2025

Annual Campus Security and Fire Safety Report

SARAH
LAWRENCE
COLLEGE

Campus Safety Department

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Services & Resources

SERVICES

Important Telephone Numbers

There are emergency phones/towers located throughout the campus. Pushing the button on an emergency phone automatically connects the caller to Campus Safety Communications Desk. In addition, please make a note of these important phone numbers:

Campus Safety Emergency x2222

Campus Safety at Swinford Annex Communication Desk, 24 hours a day x2209

Campus Safety at Hill House. x6249

Campus Safety shuttle/escort service x2209

Emergency repairs/operations (9 a.m. to 5 p.m., Monday through Friday) x2385

After-hours emergency repairs/Campus Safety x2209

Health Services x2350

Student Life x2575

Yonkers Emergency (ambulance, police, fire). 911

Campus Safety Measures

Sarah Lawrence College Campus Safety measures include the following:

- 24/7 Campus Safety services
- Campus Safety vehicle and foot patrols (uniformed)
- Sprinkler systems
- Fire and burglar alarms
- Emergency phones located throughout the campus
- Campus Safety escorts
- Campus shuttle service operated by Campus Safety
- Safety workshops
- Campus CCTV system
- SLC Safety App
- Access control system
- Self-defense workshops

- Defibrillators on campus
- Campus Alert emergency notification system (email, text, phone) available to all students, faculty, and staff

Swinford Annex Communication Desk: Campus Safety Central Dispatch

Swinford Annex Communication Desk is covered 24 hours a day and is the central dispatch location for Campus Safety and the student shuttle. When you pick up any of the emergency phones located around campus or when you dial the emergency number (2222), you will reach Swinford Annex Communication Desk. The map shows the locations of emergency telephones around campus which connect you directly, without dialing. We ask you not to use the 2222 emergency number for any calls other than emergencies in order to keep the line clear for real emergencies. Swinford Annex Communication Desk can be reached by dialing ext. 2209 for non-emergency phone calls.

Swinford Annex Communication Desk also houses the College's Lost and Found. Identification is required when claiming a lost item.

Campus Shuttle

The Campus Shuttle that is operated by Department of Campus Safety and vehicles are driven by Campus Safety Officers which operates when school is in session from 7:20 a.m. to 12:30 a.m., 7 days a week. For more information on the current campus shuttle route and times, please see MySLC Campus Safety page.

Medical Transport

Students, faculty, and staff who are on the College's medical transport list are transported throughout the campus by Campus Safety personnel.

Campus Facilities

The Campus Facilities Department maintains the College facilities and grounds with a concern for safety. Reports of safety hazards such as broken windows, locks, or lighting should be made immediately for prompt repair. Safety officers regularly submit lighting and physical on site safety reports to the Campus Facilities Department for appropriate actions.

Special Attention List

Students are free to call Swinford Annex Communication Desk at ext. 2209 to request special patrols of specific areas/ buildings of the campus whenever needed.

RESOURCES

Crime Prevention Tips

- Always lock your bedroom, apartment, and exterior doors.
- Never leave any valuables out in the open and walk away from them, even if only for a few minutes.
- When walking at night, try to walk in groups or use the campus shuttle.
- When walking, plan your route in advance and know where to find emergency phones.
- Immediately report any suspicious persons or activity to Campus Safety and the police.
- When not in your room, close and lock all windows, especially windows that can be easily reached from ground level.
- Have all deliveries sent to Westlands Gate Campus Safety Booth or Hill House Lobby and meet the delivery person there.
- If you are ever facing an armed criminal, the risk of injury is minimized by cooperation, avoidance of sudden moves, and giving the criminal what is wanted.
- If it will be dark when you return to your car, park in a place that will be well lit and not deserted.
- Have your keys ready when returning to your car.

How to Be an Active Bystander

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or to intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it." We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive toward another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like he/she could be in trouble or need help, ask if he/she is okay.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on- or off-campus resources listed in this document for support in health, for counseling, or with legal assistance.

Campus Safety Awareness Program

At the start of each academic year, all incoming students receive a Campus Safety orientation that outlines Campus Safety procedures and practices and also encourages the campus community to look out for themselves and for one another. In addition, each year Campus Safety designs a number of programs and workshops to inform and educate students about campus safety issues and procedures. Campus Safety offers these workshops each semester on topics including personal safety awareness, safety tips, fire safety, and self-defense. At the beginning of the academic year, resident advisers have meetings with their new advisees in which they speak about safety issues.

Personal Safety & Campus Safety

The cooperation and involvement of all members of the community in the College's safety program is absolutely necessary for the program to succeed. Students must assume responsibility for their own personal safety and for the security of their belongings by taking simple, common-sense precautions. For example, although the campus is well lit, all students should use the campus escort shuttle or travel in pairs on College pathways when returning to residence halls late at night. Room doors and windows should always be locked when they are unoccupied. Students should always report any suspicious-looking individuals to Campus Safety.

Health & Safety Emergencies

The health and safety of our community members is a top priority at Sarah Lawrence College. However, the College, a microcosm of the greater community, is not immune from emergencies that may pose a threat to the health and safety of students, faculty, staff, and campus visitors. Given this, the College reserves the right to take appropriate action in emergency situations that pose an immediate threat to the health and safety of its community members, the determination of which will be made in the sole discretion of the College. Examples of such emergency situations may include, but are not limited to, violence against community members or an outbreak of serious illness on campus. Responsive emergency action by the College may include entering residence halls, classrooms, and other campus facilities without prior notice when necessary to address immediate risks, campus evacuation, medical intervention, suspension of activities on campus, and contacting emergency services. At any time deemed necessary by the College, additional measures, including the adoption and implementation of policies, procedures, and programs, may be taken to prevent future health and safety threats to those in the Sarah Lawrence community. This policy applies to all situations and activities occurring on the campus of Sarah Lawrence College, as well as College-sponsored events occurring off-campus, to the degree they have a direct impact on campus safety.

Campus members may report concerns about potential health and safety threats to Campus Safety, Residential Life staff, or through appropriate online reporting forms available in MySLC. Such reports will be reviewed, and action will be taken by the College when deemed necessary in its sole discretion.

Access to Residence Halls

The College has both single-sex and coed residence halls. Some of the residence halls are multiuse buildings with classrooms and/or offices. Residence halls are kept locked 24 hours a day. Multiuse residence halls without swipe-card access are opened and closed by Campus Safety personnel on a specific schedule. Students are issued keys or cards to the outside doors of the residences and are required to keep the doors locked at all times. Propping doors open is strictly prohibited.

The College has a resident Student Affairs staff, including administration, and student resident advisers. Administrators from Student Affairs and Campus Facilities are on call 24 hours a day. The College also expects students to be responsible for a number of measures to ensure that they and their possessions are protected as much as possible.

All deliveries coming onto campus go to the mail room. Students should not give out individual dormitory addresses to vendors nor should students prop doors open for them. Delivery persons are strangers. The proper procedure for deliveries is to have them delivered to Westlands Gate Campus Safety Booth. Westlands Gate Campus Safety Booth will call students when they have a delivery waiting. Vendors who persist in making direct deliveries will be banned and should not have privileged access to the dorms.

All residence halls are patrolled by Campus Safety officers. Students, faculty, and staff are required to carry proper College ID cards and must show them upon request to any Campus Safety officer.

Campus Safety Team

The Campus Safety Department consists of an assistant vice president, one director, two associate directors, three lieutenants, four sergeants, seven corporals, 26 full-time officers, and three part-time officers.

Assistant Vice President of Campus Safety — James (Jim) Verdicchio

The assistant vice president of campus safety has the primary responsibility for College safety and security. He works closely with all members of the College community and representatives of the local police and fire departments. He is on call 24 hours a day for safety and security emergencies. He welcomes questions, suggestions, and ideas relating to safety and security and can be reached at 914.323.6001 or email jverdicchio@sarahlawrence.edu.

Campus Safety Officers

Campus safety officers are trained, certified, and registered in compliance with the New York State Security Act of 1992. The officers receive additional training by the College in various areas, including the use of AEDs, Title IX/Clery training, fire safety, and CPR/first aid. Officers must obey and enforce the laws and regulations of the federal government, New York State, the City of Yonkers, and Sarah Lawrence College. Campus safety officers do not have arrest powers above those of a private citizen. They do have the authority to ask persons on campus property for identification and to determine whether individuals have lawful business at Sarah Lawrence College. Campus safety officers have the authority to issue parking tickets on campus. Parking tickets issued to students are billed to their College financial accounts. The College works closely with state and local police agencies/authorities, where appropriate.

Campus safety officers patrol the campus on foot and in vehicles throughout the day and night. In addition to their regular patrols, officers respond immediately to emergencies, escort students, open and close various facilities, patrol parking areas, issue parking tickets, control and respond to all burglar and fire alarms, and respond when students, faculty, or staff are locked out of dorms or offices.

Crime Statistics

Policies for Preparing the Annual Disclosure of Crime Statistics

As required by federal law, Sarah Lawrence College's yearly crime statistics for this report are compiled by the Sarah Lawrence College Department of Campus Safety on a calendar-year basis and in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. These statistics include the previous three years concerning reported crimes that occurred on campus, in the College's non-campus buildings, and on public property within, or immediately adjacent to and accessible from, the campus. In addition, statistics are gathered from crimes reported to the Campus Safety officers, crimes reported to other campus officials with significant responsibility (Campus Security authorities) for student and campus activities (i.e., Student Life, Judicial Affairs, Career Counseling, College Events, Community Partnerships, athletic coaches, deans, Human Resources, Health Services, and advisers to students/student organizations), as well as those crimes reported to the local police precincts (Yonkers Police Department). These statistics also include persons referred for campus disciplinary action for categories required under the Clery Act, including liquor law violations, drug law violations, and illegal weapons possession. In completing all publicly available record keeping for the purposes of Clery Act reporting, the College will not include any identifying information about victims of crimes. It will also maintain the confidentiality of any accommodations or protective measures given to the victim to the extent that such exclusions would not impair the ability of the institution to provide such accommodations or protective measures.

Definition of Clery Act Geography

- **On-Campus:** Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- **Non-Campus Building or Property:** Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **Public Property:** Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.
- **Non-Campus Violations:** Students, faculty, and staff are encouraged to report to Campus Safety and the police all criminal activity that occurs in all Sarah Lawrence College non-campus locations.

2022–2024 Statistics

The Jeanne Clery Act requires colleges to publish yearly security reports that include campus crime statistics for the past three years and specific campus security policy disclosures. Each year, an email notification is made to all enrolled students, current faculty, and staff that provides a link to the College website in order to access this report. The Advisory Committee on Campus Safety will provide, upon request, a hard copy of all campus crime statistics as reported to the United States Department of Education. If an individual requires such a copy, he/she should call the Office of the College's Director of Campus Safety. The copy will be sent free of charge within 10 days of the request. Sarah Lawrence College's crime statistics and those of other US colleges can also be found at the United States Department of Education's website address: http://ope.ed.gov/security.

Definitions of Crimes

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

Negligent Manslaughter. Defined as the killing of another person through gross negligence.

Sex Offenses. Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape (except Statutory Rape).** 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.
- **Sodomy.** Oral or anal sexual intercourse with another person 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 or physical incapacity.
- **Sexual Assault.** An offense that meets the definition of rape, sodomy, sexual assault with an object, fondling, incest, or statutory rape as used in the FBI's UCR program.
- **Sexual Assault with an Object.** Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person 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 or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia (e.g., a finger, bottle, handgun, stick).
- **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Nonforcible. Unlawful, nonforcible sexual intercourse.

- **Incest.** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape.** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Dating Violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

A. 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 relationship, and the frequency of interaction between the persons involved in the relationship.

B. For the purposes of this definition:

1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
2. Dating violence does not include acts covered under the definition of domestic violence.

C. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence. A felony or misdemeanor crime of violence committed:

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
5. By any other person against an adult or youth victim who is protected.

Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's safety or the safety of others; or

2. Suffer substantial emotional distress.

For the purposes of this definition, course of conduct means 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.

Robbery. 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. 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. Burglary is the unlawful entry of a structure to commit a felony or a theft. The UCR classifies offenses locally known as burglary (any degree); unlawful entry with intent to commit a felony or larceny; breaking and entering with intent to commit larceny; housebreaking; safecracking; and all attempts at these offenses.

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

Arson. 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.

Hate Crimes in the Following Categories

Larceny/Theft (except motor vehicle theft). The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket-picking, or the stealing of any property or article which is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault. An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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

Destruction/Damage/Vandalism of Property. To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Hate Crimes Categories

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, Blacks, whites).
- **Gender.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act-specific term not found in the FBI's Hate Crime Data Collection Guidelines.
- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Ethnicity/national origin.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics).
- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

Classifying a crime as a Hate Crime is sometimes difficult.

Criminal Offenses — On-Campus

Numbers indicate total occurrences on campus per year.

CRIMINAL OFFENSE	2022	2023	2024
a. Murder/Non negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses — Forcible	1 (rape) 5 (fondling)	7 (rape) 2 (fondling)	7 (rape) 0 (fondling)
d. Sex offenses — Nonforcible (includes only incest and statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	1	0
f. Aggravated assault	0	0	0
g. Burglary	4	1	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Domestic violence	1	0	0
k. Stalking	4	3	7
l. Dating violence	1	2	2

Criminal Offenses — On-Campus: Student Housing Facilities

Numbers indicate total occurrences in residence halls per year.

CRIMINAL OFFENSE	2022	2023	2024
a. Murder/Non negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses — Forcible	0 (rape) 4 (fondling)	7 (rape) 1 (fondling)	7 (rape) 0 (fondling)
d. Sex offenses — Nonforcible (includes only incest and statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	3	1	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Domestic violence	0	0	0
k. Stalking	3	1	7
l. Dating violence	0	0	2

Criminal Offenses — Non-Campus

Numbers indicate total occurrences in or on non-campus buildings or properties per year.

CRIMINAL OFFENSE	2022	2023	2024
a. Murder/Non negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses — Forcible	0 (rape) 0 (fondling)	0 (rape) 0 (fondling)	0 (rape) 0 (fondling)
d. Sex offenses — Nonforcible (includes only incest and statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Domestic violence	0	0	0
k. Stalking	0	0	0
l. Dating violence	0	0	0

Criminal Offenses — Public Property

Numbers indicate total occurrences on public property per year.

CRIMINAL OFFENSE	2022	2023	2024
a. Murder/Non negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses — Forcible	0 (rape) 0 (fondling)	0 (rape) 0 (fondling)	0 (rape) 0 (fondling)
d. Sex offenses — Nonforcible (includes only incest and statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Domestic violence	0	0	0
k. Stalking	0	0	0
l. Dating violence	0	0	0

Hate Crimes — On-Campus

Numbers indicate occurrences of hate crimes per year; categories of bias are for crimes reported in that year.

CRIMINAL OFFENSE	2022	2023	2024
a. Murder/Non negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses — Forcible	0	0	0
d. Sex offenses — Nonforcible (includes only incest and statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny/theft	1	0	0
l. Intimidation	1	0	0
m. Destruction/damage/vandalism of property	0	0	0

Hate Crimes — On-Campus: Student Housing Facilities

Numbers indicate occurrences of hate crimes per year.

CRIMINAL OFFENSE	2022	2023	2024
a. Murder/Non negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses — Forcible	0	0	0
d. Sex offenses — Nonforcible (includes only incest and statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny/theft	1	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

Hate Crimes — Public Property

Numbers indicate occurrences of hate crimes per year.

CRIMINAL OFFENSE	2022	2023	2024
a. Murder/Non negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses — Forcible	0	0	0
d. Sex offenses — Nonforcible (includes only incest and statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny/theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

Hate Crimes — Non-Campus

Numbers indicate occurrences of hate crimes per year.

CRIMINAL OFFENSE	2022	2023	2024
a. Murder/Non negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses — Forcible	0	0	0
d. Sex offenses — Nonforcible (includes only incest and statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny/theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

Arrests — On-Campus

Numbers indicate arrests per year.

CRIME	2022	2023	2024
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Arrests — On-Campus: Student Housing Facilities

Numbers indicate arrests per year.

CRIME	2022	2023	2024
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Arrests — Non-Campus

Numbers indicate arrests per year.

CRIME	2022	2023	2024
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Arrests — Public Property

Numbers indicate arrests per year.

CRIME	2022	2023	2024
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions — On-Campus

Numbers indicate persons referred for disciplinary action per year.

CRIME	2022	2023	2024
a. Illegal weapons possession	1	0	6
b. Drug law violations	8	12	22
c. Liquor law violations	20	24	24

Disciplinary Actions — On-Campus: Student Housing Facilities

Numbers indicate persons referred for disciplinary action per year.

CRIME	2022	2023	2024
a. Illegal weapons possession	1	0	6
b. Drug law violations	8	9	22
c. Liquor law violations	20	22	24

Disciplinary Actions — Non-Campus

Numbers indicate persons referred for disciplinary action per year.

CRIME	2022	2023	2024
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions — Public Property

Numbers indicate persons referred for disciplinary action per year.

CRIME	2022	2023	2024
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Unfounded Crimes

CRIME	2022	2023	2024
On-Campus	0	0	0
Student Housing Facilities	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0

REPORTING POLICY

All crime victims and witnesses are strongly encouraged to immediately report any crimes to the College's Campus Safety Office (914.395.2209 non-emergency, 914.395.2222 emergency) and the appropriate police agency (911). Prompt reporting will ensure timely warning notices on campus and will increase the chances of perpetrators being caught. Officers are available 24 hours a day, seven days a week, to receive calls.

Employees and students may also report past criminal offenses to a College official designated as Campus Security authorities who have significant responsibility for student and campus activities, including, but not limited to, student life. This includes the Dean of Studies & Student Life, ext. 2252 and the Director of Human Resources, ext. 2315. Upon receiving a report of criminal activity, these people must forward it to the Department of Campus Safety. Other than Health Services personnel, the College is required to report all violent felonies and missing students to the local police, even if the victim(s)/witness(es) refuse to make a police report.

Upon receipt of a report, Campus Safety officers are dispatched immediately to the site of the complaint. Any incident to which an officer responds is reported and filed. Officers prepare and submit incident reports, which are investigated and, where applicable, filed with the local police authorities. This includes but is not limited to assault, rape, theft of car, thefts from rooms, robberies, vandalism to College property, external disturbances, internal disturbances, harassment by outsiders, harassment by members of the College community, injuries occurring on campus, and trespassing.

If an officer is called to an incident, it is his/her responsibility to file a report. If an incident occurs and an officer is not called, then the complainant/reporter should file a report at the Campus Safety Office. This is important. A report must be filed; otherwise the incident "did not happen" or is "unknown." Without a report, it is very difficult for College officials to take appropriate action and alert the campus community.

Voluntary Confidential Reporting

The College has a policy in which professional counselors and medical personnel from Health Services report the number and types of crimes (statistics only) on an annual basis to be included in the Clery Report each year.

