminal Possession in the 4th Degree	Up to 9 Years in Jail
Cocaine & Heroin	1/2oz	Class B Felony	Criminal Possession in the 3rd Degree	Up to 15 Years in Jail
Cocaine & Heroin	4oz	Class A-II Felony	Criminal Possession in the 2nd Degree	Up to 17 Years in Jail
Cocaine & Heroin	8oz	Class A-1 Felony	Criminal Possession in the 1st Degree	Up to 30 Years in Jail
Ecstasy	Under 25mg	Class A Misdemeanor	Criminal Possession in the 7th Degree	Up to 1 Year in Jail
Ecstasy	25mg – 5g	Class C Felony	Criminal Possession in the 4th Degree	Up to 9 Years in Jail
Ecstasy	5g – 25g	Class B Felony	Criminal Possession in the 3rd Degree	Up to 15 Years in Jail
Ecstasy	Over 25g	Class A-II Felony	Criminal Possession in the 2nd Degree	Up to 17 Years in Jail
Marijuana	Under 3oz	–	Legal if above 21	$50 Fine and Mandatory Drug Education if under 21

Marijuana	3-8oz	Class A Misdemeanor	Criminal Possession in the 4th Degree	Up to $1000 fine and 1 Year in Jail
Marijuana	8oz-16oz	Class E Felony	Criminal Possession in the 3rd Degree	Up to $5000 fine and 4 Years in Jail
Marijuana	16oz-10lbs	Class D Felony	Criminal Possession in the 2nd Degree	Up to $5000 fine and 7 Years in Jail
Marijuana	Over 10lbs	Class C Felony	Criminal Possession in the 1st Degree	Up to $15000 fine and 10 Years in Jail

Alcohol

The King's College purposes to help students assume responsibility for their behavior regarding the consumption of alcohol. The College strives to ensure a campus climate that does not tolerate alcohol misuse or abuse. The College expects students to exercise discernment and prudence if they choose to consume alcoholic beverages.

The King's College abides by New York State and federal alcohol laws, including the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) and the Drug Free Workplace Act of 1988 (Public Law 101-690). The College expects students, whether on or off campus, to obey New York state laws regarding the use, sale, possession and consumption of alcohol.

The following New York State laws and College standards are pertinent:

- Possession, use, or distribution of alcohol by underage persons is illegal and therefore prohibited on and off campus.
- Alcohol may not be served at House-sponsored, King's Council-sponsored or Student Organization-sponsored events, regardless of whether students are of age, without prior written permission from the Dean of Students.
- No student, House or Student Organization is allowed to purchase alcohol with College funds.
- Providing alcohol to underage persons, or providing a space for the consumption of alcohol by underage persons, is illegal and will not be tolerated.
- Possession of an open alcohol container in a public area, regardless of the individual's age, is illegal and prohibited.
- Students, regardless of the individual's age, are not permitted to possess or consume alcohol in housing owned or leased by the College, including balconies, stairwells, laundry rooms, roofs and other common areas, except for specifically labeled cooking wine used for meals.

Violations of College standards or state and federal laws, as well as disruptive conduct that stems from being under the influence of alcohol, are addressed through the College disciplinary process and may bear legal consequences. Depending on the nature and severity of the offense, College disciplinary sanctions may include probation, mandatory alcohol education, removal from student housing, suspension, or expulsion.

The College neither condemns nor condones the consumption of alcohol. The College's approach to alcohol consumption is shaped by the teachings of Scripture. These include: the exhortation to honor God in everything no matter how seemingly insignificant (1 Corinthians 10:31); avoiding actions that cause harm to others (1 Corinthians 8:12-13); exercising self-control and avoiding drunkenness (Galatians 5:22-23; Ephesians 5:18); and submission to government authority (Romans 13:1-7).

Refer to Community Standards of Conduct in the Student Handbook for additional information.

New York Alcohol Penalties

Alcohol Beverage Control (ABC) Law Section 65:
§ 65-a. Procuring alcoholic beverages for persons under the age of 21 years can result in a $200 fine and/or five days imprisonment.
§ 65-b. Offense for one underage of 21 years of age to purchase or attempt to purchase an alcoholic beverage through fraudulent means:

- 1st violation: $100 and/or 30 Hours Community Service (maximum penalty); 3-month License Suspension; Alcohol Awareness Program
- 2nd violation: $350 and/or 60 Hours Community Service (max); 6-month License Suspension; Alcohol Awareness Program
- 3rd and subsequent violations: $750 and/or 90 Hours Community Service (max); 1 year suspension or until the holder reaches the age of 21, whichever is the greater period; Evaluation by an appropriate agency to determine whether the person suffers from alcoholism or alcohol abuse.

§ 65-c. Unlawful possession of an alcoholic beverage with the intent to consume by persons under the age of 21 years can result in a $50 fine and/or 30 Hours Community Service; Alcohol Awareness Program established and/or up to 30 hours of community service.

Alcohol, Cannabis and/or Drug-Use Amnesty

The health and safety of every student at The King's College is of utmost importance. The King's College recognizes that students who have been consuming alcohol, cannabis and/or using illegal drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The King's College urges students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not be subject to code of conduct action for violations of alcohol, cannabis and/or illegal drug-use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Searching a Student

In consideration of the safety for the individual members of The King's College community, staff members have the right to stop and search students who may violate federal, state, or local laws. The standard for conducting such searches is articulable suspicion, defined by specific facts rather than a hunch. Articulable suspicion is less than a probable cause standard (e.g. a student tells College staff that a fellow student is selling illegal drugs to other students on campus or a student tells College staff they saw a fellow student with a firearm).

Sex/Gender Offenses

Main Contact: Megan Lassiter, Title IX Coordinator (mlassiter@tkc.edu)

The King's College is committed to ensuring that all students feel safe at King's and have the opportunity to benefit fully from the College's programs and activities. Sex/gender offenses against students—including sexual harassment/violence and gender-based discrimination—interferes with students' rights to receive an education free from discrimination and, in the case of sexual violence, is a crime and is prohibited by the College.

The Title IX Team regularly updates and publishes a Title IX Brochure for our community that summarizes many of the resources and policies outlined below. If you would like physical copies of the brochure email titleix@tkc.edu or stop by any of the Title IX coordinators offices and ask for one.

Definitions

Complainant: the person who alleges that someone, the respondent, has done something wrong
Respondent: the person accused of an alleged wrongdoing
Third Party: any individual who is not a student, faculty member, or staff member of the College (e.g., vendors, alumni/ae, or local residents)

Sex/Gender Offense Resources

All College services and resources are available to all students, regardless of whether a report is made. When facing an incident or allegation, both the complainant and the respondent are encouraged to make use of appropriate resources, including counseling services, their House Advisor, the Dean of Students, and any College personnel to secure one's immediate safety. Available on and off campus resources include:

- Counseling Services: 646-237-8905, counseling@tkc.edu
- Title IX Coordinators (see below)
- Beth Israel Rape Crisis Center: 317 East 17th Street, 4th Floor, 212-420-4516
- Crime Victims Treatment Center: 40 Exchange Place, Suite 510, 212-523-4728
- New York State Domestic and Sexual Violence Hotline: 800-942-6906
- New York State "Enough is Enough" Hotline: 844-845-7269
- NYPD Special Victims Division: 646 -610-7272

Students may pursue legal action through local law enforcement independent of the College's investigative and disciplinary proceedings at any time.