Other than through Health Services, the College does not have any policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report.

Health Services counselors encourage victims of crimes to report criminal activity to campus public safety. These reports would not be anonymous.

Emergency Notification

Sarah Lawrence College will immediately notify the campus community upon confirmation of an emergency or dangerous situation that constitutes an ongoing or continuing threat to the College community. In such a situation, the AVP of Campus Safety or his associate directors, will send out a campus alert via text and email. If time permits, the AVP of Campus Safety will confer with senior management prior to sending the message. Please see Sarah Lawrence College's Emergency Response Plan for specific information on how the College will handle emergencies.

Timely Warning

In an effort to provide timely notice to the SLC community, in the event of a crime within the SLC Clery geography that may pose a serious or ongoing threat to members of the SLC community, a "Timely Warning" will be sent to all students and employees via the SLC community email list. These alerts will be prepared and distributed by the AVP of Campus Safety or his associate directors. Timely warning notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of the victims as confidential, and with the goal of aiding in the prevention of similar occurrences. As per Clery regulation, the decision to issue a timely warning is decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the following:

- The nature of the crime
- The continuing danger to the College community
- The possible risk of compromising law enforcement efforts

HOW TO FILE A REPORT

To file a report of an incident, call ext. 2209, 24/7, or go to Swinford Annex Campus Communication Center anytime.

Please be prepared to answer the following questions as best as you can:

Who? What? Where? When? Why? How?

When you call to file a report, identifying yourself and a call back number allows the Campus Safety Department to conduct a proper follow-up. Safety will respond to all reports of suspicious activity — whether you choose to identify yourself or remain anonymous. Failing to make a report places the entire community at risk.

How to Describe a Vehicle

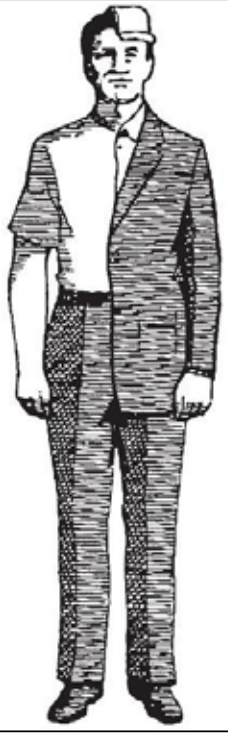
Make a note of the following:

- Color
- License Plate Number (Marker) & State
- Make & Year
- Body Type (sedan; two-door convertible; station wagon)
- Exterior Attachments or Damage

Example: Gray, late-model Ford, four-door sedan, New York license number XRZ 616 with a roof rack and dent on the passenger side.

How to Describe a Person

This chart shows the characteristics to keep in mind when describing a person:

Sex Male ❒ Female ❒	Race White ❒ Black ❒ Other ❒	Age
Height		Left/Right Handed
Weight		Hat (Color/Type)
Hair (Color/Style)		Tie
Eyes		Coat
Glasses Type		Shirt
Tattoos		Trousers
Scars/Marks		Shoes
Complexion		Weapon
Facial Hair		Accent

Indications a Crime Might Be in Progress

- A scream for help
- A strange car repeatedly driving by
- A broken window
- Seeing someone you don't know or recognize leaving your personal space
- Someone entering an office or lab with no apparent business to transact

If a crime has occurred, call Campus Safety and report all details of the incident:

There are outdoor emergency telephones marked by a blue light strategically located throughout the campus along College paths and in College parking lots. The map shows their locations. The telephones are connected directly (without dialing) to Campus Safety. Or you can call ext. 2222. In an emergency, give:

1. Your location
2. The nature of the emergency
3. Your name

Campus Safety will respond immediately. Remember details so you can tell the investigators:

1. Where the incident took place
2. A description of the suspect(s)
3. A description of any vehicle and the direction of escape

SEXUAL OFFENDER REGISTRATION

As per the Campus Sex Crimes Prevention Act, all institutions of higher learning must advise the campus community where law enforcement agency information provided by the state concerning registered sex offenders may be obtained. This information may be obtained by going to criminaljustice.ny.gov/nsor. A search can be done by zip code, county, or name.

Fire Safety

POLICIES & SANCTIONS

Possession of Prohibited Items

The following items are considered fire hazards and are prohibited in student rooms:

- Paper lanterns and/or paper lampshades
- Extension cords
- Open flames of any kind
- Hot plates
- Window air conditioners
- Toasters
- Toaster ovens
- Electric heaters
- Halogen lamps
- Heavy-duty appliances (except for cube-size refrigerators and small microwaves)
- Appliances with a heating unit (except UL-listed hair dryers and irons)

Tapestries, posters, and papers are permitted in student residence halls as long as they are hung to the wall and secured on all sides. Nothing may be hung from the ceiling.

Possession and/or Use of Candles and/or Incense

The majority of residence hall fires are caused by candles and incense in student rooms. Therefore, candles and incense (whether lit or unlit) are prohibited in student rooms, and the sanctions for possession of these items are significantly higher. Candles and incense discovered in student rooms will be confiscated and destroyed.

Candles needed for religious purposes must be registered with the Office of Student Affairs at the beginning of the year. These candles may not be lit in student rooms or common areas. Groups must seek approval from the Office of Student Affairs, and no more than six candles can be used at one time (except for Chanukah). Candles must be placed in the center of a nonflammable plate/vessel that has a circumference twice the length of the candle and is filled with sand.

Unauthorized Burning of Any Item on Campus

State and local laws prevent the burning of paper, wood, leaves, rubber, plastic, or any toxic material on campus.

Tampering with Fire Safety Equipment

All fire safety equipment on campus is vital in case of an emergency, and therefore tampering with fire safety equipment in any way is strictly prohibited. Tampering with fire safety equipment includes, but is not limited to: moving or removing fire extinguishers, signs, and poles; unnecessarily discharging a fire extinguisher; marking on or covering fire safety signs; or hanging anything from a sprinkler system, including all pipes and sprinkler heads.

Tampering with Smoke Detectors/Carbon Monoxide Detectors

Covering, removing, and/or damaging the heads of smoke detectors is extremely dangerous. In the event of a fire in a residence hall room, the smoke detector engages the sprinklers in order to contain the fire within that room. If a fire were to break out in a room with a covered or damaged smoke detector, the fire would likely grow to an unmanageable size before it was detected.

If a smoke detector in a common area or shared room is disabled, all occupants will be assessed the sanctions regardless of who tampered with the smoke detector. In this case, not removing the cover or reporting that the smoke detector is disabled is as dangerous as covering the detector.

Covering, removing, disabling, or damaging carbon monoxide detectors is strictly prohibited. If a carbon monoxide detector in a common area or shared room is disabled, all occupants will be assessed the sanctions.

Blocking of Fire Exit and Propping Fire Doors

In the case of a fire in a campus building, timely evacuation of the building is imperative. Therefore, all members of the community must take care not to block the fire exits that make evacuation possible (i.e., hallways, entrances, and any area that leads to an outside door) or prop open the fire doors that help contain a fire.

Failure to Leave a Building During a Fire Alarm or Fire Drill

Students, faculty, and staff must vacate any building when an alarm sounds. Fire drills will be held periodically throughout the year. Any student who fails to leave a building/area during a fire alarm is subject to disciplinary action.

Activating a False Fire Alarm (Malicious)

Intentionally activating a fire alarm when there is no safety emergency necessitating the alarm is a criminal offense, and any student found to have done so is subject to criminal charges along with College disciplinary action.

Activating a False Fire Alarm (Unintentional)

Some violations of policy result in the unintentional activation of the fire alarm, bringing the Yonkers Fire Department. In these cases, the violation places our own community in danger, as well as those community members around us who may be in serious need of emergency assistance. Therefore, in cases where a policy violation leads to the activation of a fire alarm, further sanctions will be assessed. For example, students who set off a fire alarm by smoking in their rooms will be subject not only to the smoking policy sanctions but also to the fines listed below.

Careless Cooking

All of the common-area kitchens in residence halls are equipped with smoke and heat detectors. The sensitivity of the detectors is set as low as allowed by law. However, burnt toast, unmonitored pans of oil or butter, pizza boxes in ovens, cooking in dirty ovens, or other burning food will set off the fire alarm and bring the Yonkers Fire Department. It is the responsibility of the person(s) using the kitchen to ensure that the food does not burn or set off an alarm.

In communal living environments, if no one takes responsibility for the alarm, each member of the house/apartment will be found responsible. If the person responsible comes forward at the time of the alarm, the fine will be reduced by 20 percent. The same rules apply to students using microwaves in their residence hall rooms.

ROOFS, ATTICS, BALCONIES, & FIRE ESCAPES

Students are prohibited from entering attics and climbing on roofs, balconies, or fire escapes (except in emergencies). Students will also receive appropriate sanctions for any other violations of College policy that occur while in an attic or on a roof/balcony/fire escape including, but not limited to, violations of the smoking or alcohol and other drugs policies.

Sanctions for fire safety violations will be reviewed with student conduct for resolution.

SMOKING

Sarah Lawrence College is committed to providing a smoke-free environment for students, faculty, staff, and visitors. As of August 1, 2015, the campus is smoke-free; smoking is not permitted anywhere on campus in order to ensure the health of our students, faculty, staff, and visitors. Learn more at https://my.slc.edu/ICS/Campus_Life/Resources/Smoke_Free_SLC.

EDUCATION & TRAINING POLICIES

- Each year, the SLC Fire Safety Director conducts a fire safety class for all resident advisers.
- Each year, the SLC Fire Safety Director conducts a fire safety class for all Campus Safety officers.
- Fire safety rules, policies, and procedures are published in College handbooks.
- Fire drills are utilized as teaching tools.

CAMPUS FIRE LOG/STATISTICS

2024 Chart of Fire Safety Equipment in Student Housing Buildings

SARAH LAWRENCE COLLEGE RESIDENTIAL FACILITIES	FIRE ALARM MONITORING CENTRAL STATION	PARTIAL (1) SPRINKLER SYSTEM	FULL (2) SPRINKLER SYSTEM	SMOKE DETECTOR	FIRE EXTINGUISHER DEVICES	EVACUATION PLANS/ PLACARDS	NUMBER OF EVACUATION (FIRE) DRILLS PER YEAR
Brebner House	Yes		Yes	Yes	Yes	Yes	4
Mansell House	Yes		Yes	Yes	Yes	Yes	4
Perkins House	Yes		Yes	Yes	Yes	Yes	4
Morris House	Yes		Yes	Yes	Yes	Yes	4
Warren House	Yes		Yes	Yes	Yes	Yes	4
Schmidt House	Yes		Yes	Yes	Yes	Yes	4
Westlands Building	Yes	Yes	No	Yes	Yes	Yes	4
MacCracken	Yes		Yes	Yes	Yes	Yes	4
Dudley Lawrence	Yes		Yes	Yes	Yes	Yes	4
Titsworth	Yes		Yes	Yes	Yes	Yes	4
OSilas	Yes		Yes	Yes	Yes	Yes	4
Rothschild	Yes		Yes	Yes	Yes	Yes	4
Garrison	Yes		Yes	Yes	Yes	Yes	4
Taylor	Yes		Yes	Yes	Yes	Yes	4
Andrews House Building	Yes	Yes	No	Yes	Yes	Yes	4
Andrews Courts — Bldg 1-12	Yes		Yes	Yes	Yes	Yes	4
Andrews East	Yes		Yes	Yes	Yes	Yes	4
Lynd House	Yes		Yes	Yes	Yes	Yes	4
Lynd Annex	Yes		Yes	Yes	Yes	Yes	4
Tweed Building	Yes	Yes	No	Yes	Yes	Yes	4
Slonim House Dorm	Yes		Yes	Yes	Yes	Yes	4
Slonim Woods — Bldg 1-11	Yes		Yes	Yes	Yes	Yes	4
Slonim Woods Faculty House	Yes		Yes	Yes	Yes	Yes	4
Kober Building	Yes	Yes	No	Yes	Yes	Yes	4
Curtis House	Yes		Yes	Yes	Yes	Yes	4
Hill House	Yes	No	No	Yes	Yes	Yes	4

CAMPUS FIRE LOG/STATISTICS

Fires — On-Campus Student Housing Facilities 2024

NAME OF FACILITY	STREET ADDRESS	# OF FIRES 2024	DETAILS
MacCracken	1 Mead Way	0	
Hill House	1225 Midland Avenue	0	
Rothschild	976 Kimball Avenue	0	
Brebner	12 Mead Way	0	
Mansell	10 Mead Way	0	
Perkins	9 Mead Way	0	
Morris	8 Mead Way	0	
Warren	7 Mead Way	0	
Schmidt	6 Mead Way	0	
Westlands	1 Mead Way	0	
Dudley Lawrence	1 Mead Way	0	
Titsworth	1 Mead Way	0	
OSilas	1 Mead Way	0	
Garrison	976 Kimball Avenue	0	
Taylor	976 Kimball Avenue	0	
Andrews House	968 Kimball Avenue	0	
Andrews Court #1	968 Kimball Avenue	0	
Andrews Court #2	968 Kimball Avenue	0	
Andrews Court #3	968 Kimball Avenue	0	
Andrews Court #4	968 Kimball Avenue	0	
Andrews Court #5	968 Kimball Avenue	0	
Andrews Court #6	968 Kimball Avenue	0	
Andrews Court #7	968 Kimball Avenue	0	
Andrews Court #8	968 Kimball Avenue	0	
Andrews Court #9	968 Kimball Avenue	0	
Andrews Court #10	968 Kimball Avenue	0	
Andrews Court #11	968 Kimball Avenue	0	
Andrews Court #12	968 Kimball Avenue	0	
Curtis House	1 Wilgarth Road	0	
Andrews East	968 Kimball Avenue	0	
Lynd House	947 Kimball Avenue	0	
Lynd Annex	947 Kimball Avenue	0	
Tweed House	39 Glen Washington	0	

Fires — On-Campus Student Housing Facilities 2024 CONTINUED

NAME OF FACILITY	STREET ADDRESS	# OF FIRES 2024	DETAILS
Morrill House	935 Kimball Avenue	0	
Slonim House Dorm	911 Kimball Avenue	0	
Slonim Woods #1	915 Kimball Avenue	0	
Slonim Woods #2	915 Kimball Avenue	0	
Slonim Woods #3	915 Kimball Avenue	0	
Slonim Woods #4	915 Kimball Avenue	0	
Slonim Woods #5	915 Kimball Avenue	0	
Slonim Woods #6	915 Kimball Avenue	0	
Slonim Woods #7	915 Kimball Avenue	0	
Slonim Woods #8	915 Kimball Avenue	0	
Slonim Woods #9	915 Kimball Avenue	0	
Slonim Woods #10	915 Kimball Avenue	0	
Slonim Woods #11	915 Kimball Avenue	0	
Slonim Faculty House	915 Kimball Avenue	0	
Kober House Dorm	1 Wilgarth Road	0	

Fires — On-Campus Student Housing Facilities 2023

NAME OF FACILITY	STREET ADDRESS	# OF FIRES 2023	DETAILS
MacCracken	1 Mead Way	1	Fire inside heating coil/No property damage
Hill House	1225 Midland Avenue	0	
Rothschild	976 Kimball Avenue	0	
Brebner	12 Mead Way	0	
Mansell	10 Mead Way	0	
Perkins	9 Mead Way	0	
Morris	8 Mead Way	0	
Warren	7 Mead Way	0	
Schmidt	6 Mead Way	0	
Westlands	1 Mead Way	0	
Dudley Lawrence	1 Mead Way	0	
Titsworth	1 Mead Way	1	Fire inside microwavel/No property damage
OSilas	1 Mead Way	0	
Garrison	976 Kimball Avenue	0	
Taylor	976 Kimball Avenue	0	
Andrews House	968 Kimball Avenue	0	
Andrews Court #1	968 Kimball Avenue	0	
Andrews Court #2	968 Kimball Avenue	0	

Fires — On-Campus Student Housing Facilities 2023 CONTINUED

NAME OF FACILITY	STREET ADDRESS	# OF FIRES 2023	DETAILS
Andrews Court #3	968 Kimball Avenue	0	
Andrews Court #4	968 Kimball Avenue	0	
Andrews Court #5	968 Kimball Avenue	0	
Andrews Court #6	968 Kimball Avenue	0	
Andrews Court #7	968 Kimball Avenue	0	
Andrews Court #8	968 Kimball Avenue	0	
Andrews Court #9	968 Kimball Avenue	0	
Andrews Court #10	968 Kimball Avenue	0	
Andrews Court #11	968 Kimball Avenue	0	
Andrews Court #12	968 Kimball Avenue	0	
Curtis House	1 Wilgarth Road	0	
Andrews East	968 Kimball Avenue	0	
Lynd House	947 Kimball Avenue	0	
Lynd Annex	947 Kimball Avenue	0	
Tweed House	39 Glen Washington	0	
Morrill House	935 Kimball Avenue	0	
Slonim House Dorm	911 Kimball Avenue	0	
Slonim Woods #1	915 Kimball Avenue	0	
Slonim Woods #2	915 Kimball Avenue	0	
Slonim Woods #3	915 Kimball Avenue	0	
Slonim Woods #4	915 Kimball Avenue	0	
Slonim Woods #5	915 Kimball Avenue	0	
Slonim Woods #6	915 Kimball Avenue	0	
Slonim Woods #7	915 Kimball Avenue	0	
Slonim Woods #8	915 Kimball Avenue	0	
Slonim Woods #9	915 Kimball Avenue	0	
Slonim Woods #10	915 Kimball Avenue	0	
Slonim Woods #11	915 Kimball Avenue	0	
Slonim Faculty House	915 Kimball Avenue	0	
Kober House Dorm	1 Wilgarth Road	0	

Fires — On-Campus Student Housing Facilities 2022

NAME OF FACILITY	STREET ADDRESS	# OF FIRES 2022	DETAILS
MacCracken	1 Mead Way	0	
Hill House	1225 Midland Avenue	0	
Rothschild	976 Kimball Avenue	0	
Brebner	12 Mead Way	0	
Mansell	10 Mead Way	0	
Perkins	9 Mead Way	0	
Morris	8 Mead Way	0	
Warren	7 Mead Way	0	
Schmidt	6 Mead Way	0	
Westlands	1 Mead Way	0	
Dudley Lawrence	1 Mead Way	0	
Titsworth	1 Mead Way	0	
OSilas	1 Mead Way	0	
Garrison	976 Kimball Avenue	0	
Taylor	976 Kimball Avenue	0	
Andrews House	968 Kimball Avenue	0	
Andrews Court #1	968 Kimball Avenue	0	
Andrews Court #2	968 Kimball Avenue	0	
Andrews Court #3	968 Kimball Avenue	0	
Andrews Court #4	968 Kimball Avenue	0	
Andrews Court #5	968 Kimball Avenue	0	
Andrews Court #6	968 Kimball Avenue	0	
Andrews Court #7	968 Kimball Avenue	0	
Andrews Court #8	968 Kimball Avenue	0	
Andrews Court #9	968 Kimball Avenue	0	
Andrews Court #10	968 Kimball Avenue	0	
Andrews Court #11	968 Kimball Avenue	0	
Andrews Court #12	968 Kimball Avenue	0	
Curtis House	1 Wilgarth Road	0	
Andrews East	968 Kimball Avenue	0	
Lynd House	947 Kimball Avenue	0	
Lynd Annex	947 Kimball Avenue	0	
Tweed House	39 Glen Washington	0	
Morrill House	935 Kimball Avenue	0	
Slonim House Dorm	911 Kimball Avenue	0	
Slonim Woods #1	915 Kimball Avenue	0	

Fires — On-Campus Student Housing Facilities 2022 CONTINUED

NAME OF FACILITY	STREET ADDRESS	# OF FIRES 2022	DETAILS
Slonim Woods #2	915 Kimball Avenue	0	
Slonim Woods #3	915 Kimball Avenue	0	
Slonim Woods #4	915 Kimball Avenue	0	
Slonim Woods #5	915 Kimball Avenue	0	
Slonim Woods #6	915 Kimball Avenue	0	
Slonim Woods #7	915 Kimball Avenue	0	
Slonim Woods #8	915 Kimball Avenue	0	
Slonim Woods #9	915 Kimball Avenue	0	
Slonim Woods #10	915 Kimball Avenue	0	
Slonim Woods #11	915 Kimball Avenue	0	
Slonim Faculty House	915 Kimball Avenue	0	
Kober House Dorm	1 Wilgarth Road	0	

Drug and Alcohol Prevention Program

OVERVIEW

Sarah Lawrence is a prestigious, residential, coeducational liberal arts college. Founded in 1926 and consistently ranked among the leading liberal arts colleges in the country, Sarah Lawrence is known for its pioneering approach to education, rich history of impassioned intellectual and civic engagement, and vibrant, successful alumni. In close proximity to the unparalleled offerings of New York City, our historic campus is home to an inclusive, intellectually curious, and diverse community.