Title IX Coordinators

Title IX Coordinators provide information on College resources and policy regarding sex/gender offenses, investigate all alleged sex/gender offenses with consent from the student, and advise Title IX Sexual Misconduct Hearing Panel on policy and procedure. For emotional support, please contact your House Advisor or the College's counseling department.

- Megan Lassiter: 646-930-0681, mlassiter@tkc.edu (Title IX Coordinator)
- Leticia Mosqueda: 212-659-7292, lmosqueda@tkc.edu (Deputy Title IX Coordinator)
- Richard Christensen: 646-930-0589 , rchristensen@tkc.edu (Deputy Title IX Coordinator)

Sexual Harassment

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:
1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo):
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or
3. Sexual assault (as defined in the Clery Act), or dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA)

Sexual Exploitation

Any act whereby one person violates the sexual privacy or takes sexual advantage of another person without consent. Examples include: voyeurism (i.e. spying on others who are in sexual situations); recording, photographing, transmitting, viewing, or distributing intimate/sexual images or sexual information without consent of all parties.

Sexual Violence

Sexual violence* is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including but not limited to:

- **Non-Consensual Sexual Penetration** (commonly referred to as rape): Any act of vaginal or anal penetration, without consent, by a person's penis, finger, other body part or object, or oral penetration by a penis.
- **Non-Consensual Sexual Contact:** Any sexual touching other than sexual penetration without consent. Examples include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area (including over clothing); kissing; unwanted disrobing of another person; purposeful exposure of one's genitals to another.
- **Dating Relationship Violence:** Acts of violence, threat, or intimidation that harm or injure a partner in a current or former dating or sexual relationship. These acts may be

physical, emotional, psychological, sexual, or economic. Dating relationship violence can be a single act or pattern of behavior.

- **Domestic Violence:** Acts of violence, threat, or intimidation that harm or injure members of a family or household, when those members have, or have previously had, a sexual relationship. Students are deemed to be in the same "household" when they share access to the same private living space or bathroom.

**Sexual offenses in the State of New York are outlined under article 130 of the NYS penal law. Of particular note is the definition of sexual contact: "... Any touching of the sexual or other intimate parts of a person not married to the actor for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the touching of the victim by the actor, whether directly or through clothing." Committing such offenses can result in civil action and imprisonment.*

Consent

In accordance with New York State Law, a sexual encounter can only be consensual when affirmative consent has been given. Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent may be given by words or actions, if those words or actions create clear permission regarding willingness to engage in the sexual activity. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- Silence or lack of resistance does not demonstrate consent. Relying on nonverbal communication may result in a violation of this policy.
- Consent cannot be obtained through the use of force, intimidation, threat of harm or coercion, or by taking advantage of the incapacitation of another individual. By definition, a person who is intoxicated, unconscious, mentally impaired, a minor (17 or younger), or threatened is unable to give consent**.**
- Do not make assumptions. If confused or uncertain, stop and verbally clarify each participant's willingness to continue.
- Consent may be withdrawn at any time. When consent is withdrawn, sexual activity must stop immediately.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, cannabis and/or illegal drugs or other intoxicants may be unable to consent.
- Prior consent does not imply current or future consent, even in the context of an ongoing relationship. Consent must be freely sought and given for each instance of sexual activity.

Relationship Stalking

Stalking is a course of conduct (i.e. more than one act) directed at a partner in a current or former dating or sexual relationship that causes a person to experience distress or to fear for the safety of a third person. Acts that constitute stalking may be direct actions or may be communicated by a third party. Examples include: threats of harm to self, others, or property, pursuing or following others, unwanted communication, unwanted gifts, trespassing, and surveillance or other related types of observation.

Gender-Based Harassment

Gender-based harassment is a form of sexual harassment. It includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. When such conduct is sufficiently severe, persistent, or pervasive, it interferes with or limits a person's ability to participate in or benefit from the College's education and activities.

Note: A discussion by College professors and students of the biblical view of sexuality, gender and sexual orientation is not considered sexual harassment or gender-based discrimination.

Gender Definitions

- Gender Identity: a person's private sense and subjective experience of their own gender.
- Sex: a combination of bodily characteristics including chromosomes, hormones, internal and external reproductive organs.
- Transgender: a person whose gender identity does not conform clearly to their sex.
- Gender Expression: the way a person expresses gender to others in ways that are socially defined as either masculine or feminine, such as through behavior, clothing, hairstyles, activities, voice, or mannerisms.
- Gender Non-Conforming: people whose gender identity and/or gender expression do not conform to the social expectations or norms for a person of that sex or assigned gender.

Formal Complaint Procedure

The College does not tolerate any type of sex/gender offense committed by students, faculty, or staff. The College strongly encourages students to report alleged sex/gender offenses. Every report received by the College results in a Title IX investigation, pending permission from the complainant. A written notice will be sent to the respondent with the complainants allegations.

The College will seek consent from reporting individuals prior to conducting an investigation. Declining to consent to an investigation will be honored unless the College determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to the reporting individual or other members of the community. Honoring such request may limit the College's ability to meaningfully investigate and pursue disciplinary action against an accused individual.

When weighing a victim's request that no investigation or discipline be pursued, the College must consider a range of factors, including:

- Whether the alleged perpetrator has a history of violent behavior or is a repeat offender;
- Whether the alleged incident represents escalation in unlawful conduct on behalf of the alleged perpetrator from previously noted behavior;
- Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- The increased risk that the alleged perpetrator will commit additional acts of violence;
- Whether the alleged perpetrator used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether the College possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.

Respondents may be subject to disciplinary action, including suspension or expulsion, pending the outcome of the investigative and disciplinary process. If the complainant requests confidentiality, the report will be treated as a disclosure of information, and disciplinary proceedings may not be pursued at that time.

To report incidents, any complainant or witness may:

- Contact a Title IX Coordinator: titleix@tkc.edu, 212-659-7292
- Speak to his/her House Advisor
- Notify the Dean of Students: dleedy@tkc.edu, 212-659-0741
- Contact any other faculty or staff

Any student, staff, faculty member, or guest of the College may report or disclose alleged sex/gender offenses committed by a student, staff, faculty, or third party. Once a report is filed, the College's investigation will typically be completed within 60 days. All incidents or allegations of sex/gender offenses against a student will be investigated by the College's Title IX Coordinators.