Talented, creative students choose Sarah Lawrence for the opportunity to take charge of their education. In close collaboration with our dedicated, distinguished faculty, students create a rigorous, personalized course of study, conduct independent research, and connect a wide array of disciplines. They graduate knowing how to apply the knowledge, skills, and critical thinking necessary for life after college. Sarah Lawrence College occupies 44 wooded acres in Yonkers, NY, near the Village of Bronxville — just north of New York City.

PURPOSE

Sarah Lawrence College is committed to compliance with all federal, state, and local laws. In accordance with the Drug-Free Schools and Campuses Regulations (EDGAR Part 86), institutions of higher education receiving federal funds for financial assistance are required to maintain programs which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This report will document the Sarah Lawrence College prevention program and the College's biennial self-assessment of the program. A biennial review is required to be conducted in odd years covering the previous two-year period. This review covers the calendar years 2020–2022 and is required to be completed by January 31, 2023.

Summary Findings

Sarah Lawrence College is in compliance with Drug-Free Schools and Campuses Regulations. The College incident history and information collected confirm that the College has an effective on-campus safety, support, reporting, and counseling program in place. Human Resources and Counseling have referral program support in place, and the campus is conveniently located within easy access to health care providers. Opportunities exist to strengthen the program through greater collaboration, education, awareness, and prevention activities, with a focus on recognizing the signs and symptoms of use/abuse and promoting the resources available for support and treatment.

Education and Prevention

The College provides alcohol and other drug education to all new students via EVERFI, as well as programming about alcohol and other drug use and abuse throughout the academic year. Additionally, the College provides both counseling support and education for students referred by Residential Life to Health & Wellness. In addition, the Student Life staff,

working with Health & Wellness, provides evaluative and educational programs regarding substance use on campus and focuses on developing strategies for promoting and educating the Sarah Lawrence College community about responsible decision making with regard to substance use, as well as assessing and evaluating the culture of substance use within the community.

Risks Associated with Abuse of Alcohol and Drugs

Sarah Lawrence College recognizes that alcohol and other drug abuse is harmful to the social, personal, and academic lives of students, as well as the health and safety of the College community as a whole. The following risks are associated with the use and/or abuse of alcohol and other drugs:

Illness and Health Problems. All drugs can be toxic when abused. Alcohol and other drugs can interact negatively with over-the-counter and prescription drugs, and every individual reacts differently to the effects of both these drugs and the combination involved. Short-term alcohol and other drug abuse can hinder a person's immune system, and long-term abuse can lead to serious health risks such as addiction, liver disease, heart disease, and certain kinds of cancer.

Academics. Difficulty meeting academic responsibilities is one of the most common consequences of alcohol and other drug use. Academic problems may include missing classes, falling behind on assignments and conference work, poor evaluations and the possibility of academic probation, leave with review, or suspension.

Impaired Judgment. The use of alcohol and other drugs can impact a person's judgment, normal reaction, and perception; impair motor skills; lower inhibitions; and intensify emotions. All of these increase the chances of accidents either to the user or to others.

Interpersonal Problems. The more a person abuses alcohol or other drugs, the greater the potential for problems with relationships. Students who do not drink or do not abuse alcohol experience secondhand consequences from others' excessive use, which may include unwanted sexual advances and disturbed study and sleep.

For more information on the effects of the use and/or abuse of specific substances, please see www.nida.nih.gov.

Services for students include:

- Initial psychological or medical assessment
- Harm-reduction therapy group
- Short-term individual therapy
- Referrals for higher levels of care off-campus as indicated

Don, Resident Adviser, Resident Fellow

In addition, students are encouraged to speak to their don, RA, GHD, a member of the dean of studies or student affairs staff, or the dean of graduate studies if they are concerned about their own alcohol/substance use or the alcohol/substance use of a peer.

Local and Other Resources

The following list includes some of the local resources available to those seeking information, support, and help regarding alcohol and other drug use. The College does not endorse any of the organizations or vouch for the efficacy of any treatment or recovery option.

Alcoholics Anonymous
Meeting dates and times available in the Health Services section of MySLC

Narcotics Anonymous
Meeting dates and times available in the Health Services section of MySLC

Addiction Institute of New York
212.280.0100
The Addiction Institute utilizes the College Outreach and Prevention Education (COPE) program.
COPE is group therapy for college students based on the principles of the stages of change and of motivational interviewing

Al-Anon/Alateen
www.al-anon.org/al-anon-meetings/find-an-al-anon-meeting/
www.al-anon.org/for-members/group-resources/alateen/
Help for families and friends of alcoholics

Smart Recovery Self-Help Network
www.smartrecovery.org
Abstinence-based, but not 12-step or spiritually based

Moderation Management
www.moderation.org
Moderation, balance, self-management, personal responsibility

Legal Sanctions

Employees are responsible for obeying all local, state, and federal laws concerning drugs and alcohol. Legal sanctions, as a result of conviction for unlawful possession, use, or distribution of illegal drugs or alcohol, could include fines; community service work; required participation in a local, state, or federally approved rehabilitation program; and/or imprisonment:

Available Resources for Treatment

The primary interest of the College is the well-being of its employees. For that reason, we urge any employee who may be suffering from substance abuse or related problems to seek appropriate counseling and rehabilitation immediately. Such counseling is available through the College's Employee Assistance Program (EAP), through the College's health insurer, and through public and private drug and alcohol agencies throughout Westchester County.

Campus Resources for Evaluation and Treatment

EAP: Wellness Corporation
800.828.6025

Off-Campus Resources for Evaluation and Treatment

United Way of Westchester Referral Service & Help-line
914.949.INFO/914.949.4636

Westchester Department of Community Mental Health Addiction Institute of New York
St. Luke's Roosevelt Hospital Center
100 Tenth Avenue, New York, NY 10019
212.523.6491

Harm Reduction Psychotherapy and Training Associates, New York City
info@harmreductioncounseling.com
212.633.8157

Pride Institute at Cornerstone (LGBT Outpatient Chemical Dependency)
57 West 57th Street, New York, NY 10019
1.800.54.PRIDE

Reporting and Investigating Hate Crimes on Campus

INTRODUCTION

Bias crimes, also known as hate crimes, are criminal activities motivated by the perpetrator's bias toward certain actual or perceived personal characteristics of the victim. Sarah Lawrence College policy and federal and state law prohibit crimes motivated by bias on the basis of race, color, creed, sex or gender, gender identity or expression, age, ancestry, national origin, caste, religious belief or practice, disability, sexual orientation, pregnancy, military status, or political persuasion. The College is required to report all hate crimes to the Yonkers Police Department in a timely fashion as per Article 129A NYS Education Law, as well as report annually on the statistical incidence of bias crimes on or around campus as part of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act — Federal Law. The College will separately and clearly post on its website the hate crime data from its most recently published Annual Security Report. See https://www.sarahlawrence.edu/media/security/pdf/slc-annualsecurityreport.pdf.

Reported — NO Reported Hate Crimes to the Department of of Campus Safety from January 1, 2023 to September 23, 2025.

SLC IR #	MAXIENT INCIDENT #	DATE (reported)	TIME (reported)	CLASSIFICATION	LOCATION	DESCRIPTION	DISPOSITION

Not all expressions of hate or group bias rise to the level of hate crime as defined in state and federal statutes. Derogatory words or epithets directed against an individual because they are a member of a particular group are not considered hate crimes if not accompanied by a threat or other crime. Such hate-related bias incidents may, however, violate Sarah Lawrence College policies, standards, and norms and should be reported through the Bias Incident Reporting Form.

Additionally, Sarah Lawrence College is firmly committed to educating students, faculty, and staff about preventing all expressions of bias and hate through impactful trainings, seminars, discussion groups, and presentations.

See https://www.sarahlawrence.edu/about/diversity/reporting/prevention.html.

By fostering open discussions and encouraging the Sarah Lawrence community to promptly report such incidents, we can enhance our ability to effectively prevent them and encourage community interactions consistent with our mission and standards.

Note: Tracking and analyzing hate incidents provides the needed information for the community to identify potential threats and assess the level of tension in their community. Please report hate crimes to the Sarah Lawrence College Office of Campus Safety, to a campus official, or to the Yonkers Police Department.

Federal Law

The Clery Act defines hate crimes as any of the crimes otherwise reportable under the Clery Act or any bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

New York State Law

New York State Education Law Sections 6433, 6434, and 6435 require the reporting and investigation of certain bias and hate crimes, as well as specific disclosure and training to help prevent such crimes. The College shall notify the Yonkers Police Department as soon as practicable, but in no case more than 24 hours after a report of a hate crime.

New York Penal Law Section 485.05 specifies that a person commits a hate crime when he or she commits a specified offense and either intentionally selects the person against whom the offense is committed or is intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of the person, regardless of whether the perception or belief is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception with respect to the categories enumerated above. The specified offenses applicable under this legislation are spelled out in New York Penal Law Section 485.05, Section 3.

For purposes of this policy, New York Penal Law Section 485.05, Section 4 defines the following:

(a) the term "age" means 60 years old or more;

(b) the term "disability" means a physical or mental impairment that substantially limits a major life activity;

(c) the term "gender identity or expression" means a person's actual or perceived gender-related identity, appearance, behavior, expression, or other gender-related characteristics regardless of the sex assigned to that person at birth, including, but not limited to, the status of being transgender, or any attempt or conspiracy to commit any of the foregoing offenses.

When a person is convicted of a hate crime where the specified offense is a violent felony offense, the hate crime shall be deemed a violent felony offense. When a person is convicted of a hate crime where the specified offense is a misdemeanor or a class C, D, or E felony, the hate crime shall be deemed to be one category higher than the specified offense the defendant committed or one category higher than the offense level applicable to the defendant's conviction for an attempt or conspiracy to commit a specified offense, whichever is applicable.

Policy and Procedure

Any Sarah Lawrence College community member who believes they may have been the victim of a hate crime or may have witnessed a hate crime should contact the Sarah Lawrence College Office of Campus Safety at 914.395.2222 or the Yonkers Police Department via 911. Campus Safety is located in Swinford Annex and is staffed 24 hours a day, seven days a week, 365 days a year.

When Sarah Lawrence Campus Safety receives a report of a hate crime, the Yonkers Police will be notified and will initiate an investigation. Sarah Lawrence College is in the process of establishing a Memorandum of Understanding with the Yonkers Police to investigate any hate crime, in addendum to theestablished Memorandum of Understanding for all Violent Felony Incidents and Missing Person Reports on Campus. Campus Safety will assist Yonkers Police in the investigation of a hate crime, violent felony, or missing person. Campus Safety may also conduct an investigation and refer the matter to the appropriate college administrator or supervisor for student conduct or other action.

There are times when an individual may believe that they have been a victim of or witnessed an act of biased activity, but there has been no apparent crime committed. In those incidents, victims or witnesses may submit a report through the Bias Incident Reporting Form, which will be reviewed by the Bias Incident Response Team.

Educating Our Community

In accordance with Section 6436 of the New York State Education Law, and in order to inform the college community about bias-related and hate crime prevention and reporting procedures, the College utilizes a series of methods to educate our community, including during the onboarding of all new students and employees via new student and new employee orientations. In addition, the Campus Safety Management Team received added training in hate crimes led by the Westchester County District Attorney's Office in fall 2023 and by the NY State Police in January 2024. Also, Campus Safety hosted a one-day training on NYS Education Law Articles 129A, 129B, and the Federal Clery Law — with an emphasis on the new NYS Hate Crimes related to the Education Law — which was attended by staff from Student Life, Campus Safety, Diversity, Equity & Inclusion, and Title IX in January 2024.

Reporting

Under the Campus Security Act, a hate crime is a crime that is committed because of the victim's race, religion, ethnicity, disability, gender, or sexual orientation.

While Sarah Lawrence College takes all bias-related conduct seriously, the Campus Security Act identifies only certain crimes as potential hate crimes:

- Aggravated Assault
- Arson
- Burglary
- Destruction to Property, Damage to Property, and Vandalism
- Intimidation
- Larceny — Theft
- Manslaughter (Negligent)
- Murder/Non-Negligent Manslaughter
- Motor Vehicle Theft
- Robbery
- Sex Offenses — Forcible
- Sex Offenses — Non-Forcible
- Simple Assault

Reporting hate crimes and incidents, even those that you might not consider "serious," is important to monitoring and stopping future incidents. By keeping detailed information on incidents, you can strengthen the case for official action.

Responsible Office: Campus Safety
Effective Date: June 20, 2024

Campus Safety & Local Law Enforcement

Campus Safety Department and Their Relationship with Local Law Enforcement

All Campus Safety officers are NYS-certified security officers with no law enforcement authority beyond that of a regular citizen. The College maintains a good working relationship with the Yonkers Police Department. The 2nd Police Precinct of Yonkers responds to all calls for service from the College. The police captain of the 2nd Precinct and the College's AVP of Campus Safety are in regular communication regarding campus safety issues within and next to the College. Campus emergency plans and procedures are shared with the Yonkers Police Department. Victims of crimes on or near campus property are strongly encouraged by the College to promptly and accurately report all crimes to the local police and to the College's Campus Safety Department. Campus Safety personnel are available to assist victims in making such reports to the police.

The College Has a Memorandum of Understanding with the Yonkers Police Department

The parties to this Memorandum of Understanding have agreed to the following:

1. The Police Department has primary law enforcement jurisdiction over all property within the City of Yonkers that is owned, leased, or under the control of the College and will provide police services on said property.
2. The Sarah Lawrence Campus Safety Department will notify the Yonkers Police Department as soon as practicable, but in no case more than 24 hours after a report of a violent felony, hate crime or missing student from any property within the City of Yonkers owned, leased, or under the control of the College. However, any college-aged or older individual who reports that they are a victim of a sexual offense shall retain the right to decide whether to report such offense to the Yonkers Police Department. The College will only report sexual offense allegations made by a college-aged individual if the College obtains permission. The College reserves the right to report sexual offenses of victims younger than 18, regardless of their permission, if it determines that reporting is appropriate and warranted. Victims will be strongly encouraged by the College to report all crimes, and the Public Safety Department will assist victims in making reports to the police if they choose.

In accordance with the provisions of the Campus Save Act, the following definitions shall apply:

1. "Missing Student" means any student at the College, subject to the provisions of Section 355 (17) of the New York State Education Law, who resides in a facility owned or operated by the College and who is reported to the College as missing from his or her residence.
2. "Violent Felony Offense" means a violent felony offense as defined in Section 70.02 (1) of the Penal Law of the State of New York.
3. The Yonkers City Police Department will respond to College notifications and will take appropriate action. When the Police Department executes a warrant on any property owned, leased, or under control of the College, the Police Department, when practical, will contact the AVP of Campus Safety and request that a Campus Safety officer accompany the city police officer. Efforts will be taken to refrain from interrupting a class to effect an arrest or execute a search warrant.

Safety & Emergency Response Plan

INTRODUCTION

Institutional Preparedness

Sarah Lawrence College is committed to providing a safe environment for our students, faculty and staff. Most minor emergencies are routinely handled behind the scenes, and conditions that potentially could cause accidents are repaired or mitigated.

However, from time to time, the College community may be faced with major emergencies. The College's Crisis Management team maintains an up-to-date plan to mobilize resources in the event of a major emergency. As part of the preparation plans, the College coordinates regular training and emergency drills for faculty, staff, and students. Your cooperation and participation in those programs are appreciated.

Personal Preparedness

While the College maintains processes to manage emergencies, all members of the community should take steps to ensure personal preparedness, responsibility, and knowledge. To partner in your safety:

- **Report all emergencies to Campus Safety Communications Desk 914.395.2222.**
- Be attentive to your surroundings.
- Prevent accidents by reporting hazardous situations; never assume someone else has reported the situation. It is better for something to have been reported twice than not at all.
- Be informed and sign up for the College's Emergency Notification System (RAVE).
- Take safety drills seriously.
- Remember: Those responding to an emergency call — Campus First Responders and Yonkers First Responders — are usually responding based on an alarm activation or call to the Campus Safety emergency line — 914.395.2222 or 911. On an emergency call responding personnel are responding on possibly limited information to the scene forthwith, and may need additional information at the scene — please cooperate and provide the best information possible.
- Know the location of fire extinguishers and emergency exits.
- Participate in CPR/AED Basic First Aid Training as well as active Threat Training — ALICE/CRASE.
- Familiarize yourself with the differences between, and the recommended actions, for the following emergency situations: Lockout/Lock-Down/Shelter-in-Place/Evacuation.

Responder Preparedness

Those potentially responding to Emergencies — Campus Safety, Facilitates, Health & Wellness, Residence Life and Administrators — it is key to be prepared with the following as Campus Emergency Responders:

- Know your role and Emergency Response Procedures pertaining to your function.
- Stay Calm and Professional during emergency responses — you are providing service to those who may be scared/in crises/in pain/unsure what to do — your professionalism, demeanor and knowledge are key.
- Know Emergency Evacuation Routes and Rally Points in Case of Emergency Evacuation.

REPORTING AN EMERGENCY

Ideal Notification is to call Campus Safety by Campus Phone (2222) or cell phone at (914.395.2222) (24 hours day/7 days a week) Give the nature of the emergency and as much information as possible.

Campus Safety strongly recommends programming you cell phone with the Campus Emergency number.

Other notification points:
Fire Alarm device/Smoke Detector is activated/or Staff member observes fire and smoke and utilizes a **Pull Station** — notifying YFD via Central Station monitoring and simultaneously Campus Safety.

Panic/Duress Alarm activated — notifying Campus Safety. Duress Alarms are located in Human Resources — Andrews Annex, Health & Wellnes — Lyles House, Student Affairs Suite, Early Child Hood Center — Kober and Early Childhood Center Wilfred House.

- **By using blue light tower emergency telephones** found throughout campus, including elevators (see below). All College emergency phones connect directly, without dialing, to Campus Safety Communications Desk, 24 hours a day.

BLUE LIGHT TOWER EMERGENCY PHONE LOCATIONS
North Lot
Bates/Dining Hall Entrance
Mead Way/Morris House
Glen Washington Road/PAC
Marshall Field
Slonim House
Slonim Woods/Building #8
Kober/Sports Center/Lot Entrance
Kober Lot/Upper Level Staircase
Kober Lot/Lower Level Entrance

**Note: SLC Safe App has mobile Emergency App.*

ELEVATOR EMERGENCY PHONE LOCATIONS
B.W.C.C. Elevator
Science Center Elevator
Bates Elevator
Rothschild Elevator
Library Elevator
Heimbold Elevator
Sports Center Elevator
45 Wrexham Elevator
Hill House Elevator East
Hill House Elevator West
Titsworth Elevator

Report the Emergency

1. Describe the emergency, speaking slowly and calmly.
2. Give your name and phone number.
3. Provide location/address and nearby landmarks.
4. If a medical emergency, give age of patient if known.
5. Follow dispatcher's instructions and answer all questions.
6. Don't hang up until you are instructed to do so.
7. Campus Safety Desk will dispatch Officers (Campus First Responders) to the scene of the emergency and call 911 (Yonkers First Responders — Police/Fire/Emergency Medical), if necessary.

ASSISTING PERSONS WITH DISABILITIES

If you have a disability and are unable to leave an emergency situation, call Campus Safety Desk at 914.395.2222 and tell the dispatcher your location and what assistance you require. In an evacuation, ask persons exiting by way of the hallway or stairway to notify the Fire Department and/or 911 of your location. If you cannot evacuate, shelter in place and call 911. We ask everyone to be aware of people with disabilities in your area who might require assistance in an emergency and be prepared to render assistance, if necessary and you are able.

Assisting visually impaired individuals

- In assisting visually impaired individuals, advise the person of the nature of the emergency and offer your arm for guidance.
- As you walk, inform the person where you are and of any obstacles in your path.
- When you reach safety, guide them to a safe location and ask if they need any further assistance. Give them your contact information in case they need assistance in the future.

Assisting hearing impaired individuals

- Persons who are hearing impaired may not perceive an audible warning such as a fire alarm.
- Write a note to inform the person of the situation, the nearest evacuation route, and the assembly area.
- Provided the emergency is not related to a gas leak, you can also turn the light switch on and off to gain their attention.
- When you reach safety, guide them to a safe location and ask if they need any further assistance. Give them your contact information in case they need assistance in the future.

Assisting non-ambulatory persons/persons using crutches, canes or walkers. Always consult the person as to their preferences regarding:

- Ways of being removed from a wheelchair.
- The number of people necessary for assistance.
- Whether to move or extend extremities when lifting.
- The need for a seat cushion or pad.
- When you reach safety, guide them to a safe location and ask if they need any further assistance. Give them your contact information in case they need assistance in the future.

THE COLLEGE CRISIS MANAGEMENT TEAM

The College Crisis Management Team is comprised of members of the College's senior academic and administrative staff. The College President serves as the emergency director and the leader of the team. Usually, the College President, Senior Management Team — Vice Presidents, or the AVP of Campus Safety will assemble the College's Crisis Management Team; however, any member of the team may request that the full team be assembled. The responsibilities of the College Crisis Management Team include:

- Prepare and plan for campus-wide emergencies
- Assess the specific emergency and its ramifications for the campus
- Determine the scope of the campus emergency response
- Communicate with faculty, staff, students, parents, neighbors and alumni
- Conduct liaison activities with Federal, State, County and City governmental agencies
- Establish liaison with the news media to disseminate information
- Supervise clean up and restoration post emergency
- Arrange for psychological debriefing and counseling to individuals, as required
- Liaise with local hospitals

Members of the Crisis Management Team

The members of the crisis management team noted below shall meet a minimum of once a year to update and evaluate the College's emergency response plan. Depending on the specific emergency, not all members of the crisis management team may be required. The President and the VP of Finance & Operations will determine which members of the team should be called upon given the specific emergency situation.

1. President of the College
2. Provost and Dean of the Faculty
3. Vice President of Human Resources & Organizational Development
4. Vice President of Finance & Operations
5. Vice President of Advancement & External Relations
6. General Counsel
7. Vice President & Dean of Students
8. Vice President for Enrollment & Dean of Admissions and Financial Aid
9. Director of Medical Services
10. Director of Counseling & Psychological Services
11. AVP of Residence Life & Well Being
12. AVP of Facilities and/or Director of Facilities
13. AVP of Campus Safety
14. Chief Information Technology Officer
15. Dining Services Resident Director

CRISIS MANAGEMENT TEAM MEMBER RESPONSIBILITIES

College President or her Senior Team Designee

- Declares state of emergency and declares an end to campus emergencies
- Provides overall management and implementation of the Emergency Response Plan and serves as the crisis management team leader
- Functions as the highest level of authority during an emergency
- May act as spokesperson to media and College community

Vice President for Finance and Operations

- Responsible for the coordination of the College's Emergency Response Plan
- Assesses the type and magnitude of the emergency
- Initiates immediate contact with the President
- Notifies the members of the College Crisis Management Team or Executive Team
- Along with VP of Advancement and External Affairs and AVP of Public Safety, implements the campus emergency warning system
- Along with the College's General Counsel, serves as liaison to insurance carriers and legal services as needed.

Vice President of Advancement and External Affairs

- Leads the crisis communication team
- Facilitates circulation of information to the College community to ensure they are up to date as the crisis unfolds
- Establishes liaison with the news media for dissemination of information
- Responsible for internal messages sent to members of the College community
- Responsible for messages and emergency information posted on social media and the College website

Director of Medical Services

- Identifies and prioritizes health concerns and needs and requests appropriate resources from the College Crisis Management Team
- Plans for, provides, and supervises the College's medical services
- Advises the College Crisis Management Team on health protection measures

Director of Counseling and Psychological Services

- Plans for, provides, and supervises the College's counseling and psychological services
- Accesses support services for victims and affected individuals
- Coordinates and oversees any necessary student/staff/faculty debriefing after event in coordination if appropriate with Human Resources VP

Vice President & Dean of Students

- Coordinates all matters relating to undergraduate student activities including Student Protest and Death of a Student Notification.
- Coordinates relocation of undergraduate students in alternate housing
- Provides undergraduate housing and student data
- Supervises the team of campus resident advisers during the emergency

- Advises faculty members about situations involving undergraduate students
- Coordinates housing for undergraduate students that cannot get home
- Provides information and communication to students and their families in coordination with the Vice President of Advancement and External Affairs

AVP of Campus Safety

- Serves as liaison with community emergency services such as police, fire, and ambulance
- Maintains campus safety operations
- Updates Crisis Management Team with regular status reports
- Takes immediate action to protect life and property
- Provides traffic control, access control, perimeter and internal safety patrols as required
- Provides or coordinates transportation services
- Collects, inventories, and secures personal property left at the emergency site and returns such property to the rightful owners
- Provides vehicles, equipment, and operators for movement of personnel and supplies
- Obtains the assistance of utility companies for emergency operations, as required
- Maintains an inventory of building conditions including power, door locks, food and water supplies, and life-safety systems

Vice President of Human Resources & Organizational Development

- Coordinates housing for faculty and staff that cannot get home
- Coordinates reporting of employee personal injuries with insurance companies
- In consultation with the College President, notifies the family of injured staff
- Provides staff data during crisis, as needed
- Coordinates staff replacements
- Enacts Essential Worker Notification

AVP of Facilities and or Director of Facilities

- Liaison to utility companies and snow removal services
- Provides equipment and personnel to perform shutdown procedures, hazardous area control, damage assessment, debris clearance, emergency repairs, and equipment protection
- Surveys habitable space and assists with relocating essential services and functions
- Establishes liaison with vendors and outside contractors to secure equipment, supplies, and materials needed
- Maintains and provides information on building infrastructure and construction descriptions
- Coordinates all damage surveys and securing of utilities, buildings, or areas
- Directs services, restorations, and clean-up operations
- Manages Card Key Door Access.

Provost and Dean of the Faculty

- Manages communications with faculty
- Makes decisions regarding canceling classes post emergencies
- In consultation with the College President, notifies the family of injured faculty

- Provides faculty data during crisis as needed
- Coordinates faculty replacements
- Coordinates all matters relating to graduate student activities
- Advises faculty members about situations involving graduate students
- Provides information and communication to students, if necessary

Chief Information Technology Officer

- Assures the integrity of the telecommunications infrastructure and data systems
- Implements the data disaster recovery plan
- Provides evaluation and assessment of communications and data retrieval capabilities
- Assures with IT Team appropriate actions taken during power outages and to bring systems back on line when power is restored

DEFINITIONS OF AN EMERGENCY

MINOR EMERGENCY:

- An incident does not seriously affect the overall functional capacity of the College and is readily contained.
- Often, minor emergencies are handled directly by Campus Safety and Facilities.

MAJOR EMERGENCY:

- An incident has or may occur that affects an entire building or buildings and will disrupt the overall operations of the College.
- Major emergencies usually require implementation of the Emergency Response Plan.
- Outside emergency services such as Yonkers Police, Yonkers Fire, and Emergency Medical Services — Empress, and Con Edison will likely be required, as well as additional resources from Campus Facilities/Operations and/or outside contractors.

DISASTER:

- An event that has occurred that has seriously impaired or halted College operations.
- Disasters require implementation of the Emergency Response Plan.
- Mass personnel casualties and/or severe property damage may be sustained.
- A coordinated effort of all campus-wide resources is required to effectively mitigate the emergency.
- Outside emergency services will be essential.
- In all cases of disaster, an emergency command center, occupied by the Crisis Management Team, will be activated, and the appropriate support and operational plans will be executed.

FOUR PHASES OF EMERGENCY MANAGEMENT

Mitigation/Prevention

These activities are intended to reduce and eliminate hazards and vulnerabilities leading to emergency situations.

Preparedness

Preparedness activities will be conducted to develop emergency response capabilities. Anticipating what can go wrong, determining effective responses, and preparing resources are critical steps to respond to the unexpected.

Response

Response operations aim to resolve an emergency situation quickly, while minimizing physical harm to community members and damage to property.

Recovery

Short-term recovery operations seek to restore vital services and provide for the basic needs of the community. Long-term recovery operations focus on restoring normal operations.

EMERGENCY NOTIFICATION TO THE COLLEGE COMMUNITY

The College requests that all members of the Sarah Lawrence College community notify the Sarah Lawrence Campus Safety Department immediately at 914.395.2222 of any situation or incident on/adjacent to campus that involves an emergency or danger that may pose a threat to the health and safety of students and/or employees on campus. Members of the College Campus Safety Department will respond to assess the threat and summon the necessary resources to mitigate, investigate, and/or document the situation. The Campus Safety Department will notify the campus community, or the appropriate segments of the community, using various systems implemented to provide timely emergency information, such as global emails or Emergency Notification System — RAVE.

Time permitting, the AVP of Campus Safety, the Vice President for Finance and Operations, and the Vice President of Advancement and External Relations jointly will initiate the notification process and determine the content of the notification(s) to be sent. However, in situations in which time is of the essence, any of the following can individually initiate the notification process and determine the content of the notification:

- The AVP of Campus Safety or his Associate Directors
- The Vice President for Finance and Operations
- The Vice President of Advancement and External Relations

Rave Safety Alert System

Sarah Lawrence College utilizes Rave Safety as its emergency notification system. All students, faculty, and staff are automatically placed into the system and do not need to manually input their data.

Visitors/guests/vendors/summer conference participants can temporarily join the system by sending a text message as noted below. Temporary alerts will continue to be sent for 90 days, and users can remove themselves from the system as noted below. If you know someone who will be visiting the campus and they would like to temporarily receive emergency text messages from the College, please give them the instructions below:

To temporarily join the College's Emergency Notification System
Text to: 67283
Text Message: Enter **SLCALERT** (one word, not case sensitive)

To be removed from the College's Temporary Emergency Notification System
Text to: 67283
Text Message: Enter **STOP** (not case sensitive)

Please email SLC Campus Safety campussafety@sarahlawrence.edu if any of the following apply to you:

1. You want to opt out of the system.
2. You are presently not in the system but would like to join.
3. You would like to change any of your data in the system.

Examples of Initial Communications for Immediate or Ongoing Threat

1. **The AVP of Campus Safety** or their designee will decide whether the crisis is an immediate or ongoing threat to the College community.
2. All immediate and ongoing threats will warrant an emergency communication to the College community.
3. Depending on the level and specific nature of the threat, the AVP of Campus Safety or their designee, and if possible, in consultation with Vice President of Operations & Finance or other Senior Manager will determine what emergency actions members of the campus community will be instructed to take:
    - **Lockdown** (Armed person is a threat to the College community)
    - **Lockout/modified lockdown** (Unarmed person or animal is a threat to the College community)
    - **Shelter in place** (Weather and environmental issues)
    - **Evacuation** (Fire, bomb threats, and environmental issues)
4. Although situations often require varying language, specific phrases shall be used to indicate actions to be taken (see examples below):
    - **Lockdown text message:** Active Threat on Sarah Lawrence campus, go into lockdown now, hide or escape if necessary, check email.
    - **Lockout text message:** Suspicious person under heightened circumstances on Sarah Lawrence campus, stay indoors, lock door, continue your activities, check email.
    - **Shelter in place:** Due to weather conditions, stay indoors and away from windows, check email.
    - **Evacuate:** Sarah Lawrence College is evacuating campus due to fire, check email, or a specific threat to a part of Campus requiring evacuation.

LOCKDOWN, LOCKOUT, SHELTER IN PLACE, AND EVACUATION

Lockdown: Person with a weapon is causing or attempting to cause deadly harm to individuals.

- People not in building/vicinity of active shooter, hide indoors.
- People in building/vicinity of active shooter, escape from the area.
- All activities inside and outside cease.
- Building windows and doors are locked.

Lockout (Modified Lockdowns): Unarmed person/animal is a threat to members of the College community.

- Individuals go indoors.
- Building exterior doors locked.
- Lock windows.
- All activities go on as normal within the building.
- Individuals remain indoors and exercise caution if unknown individuals attempt to enter

Shelter-in-Place: Severe weather or other threats make going outdoors dangerous

- Individuals go indoors and make a shelter of the area until it is safe to go outside.
- Building exterior doors and windows are not locked.
- Collect any emergency supplies and a telephone to be used in case of emergency.
- Monitor the College's website, public website, TV, or radio for further information.
- Individuals remain indoors and exercise caution.

Evacuations: Most commonly as a result of bomb threats, fires, or environmental emergencies

- Individuals follow instructions from emergency personnel to evacuate a building or area.
- If necessary or if directed to do so by emergency personnel, activate the building alarm (pull station).
- Do not use elevators during an emergency evacuation. Emergency personnel may use an elevator for evacuation after assessing the circumstances.
- Walk quickly to the nearest marked exit and ask others to do the same.
- Once outside, move clear of the building to allow others to exit.
- Do not return to an evacuated building until advised by emergency personnel.

FOOD DROP-OFFS DURING EXTENDED SHELTER-IN-PLACE INSTANCES

If College community members are in a shelter-in-place situation for an extended period of time, and it is safe to do so, Campus Safety personnel will work with the College's food service vendor to drop off food at specific key locations on campus. These food drops will be coordinated with Residence Life staff to ensure the food gets distributed to all people within the building. Resident advisors will be responsible for the actual food distribution.

Zone #1:

BUILDING	DROP LOCATION	OCCUPANTS	ACCESS METHOD
OSilas	Lounge	35	Key Card
Titsworth	Living Room	40	Key Card
Dudley Lawrence	Kitchen	45	Key Card
MacCracken	Meeting Room	67	Key Card
Rothschild	Rothschild Classroom	30	Key
Garrison	Kitchen	71	Key Card
Taylor	Kitchen	74	Key Card
Westlands	2nd Floor Landing	24	Key Card

Zone #2:

BUILDING	DROP LOCATION	OCCUPANTS	ACCESS METHOD
Hill House	RA Conference Room	392	Key Card
Andrews Court	Building 1–12	96	Key
Tweed	Kitchen	14	Key Card
Andrews House	2nd Floor Kitchen	16	Key Card
Andrews East	Living Room 2nd Floor	10	Key

Zone #3:

BUILDING	DROP LOCATION	OCCUPANTS	ACCESS METHOD
Kober	3rd Floor Kitchen	8	Key
Curtis	First Floor	8	Key
Slonim Woods	Building 1–11	92	Key
Slonim House	Common Room	8	Key
Lynd House	Kitchen	14	Key Card
Lynd Annex	Kitchen	6	Key

Zone #4:

BUILDING	DROP LOCATION	OCCUPANTS	ACCESS METHOD
Morris	Kitchen	12	Key Card
Schmidt	Kitchen	8	Key
Brebner	Kitchen	12	Key
Warren Green	Kitchen	12	Key Card
Mansell	Kitchen	12	Key Card
Perkins	Kitchen	12	Key

RESPONSES TO EMERGENCY SITUATIONS: WEATHER RELATED EMERGENCIES

For all weather-related situations please monitor College text alerts, voicemails, and website, as well as local radio and television for weather reports and emergency information.

SITUATION: Winter Storm

Before storm:

- To facilitate campus snow removal, move your vehicle to Kober Lot prior to the storm.
- Prior to leaving your residence, please be aware that the campus and Bronxville shuttles will only continue to run as long as it is safe to do so.

During the storm:

- If you must go outside, stay away from any downed trees and power lines.
- Avoid overexertion when shoveling snow.
- Protect your lungs from extremely cold air by covering your mouth when outdoors.
- Change wet clothing frequently to prevent a loss of body heat.
- Watch for signs of frostbite such as the loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
- Watch for signs of hypothermia such as uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion. If symptoms are detected, get medical help immediately.

SITUATION: Thunderstorm and Lightning

- Postpone outdoor activities
- Get inside a home, building, or hard-top automobile.

- Remember, rubber-soled shoes and tires do NOT provide protection from lightning.
- Secure outside doors and outdoor objects that could blow away or cause damage.
- Avoid showering or bathing as bathroom fixtures can conduct electricity.
- Unplug appliances and other electrical items such as computers and turn off air conditioners, as power surges from lightning can cause serious damage.
- Avoid natural lightning rods such as a tall, isolated tree in an open area, or isolated sheds or other small structures in open areas.