Type of Sex/Gender Offense	**Alleged Offender**	**Due Process Information**	**Person(s) Responsible for Investigation and Response**
Sexual Harassment, Sexual Violence, or Gender-Based Discrimination	Student	Student Handbook	Title IX Coordinator
Sexual Harassment, Sexual Violence, or Gender-Based Discrimination	Faculty or Staff	Student Handbook; Faculty Handbook; Employee Handbook	Human Resources and Title IX Coordinator

Sexual Harassment, Sexual Violence, or Gender-Based Discrimination	Vendor, Outside Guest, etc.	Student Handbook	Title IX Coordinator

The College encourages students to promptly report all cases of sexual violence to law enforcement personnel to ensure that trained investigators can review the case and preserve evidence. Regardless of whether a criminal prosecution is underway, the College, with consent from the student, will investigate all alleged sex/gender offenses.

Reports Against a Fellow Student

Once College personnel become aware of a sex/gender offense, the College, with consent from the student, will initiate the following process:

1. Reports will be referred to the College's Title IX Coordinator and will be included in campus crime statistics as required by the Clery Act.
2. The College will strive to ensure that the complainant and the student body are reasonably protected from further emotional or physical harm.
3. The College will, where possible, take steps to prevent contact between complainant and respondents (e.g. altering complainant or respondent's course schedule or housing).
4. The Title IX Coordinator will conduct a thorough and discreet investigation of alleged incident (including, but not limited to, taking statements from all involved parties and first responders), and compile a written report.
5. The compiled documentation will be presented to the Associate Dean of Students.
6. If the documentation reveals evidence of a sex/gender offense, the Associate Dean of Students or their designee will convene a Sexual Misconduct Hearing Panel comprised of College staff and faculty. See Sex/Gender Offense Hearings for more detail.

Reports Against Staff or Faculty

Once College personnel become aware of a complaint, the College, with consent from the student, will initiate the following process:

1. Reports will be referred to the College's Title IX Coordinator and will be included in campus crime statistics as required by the Clery Act.
2. The College will strive to ensure that the complainant and the student body are reasonably protected from further emotional or physical harm.
3. The College will, where possible, take steps to prevent contact between complainant and respondents.
4. The Title IX Coordinator will conduct a thorough and discreet investigation of the alleged incident (including, but not limited to, taking statements from all involved parties and witnesses), compile a written report, and submit findings to the Director of Human Resources.
5. Human Resources will convene a hearing panel comprised of the Director of Human Resources, the Dean of Students, and the Vice President overseeing Human Resources. The panel will provide student complainant(s) opportunity to present relevant witnesses

and other evidence. The panel will make a determination based on a preponderance of the evidence and, if allegations are substantiated, take prompt disciplinary action.

Reports Against Third Party

Once College personnel become aware of complaints, the College, with consent from the student, will initiate the following process:

1. Reports will be referred to the College's Title IX Coordinator and will be included in campus crime statistics as required by the Clery Act.
2. The College will strive to ensure that the complainant and the student body are reasonably protected from further emotional or physical harm.
3. The College will, where possible, take steps to prevent contact between complainant and respondents.
4. The Title IX Coordinator will conduct a thorough and discreet investigation of alleged incident (including, but not limited to, taking statements from all involved parties and witnesses), compile a written report, and present options for further action to the complainant.

Sex/Gender Offense Confidentiality

The College encourages the complainant of sex/gender offenses to talk to listed resources so they can get the support they need and so the College can respond appropriately. College employees have varying levels of responsibility to maintain a complainant's confidentiality (see below).

Confidential Sources

The College's confidential sources are:

- Office of Counseling, counseling@tkc.edu
- Dr. Anthony Bradley, abradley@tkc.edu
- Dr. Ben White, bwhite@tkc.edu
- Dr. Dru Johnson, ajohnson@tkc.edu
- Professor Chris CraginDay, ccday@tkc.edu

Reports made directly to the College Counseling Services or the three professors listed above are protected by confidentiality laws and will not be referred to the Title IX Coordinator without the consent of the student. A student may talk to a confidential source without revealing personally identifying information about an incident to the College and without triggering a College investigation that could reveal the complainant's identity or that the student has disclosed the incident.

While maintaining a complainant's confidentiality, the confidential source will report the nature, date, time, and general location of an incident to the Title IX Coordinator(s). This limited report, which includes no information that would directly or indirectly identify the complainant, helps keep the Title IX Coordinator(s) informed of the general extent and nature of sexual violence on and off campus so the coordinators can track patterns, evaluate the scope of the

problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator(s), the confidential source will consult with the student to ensure that no personally identifying details are shared with the Title IX Coordinator(s).

Responsible Employee

A "responsible employee" is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or to whom a student could reasonably believe has this authority or duty. When a student tells a responsible employee about an incident of sex/gender offenses, the student should expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator(s) all relevant details about the alleged sex/gender offenses shared by the student and that the College will need to determine what happened – including the names of complainant, any respondent(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident(s). To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. The following employees are the College's responsible employees:

- Staff
- Faculty
- Athletic Coaches
- House Executive Teams
- The King's Cabinet
- Housing Assistants
- Student Service Representatives
- Student Security Assistants

Requesting Further Confidentiality

If a student discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into that incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the complainant. If the College honors the request for confidentiality, a complainant must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged respondent(s) may be limited. Although rare, there are times when the College may not be able to honor a complainant's request to provide a safe, non-discriminatory environment for all students. The College designated the following individual(s) to evaluate requests for confidentiality once a responsible employee has been notified of alleged sex/gender offenses: David Leedy, Dean of Students; Megan Lassiter, Title IX Coordinator; Leticia Mosqueda, Deputy Title IX Coordinator; Richard Christensen, Deputy Title IX Coordinator.

When weighing a victim's request for confidentiality or that no investigation be pursued, the College must consider a range of factors, including:

- Whether the alleged perpetrator has a history of violent behavior or is a repeat offender;
- Whether the alleged incident represents escalation in unlawful conduct on behalf of the alleged perpetrator from previously noted behavior;
- Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- The increased risk that the alleged perpetrator will commit additional acts of violence;
- Whether the alleged perpetrator used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether the College possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If the College determines that it cannot maintain a complainant's confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

If the further confidentiality is granted, the College will be unable to investigate the incident or pursue disciplinary action against the respondent. Even so, the College counselors, Title IX Coordinator(s), staff, and faculty will still assist the students in receiving other necessary protection and support, such as academic support or accommodations, disability, health or mental health services, and changes to living, working, or course schedules. A student who at first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated.

Reasonable Accommodations & Supportive Measures

After reviewing the complaint, the Dean of Students or Title IX Coordinators may take interim supportive measures to protect the safety and well-being of the individuals involved and the College community. The King's College may provide reasonable accommodations for academics, housing, work schedule, no-contact orders, campus restrictions, supplying complainant with an escort to ensure s/he feels safe, or other arrangements to help ensure safety of the complainant. Supportive measures will also be provided to respondents.