SITUATION: Hurricane

- Avoid using the phone, except for serious emergencies.
- Ensure a supply of water for sanitary purposes such as cleaning and flushing toilets. Fill the bathtub and other large containers with water.
- Stay indoors and away from windows and glass doors.
- Close all interior doors and secure external doors.
- Keep curtains and blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm and winds may pick up again.
- In the case of heavy winds, take refuge in a small interior room, closet, or hallway on the lowest level or lie on the floor under a table or sturdy object.

SITUATION: Tornado

- **If you are under a tornado WARNING, seek shelter immediately!**
- Go to the basement or the lowest building level.
- Stay away from interior corners, windows, doors, and outside walls.
- Put as many walls as possible between you and the outside.
- Take refuge in a small interior room, closet, or hallway on the lowest level or lie on the floor under a table or sturdy object and use your arms to protect your head and neck.
- Do not open windows.

RESPONSES TO EMERGENCY SITUATIONS: ACTIVE THREAT

An Active Threat is an individual actively engaged in killing or attempting to kill people, usually with firearms, in a confined and populated area. Victims are often random, although a specific person or group may be targeted. Active Threat situations are unpredictable and evolve quickly. Because active threat situations are often over within 10 to 15 minutes, sometimes before law enforcement arrives on the scene, individuals should be prepared, both mentally and physically, to deal with an active threat situation. You will be notified through our emergency notification system to go into lockdown with information on hand about the threat. Remember that students and campus visitors are likely to follow the lead of faculty and staff during an active situation.

SITUATION: The Active Threat is NOT in your building/vicinity

- **Take shelter in a secure location and stay put**
- Lock yourself in classrooms, residence rooms, and offices.
- Stay low, away from windows and barricade doors if possible with heavy furniture.

- Cover any windows or openings with a direct line of sight into the hallway.
- Shut the blinds or pull the shades down to cover windows or openings.
- Turn off the lights and try to give the impression that the room is empty.
- Silence cell phones and do not make any noise.
- Students and staff should not attempt to leave the building until told to do so by Campus Safety or Police Officers. **The exception to this is when a person believes that they are in more danger by staying in the building than in attempting to escape.**
- **Do not** sound the fire alarm to evacuate the building. People may be placed in harm's way when they are attempting to evacuate the building.
- If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke.
- Be aware of alternate exits if it becomes necessary to flee.
- If you are outside of a building when a lockdown is announced, and if it is safe to do so, run into the nearest building and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object such as a vehicle or tree.

SITUATION: Active Shooter is IN Your Building/Vicinity: Flee if possible

- **ESCAPE if there is an accessible escape path and attempt to evacuate the building/area**
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others evacuate, if possible.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

HIDE OUT, if escape is not possible and find a hiding place where the active shooter is less likely to find you. An ideal hiding place will:

- Stay out of the active shooter's view.
- Provide protection if shots are fired in your direction, such as an office or classroom with a closed and locked door. Blockade the door with heavy furniture.
- Avoid trapping yourself in a space that restricts your options for movement.
- Silence cell phones and do not make any noise.
- Hide behind large items (e.g., cabinets, desks).
- Remain quiet and calm.

INFORM, if possible by dialing 911 and Campus Safety at 914.395.2222 to alert police to the active shooter's location by providing the following information:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the locatio

TAKE ACTION as a last resort, and only when your life is in imminent danger by attempting to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against them and commit to your actions
- Throwing items and improvising weapons and yelling

WHAT TO EXPECT WHEN LAW ENFORCEMENT ARRIVES:

- Officers usually arrive in teams.
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas or flash grenades to control the situation.
- Officers may shout commands and may push individuals to the ground for their safety.
- The first officers to arrive will not stop to help injured persons.
- Rescue teams of additional officers and emergency medical personnel will follow.
- These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.
- Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control.
- Do not leave until law enforcement authorities have instructed you to do so.

HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm and follow instructions of officer.
- Put down any items in your hands (e.g., bags, jackets).
- Immediately raise hands and spread fingers and keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

RESPONSES TO EMERGENCY SITUATIONS: STATE OF EMERGENCY: NATURAL DISASTER OR BIOLOGICAL, CHEMICAL, NUCLEAR DISASTERS, OR ATTACK

In the case of a State of Emergency, Sarah Lawrence College will follow the directions given by city, state and federal authorities to shelter-in-place or evacuate. A state of emergency, such as big fires, large hazardous materials released or a threat of explosion, requires evacuation of certain regions or the entire campus. To minimize the time required to evacuate and manage traffic congestion, a phased evacuation may be ordered, if practical, with the areas closest to the danger area evacuated first.

SITUATION: State of Emergency to Shelter-in-Place

- If the authorities direct the College community to shelter-in-place, Campus Safety personnel will usher faculty, staff, students, visitors, into one of the five designated assembly/shelter areas listed below. If there is not enough time to usher people into designated shelter areas, community members will be asked to shelter-in-place wherever they may be at the time of the notification.

- The College website and campus-wide voice mail/text/email will be used as a means of communication to direct people to one of the shelter/assembly areas.
- Campus Designated Shelter Areas

  Division 1: Inner Campus, Westlands, Bates, Science, Sheffield, North Building, PAC and Mead Way Houses to **go to PAC.**

  Division 2: Andrews House, Andrews Annex, Andrews East, Andrews Courts, Lyles, Siegel Center (Pub), Wilfred, Library to **go to BWCC.**

  Division 3: Lynd House, Lynd Annex, Lynd Offices, Tweed, Marshall Field, Carriage House, Morris, President's House, and Marshall Field to **go to Heimbold.**

  Division 4: 45 Wrexham, Slonim House, Slonim Woods, Kober, Curtis, Campbell Sports Center, and ECC to **go to the Campbell Sports Center.**

  Division 5: (Hill House) to **stay in Hill House.**
- Once the five assembly/shelter areas are filled, the HVAC system will be turned off and the dampers will be closed. At least one member of the Crisis Management team will be assigned to each of the five assembly/shelter areas to assume leadership of the site. No one will leave the shelter areas until the State of Emergency has been lifted.

SITUATION: State of Emergency to Evacuate

- Follow directions from Public Safety and official personnel who will inform you of the designated route to follow to your evacuation point.
- Persons with cars will be advised to use their own vehicles and to provide rides to anyone without a vehicle.
- Campus transportation resources will be allocated first to children and individuals with disabilities. Depending on where you are on campus, get to one of the closest evacuation points listed below.
- At the evacuation point, emergency personnel will be present providing directions to take and the path to follow.

Main Evacuation Points around Campus:

- Glen Washington Rd in front of PAC/BWCC
- Kimball Ave. in front of Hiembold Driveway & Presidents Driveway
- Wilgarth Road in front Campbell Sports Center
- Wrexham Road in front of rear parking entrance to Hill house

RESPONSES TO EMERGENCY SITUATIONS: EVACUATING DUE TO FIRE

SITUATION: Major fire (large fires that do not appear controllable)

- Immediately activate the building's fire alarm system.
- If time permits, call 914.395.2222 to report the exact location of the fire, very least pull a fire alarm pull station.
- If a minor fire, promptly direct the discharge of the fire extinguisher toward the base of the flame.
- Evacuate all rooms, closing all doors and windows (if time permits) to confine and reduce oxygen available to it.
- Do not lock doors.

Precautions in Evacuating Due to Fire

- When the building alarm is sounded, always assume that an emergency exists.
- Touch closed doors; do not open them if they are hot.

- If the door is cool, brace yourself behind the door and open it slowly to prevent the door from being blown open due to the pressure created by a fire.
- Walk quickly to the nearest exit and alert others to do the same.
- Do not use the elevators.
- Smoke is a danger in a fire; stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless told to do so by a College official.

If trapped in a Building during a Fire

- If window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
- Place a wet cloth at the base of doors to keep smoke from entering.
- Shout at regular intervals to alert emergency crews of your location.
- Dampen a cloth with water, place it over your nose, and breathe lightly through it.
- If your clothing catches fire, stop, drop, and roll to help smother the fire.

RESPONSES TO EMERGENCY SITUATIONS: BOMB THREAT

All bomb threats are taken seriously and are thoroughly investigated. Bomb threats are considered suspect until all avenues of investigation have been explored.

SITUATION: Suspicious Package or Object

- **Do not handle or touch the object.** It may be a bomb or contain explosive material.
- Move to a safe area (far from the object).
- Call the Department of Campus Safety immediately at 914.395.2222.
- Do not operate any electronic devices, radios, or light (power) switches near the suspected device.

SITUATION: Verbal Threat: If you receive a bomb threat, remain calm and try to obtain as much information as possible from the caller and try to determine the following:

- The location of the device
- The time, if any, the device is scheduled to go off
- The appearance or type of container used for the device
- The name of the caller or organization taking responsibility
- The reason for placing the device
- The size of the bomb
- The type of explosive used in the device
- Any additional information that might be available

The person receiving the call should note the following:

- Male or female voice
- Time of call
- Mood of caller (excited, nervous, calm, despondent)

- Approximate age of the caller
- Background noises that may be present at the location of the caller
- Any other peculiarities that may be helpful in identifying the source of the call or its purpose

ACTIONS TO TAKE:

- Do not use elevators to evacuate a building.
- Move well away from the building and follow the instructions of emergency personnel at the scene.
- If there is an explosion:
    - Immediately take cover under sturdy furniture.
    - Stay away from the windows.
    - Do not light matches.
    - Move well away from the site of the explosion to a safe location.
    - Do not use elevators to evacuate a building.

RESPONSES TO EMERGENCY SITUATIONS: CHEMICAL SPILLS

SITUATION: A potentially toxic or dangerous chemical is spilled

- Whenever you spill a chemical, or discover a spill or release, immediately tell your supervisor and coworkers in the area.
- When a spill occurs, you and others should move well away from the area while determining the appropriate response. The appropriate response depends on whether the spill is a simple spill, which you can clean up yourself, or a complex spill, which requires outside assistance.
    - Simple spills do not spread rapidly, do not endanger people or property except by direct contact and do not endanger the environment. The department of Campus Safety should be informed immediately of a simple spill at 914.395.2222.
    - Complex spills are any spills that may spread rapidly, may endanger people or property and may endanger the environment.
- A complex spill should be immediately reported to the Campus Safety, 914.395.2222. When reporting, be specific about the nature of the material involved and the exact location. A senior member of the Campus Safety team and or Chemical Hygiene Officer will be contacted immediately. Any nonessential personnel will vacate the affected area at once and the area will be sealed off.
- Anyone who may have been contaminated by a spill should, if necessary and prudent, be immediately put under an emergency shower and their contaminated clothes should be removed as the flow of water begins. The affected area of the skin should be washed for 15 minutes. EMS will be called, and medical treatment will begin as soon as possible.
- If an emergency exists, activate the building fire alarm so the building could be evacuated.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless told to do so by a College official.

Emergency Eyewash Stations/Emergency Shower Stations and Emergency Fire Blanket Locations:

Science Center Eye wash stations/Emergency shower station

Lab 202 emergency drenching station

Lab 204 eye wash station

Lab 205 eye wash station

Lab 304 emergency shower

Lab 304 eye wash station

Lab 304(A) eye wash station

Lab 305 emergency shower

Lab 305 eye wash station

Lab 306 eye wash station

Heimbold Eye wash stations/Emergency shower station

Studio 100(C) emergency shower

Studio 100 (B) eye wash station

Studio 100 (C) eye wash station

Studio 100 (E) eye wash station

Studio 100 (G) eye wash station

Studio 106 eye wash station

Studio 108 eye wash station

Studio 110 eye wash station

Studio 110(D) eye wash station

Studio 117 eye wash station

Studio 118 eye wash station

Studio 119 eye wash station

Loading Dock by Studio 119 emergency shower

Loading dock by Studio 119 eye wash station

Studio 122 eye wash station

Studio 206(A) eye wash station

Studio 300 eye wash station

Studio 305 Upper level paint room eye wash station

Fire blanket Science center

Lab 304

Lab 305

Lab 304

Lab 305

Lab 306

Lab 205

Lab 204

Lab 202

Fire blanket Heimbold
Welding Room 122

RESPONSES TO EMERGENCY SITUATIONS: MEDICAL EMERGENCIES

SITUATION: Life Threatening Emergency

Campus Safety will always request call the Campus Safety emergency number, at 914.395.2222 , for medical emergency or any emergency, you will get an immediate response and Campus Safety will help City First Responders get to the scene quicker by navigating to the scene.

If person is unconscious/not breathing:

- When making the calls, give your name.
- Describe the nature and severity of the medical problem.
- Give the campus location of the victim.
- Try to answer all of the questions the operator asks.
- Do not move the victim.
- Look for emergency medical ID's such as bracelets on injured persons and try to keep the victim as comfortable as possible until emergency personnel arrive.
- Ask a bystander to go to the lobby or building entrance and direct emergency responders to your location.
- If person is not responsive and not breathing, start CPR immediately until Campus Public Safety or EMS arrives with an AED (Automated External Defibrillator).
- Retrieve an AED or send someone to retrieve an AED.
- Any trained CPR/AED First Responder should begin the AED treatment procedure if you are close to an AED location until EMS or Campus Public Safety arrives.

AED Locations on Campus:

- **123 Boulder** Wilford ECC
- **Campbell Sports Center** (Lobby near stairs)
- **Campbell Sports Center** Trainers Room — for games & practice
- **Campbell Sports Center** Trainers Room — for games & practice
- **Bates** First Floor Dining Hall Entrance
- **Health & Wellness Center** (inside Lyles House)
- **Library** (behind the front desk, on the wall of the office area)
- **45 Wrexham** Lobby
- **Hill House** Lobby
- **BWCC** 1st Floor Dining Hall
- **BWCC** 2nd Floor by Bathrooms
- **PAC** Reisinger Lobby
- **Bessie** Lobby
- **Campus Safety** Patrol Vehicle 2
- **Campus Safety** Patrol Vehicle 3

- **Campus Safety** Patrol Vehicle 4
- **Campus Safety** Patrol Vehicle 5
- **Campus Safety** Shuttle 33

SITUATION: Alcohol/Drug Overdose/Poisoning

Person exhibits any or all of the following symptoms may be suffering from alcohol, drug overdose, or poising:

- Unconsciousness (passed out) and can't be roused
- Slow breathing (fewer than eight breaths a minute)
- Irregular breathing a gap of more than 10 seconds between breaths)
- Blue-tinged or pale skin
- Low body temperature
- Confusion
- Stupor
- Vomiting
- Seizures

If an affected individual is observed:

- Immediately contact Campus Safety at 914.395.2222 and 911.
- Never assume that a person will "sleep it off." **A person who is unconscious or can't be roused is at risk of dying.**
- Assess for a drug overdose using sternal rub. Administer Narcan if available.
- Keep in mind that even when someone is unconscious or has stopped drinking, alcohol continues to be released into the bloodstream and the level of alcohol in the body continues to rise.
- Ask a bystander to go to the lobby or building entrance and direct emergency responders to your location.
- Never leave the individual alone. Continue to try to revive them.
- While waiting for emergency responders, turn the individual on their side to avoid them from choking on vomit.

SITUATION: Psychiatric Medical Emergency

When a student demonstrates significant behaviors that are impacting student's safety from self or safety of others and may include: self-destructive or suicidal behaviors/statements, erratic and out of control behaviors, appears significantly disconnected from reality, threatening behaviors or statements towards others.

1. If situation poses imminent risk/danger please contact Campus Safety
2. If situation is emergent please consult with Counseling — CAPS director
3. Continue the rest of the workflow outlined below

Whenever an individual demonstrates or reports a risk for self-destructive or suicidal behavior, immediate assistance is needed.

- If the situation poses an imminent physical danger, **call Campus Safety emergency number at 914.395.2222.**
- Provide you name, location and telephone call back
- Explain the situation in detail to the Campus Safety Communication Desk
- Indicate if the person is armed or a threat, or believed to be under the influence of alcohol or drugs.
- Try not to leave the person unattended — but only if you do not feel that you are in any danger — trust your instincts.
- Take all references to suicide and self-harm seriously, doing otherwise may prove deadly.
- Take all Threats seriously!

- Do your best to make the person feel safe until trained personnel arrived.
- Do not invade their personnel space.
- Try to be empathetic.
- Keep your own Safety in mind.

SITUATION: Death on Campus

In the unfortunate event of a death on campus, the following actions will be taken:

- 911 is called.
- Campus Safety takes immediate actions to restrict access to the room where the deceased is located to preserve any evidence.
- AVP of Campus Safety is notified, if student is identified notifies Vice President & Dean of Student Life and Student Death Notification Plan is Enacted and if an employee or other, Vice President of Finance of Administration is notified, Primary Crises Team notified. If applicable, Campus Safety Violent Felony Response Plan enacted.

RESPONSES TO EMERGENCY SITUATIONS: UTILITY/POWER FAILURES

SITUATION: Power Failure

- Report any power failure immediately to the Department of Campus Safety at 914.395.2222, Campus Safety will immediately make notifications to Campus Facilities, Campus Operations and Information Technology Department.
- In a minor power outage — generally will be corrected boy Campus Facilities and or Con Edison, longer power outage effecting a part of the campus or all of the campus — a RAVE Alert will be sent out to email/text and voice with an update, coinciding with information on the Campus Website.
- Back-up emergency power should make it possible to use the College telephones for a limited amount of time. Otherwise, use your cell phone.
- If you are safe, remain where you are until the extent of the problem is determined.
- Keep a flashlight available in your office or dorm room at all times. Never use candles during a power failure.
- During daytime hours you can try to add natural lighting by raising blinds and opening draperies.
- Faculty holding classes should remain where they are until notified otherwise.
- Never use an elevator during a power failure or possible power failure. If you become trapped in an elevator though during a power outage, use the emergency phone in the elevator to contact the Campus Safety Department. Wait for assistance. Do not panic.

SITUATION: Gas Leak

- Cease all operations with electronics or anything that can cause a spark.
- Do not switch on the lights or any electrical equipment as electrical arcing can trigger an explosion.
- Immediately notify Campus Safety at 914.395.2222. Campus Safety will respond with gas detector and make immediate notifications to Campus Facilities, and if necessary 911 — Yonkers Fire Department and Con Edison. Note: Campus Safety has 4 gas detectors available for emergency use — Hill House Lobby, Slonim House, Science Center and Campus Safety Communication Center.
- Evacuate the building immediately.
- Once outside, move to a clear of the building and potential responding emergency vehicles fire Department/ Con Edison).

RESPONSES TO EMERGENCY SITUATIONS: INFECTIOUS DISEASE PLANNING AND RESPONSE GUIDELINES FOR PANDEMIC EMERGENCY

How the College is preparing

The College has prepared and tested a Pandemic Emergency Plan as part of the College's Comprehensive Crisis Management Plan. This plan will guide the College during a pandemic emergency with the goal of keeping the health and safety of the community as a priority.