Contact a Title IX Coordinator, 646-930-0681, titleix@tkc.edu, to request accommodations. After students are notified of accommodations, they have the right to review the need for and terms of interim measures and accommodations. They also have the right to request the denial of interim measures and accommodations.

Non-Retaliation

Complainants are often concerned about retaliation from respondents. The College will not only take steps to prevent retaliation but will also take disciplinary action if it occurs. In cases in which a student files a report, the College cannot keep the complainant's identity from the respondent. Sexual violence is a serious offense and respondents have the right to know the identity of their accuser.

Alcohol, Cannabis and/or Drug-Use Amnesty

The health and safety of every student at The King's College is of utmost importance. The King's College recognizes that students who have been consuming alcohol, cannabis and/or using illegal drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The King's College urges students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not be subject to code of conduct action for violations of alcohol, cannabis and/or illegal drug-use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Determination of Responsibility and Discipline

At the completion of the investigation regarding Sexual Violence or Gender Discrimination, the Title IX Coordinator will provide a summary of findings to the Associate Dean of Students. If the Associate Dean of Students determines that it is in the interest of the complainant, he will convene a Sexual Misconduct Hearing Panel comprised of four to six faculty and staff. The Associate Dean of Students or his designee will chair the hearing. The Title IX Coordinator will attend the hearing as an advisor to all involved parties, complainant, respondent, and panel members and chair.

The Sexual Misconduct Hearing Panel uses a "preponderance of the evidence" standard (i.e. it is more likely than not that sexual harassment/violence or gender-based discrimination occurred) to answer the following questions:

- Did the alleged incident occur?
- What sanctions should be given to the respondent?
- What remedies should be granted to the complainant or provided for the school community at large?

For Title IX violations regarding Sexual Harassment the College will conduct live hearings between the complainant and respondent with cross examination by Advisors. If a student is unable to find an advisor of their choice the college will provide one free of charge. Each student must have an advisor for cross examination. Each party's advisor must be allowed to cross-examine the other party and any witnesses "directly, orally, and in real time." Cross-examination is limited to "relevant" questions, including questions related to credibility. The

hearing officer must decide whether a question is "relevant" before it is answered and must explain any decision to bar a question as irrelevant. At the conclusion of the live hearing a decision maker will use the "preponderance of evidence" as mentioned above. At either party's request, the College will provide for the entire hearing to be conducted with the parties in separate rooms, with the parties able to see and hear each other in real time. Any party or witness may be allowed to participate in the hearing remotely. The College will record all hearings, even if the hearing is in person.

The Title IX Coordinator will provide both the Complainant and the Respondent with a written Notice of Determination which will contain the rationale for such determination. The Notice of Determination will be provided to the parties simultaneously and within five business days of receipt of the investigator's report and recommendation. In cases of sexual harassment, sexual assault, dating violence, domestic violence and/or stalking, the Complainant and the Respondent will be informed simultaneously and in writing of any sanctions imposed and the rationale for such sanction(s). In other cases of sexual misconduct, the Complainant will only be informed of the sanction(s) to the extent such sanction(s) relate to the Complainant. The range of outcomes could include expulsion, suspension, probation, or no contact orders. All records regarding cases are kept on file for seven years.

Appeals

Appeals are permitted in cases of alleged sexual harassment, sexual assault, dating violence, domestic violence, and stalking. After receiving the written Notice of Determination, both the Complainant and the Respondent have five business days to appeal the decision. During that time, both the Complainant and the Respondent will have opportunity to review the investigation report (redacted to remove the names and personal identifying information of other students as required by law).

To initiate an appeal, the student must submit a letter of appeal to the Title IX Coordinator. The appeal must be based on one of the grounds below and be submitted to the Title IX Coordinator by email at titleix@tkc.edu or by delivery to the Title IX Coordinator's office within five business days of the issuance of the Notice of Determination. Sanction(s) imposed by the Title IX Coordinator will remain in effect while the appeal is pending.

The only accepted grounds for an appeal are: 1.) New evidence, which was not available at the time the Title IX Coordinator completed his/her review, has come to light; 2.) An error in the process, as outlined by this policy, which materially impacted the outcome. 3.) The sanction(s) imposed were not appropriate considering the evidence presented. 4) That conflict or bias effected the outcome.

Disagreement with the determination is not, by itself, grounds for appeal. Whether a letter of appeal brings forward arguable grounds for an appeal is within the sole discretion of the Title IX Coordinator and is not, itself, appealable.

If the appeal letter does not supply sufficient grounds for appeal, the appeal will be denied. If the appeal letter identifies arguable grounds for appeal, within two business days of receipt of the appeal, the Title IX Coordinator will appoint at least three College employees to serve on an Appeal Board and (ii) provide the other party with an opportunity to review the appeal. The non-appealing party will have five business days thereafter to submit materials in response to the appeal.

After reviewing the original Investigator's Report and Recommendation, the Title IX Coordinator's Notice of Determination from the Sexual Misconduct Panel, and the materials submitted by the parties, the Appeal Board may decide to:

- Affirm the decision of the Sexual Misconduct Panel. In this case, the decision rendered in the Notice of Determination is final.
- Affirm the decision about whether a violation was committed but modify the sanctions imposed by the Sexual Misconduct Panel. The modified sanctions are not subject to further appeal.
- Remand the matter back to the Title IX Coordinator to: reevaluate the Sexual Misconduct Panel decision considering the Appeal Board's findings and/or reopen the investigation.

The Appeal Board's decision will be transmitted in writing to the Complainant, the Respondent, and the Title IX Coordinator simultaneously within five calendar days of the non-appealing party's submission.

*While the procedures and timelines outlined above will be stringently followed, the Title IX Coordinator has the authority to adjust procedures and timeline as necessary and in the interest of both parties.

Rights of Complainants and Respondents

Every student has the right to request that disciplinary charges be filed against the accused in proceedings governed by New York State Law 129-B.

Every student throughout proceedings involving such an accusation of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the College's code of conduct, the right for the respondent, accused, and reporting individuals to be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process. See Advisor section below for rules regarding participation.

Every student has the right to a prompt response to any complaint and to have the complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made pursuant to the

provisions of this article and the institution's policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking or sexual assault.

Every student has the right to an investigation and process that is fair, impartial and provides a meaningful opportunity to be heard, and that is not conducted by individuals with a conflict of interest.

Every student has the right to have the College's disciplinary process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten days except when law enforcement specifically requests and justifies a longer delay.

Every student has the right to review and present available evidence in the case file, or otherwise in the possession or control of the College, and relevant to the conduct case, consistent with the College's policies and procedures.

Every student has the right to exclude their own prior sexual history with person(s) other than the other party in the disciplinary process or their own mental health diagnosis and/or treatment from admittance in the College's disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanctions.