Academic and Business Continuity Philosophy

These guidelines are designed to enable the institution to remain viable during an extended suspension of activity that a severe pandemic may cause. The College will suspend activities on campus as soon as it is apparent that the virus has mutated to a readily transmissible form and appears in locations that put the College community at risk for disease. Suspending operations early in the pandemic phase will provide the best opportunity for most students and employees to vacate the campus. It will also reduce the number of essential functions and personnel that will be required to maintain the business operations of the College.

Once the initial epidemic has passed, the academic year will continue as though we are on the next academic day following the suspension. This may require adjustments to various programs and operations throughout the College in order to return to the normal academic calendar.

Planning Assumptions

Pandemics are unpredictable. While history offers useful benchmarks, there is no way to know the characteristics of a pandemic virus before it emerges. Nevertheless, we must make assumptions to facilitate planning efforts.

Federal planning efforts assume the following:

- Susceptibility to the pandemic virus will be universal.
- The first pandemic outbreaks will likely occur outside of the U.S. The pandemic's first impact to Sarah Lawrence will likely be to students and faculty who are traveling abroad or arriving from an area affected by the virus.
- Efficient and sustained person-to-person transmission signals an imminent pandemic.
- With some viruses, a subset of people will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
- While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemics about half of those who became ill sought care. With the availability of effective antiviral medications for treatment, this proportion may be higher in the next pandemic.
- Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.
- Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection, may reach 40 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing schools, quarantining household contacts of infected individuals, "snow days") are likely to increase rates of absenteeism.
- The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately 2 days.
- Persons who become ill with some viruses may shed virus and could transmit infection for one-half to one day before the onset of illness. Viral shedding and the risk of transmission will be greatest during the first 2 days of illness. Children will play a major role in transmission of infection as their illness rates are likely to be higher, they shed more viruses over a longer period of time, and they demonstrate poor control over their secretions.

- On average, infected persons will transmit certain viral infections to approximately two other people.
- Multiple waves (periods during which community outbreaks occur across the country) of illness are likely to occur with each wave lasting 2 to 3 months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.

Planning Considerations & Essential Functions

The College's planning will focus first and foremost on what must be done to ensure the health and safety of students, faculty, and staff; it will also consider what steps will be required to ensure continuity of the College's operations.

Each department/area of responsibility will also be required to determine their "essential function" at each stage of the pandemic in preparation for a suspension of activity and subsequent reopening. Along with determining essential functions, each department/area will be required to develop specific steps to achieve the "essential functions" that are identified at each stage.

All faculty group chairs, and administrative departments and offices will be required to maintain current contact information for all employees within their areas. Employees are encouraged to visit their profile on MySLC to ensure that all personal contact information is up-to-date and accurate.

Areas of Institutional Response

Crisis Management Team (CMT)
Members of this Team are defined in the College's Emergency Response Plan.

Communications
It will be necessary to inform affected populations at various times throughout an event that will typically begin with a "trigger" event.

Campus Safety & Facilities
The safety of students and College personnel are the priority of the College. Campus Safety staff will respond to emergencies, maintain safety of the campus and secure order as needed. Facility staff will maintain the physical buildings assuring buildings are available as needed.

Campus Safety and Facilities will be the primary responsibility of:
Vice President for Finance and Operations
AVP of Campus Safety
AVP of Facilities

Academic Programs
In the event of class suspensions, it will be necessary to develop plans to resume teaching activities after the pandemic period. Arrangements for international programs and accommodation for international students will be considered. Academic Programs will be the primarily responsibility of:
Provost and Dean of the Faculty
Vice President & Dean of Student Life
Associate Dean of the College
Dean of Graduate & Professional Studies
Associate Dean of International Programs

Administrative Functions
Continuation of business operations with minimal disruption during a pandemic is essential. This area of institutional response will include planning for the services provided by contracted vendors including the Post Office, bookstore and food services. Administrative functions will be the primary responsibility of each department:
Finance & Operations
Human Resources
Advancement and External
Communication Admissions
Financial Aid

Planning Stages

This planning guideline has developed two stages that correspond to the World Health Organization (WHO) pandemic phases. These stages are based on certain "trigger events" that would develop during the course of a pandemic incident. Plans made at each step are designed to address needs at the subsequent stage.

Due to the possibility that a virus may spread quickly, the transition from one stage to the next may take only weeks, days or even hours.

Timeline

The Crisis Management Team, with guidance and information provided by the Director of Health & Wellness, local, state and national health departments and authorities, will notify the campus community of the pandemic stage upon which the College is functioning. When the College moves from Stage 1 to Stage 2, the campus community will again be notified. Instructions and guidance for all community members will be provided in both stages. The Crisis Management Team will convene to determine a schedule of meetings to ensure the health and safety of the campus community.

Stage 1: Pre-event Assessment and Planning

The trigger event for this stage will be the diagnosis of a patient in North America, with a specific virus of concern. Sarah Lawrence College will operate normally during this stage. The College will prepare for the specific actions to take at future stages.

All populations will be advised to have evacuation and contingency plans available in the event Stage 2 is activated. Preparations and consideration are given to implement social distancing measures (see appendix). Campus community education will include information on viral transmission and requests for self-reporting when one has traveled to areas of the world affected by the disease and/or when one has exposure to others who are at risk of disease. International travel advisories begin with the consideration that International Programs may be affected.

Stage 2: Classes/Activities Suspended AND Essential Functions Preserved

The trigger event for this stage will be the existence of large clusters of a specific virus of concern that is beginning to spread. A pandemic is determined to be imminent. Public health authorities urge social distancing.

At this stage the College's President will issue a statement suspending College activities based on a specific timeline that will enable most populations to vacate the campus.

All facilities and services will be closed. Essential personnel will be working from both on campus and off campus sites to maintain the physical plant and make preparations to resume normal business operations. The College communications network will be maintained to advise all populations of the status of the institution.

	Stage 1: Essential Functions	**Stage 2: Essential Functions**
Assessment Team A. Director Medical Service B. Director of CAPS C. VP of Advancement & External Affairs D. VP & Dean Student Life	1. Monitor situation 2. Brief Crisis Management Team (CMT) 3. Consult w/media and communication 4. Communicate w/WCDOH regarding planning and surveillance 5. Update emergency action plan w/CMT as needed 6. Draft (w/communications dept.) internal, public information bulletins and announcements for campus community regarding status of disease spread, self-protection and College response (bulletins and announcements approved by CMT/Pres.) — this includes evacuation bulletin and general information/education bulletins 7. College will make travel recommendations, based on US State Dept. info., CDC & DOH 8. Establish protocol for dealing with individuals with symptoms i.e. use of surgical masks	1. Assessment team reviews available data and recommends shutdown of College to SLC Crisis Management Team (CMT)

	Stage 1: Essential Functions	Stage 2: Essential Functions
Campus Safety A. AVP Campus Safety	1. Establish process of securing buildings, protecting supplies and restricting access to campus, if school evacuation indicated 2. Establish protocol for contacting city/county law enforcement if school evacuation is indicated 3. Manage Emergency Response System	1. Advises SLC CMT to evacuate campus 2. Initiate process of securing buildings etc. 3. Initiate process of contacting city/county law enforcement regarding school evacuation and closure.
Operations A. Finance & Operations B. AVP of Facilities C. AVP Residence Life D. Director of Dining Services E. AVP Campus Safety	1. Identify building ventilation systems (may not be indicated if quarantine and isolation is not implemented on campus) 2. Identify utilities/supplies w/ emergency contacts including food, fuel and water 3. Identify utilities that may require emergency shut off 4. Review protocol for use of respiratory surgical masks 5. Establish emergency response food menu for various degrees of need 6. Assure additional stock of certain food/water 7. Identify Seigel Center as center for emergency response personnel meals	1. Notify utilities/suppliers regarding school shutdown 2. Shut off identified utilities 3. Initiate emergency response plan regarding food menu 4. Initiate food services at Seigel Center for emergency response personnel
President	1. Receive info from Assessment Team 2. Review content of internal and external public information bulletins and announcements 3. Work with communications to select appropriate College spokesperson for media reporting 4. Review protocol for use of respiratory/surgical mask, if indicated	1. Review content of internal and external public information bulletins and announcements 2. Provide oversight for SLCCMT
Communications A. VP of Advancement & External Affairs B. Chief Info & Tech Officer C. AVP Campus Safety	1. Release /issue internal and external public information bulletins and announcements. 2. Manage Emergency Response System 3. Work with President to select appropriate College spokesperson for media reporting. 4. Identify all possible means of communicating with students, staff, faculty, parents, and outside contacts utilizing internet, landlines, cell phones, etc. 5. Work with Assessment Team re: communication to campus community of disease self- protection, College response, evacuation procedure and travel recommendations	1. Release/issue internal and external public information bulletins and announcements 2. Initiate use of Emergency Response System as needed 3. Coordinate Press releases and manage news teams etc.
Student Affairs A. VP & Dean of Student Life B.AVP of Residence Life	1. Establish protocol in dealing with students who present with symptoms 2. Establish protocol for use of respiratory surgical masks (if indicated) 3. Assist the Assessment Team to have students self-identify if they have no place to go if evacuation occurs 4. Develop a system for orderly closure and evacuation of residence halls 5. Establish system to track that all students have an evacuation plan, e.g., students “sign out” — when evacuating school with a contact #/email	1. Initiate student evacuation process

	Stage 1: Essential Functions	Stage 2: Essential Functions
Risk Management A. VP Finance & Operations B. Director of HR C. AVP Campus Safety D. General Counsel	1. Identify risk exposure to which insurance can and cannot be obtained including associated financial impact 2. Identify steps that must be taken to monitor and protect insurance coverage 3. Benchmark risk management response and insurance coverage options with peer Colleges 4. Identify faculty/staff traveling to/from affected areas	1. Assess actual risk/ insurance claim issues
Health & Wellness Services A.Director of Medical Services B. Director of Counseling & Psychological Services C. Nurse Practitioner	1. Confirm standard universal precautions are in place 2. Assure sufficient # PPE is on hand 3. Follow county and state protocol for assessment and patient testing 4. Establish policy on transporting patients to hospitals per DOH and CDC guidelines 5. Communicate with county/state DOH on suspected/confirmed cases of pandemic virus 6. Post sign on door requesting patients who traveled to (or have been in contact with persons from) affected countries to self-identify or contact H&WC 7. Administer Flu vaccine annually to Health Care Workers 8. Offer flu vaccine clinics annually to students and faculty 9. Work with the WCDOH to access antiviral medication and vaccines specific to pandemic virus.	1. Communicate with county/ state DOH regarding suspected cases of pandemic virus 2. Triage all patients for travel history or symptoms 3. Educate community to self-report if traveling to affected areas
Information Technology A. Chief Information Technology Officer	1. Assess supplemental telecommunication/ computing hardware/software needs: Student Affairs, Health & Wellness Services, External Relations/Communications and Human Resources 2. Assess needs for webpage support/updates 3. Develop plan for adding volunteers to public email addresses	1. Update/publish public information bulletins and announcements on SLC web site 2. Manage emergency notification system
Study Abroad/ International Programs A. Provost and Dean of Faculty B. Associate Dean of the College C. Associate Dean International Programs	1. Monitor students entering/leaving affected regions and develop procedure to communicate with student/families 2. Develop notification system for students/staff 3. Develop plan for students in study abroad programs to safely vacate countries impacted by pandemic.	1. Initiate notification system 2. Initiate evacuation process for students in study abroad programs impacted by pandemic.
Graduate Studies/ Professional Program A. Dean of Graduate & Professional Studies	1. Monitor students entering/leaving affected regions and develop procedure to communicate with student/families 2. Develop notification system for students/staff	1. Initiate notification system

PAY POLICY DURING A PANDEMIC EMERGENCY AND OTHER EMERGENCY SITUATIONS

Essential Employees

In instances of suspension of operations during a designated emergency, only employees who are essential to the operation of the College will be required to work. As a general guideline, this may include some or all staff in Campus Safety, Operations, Payroll, Information Technology, International Programs, and Human Resources. This list is not all-inclusive and will be adjusted to meet the College's operational needs.

Department directors will notify employees in those affected areas if they will be considered essential employees in a designated emergency.

Department supervisors have the authority and responsibility for designating staff members who are essential personnel. Volunteers may be considered on a case-by-case basis. Non-union employees who are designated as essential employees, and who are required to work either on campus or remotely during an emergency, will be paid in accordance with the College's emergency closure pay policy. Union employees will be paid in accordance with the collective bargaining agreement which governs the terms of their unit's pay structure.

Non-Essential Employees

All other regularly scheduled employees of the College who will not be required to be on campus or to perform work during this period are considered non-essential employees.

Essential College Functions:

On the surface, the following positions are essential for the business continuity plan at stage 2 when classes are suspended (which have previously been identified).

These positions would be represented on campus:

- Public Safety
- Facilities
- Residence Life (in the event that there are students on campus and unable to leave)
- Food Service — AVI

These functions would be essential, but may be done from off site:

- Finance
- Human Resources
- Payroll
- Information Systems
- Advancement & External Affairs
- International Programs
- Dean of Studies & Student Life
- Provost and Dean of the College

In order to work off site, the College will test and be prepared to set up home computers to access essential computer needs. The remote access will be activated only in an emergency.

For those receiving paychecks through direct deposit, the College will continue to electronically deposit their checks. For those receiving paper paychecks, payroll will run the system remotely and a member of the staff will be trained to print, stuff and mail checks to the individual's home address.

The number of "essential" people will be determined by the extent/severity/timing of the pandemic time frame. In some cases, departments (such as Admission and College Resources) may have to come to campus periodically or possibly go to the Bronxville Post Office to pick up mail. Administrative department heads are responsible for determining such

need and assigning volunteers to do so. There may be other offices that can work off site in a limited capacity which will be determined at the time of the emergency.

BENEFITS DURING AN EMERGENCY

The information that follows is an overview prepared by Human Resources. In the case of a pandemic, more detailed information on impacted benefits will be available at the College's website. In the event the College makes a decision to suspend classes and operations, and there are no Human Resources' staff on campus to assist you, telephone calls will either be routed to a staff member at another location or messages will be accessed and calls returned on a daily basis.

Health, Vision and Dental Care Coverage

During a pandemic health crisis, do not be concerned about continuation of your health, vision or dental benefits. Your benefits will continue regardless of the severity of the crisis, depending, of course on the carrier's availability and continuation of its business practices. During an emergency, continue to see your medical providers as you have previously done. Go directly to the emergency room or other health care provider for services if for some reason you cannot contact your provider for needed services. In certain situations, we will ask our health plans to demonstrate maximum flexibility to assure your benefits coverage.

If you have questions about your insurance coverage during a pandemic you can access telephone numbers and web links to the health and disability plans on MySLC.

Group Term Life Insurance Program

If an employee has died, please contact Human Resources to learn what coverage, if any, the employee had through the College. In the event the College has suspended operations and limited staff is available to assist you, your message will be accessed from another location and your call will be returned.

Frequently Asked Questions

1. *What are my leave options if I have been diagnosed with a pandemic virus?*
   An employee who has been diagnosed with a virus due to a pandemic may use sick leave for the first 5 consecutive lost workdays. They will be eligible for short-term disability coverage on the 6th calendar day. A Human Resources staff member will assist the employee with filing the appropriate papers for this benefit. This filing may have to occur retroactively after the College has resumed normal business operations.
2. *If I'm afraid of catching a pandemic virus and don't want to come to work, what are my options?*
   An employee who is healthy may request available vacation time for the period of absence from their job. An employee has a right to take paid vacation time subject to the approval of the supervisor to schedule the time at which paid leave may be taken.
3. *If it is necessary to close the College on a temporary basis, will employees be paid?*
   The College will continue to pay non-essential employees at their regular base hourly rate or salary for up to 6 months. Essential employees who work on campus or remotely will be paid as defined by the College's emergency pay policy, or by the applicable collective bargaining agreement.

Training — Campus Safety conducts the following training to the Campus Community for Safety, awareness, prevention and preparedness: *Note: Records of all Campus Safety/Fire Safety/OSHA Training records are maintained by Campus Safety*

1. CPR/AED — Basic First Aid & Stop the bleed tourniquet training.
2. OSHA Safety Training to all Lab and Studious
3. OSHA Safety training for all employees starting 2023
4. ALICE/CRASE Active Threat Training
5. CPI — Non Violent Crises Intervention Training

6. Fire Safety Training
7. Fire Extinguisher Training
8. First Year Student Campus Safety Training
9. RA/ARLC Campus Safety Training
10. RADD — Rape Aggression Defense Training
11. Annual National Preparedness Training starting September 2023
12. Campus Safety in conjunction with Health & Wellness — NARCAN Training

Equipment housed with Campus Safety:

- 50 Emergency Cots with Blankets/Pillows in 2 Emergency Shelter Packages
- 16 Air Mattresses
- 24 Sleeping Bags
- 10 Emergency Lanterns
- Emergency Flashlights/Glow Sticks
- Traffic Wands/Traffic Cones
- Emergency Caution Tape
- Emergency Weather Radio
- Emergency Medical Kits
- 40 Portable Radios
- Bear Horns
- Gas Detectors
- AED's

Supplement Information:

- College Emergency Response Guide — summary immediate action quick reference guide
- Sarah Lawrence College Annual Security & Fire Safety Report
- Reporting and Investigating Hate Crimes on Campus
- Sarah Lawrence College Biennial Drug & Alcohol Prevention Program
- Campus Safety Department Policy on Serious Incident Emergency Notifications
- Campus Safety Department Policy on Violent Felony Response
- Campus Safety Department Post Orders
- Student Affairs — Student Death Notification Policy
- Campus Safety Department Policy for Emergency response to Early Childhood Center Wilford
- Campus Safety Department Policy for Emergency response to Early Childhood Center Kober
- Campus Chemical Hygiene Plan
- Campus Chemical Inventory
- Hazardous Communication Plan
- Hazardous Waste Management Plan
- Hot Works Plan
- Working in Confined Spaces Plan

Anti-Hazing Policy

Policy Statement

Sarah Lawrence College is committed to fostering a safe, inclusive, and respectful campus environment. Hazing, in any form, is strictly prohibited and undermines the values of our community. In compliance with the federal Stop Campus Hazing Act (SCHA), signed into law on December 23, 2024, this policy outlines our commitment to preventing hazing and ensuring accountability.

Definition

Pursuant to the Stop Campus Hazing Act ("SCHA"), "hazing" is an intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against a student, regardless of that student's willingness to participate, that was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in, an organization (such as a club, society, association, athletic team, fraternity, sorority, or student government); and causes or is likely to contribute to a substantial risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical training necessary for participation in an athletic team), of physical injury or psychological injury including:

- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, state, tribal, or federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law

A "student organization" is any organization at Sarah Lawrence College (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the College.

Examples of prohibited behaviors that may amount to hazing include, but are not limited to:

- Requiring any form of physically demanding activity (e.g. calisthenics, sit-ups, push up, or runs).
- Verbal harassment including yelling or screaming at potential members.
- Requiring or compelling individuals to wear or carry unusual, uncomfortable, degrading, or physically burdensome articles or apparel.
- Requiring any type of personal servitude such as running errands, cleaning apartments or houses, doing laundry, etc.
- Morally degrading and humiliating activities (e.g. requiring students to scrub floors or toilets with toothbrushes or requiring pledges to be indecently exposed).