Every student has the right to receive written or electronic notice, provided in advance pursuant to College policy and reasonable under the circumstances, of any meeting they are required to or are eligible to attend, of the specific rule, rules or laws alleged to have been violated and in what manner, and the sanction or sanctions that may be imposed on the respondent based upon the outcome of the disciplinary process, at which time the designated hearing panel will provide a written statement detailing the factual findings supporting the determination and the rationale for the sanctions imposed.

Every student has the right to make an impact statement during the point of the proceeding where the decision makers are deliberating on appropriate sanctions.

Every student has the right to simultaneous (among the parties) written or electronic notification of the outcome of a disciplinary process, including the sanction or sanctions.

Every student will be informed of the sanction or sanctions that may be imposed on the respondent based upon the outcome of the disciplinary process and the rationale for the actual sanctions imposed.

Every student has the right to choose whether to disclose or discuss the outcome of a disciplinary process.

Every student has the right to have all information obtained during the course of the disciplinary process be protected from public release until the hearing panel makes a final determination unless otherwise required by law.

Advisors

Student Complainants and Respondents have a right to be accompanied by an advisor of his or her choice at all meetings, interviews, and hearings related to an allegation of sexual misconduct. In cases involving allegations of domestic violence, dating violence, sexual assault or stalking, the advisor may be an attorney. Employees are entitled to be accompanied by an advisor of their choice, who may be an attorney, in cases involving allegations of dating violence, domestic violence, sexual assault or stalking. Advisors are not permitted to advocate on behalf of the individual or to directly address the investigator, the Title IX Coordinator, Designee of the Title IX Coordinator, or the hearing panel. The party may confer with the advisor as necessary, and the advisor may pass notes to the party during meetings and hearings. If the advisor is disruptive or otherwise fails to comply with these parameters, he or she may be asked to leave.

Student Bill of Rights

Pursuant to New York State Law 129-B, students have the following rights:

- Make a report to local law enforcement and/or state police
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident
- Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution
- Access to at least one level of appeal of a determination
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution

Timely Warning

In accordance with the Jeanne Clery Act, The King's College will issue a timely warning if College officials determine that there is a serious or continuing threat to the College community. The Dean of Students, Associate Dean of Students, or the Title IX Coordinator(s) may issue a timely warning to the community.

All timely warnings are prompted by crimes specified in the Clery Act (i.e. crimes of violence, hate crimes, sexual misconduct crimes) that have already occurred on or near the College campus or student housing residences. Each warning will be decided on a case-by-case basis. College officials will consider the nature of the crime(s), the continued threat to the campus community, and the possible risk of compromising law enforcement efforts when determining if a timely warning is necessary.

The timely warning will consist of pertinent information about what crime has already occurred and the location where it occurred. Any such warning would not include information that identifies the victim(s). Timely warnings may also include other available information that will help members of the campus community protect themselves, ranging from descriptive information about suspects to tips on deterring theft. Timely warnings may be dispersed by email, posts around campus, via text message or phone call through the College's emergency response system, or by a combination of these communication methods.

Statement of Non-Discrimination

As a religious and educational corporation, the institution does not unlawfully discriminate in its educational and employment policies against any person on the basis of sex, race, color, age, disability, or national or ethnic origin. This policy applies to all aspects of the College's admissions, academic, and employment policies and all other school-administered programs and activities. Questions regarding Title IX may be directed to the College's Title IX Coordinator (mlassiter@tkc.edu) or 646-930-0681.

Harassment and Bullying (non-sexual)

Main contact: Ralph Castillo, Assistant Dean of Christian Formation (rcastillo@tkc.edu)

The King's College is committed to maintaining an educational environment in which all individuals are treated with dignity and respect. This includes freedom from all forms of intimidation, exploitation, bullying, and harassment. For sexual harassment policies and procedures, see the Sex/Gender Offenses section of the Student Handbook.

Harassment

Harassment is defined by the College as verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of age, race, color, national origin, military status, disability, predisposing genetic characteristics, and/or marital status. The King's

College prohibits harassment of any member of its community whether such harassment is aimed at students, faculty, or other employees. Violators are subject to disciplinary action.

Differences of opinion, conflicts, or problems in relationships occasionally occur as a normal part of work and academic life and should not be considered harassment. Faculty members have a right to explore viewpoints in their research and writing and present all relevant positions on an issue in the classroom. Such differences of opinion should not be considered harassment.

Harassment includes:

1. Visual conduct such as leering or other gestures that denigrate a person's age, race, color, national origin, military status, disability, predisposing genetic characteristics, and/or marital status.
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of age, race, color, national origin, military status disability, predisposing genetic characteristics, and/or marital status, and that is placed on walls, bulletin boards, or elsewhere on the College premises, circulated on campus, or used in social media.
3. Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to age, race, color, national origin, military status, disability, predisposing genetic characteristics, and/or marital status, graphic verbal commentaries about an individual's body.
4. Physical conduct such as assault, and impeding or blocking movements.
5. Coercion, threat, disrespect or intimidation of another person.
6. Actions or statements that cause damage or threaten the personal and/or psychological wellbeing of a person.
7. Stalking. Stalking is ongoing harassment or threats that cause substantial emotional distress in another person. Stalking includes following or spying on another individual; attempting contact through unwanted calls, emails, text messages or instant messages; giving unwanted gifts; spreading rumors; damaging the person's property; or defaming the person's character. Stalking perpetuated between those who have been in a dating or sexual relationship will be addressed in accordance with the College's sexual misconduct policy.

Bullying

Bullying is defined by the College as severe, persistent, or pervasive mistreatment directed at one or more individuals as to cause or create a hostile working or educational environment or unreasonably interfere with a person's work or school performance or participation. Differences of opinion, conflicts, or problems in relationships occasionally occur as a normal part of work or academic life and should not be considered bullying. Nor is it bullying for a supervisor to note an employee's poor job performance and potential consequences within the framework of College policies and procedures, or for a professor or academic program director to advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program if uncorrected.

Bullying includes:

1. Verbal bullying: oral, written, or electronic communications that include slandering, ridiculing, or maligning of a person or persons; addressing abusive or offensive remarks to a person or persons; shouting at others in public or in private.
2. Nonverbal bullying: directing threatening gestures toward a person or persons or invading personal space after being asked to move or step away.
3. Cyberbullying: bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through text messaging and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.
4. Physical bullying: pushing, shoving, kicking, poking, or tripping; assault or threat of physical assault; damage to a person's work area or property; damage to or destruction of a person's work product.
5. Anonymous bullying: withholding or disguising one's identity while treating a person or group in a malicious manner, sending insulting or threatening anonymous messages, placing objectionable objects among a person's belongings, or leaving degrading written or pictorial material about a person where others can see.
6. Threatening action toward a person's job or well-being: making threats, either explicit or implicit to the security of a person's job, position, or personal well-being.

Any person who believes that s/he is being harassed or bullied should bring the behavior in question to the attention of a College staff or faculty member. Any student, whether victim or witness, may complete an Incident Report Form located on the College website and Student Portal. The Honor Council hears cases involving harassment and bullying (see section on Disciplinary Process in the Student Handbook). If the alleged perpetrator is a student, the situation will be referred to the Assistant Dean of Student Development (rcastillo@tkc.edu) who will determine whether the situation warrants an Honor Council hearing. If the alleged perpetrator is an employee of the College, a vendor of the College, or a contractor of the College, the situation will be referred to the Director of Human Resources (humanresources@tkc.edu). Every reasonable effort will be made to ensure confidentiality in dealing with the situation. See Grievance Procedure section of the Student Handbook.

Alleged incidents of harassment and bullying, in any form, are taken seriously and will be fully investigated. Likewise, intentionally false accusations of harassment or bullying will be investigated and addressed. Confirmed incidents of harassment or bullying will result in disciplinary action including but not limited to reprimand, probation, suspension, or expulsion. Retaliation against an individual for bringing a harassment or bullying complaint is prohibited by law and will lead to disciplinary action. Nothing in this policy shall preclude a student from seeking redress through external legal proceedings.

Reporting Violent Felonies

In accordance with the New York State College Safety Act, The King's College will notify law enforcement within 24 hours of receiving a report of a violent felony or when a student who resides in campus housing is missing. Violent felonies include, but are not limited to, arson, kidnapping, physical assault with a deadly weapon, burglary, robbery and many firearm offenses. See N.Y. Penal Law § 70.02(1) for the exhaustive list of violent felonies institutions must report under the Act.

Reporting of sexual offenses, including rape, sexual assault, etc., is an exception. The federal Campus Sexual Assault Victims' Bill of Rights, 20 U.S.C. § 1092(f) provides the complainant of a sexual offense with the right to decide whether to report such offense to law enforcement agencies. To comply with the Act and other federal regulations, such as the Clery Act, the College will notify the complainant in writing of his/her rights and options, including, but not limited to, the importance of preserving evidence, to whom the offense may be reported, and that s/he has the right to report the incident to law enforcement if s/he chooses. The College will also provide the complainant with information about how to make a report to law enforcement and offer assistance should the complainant wish to do so.

Timely Disclosure of Disciplinary Hearing Results

If a student is a complainant of a violent crime (defined in section 16 of title 18 of United States Code) or non-forcible sex offense (Incest or Statutory Rape) by a fellow student they are entitled to a report on the results of any disciplinary proceedings conducted by the College. To receive this report the complainant must submit a written request to the Assistant Dean of Student Development, Ralph Castillo, at rcastillo@tkc.edu.

If a student is a complainant of dating violence, domestic violence, sexual assault, or stalking by a fellow student, also known as the respondent, both the complainant and the respondent will receive a written notification of any result of the College's disciplinary proceeding.

Safety and Security Programs

Each year, The King's College uses various programs to inform students of the policies and procedures outlined in this report. The following programs were offered in 2021:

- Student Leader Emergency Response Training (Student Training) – At the beginning of the academic year student leaders review material from the Emergency Action Plan, including the evacuation locations for each campus building, including all student housing locations.
- Student Services Emergency Response Training (Student Worker Training) – At the beginning of the academic year the Student Services Team reviews material from the Emergency Action Plan, including the evacuation locations for each campus building, including all student housing locations.
- Mandatory Housing Meetings (Student Training) – At the beginning of each semester new students moving into on-campus housing locations meet with housing staff to

review important housing policies and procedures. This includes evacuation procedures and basic NYC safety tips.

- Annual Safety Meetings (Student Training) – At the beginning of each semester the Title IX Team conducts safety meetings for all new students. During 2021, the College partnered with the Crime Victims Treatment Center (CVTC) to provide new students with training during New Student Orientation. During the meetings, the Title IX Team and a CVTC team member covers policies and resources available in response to sexual assault, sexual harassment, and gender discrimination. Additional material covered in the meetings includes: safety tips, bystander intervention, the importance of consent (in relation to all physical contact within a relationship), and drug and alcohol policies. By partnering with CVTC the College familiarizes students with a resource external to the College that students can utilize for support.
- Annual Safety Meetings for Student Athletes and Student Leaders – At the beginning of the fall semester the Title IX Team partners with CVTC to conduct mandatory safety meetings for student athletes and student leaders. These two meetings focus on bystander intervention and questioning the cultural messaging around sex and gender violence, misconduct, and discrimination. It is specifically targeted to student leaders so that they can lead the student body community as peers. In the student leader meeting the Title IX team informs student leaders that they are mandatory reporters and therefore must report any instance of sexual misconduct to the Title IX Team.
- House Alcohol Meetings (Student Training) – Alcohol education occurs through the House System using the best practice of peer-to-peer education. Every student of the King's College is assigned to a fraternal organization called a House. Every House hosts a discussion of issues around alcohol: underage drinking, misuse of alcohol, and upperclassman setting example to underage students in their use of alcohol.
- Annual Emergency Response Procedure Review (Staff Training) – Each summer the Student Development Team meets to review emergency response procedures and check-lists.

Crime Statistics

Main contact: Leticia Mosqueda, Assistant Dean of Residence Life (lmosqueda@tkc.edu)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and universities to compile and make available information about crimes that occurred on or around campus. The information below is provided to inform all members and future members of The King's College community about the safety climate on campus.

Local Police Precinct Data

https://www1.nyc.gov/site/nypd/stats/crime-statistics/borough-and-precinct-crime-stats.page
Main Campus is located in the 1st Precinct. The City Point Residence is located in the 84th Precinct.

National Data for College and University Crime Stats

www2.ed.gov/admins/lead/safety/crime/criminaloffenses/index.html

Registered Sex Offenders Database

In accordance with the Campus Sex Crimes Prevention Act of 2000 and the Jeanne Clery Act, The King's College provides a link to the New York State Sex Offender Registry. The Clery Act requires institutions to advise students where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. To access the registry, use the following link to New York State Sex Offender Registry Search: www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp

The United States Department of Education makes additional U.S. campus crime statistic information available at: www2.ed.gov/admins/lead/safety/crime/criminaloffenses/index.html.

The King's College Crime Statistics (2019, 2020, 2021)

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property	Total
Murder/Non-negligent Manslaughter	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Rape	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Fondling	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	2	0	0	2
Incest	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Statutory Rape	2021	0	0	0	0	0
	2020	0	0	0	0	0

	2019	0	0	0	0	0
Robbery	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Aggravated Assault	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	1	0	0	1
Burglary	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Arson	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Domestic Violence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Dating Violence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Stalking	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Liquor Law Arrests	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Liquor Law Violations Referred for	2021	0	21	0	0	21
	2020	0	14	0	0	14

Disciplinary Actions	2019	0	33	0	0	33
Arrests for Drug Abuse Violations	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Drug Abuse Violations Referred for Disciplinary Actions	2021	0	1	0	0	1
	2020	0	1	0	0	1
	2019	0	15	0	0	15
Illegal Weapons Possession Arrests	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Illegal Weapons Possession Referred for Disciplinary Actions	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

Crime Definitions

Murder and Non-Negligent Manslaughter is the willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence is the killing of another person through gross negligence.

Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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

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

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

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

Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary is the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.

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

Domestic Violence is a felony or misdemeanor crime of violence committed…

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabiting with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence is violence committed by a person who is or as been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. Course of conduct is two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Liquor Law Violation is the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations are the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation

and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Illegal Weapons Possession is the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Hate Crimes

A ***Hate Crime*** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. There are many possible categories of bias, but here are some examples: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

There were no reported Hate Crimes for the years 2019, 2020, or 2021.

Unfounded Crimes

Starting in 2015 institutions were required to report unfounded crimes. A crime is only considered unfounded when a sworn or commissioned law enforcement personnel makes a formal determination that the report is false or baseless.

There were no unfounded crimes in 2019, 2020, and 2021.

Fire Statistics

2019 On-Campus Housing Student Housing Fire Statistics							
Residential Facility	Street Address	Total Fires in Building	Fire Number	Cause of Fire	Number of Injuries that Required Medical Treatment	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
City Point	436 Albee Square	0	0	0	0	0	0
DeVos Hall	102 Greenwich Street	0	0	0	0	0	0
West	1 West Street	0	0	0	0	0	0
Washington	90 Washington Street	0	0	0	0	0	0

2020 On-Campus Housing Student Housing Fire Statistics							
Residential Facility	Street Address	Total Fires in Building	Fire Number	Cause of Fire	Number of Injuries that Required Medical Treatment	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
City Point	436 Albee Square	0	0	0	0	0	0
DeVos Hall	102 Greenwich Street	0	0	0	0	0	0
West	1 West Street	0	0	0	0	0	0
Washington	90 Washington Street	0	0	0	0	0	0

2021 On-Campus Housing Student Housing Fire Statistics							
Residential Facility	Street Address	Total Fires in Building	Fire Number	Cause of Fire	Number of Injuries that Required Medical Treatment	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
City Point	346 Albee Square	0	0	0	0	0	0
DeVos Hall	102 Greenwich Street	0	0	0	0	0	0
West	1 West Street	0	0	0	0	0	0

Appendix: Fire Safety Plans

The 2022-2023 student housing Fire Safety Plans follows this report. See documents on the following pages.



FIRE SAFETY PLAN

I/We, **The King's College** of Apartment_____ located in the building known as **436 Albee Square, Brooklyn NY 11201** have received a copy of the building's current Fire Safety Plan.

I understand that this notice, as to the existence or non-existence of a Sprinkler System is being provided to me to help me make an informed decision about the Leased Premises in accordance with New York State Real Property Law Article 7, Section 231-a.

There is a Maintained and Operative Sprinkler System in the Leased Premises.

A "Sprinkler System" is a system of piping and appurtenances designed and installed in accordance with generally accepted standards so that heat from a fire will automatically cause water to be discharged over the fire area to extinguish it or prevent its further spread (Executive Law of New York, Article 6-C, Section 155-a(5)).

Distributed by **Spencer Albee Equities LLC**

Date: **March 28 2018**

Received by:

_____

The Kings College Date

Copy of this form MUST be available for FDNY inspection.
Original MUST be returned to **Spencer Albee Equities LLC**

FIRE SAFETY PLAN
PART I - BUILDING INFORMATION SECTION

BUILDING: Spencer Albee Equities LLC
ADDRESS: 436 Albee Square, Brooklyn NY 11201

BUILDING OWNER/REPRESENTATIVE:
Name: Spencer Albee Equities LLC
Address: 436 Albee Square, Brooklyn NY 11201
Telephone: **718-623-9430**

BUILDING INFORMATION:

Year of Construction: **2018**

Type of Construction: **Non-Combustible**

Number of Floors: 28 Above Ground 1 Below Ground

Sprinkler System: **Yes**
Dwelling units
Hallways
Compactor chute
Refuse rooms
Lobby
Basement

Fire Alarm: **Yes: Transmits Alarm to Fire Dept/Fire Alarm Co.**

Manual Pull Stations: One in the commercial space.

Public Address System: **Yes**
Dwelling units
Staircases

Means of Egress: (e.g Unenclosed/Enclosed Interior Stairs, Exterior Stairs, etc.)

Type of Egress	Identification	Location	Leads to
Enclosed Interior Stairs	A	Center of the hallway	From the roof all the way down to the basement.
Enclosed Interior Stairs	B	Center of the hallway	From the roof all the way down to the lobby.

DATE PREPARED: 03/28/2018

FIRE SAFETY PLAN
PART II – FIRE EMERGENCY INFORMATION

BUILDING ADDRESS: Spencer Albee Equities LLC
436 Albee Square, Brklyn, NY 11201

THIS FIRE SAFETY PLAN IS INTENDED TO HELP YOU AND THE MEMBERS OF YOUR HOUSEHOLD PROTECT YOURSELVES IN THE EVENT OF FIRE. THIS FIRE SAFETY PLAN CONTAINS:

- **Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.**
- **Basic information about your building, including the type of construction, the different ways of exiting the building, and the types of fire safety systems it may have.**
- **Emergency fire safety and evacuation instructions in the event of fire in your building.**

PLEASE TAKE THE TIME TO READ THIS FIRE SAFETY PLAN AND TO DISCUSS IT WITH THE MEMBERS OF YOUR HOUSEHOLD. FIRE PREVENTION, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF A FIRE,

CALL 911

OR THE FIRE DEPARTMENT DISPATCHER, AT

Manhattan	**(212) 999-2222**
Bronx	**(212) 999-3333**
Brooklyn	**(718) 999-4444**
Queens	**(718) 999-5555**
Staten Island	**(718) 999-6666**

OR TRANSMIT AN ALARM FROM THE NEAREST FIRE ALARM BOX

BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Every apartment should be equipped with at least one smoke detector. Check them periodically to make sure they work. Most smoke detectors can be tested by pressing the test button. Replace the batteries in the spring and fall when you move your clocks forward or back an hour, and whenever a smoke detector chirps to signal that its battery is low. The smoke detector should be replaced on a regular basis in accordance with the manufacturer's recommendation, but at least once every ten years.

2. Carelessly handled or discarded cigarettes are the leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won't tip over. Never leave a lit or smoldering cigarette on furniture.

3. Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.

4. Do not leave cooking unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your oven is off and any coffeepot or teapot is unplugged.

5. Never overload electrical outlets. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit-breakers.

6. Keep all doorways and windows leading to fire escapes free of obstructions, and report to the owner any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.