- Assigning or endorsing pranks such as borrowing or stealing items, painting other's property or objects, or harassing other groups.
- Psychological harassment in any form.

Federal and State Laws

The federal Stop Campus Hazing Act, enacted on December 23, 2024, (20 U.S.C. §1092(f)), Amended the Jeanne Clery Campus Safety Act by adding certain provisions regarding hazing. The laws of the State of New York also define hazing and provide for civil and criminal sanctions for individuals who engage in hazing:

§ 120.16 Hazing in the first degree. A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct, including, but not limited to, making physical contact with or requiring physical activity of such other person, which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury. Hazing in the first degree is a class A misdemeanor.

§ 120.17 Hazing in the second degree. A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct, including, but not limited to, making physical contact with or requiring physical activity of such other person, which creates a substantial risk of physical injury to such other person or a third person. Hazing in the second degree is a violation.

The federal Stop Campus Hazing Act, enacted on December 23, 2024, (20 U.S.C. §1092(f)), Amended the Jeanne Clery Campus Safety Act by adding certain provisions regarding hazing. The laws of the State of New York also define hazing and provide for civil and criminal sanctions for individuals who engage in hazing:

Location of Hazing Incidents

Any incident meeting the definition of hazing in this Policy must be reported following the procedure described below. Hazing that occurs at any of the following locations is subject to reporting under this Policy: anywhere on campus, in on-campus student housing, on public property within the boundaries of the campus, on public property immediately adjacent to the campus, and in non-campus buildings and property owned or controlled by the College that are used for educational purposes and frequently used by students, but not a part of the core campus, or those owned or controlled by a student organization officially recognized by the College.

Reporting and Transparency

In alignment with the SCHA, Sarah Lawrence College is committed to transparency and accountability. Any instances of hazing should be reported to Campus Safety at 914.395.2222 immediately. An incident report can be filled out here and/or reports can also be made to the following offices:

- Dean of Students
- Office of Student Life
- Student Involvement and Leadership
- Athletics

When reporting, please be prepared to provide the following information as best you can and provide as much detail as possible:

- Your contact information (name, SLC ID number, phone number, and email address)
- When and where it occurred and who was involved
- Names and contact information of others present
- Any documentation you may have

Campus Hazing Transparency Report: The College will compile and publish a report detailing any student organization found in violation of the institution's hazing policies which will be available on the college website. This report will include:

- The name of the student organization
- A general description of the violation

- Relevant dates, including the date of the alleged incident, initiation of the investigation, conclusion of the investigation, and notification to the organization.

Annual Security Report (ASR): The College will also include hazing incidents reported to campus security authorities or local law enforcement in its ASR, as required by the Clery Act.

Enforcement and Accountability

Any individual or organization found to have engaged in hazing will be subject to disciplinary action, up to and including expulsion or revocation of recognition. The College will cooperate fully with law enforcement agencies in the investigation of hazing incidents. Disciplinary and adjudication procedures for violations of this policy can be found in the SLC student handbook.

Prevention and Education

All students have access to the Student Handbook on the Sarah Lawrence website and MySLC. Students receive an email notification with the updated version of the Student Handbook at the beginning of each academic year.

The Student Organizations Manual includes the College's Hazing Policy. All registered student organizations must include information about the Hazing Policy in their bylaws. Student organization participants are required to attend an annual training, which includes an explanation of Sarah Lawrence's Anti-Hazing Policy.

Review and Updates

This policy will be reviewed annually and updated as necessary to ensure compliance with federal and state laws and to reflect best practices in hazing prevention.

Contact Information

For questions or to report an incident, please contact Campus Safety at 914.395.2222 or fill out an incident report available on MySLC

Missing Students

NOTIFICATION OF AND RESPONDING TO MISSING STUDENTS

Notification of Missing Students

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Campus Safety Department at 914.395.2209. The Campus Safety Department will generate a missing-person report and initiate an investigation. After investigating, should Campus Safety determine that the student is missing, then it will notify the Yonkers Police Department no later than 24 hours after the student is determined to be missing. Once it is determined that the student has been missing for a period of more than 24 hours, the Campus Safety Department will also notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the Campus Safety Department will notify the student's parent or legal guardian immediately after the Campus Safety Department has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify a confidential contact to be contacted by the Campus Safety Department in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the Campus Safety Department will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so by coming to the office of Operations and Facilities and filling out a missing-student contact form. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement officers in furtherance of a missing-person investigation. No later than 24 hours after determining a student is missing, the Campus Safety Department will notify the following College officials:

- President
- Dean of Studies and Student Life
- VP of Finance & Operations
- Dean of Studies and Student Life
- VP of Advancement & External Relations
- General Counsel

Guidelines for Responding to Missing Students

The following guidelines shall be activated whenever practical when the College is notified that a student is missing:

Within the first two hours of receiving the initial report:

- Campus Safety Department personnel will:
    - Conduct a thorough search of the campus for the student
    - Interview the student's friends and roommates

- Search for the student's vehicle on campus
- Search for the student in his/her classes
- If possible, call the student's cell phone
- Check access control-swipe activity
- Review available CCTV
- Email student
- Identify if student has vehicle on campus

- Student Affairs personnel will:
  - Contact the College's resident and graduate advisers
  - Contact fellow club and committee members
  - Determine whether the student returned to their home residence
- Dean of Studies personnel will:
  - Contact the student's instructors
  - Contact the student's don (adviser)
  - Check the student's class schedule

No later than 24 hours after the student is determined to be missing:
Unless extenuating circumstances exist, the College's Campus Safety Director or his designee will contact the Yonkers Police Department and provide it with the name and description of the missing student. The police will then respond to the campus.

Once it is determined that the student has been missing for a period of more than 24 hours, the Campus Safety Department will also notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the Campus Safety Department will notify the student's parent or legal guardian immediately after the Campus Safety Department has determined that the student has been missing for more than 24 hours. If a student has identified a confidential contact, the Campus Safety Department will notify that individual no later than 24 hours after the student is determined to be missing.

Seventy-two (72) hours after receiving the initial report, if the student has not been located:
The Director of Campus Safety will notify the VP of Communications to contact the media. At this time, unless extenuating circumstances exist, the College's VP of Communication or his designee will contact the local news media with the name and description of the student. If the Yonkers Police Department determines that publicity would jeopardize the investigation and/or safety of the student, the local news media will not be notified.

Notifications of a Threat

NOTIFICATION OF THE SARAH LAWRENCE COLLEGE COMMUNITY ABOUT AN IMMEDIATE THREAT

The College requests that all members of the Sarah Lawrence College community notify the Sarah Lawrence Campus Safety Department immediately at 914.395.2222 of any situation or incident on campus that involves a significant emergency or danger that may pose an immediate or ongoing threat to the health and safety of students and/or employees on campus. Members of the Campus Safety Department will then respond to such situations to assess the potential threat and will summon the necessary resources to mitigate, investigate, and/or document any situation that may pose a significant emergency or danger. If the Campus Safety Department determines that the situation does, in fact, pose a threat to the health or safety of the community, it will notify the campus community or the appropriate segments of the community that may be affected by the situation, using various systems that have been implemented to provide emergency information quickly, such as global emails, public address systems on safety vehicles, voice messages, and emergency text messages. Depending on the situation, some or all of these communication methods may be utilized. In addition, given the specific facts of a situation, there may be times when the College initiates the notification process even before safety personnel get to the scene and verify the critical incident. The College will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

If time permits, the Director of Campus Safety and the Vice President of Operations and Finance will jointly initiate the notification process and determine the content of the notification before it is sent. There are situations, though, in which time is of the essence. During one of these situations, any of the following individuals at the College can individually initiate the notification process, as well as determine the content of the notification: safety officers, safety supervisors, the Associate Directors of Campus Safety, the Director of Campus Safety, and the Vice President of Operations and Finance. The determination of who to notify at the College will be made based upon whether an emergency is localized to a specific geographical location of the College or if it is campuswide.

Members of the larger community who are interested in receiving information about emergencies on campus should sign up for the College's emergency notification system. During a critical incident, the College may post updates on the Sarah Lawrence College website at http://www.slc.edu. Individuals can also call the Office of Operations and Facilities at 914.395.2385 with specific questions about an emergency on campus.

Campus Lockdown Procedures

What to do in the event of a hostile intruder
You will be notified through our emergency notification system to go into lockdown.

Take the following action
When an intruder on campus is actively causing deadly harm or the threat of imminent deadly harm to people, you must immediately seek cover and call or contact the police, 911, and the College's Department of Campus Safety. Give as many details as possible relative to location, number of assailants, means of aggression, and other pertinent information.

What to do during a lockdown:

- Do not sound the fire alarm to evacuate the building. People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke.
- Be aware of alternate exits if it becomes necessary to flee. Persons should lock themselves in classrooms, dorm rooms, and offices as a means of protection.
- Persons should stay low, away from windows, and barricade their door(s) if possible, using furniture or desks as cover.
- Cover any windows or openings that have a direct line of sight into the hallway.
- Shut the blinds or pull the shades down. Turn off the lights, and try to give the impression that the room is empty.
- Put your cell phone on vibrate.
- Do not make any noise.
- Students and staff should not attempt to leave the building until told to do so by Campus Safety or police personnel. The exception to this is when a person believes that they are in more danger by staying in the building than by attempting to escape.
- If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (e.g., vehicle, tree).

Policy on Sexual Violence

Purpose of the Policy

Sarah Lawrence College is an intellectual community founded on mutual respect and is committed to providing a living, learning, and working environment that is free from sexual violence in any form. The College, pursuant to the terms of this Policy on Sexual Violence (the "Policy") prohibits offenses of sexual violence (referenced in this Policy as "sexual violence"), which include sexual harassment, sexual assault, domestic violence, dating violence, stalking, and sexual exploitation.

Jurisdiction of the Policy

For every report received by the College, the Title IX Office will review the circumstances of the reported conduct to determine whether the College has jurisdiction over the parties involved and take steps reasonably within its control and appropriate to the circumstances, with the aim of addressing reported concerns and preventing harm to those in the community.

I. To Whom the Policy Applies

This Policy applies to the following individuals:

- All current and incoming students and student employees, both undergraduate and graduate, enrolled at Sarah Lawrence College
- All Sarah Lawrence College employees (faculty and staff)
- All third parties serving the campus or involved with College-related activities, such as employees of contractors or vendors

The College retains the authority to exercise jurisdiction regardless of where the incident(s) that are reported, or of which the College becomes aware, may have occurred (i.e., whether on campus or off campus) and to determine the appropriate policy provisions and procedures to be applied in responding to such reports. If the College has jurisdiction over the involved parties, Sarah Lawrence College also may investigate any reported violations of this Policy that occur in the context of a College program or activity that affects the College's working or learning environment.

Third-party reports of sexual violence may also be made by any individual affiliated with the College and any nonaffiliated individual. Such reports must still be applicable to the populations listed above.

Geographic Scope of the Policy

The Title IX Office is required to be consistent with federal regulations that impose limits on the situations and the geographic settings that fall within the scope of the College's Title IX compliance obligations.

Under New York law and under College policies other than this Policy, however, other occurrences beyond the scope of Title IX jurisdiction may still be investigated and disciplined, where appropriate. Allegations in a Title IX Formal Complaint related to behavior that occurs outside of the education program or activity or outside the United States, or behavior that would not meet the definition of Title IX sexual harassment as defined by federal regulation, must be dismissed as required by federal regulations currently in effect. Both the complainant and the respondent may appeal the dismissal of any allegations under Title IX. In keeping with the College's educational mission and commitment to fostering a learning, living, and working environment free from discrimination, harassment, and retaliation, however, the College may still move forward with a resolution option (administrative assistance, mediation, or the Formal Complaint Process, as discussed below) employed under conduct policies other than the College's Policy Against Sexual Violence. In such circumstances, the College will use the same resolution process for all forms of prohibited behavior under the College's Policy Against Sexual Violence.

Therefore, all allegations of conduct that would otherwise constitute a violation of this Policy, irrespective of the site of the alleged misconduct or the presence or absence of any connection with an education program or activity, will be handled by the Title IX Office and follow the same procedures.

The College will offer supportive measures, including counseling services and educational accommodations, to any students in need of such services, whether an incident is subject to review under this Policy or any other. Additionally, regardless of the jurisdiction of the incident, students may seek support through law-enforcement resources, community resources, or other agencies outside the College.

For more information regarding resources for all persons, including those injured by the acts or conduct of non-College-affiliated individuals, please see "Resources for Students Who Experience Sexual Violence (Student Handbook p. 177)." For additional information about available resources on sexual violence, see www.sarahlawrence.edu/svps and www.my.slc.edu/safe.

II. Applicable Procedures Under This Policy

For violations allegedly committed by students or by College faculty, staff, or third-party employees impacting students:

- The disciplinary process and applicable procedures for investigating and/or adjudicating alleged violations of this Policy under the above circumstances may be found in the Student Handbook by visiting: Procedures for Complaints Against Students Regarding Sexual Violence (p. 195) > Options for Reporting Individuals > Formal Complaint Process. Please refer to Procedures for Complaints Against Students Regarding Sexual Violence. (p. 195)

III. Campus Disciplinary Process vs. Legal Proceedings

Acts of sexual violence within the scope of this Policy also are prohibited under various New York State and federal laws, including applicable criminal laws in certain circumstances. Incidents of sexual violence, therefore, may give rise not only to an investigation or determination under this College Policy but also to claims in civil litigation and to criminal charges prosecuted in the criminal justice system. The internal Sarah Lawrence processes differ from civil or criminal matters, and the legal definitions used in criminal or civil litigation may vary from definitions used by the Sarah Lawrence community as outlined in this

Policy. In connection with matters reported or proceeding under this Policy, the definitions as outlined in this Policy will govern; and the College, in its sole discretion, will determine any and all jurisdictional questions arising under this Policy.

Pursuing campus resolution under this Policy does not preclude an individual from contacting law enforcement immediately, from seeking the assistance of law-enforcement authorities in the future, from pursuing a criminal charge, or from pursuing a claim in civil court. Similarly, the pursuit of legal action and/ or reporting the conduct to law enforcement does not preclude pursuit of campus resolution under this Policy and the Policy's corresponding conduct process.

Additionally, the standards for finding a violation under applicable criminal law are different from the standards for finding a violation of this Policy. Therefore, criminal investigations or reports by law- enforcement officials, or by the District Attorney with respect to bringing a criminal case, are not determinative of whether a Policy violation involving sexual violence can be found to have occurred under the College's Policy. The College's conduct process may run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external law-enforcement officials who may, for example, be gathering evidence, or temporary delays otherwise deemed appropriate in the discretion of the College. Temporary delays generally should not last more than 10 days, except when law-enforcement officials specifically request and justify a longer delay or the College believes a longer delay period is warranted.

Please see the Appendix (Student Handbook p. 235) for a list of relevant local, state, and federal laws that may relate to an incident of sexual violence.

Enforcement of the Policy

The College will promptly consider all reports of sexual violence. The College will take necessary and appropriate measures seeking to remedy such situations, after due consideration of the reporting party's wishes and concerns, although its ability to effectively remediate may be impaired or precluded if a student who reports an act of sexual violence is unable, or unwilling, to identify a potentially responsible party, is unwilling to assist in any investigation that may be undertaken, or requests that no action be taken with respect to a potentially responsible party. In addition, if a reporting student wishes to maintain confidentiality and requests that the student's name or other identifiable information not be shared in connection with any investigation or proceedings under this Policy, or requests that the College not conduct an investigation, the College, may in its discretion, but is not obligated to, honor the student's request.

In exercising such discretion, the College will weigh requests by a student to decline the disciplinary process or for confidentiality against the College's obligation to take reasonable steps to help ensure a safe, nondiscriminatory environment for all members of its community. The College has the sole discretion to make the determination as to whether an investigation must be conducted or proceedings under this Policy must occur. Additionally, if a student pursues the disciplinary process, that student may also withdraw a Formal Complaint any time after filing it or may withdraw from any continuing involvement with the College's process at any time. That determination by the student will not preclude the College from continuing to investigate or from continuing the College's process under this Policy.

Definitions

The College intends to define terms, for purposes of implementing this Policy, consistent with current law and regulation. To the extent such laws or regulations change, the College will apply this Policy and conduct all proceedings hereunder consistent with governing law and regulation.

I. Definitions of Prohibited Conduct

A. Sexual Assault

Sexual assault is defined as engaging in sexual activity without consent, including having sexual contact or sexual intercourse with another individual without consent.

1. Sexual contact without consent: Any intentional and knowing contact or fondling with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another (whether involving physical contact or not) without permission, or with a person incapable of providing consent. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner. This also entails contact done directly or indirectly through clothing, bodily fluids, or with an object. Sexual contact also includes attempted sexual intercourse.
2. Sexual intercourse without consent: Any penetration of the sex organs or anus of another person when consent is not present; any penetration of the mouth of another person with a sex organ when consent is not present; or performing oral sex on another person when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body.
3. Statutory rape: Under the law in New York, sexual activity is deemed to be nonconsensual if between a legal adult (age 18 or older) and a person under 17 years of age, except that persons 15 years of age or older may be deemed capable of consenting to sexual activity with another who is four years older or less. For a more detailed discussion of these laws and their impact on the ability to consent, see Sections 130.25 and 130.30 of the New York State Penal Code.

B. Sexual Exploitation

Sexual exploitation is taking nonconsensual or abusive sexual advantage of another person for a person's own advantage or benefit, or violating the sexual privacy of another when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods, or devices):

- Sexual voyeurism, such as permitting others to witness or observe the sexual or intimate activity of another person, in a state of undress, or in a place and time where such person had reasonable expectation of privacy (such as a changing room, toilet, or shower) without that person's consent;
- Recording any person engaged in sexual or intimate activity in a private space without that person's consent;
- Disseminating, streaming, or posting sexual information, images, or recordings about another person without that person's consent as of the time of the dissemination, streaming, or posting;
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
- Exposing or inducing others to expose themselves when consent is not present;
- Knowingly exposing or transmitting a sexually transmitted disease or infection (STD or STI) or human immunodeficiency virus (HIV) to another person;
- Inducing incapacitation in another person without their consent or knowledge with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs; or
- Sexually based stalking and/or bullying can constitute sexual exploitation, in addition to constituting independently prohibited conduct under this Policy.

C. Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted or unwelcome conduct of a sexual nature, whether verbal, nonverbal, graphic, physical, or otherwise, when one or more of the following conditions are present:

1. **Quid Pro Quo:**
   - Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any College program and/or activity, or is used as the basis for College decisions affecting the individual.
   - Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual, such as grading; acceptance into a course, program or team; advancement, promotion, hiring, or retention.
2. **Hostile Environment:** A hostile environment exists when the conduct is sufficiently severe, pervasive, and objectively offensive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the College's education or employment programs and/or activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).