7. Install window gates only if it is absolutely necessary for security reasons. Install only approved window gates. Do not install window gates with key locks. A delay in finding or using the key could cost lives. Maintain the window gate's opening device so it operates smoothly. Familiarize yourself and the members of your household with the operation of the window gate.

8. Familiarize yourself and members of your household with the location of all stairwells, fire escapes and other means of egress.

9. With the members of your household, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.

10. Exercise care in the use and placement of fresh cut decorative greens, such as Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do not place them in public hallways or where they might block egress from your apartment if they catch on fire. Keep them away from any flame, including fireplaces. Do not keep for extended period of time; as they dry, decorative greens become easily combustible.

BUILDING INFORMATION

Building Construction

In a fire emergency, the decision to leave or to stay in your apartment will depend in part on the type of building you are in.

Residential buildings built before 1968 are generally classified either as "fireproof" or "non-fireproof." Residential buildings built in or after 1968 are generally classified either as

"combustible" or "non-combustible." The type of building construction generally depends on the size and height of the building.

A "non-combustible" or "fireproof" building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of the fire. In such buildings, fires are more likely to be contained in the apartment or space in which they start and less likely to spread inside the building walls to other apartments and floors. THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE TO FIRE. While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch on fire and generate flame, heat and large amounts of smoke, which can travel throughout the building, especially if apartment or stairwell doors are left open.

A "combustible" or "non-fireproof" building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of the fire. In such buildings, the fire can spread inside the building walls to other apartments and floors, in addition to the flame, heat and smoke that can be generated by the burning of the contents of the building.

Be sure to check Part I (Building Information Section) of this fire safety plan to see what type of building you are in.

Means of Egress

All residential buildings have at least one means of egress (way of exiting the building), and most have at least two. There are several different types of egress:

Interior Stairs: All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed. Unenclosed stairwells (stairs that are not separated from the hallways by walls and doors) do not prevent the spread of flame, heat and smoke. Since flame, heat and smoke generally rise, unenclosed stairwells may not ensure safe egress in the event of a fire on a lower floor. Enclosed stairs are more likely to permit safe egress from the building, if the doors are kept closed. It is important to get familiar with the means of egress available in your building.

Exterior Stairs: Some buildings provide access to the apartments by means of stairs and corridors that are outdoors. The fact that they are outdoors and do not trap heat and smoke enhances their safety in the event of a fire, provided that they are not obstructed.

Fire Tower Stairs: These are generally enclosed stairwells in a "tower" separated from the building by air shafts open to the outside. The open air shafts allow heat and smoke to escape from the building.

Fire Escapes: Many older buildings are equipped with a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes are considered a "secondary" or alternative means of egress, and are to be used if the primary means of egress (stairwells) cannot be safely used to exit the building because they are obstructed by flame, heat or smoke.

Exits: Most buildings have more than one exit. In addition to the main entrance to the building, there may be separate side exits, rear exits, basement exits, roof exits and exits to the street from stairwells. Some of these exits may have alarms. Not all of these exits may lead to the street. Roof exits may or may not allow access to adjoining buildings.

Be sure to review Part I (Building Information Section) of this fire safety plan and familiarize yourself with the different means of egress from your building.

Fire Sprinkler Systems

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

Sprinkler systems are very effective at preventing fire from spreading beyond the room in which it starts. However, the fire may still generate smoke, which can travel throughout the building.

Residential buildings are generally not required to have fire sprinkler systems. Some residential buildings are equipped with sprinkler systems, but only in compactor chutes and rooms or boiler rooms. All apartment buildings constructed or substantially renovated after March 1999 will be required by law to be equipped with fire sprinkler systems throughout the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with fire sprinkler systems.

Interior Fire Alarm Systems

Although generally not required, some residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairwell door. Interior fire alarm systems are usually manually-activated (must be pulled by hand) and do not automatically transmit a signal to the Fire Department, so a telephone call must still be made to 911 or the Fire Department dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with an interior fire alarm system and whether the alarm is transmitted to the Fire Department, and familiarize yourself with the location of the manual pull stations and how to activate them in the event of a fire.

Public Address Systems

Although generally not required, some residential buildings are equipped with public address systems that enable voice communications from a central location, usually in the building lobby. Public address system are different from building intercoms, and usually consist of loudspeakers in building hallways and/or stairwells.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with a public address system.

EMERGENCY FIRE SAFETY AND EVACUATION INSTRUCTIONS

IN THE EVENT OF A FIRE, FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. HOWEVER, THERE MAY BE EMERGENCY SITUATIONS IN WHICH YOU MAY BE REQUIRED TO DECIDE ON A COURSE OF ACTION TO PROTECT YOURSELF AND THE OTHER MEMBERS OF YOUR HOUSEHOLD.

THIS FIRE SAFETY PLAN IS INTENDED TO ASSIST YOU IN SELECTING THE SAFEST COURSE OF ACTION IN SUCH AN EMERGENCY. PLEASE NOTE THAT NO FIRE SAFETY PLAN CAN ACCOUNT FOR ALL OF THE POSSIBLE FACTORS AND CHANGING CONDITIONS; YOU WILL HAVE TO DECIDE FOR YOURSELF WHAT IS THE SAFEST COURSE OF ACTION UNDER THE CIRCUMSTANCES.

General Emergency Fire Safety Instructions

1. Stay calm. Do not panic. Notify the Fire Department as soon as possible. Firefighters will be on the scene of a fire within minutes of receiving an alarm.

2. Because flame, heat and smoke rise, generally a fire on a floor below your apartment presents a greater threat to your safety than a fire on a floor above your apartment.

3. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.

4. If you decide to exit the building during a fire, close all doors as you exit to confine the fire. Never use the elevator. It could stop between floors or take you to where the fire is.

5. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl. Take short breaths, breathing through your nose.

6. If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

Evacuation Instructions If The Fire Is In Your Apartment (All Types of Building Construction)

1. Close the door to the room where the fire is, and leave the apartment.

2. Make sure EVERYONE leaves the apartment with you.

3. Take your keys.

4. Close, but do not lock, the apartment door.

5. Alert people on your floor by knocking on their doors on your way to the exit.

6. Use the nearest stairwell to exit the building.

7. DO NOT USE THE ELEVATOR.

8. Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.

9. Meet the members of your household at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.

Evacuation Instructions If The Fire Is Not In Your Apartment

"NON-COMBUSTIBLE" OR "FIREPROOF" BUILDINGS:

1. Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.

2. If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.

3. If you can safely exit your apartment, follow the instructions above for a fire in your apartment.

4. If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.

5. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.

6. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.

7. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.

8. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

"COMBUSTIBLE" OR "NON-FIREPROOF" BUILDING

1. Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.

2. Exit your apartment and building if you can safely do so, following the instructions above for a fire in your apartment.

3. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.

4. If you cannot use the stairs or fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.

   A. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.

   B. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.

   C. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.

   D. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.