   Examples of conduct that may constitute sexual harassment include but are not limited to:

   - Pressure for a dating, romantic, or intimate relationship
   - Unwelcome sexual advances
   - Unwelcome touching, kissing, hugging, or massaging
   - Pressure for or forced sexual activity
   - Unnecessary references to parts of the body
   - Sexual comments or references
   - Sexual innuendoes, gestures, or humor
   - Sexual graffiti, pictures, or posters

D. Relationship Violence

1. **Dating Violence:** Any abusive or violent behaviors (including, but not limited to, emotional, physical, sexual, and financial abuse or threat of abuse) between two people committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person who has been subjected to such abusive or violent behaviors, where the existence of such a romantic or intimate relationship shall be determined based on a consideration of the following factors:
   - The length of the relationship
   - The type of relationship
   - The frequency of interaction between the persons involved in the relationship

   This violation includes behavior that seeks to establish power and control over another person by causing fear of physical violence or sexual abuse or assault. Dating violence may be a single act or a pattern of behavior, depending on the frequency, nature, and severity of the conduct.
2. **Domestic Violence:** Any abusive or violent behaviors (including, but not limited to, emotional, physical, sexual, and financial abuse or threat of abuse) between two people that is committed by:
   - The current or former spouse of the person who is subjected to the acts of abuse or violence
   - A person with whom the person subjected to such abusive or violent behaviors shares a child in common
   - A person who is cohabitating with or has cohabitated with the person subjected to abusive or violent behaviors
   - Any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of New York State

This behavior seeks to establish power and control over another person by causing fear of physical or sexual abuse or violence. Domestic violence may be a single act or a pattern of behavior, depending on the frequency, nature, and severity of the conduct.

E. Stalking

Stalking is knowingly engaging in an unwanted course of conduct directed at a specific person that one knows or should know would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. Emotional distress means significant mental suffering, anxiety, or alarm.

Conduct that can amount to stalking may include actions directed at another person, whether done directly, indirectly, or through others via devices or via any other methods or means (specifically including electronic means, e.g., cyberstalking), including, but not limited to

- Following a person
- Being or remaining in close proximity to a person
- Entering or remaining on or near a person's property, residence, or place of employment without permission and without a legitimate purpose
- Monitoring, observing, or conducting surveillance of a person
- Threatening (directly or indirectly) a person
- Communicating to or about a person
- Giving gifts or objects to, or leaving items for, a person
- Interfering with or damaging a person's property (including pets)
- Engaging in other unwelcome contact when that behavior causes fear of harm or substantial emotional distress, and that fear or distress is a reasonable response to the behavior

II. Definitions of Affirmative Consent

Affirmative consent is a **knowing, active, voluntary, present, and ongoing** mutual decision among all participants to engage in sexual activity. Consent may be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. Any party claiming that consent was present during a sexual encounter has the burden of proving consent under this Policy.

A. Valid Aspects of Consent

Consent must be all of the following:

- **Knowing:** All individuals understand, are aware of, and agree as to the "who" (same partners), "what" (same acts), "where" (same location), "when" (same time), and "how" (the same way and under the same conditions) of the sexual activity.
- **Active:** Consent must take the form of "clearly understandable words or actions" that reveal one's expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a verbalized "no") should not, in and of themselves, be understood as consent. Consent may not be inferred by an individual's manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date. It is the responsibility of the person initiating sexual activity to ensure that affirmative consent to that activity, and to all sexual acts, has been given.
- **Voluntary:** Consent must be freely given and may not be the result of the respondent's intimidation (extortion, menacing behavior, bullying), coercion (severe or persistent pressure causing fear of significant consequences from respondent if one does not engage in sexual activity), force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).
- **Present and Ongoing:** Consent must exist both at the time of initiation of sexual activity and at all times thereafter throughout the entirety of sexual activity. Consent to previous sexual activity, either at prior times or

earlier on a specific date, does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person.

B. Capacity to Consent

Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to:

- Age (Generally, the age of consent to engage in sexual activity with a legal adult [18 years of age or older] is 17 in New York.)
- Physical condition
- Disability that impairs the individual's ability to give consent

Reasons why one could lack capacity to give consent due to a physical condition or disability include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) to the point of incapacitation (that being where the person, through drug or alcohol use, is incapable of appreciating that sexual activity is occurring or about to occur, or incapable of knowing, active, voluntary, present, and ongoing consent); or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring or about to occur; or otherwise in a condition rendering the person incapable of knowing, active, voluntary, present, and ongoing consent. For a more detailed definition of incapacitation, please refer to Related Definitions directly below.

For the legal definition of consent under New York State law, see the Appendix to this Policy.

Related Definitions

A. Force or Coercion

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

Coercion: An unreasonable amount of pressure or an intimidating behavior. The use of emotional manipulation to persuade someone to do something they do not want to do or are reluctant to do, such as engaging in sexual activity or performing certain sexual acts, may constitute coercion.

Coercing a person into having sex or performing sexual acts may vitiate consent, even when that consent otherwise may have been expressed by the subject in words or actions. Coercion may occur even where the parties are otherwise in an ongoing relationship, such as a romantic or dating relationship.

Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual activity. When a person makes clear that they do not want to participate in a particular form of sexual activity, that they want to stop, or that they do not want to go beyond a certain type of sexual activity, continued pressure can be coercive if it would reasonably place an individual in fear of immediate or future harm.

In evaluating whether coercion was used, the frequency, duration, and intensity of the other person's verbal or physical conduct or threats are all relevant, as is the degree of confinement or isolation to which the person was subjected. Coercion may be evidenced by an interaction that may reasonably be interpreted as indicating that a party will be harmed or restrained if they do not engage in sexual conduct.

B. Incapacitation:

When alcohol is involved, incapacitation is a state beyond drunkenness or being "buzzed" or intoxicated. When drug use is involved, incapacitation is a state beyond being under the influence or impaired by use of the drug. In general terms, the difference between intoxication or impairment, on the one hand, and incapacitation, on the other, is that a person incapacitated by drug or alcohol use is incapable of appreciating that sexual activity is occurring or about to occur or incapable of providing knowing, active, voluntary, present, and ongoing consent. Alcohol and other drugs impact each individual differently; some indicators of a lack of capacity to give consent due to consumption of drugs or alcohol may include:

- Lack of full control over physical movements (for example, significant difficulty walking or standing without assistance, or stumbling about);
- Lack of awareness of circumstances or surroundings (for example, lack of engagement with others in the environment, lack of an indication of awareness of where one is, how one got there, who one is with, or how or why one became engaged in ongoing interactions);

- Lack of consciousness or periodic episodes suggesting the person is "in and out" of consciousness; and/or
- Inability to effectively communicate (for example, inability to communicate coherently, inability to follow or meaningfully participate in a discussion, significant slurring of speech, inability to complete thoughts or sentences, difficulty finding words).

A person who is incapacitated but who may appear to be giving consent may not have the capacity to do so. When determining whether a person has the capacity to provide consent, the College will consider whether a sober, reasonable person in the respondent's position knew or should have known that the other party was incapacitated and, as a result, could not consent to the sexual activity. It is especially important, therefore, that anyone engaging in sexual activity is aware of both any other person's level of intoxication and capacity to give consent. When a question is reasonably raised as to whether a potential partner is incapacitated by alcohol or drug use, one should assume that consent is not able to be given. Being intoxicated or impaired by drugs or alcohol also does not excuse one from the responsibility to obtain consent or from ensuring that a potential partner is capable of consenting. Being intoxicated or impaired by drugs or alcohol is never an excuse to commit sexual violence or to engage in nonconsensual sexual activity.

Because the impact of alcohol and other drugs varies from person to person, the amount of alcohol and/ or drugs that a person consumes will not ordinarily be sufficient, without other evidence, to prove that they were incapacitated under this provision.

Another effect of alcohol consumption may be memory impairment or forgetting entire or partial events (sometimes referred to as "blackout" or "brown-out"). A person may experience this symptom while appearing to be functioning "normally," including communicating through actions or words that seem to express an interest in engaging in sexual activity. Whether sexual activity with a person who is "blacked- out" constitutes a violation of this policy depends on the presence or absence of the observable factors that would indicate to a reasonable, sober person that a person is also incapacitated, as described above. Total or partial loss of memory, without more, is insufficient to demonstrate incapacitation.

C. Preponderance of the Evidence:
Preponderance of the evidence is the evidentiary standard used at Sarah Lawrence College to determine whether or not a respondent, including any student, staff member, or faculty member, is responsible for violating the Policy on Sexual Violence. This standard requires that the preponderance of the evidence—the totality of the credible evidence, considered impartially—must establish that it is more likely than not that the Policy was violated.

D. Retaliation:
The College does not tolerate retaliation or discrimination against those who bring forward a report or make a Formal Complaint against any person and/or their family and friends, as well as any person who cooperates in the investigation of a report or a Formal Complaint or who participates in the conduct process (either as a party or as a witness) for an alleged violation of the Policy on Sexual Violence.

Anyone who believes that they have been retaliated against as a result of their involvement with an investigation and/ or conduct process for an alleged violation of the Policy should immediately report the alleged retaliation to the director of human resources (for faculty and staff) or the dean of studies and student life (for students). The appropriate conduct action will be taken, which may be independent from any investigation into a report of sexual misconduct and/or the Formal Complaint Process. Sanctions for retaliation will range up to and including suspension or expulsion from the College in the case of a student who has retaliated, and up to and including termination of employment in the case of an employee who has retaliated. The Title IX coordinator may be consulted about allegations of retaliation, and retaliation allegations may be resolved within an investigation into the underlying report of sexual misconduct and/ or the Formal Complaint Process, at the discretion of the Title IX coordinator in consultation with the director of human resources (for faculty and staff) or the dean of studies and student life (for students). For further information on the College's general policy prohibiting retaliation, please refer to the Conduct Code section of the Student Handbook.

Definitions of Roles Under This Policy

A. Adviser
Students may select a single adviser of their choice. The adviser may be a parent, friend, faculty/staff member, or a lawyer. The adviser must maintain confidentiality throughout the duration of their time serving as an adviser and even after conclusion of the process. This includes a prohibition of public disclosure of information learned during the proceedings under this Policy. An individual is not obligated to serve as an adviser and may decline to do so if, for example, they perceive a conflict of interest in being one party's adviser, conclude they may not effectively assist the party, or perceive the presence of any other compelling reason.

At the student's request, an adviser may be present at any meeting conducted as part of the process under this Policy. The role of the adviser is limited to the following:

- Within any meeting or communication regarding the Formal Complaint (except questioning in the hearing, addressed separately below), the adviser may not speak on behalf of the student. The adviser may counsel the student and may seek reasonable breaks during meetings or discussions to allow such counseling to occur.
- During the investigation, the adviser also may not speak on behalf of the student. The sole role of the adviser during the investigation is to provide private support and advice to the student outside of the interview. The adviser also may seek reasonable breaks during meetings or discussions to allow such counseling to occur.
- During the hearing, the role of the adviser is to relay their party's desired questions (subject to the Hearing Adjudicator determining whether the question is appropriate and relevant) to be asked of the other party or witnesses. Advisers are not permitted to raise objections to questions posed by the other party's adviser or the Adjudicator, argue in support of their advisee's position, or otherwise "represent" the advisee in the hearing. The parties and their adviser may consult in private during the hearing, but any break in the hearing for purposes of such consultation may not occur while a question is pending.

If a student is unable or unwilling to procure an adviser of their choice, the College will appoint an adviser to the student, free of charge. While the student may determine the participation of the adviser during the investigation, the adviser must be present during the hearing in order to ask questions of the other party and witnesses, as stated above. Parties are prohibited from directly questioning any other party, or any witness, at any hearings conducted as part of the Formal Complaint Process.

B. Complainant
The Complainant is an individual who has signed or endorsed a Formal Complaint alleging a violation of this Policy, and/or other applicable College policies, and has requested an investigation and hearing as part of a Formal Complaint Process.

In the event the person who has experienced the alleged misconduct chooses not to file a Formal Complaint and the College files a Formal Complaint, the College will be deemed the Complainant and the person who experienced the alleged misconduct will be deemed a witness.

C. Hearing Coordinator
The Title IX coordinator or the coordinator's designee serves as the Hearing Coordinator. The Hearing Coordinator is responsible for overseeing the hearing procedure for all alleged violations of this Policy, including administrative and logistical assistance to the Hearing Adjudicator, disseminating the Hearing Adjudicator's decisions, and maintaining the case records. The Hearing Coordinator ensures that the Complainant's and the Respondent's rights under these procedures are honored and that hearing procedures are followed.

The Hearing Coordinator or the coordinator's designee may be present for the hearing but will not take part in the deliberations and outcome of the Hearing; however, the Hearing Adjudicator may call upon the Hearing Coordinator during the deliberations to answer questions about the conduct process, precedent, or other pertinent matters.

D. Hearing Adjudicator
The Hearing Adjudicator hears and assesses Formal Complaints of alleged violations of the Policy; makes determinations of responsibility in such cases; and, if applicable, determines sanctions. The Hearing Adjudicator is a single individual specifically trained to adjudicate hearings within the Formal Complaint Process. In addition to training on the adjudication process, the training includes information on how to evaluate evidence impartially, engage trauma-informed sensitivity during hearings, and analyze facts and credibility.

The potential Hearing Adjudicator may be excused in the event of a conflict of interest, lack of availability, or other valid reason, as determined by the Title IX coordinator and in the Title IX coordinator's sole discretion.

E. Investigator
The College will designate the Investigator(s), who may investigate reports and Formal Complaints made under the Policy. The Investigator(s) are responsible for overseeing and completing the investigation procedure and shall draft the Final Investigatory Report, which includes the Formal Complaint; relevant statements;, summaries of interviews of the Complainant, the Respondent, and any relevant witnesses; relevant physical and documentary evidence; and, if appropriate, a credibility analysis.

F. Reporting Individual/Complainant
The Reporting Individual is a person who reports an alleged violation of the Policy but has not filed a Formal Complaint. The Reporting Individual may be the person who has been subjected to an alleged violation of the Policy or may be a third party (such as a witness or Mandated Reporter).

G. Respondent
The Respondent is a person who has been alleged to have violated and/or has been charged with an alleged violation of, the Policy in a Formal Complaint and/or other related conduct violations under other applicable College policies.

H. Witnesses
Witnesses are identified as any person(s) with direct and/or relevant knowledge of the alleged Policy violation being reported other than a Complainant or Respondent. Witnesses may be individuals affiliated.

ALCOHOL AND/OR DRUG-USE AMNESTY

The health and safety of every student at the College is of critical importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that sexual violence occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

A. Bystanders or Reporting Individuals Reporting Under the Influence
A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of sexual violence to the College's officials or law enforcement will not be subject to the College's conduct process for violations of alcohol and/or drug-use policies occurring or allegedly occurring at or near the time of the alleged incident. The College strongly encourages students and all community members to promptly report incidents of sexual violence to appropriate College officials.

B. Disclosing Substance Use During the Formal Complaint Process
Similarly, students disclosing during the Formal Complaint Process the use of alcohol or drugs in connection with a potential violation of this Policy will not be subject to the College's disciplinary process for such disclosed violations, assuming that the disclosure is related to the alleged Policy violation at issue.

POLICY ON CONSENSUAL RELATIONSHIPS

I. Policy on Romantic or Sexual Relationships Between Employees and Students
As a condition of employment, all employees of the College (including full- and part-time administrative staff, full- and part-time regular faculty, guest faculty, graduate faculty, coaches, and employees of independent contractors or vendors) may not engage in sexual or romantic relations with any Sarah Lawrence College student, regardless of whether the student consents to such interaction. The Policy does not apply to students who are already spouses/domestic partners of current employees at the College or spouses/domestic partners of contractor or vendor employees working at the College.

A romantic or sexual relationship between a faculty or staff member and a student poses a significant potential threat to the health and well-being of the College community.

- Such a relationship could lead to preferential treatment or other acts, actual or perceived, of alleged favoritism or alleged retaliation on the part of an employee toward a student.
- Given the power differential between students and faculty or staff members, there is serious concern that such relationships could never be fully consensual or could be perceived by others, at the time or in retrospect, as coercive in nature.
- Such relationships may also be harmful to other students and employees not directly involved and highly injurious to the College's commitment to providing a nurturing learning and work environment for all in the community.

II. Procedures on Romantic or Sexual Relationships Between Employees and Students

A. Reporting Violations of This Policy

1. **For Concerns Regarding Faculty:** Students, faculty, and staff concerned about a sexual or romantic relationship involving a faculty member and a student should speak to the Title IX Office. The Title IX Office and/or Human Resources Office will meet with the parties involved to discuss this report. The Office will confer with the director of human resources and the provost and dean of the faculty or, if appropriate because the student is a graduate student, the dean of graduate and professional studies. The matter may be referred to the process established for complaints involving faculty (see Article III, Section GD of the faculty bylaws). The appropriate dean will report the resolution of any such complaint to both the student and the faculty member.

2. **For Concerns Regarding Staff:** Students, faculty, and staff concerned about a sexual or romantic relationship involving a staff member or contractor/vendor employee with a student should contact the director of human resources.

Employees who engage in sexual or romantic relationships with a student contrary to the requirements provided in this Policy are subject to disciplinary action, up to and including dismissal, depending upon the nature of and context for the violation. Employees who are approached by a student seeking to establish or embark upon a romantic relationship shall (in addition to rejecting the overture) immediately report the overture to their direct supervisor and to the director of human resources. Failure to make such a report may constitute grounds for disciplinary action, up to and including dismissal.

For advice or consultation regarding the appropriate course of action, community members may seek assistance from the director of human resources or the College's Title IX coordinator. If there is any doubt whether a relationship falls within this Policy, individuals should disclose the facts and seek guidance rather than fail to disclose. Additional questions may be addressed to an appropriate supervisor, the provost and dean of the faculty, the dean of graduate and professional studies, the College's Title IX coordinator, or the Human Resources Office.

B. Jurisdiction of This Policy

Should a romantic or sexual relationship with a student be considered to potentially have been nonconsensual or to potentially have met the definition of sexual harassment against a faculty member or staff member, the College will investigate and resolve this matter in accordance with the Sarah Lawrence College Policy on Sexual Violence. This Policy on Romantic or Sexual Relationships Between Employees and Students therefore applies to such relationships only to the extent that they are not covered by the Policy on Sexual Violence. In the event a question arises as to which policy is applicable to a given set of circumstances, the College, in its sole discretion, will choose the policy and the procedures that will control.

C. Adjudicating Violations of This Policy

Upon receipt of a notification involving a possible violation of this Policy, the director of human resources (or the director's designee) and/or the provost and dean of the faculty (or their designee) will meet with the parties involved. The parties involved may have an adviser of their choice present during the initial interviews and during such further interviews as the director and/or the provost and dean of the faculty may deem necessary.

The director of human resources and/or the provost and dean of the faculty will use a preponderance-of-the-evidence standard to determine responsibility (i.e., it is more likely than not that the Respondent was responsible for the prohibited behavior). The director of human resources and/or the provost and dean of the faculty will report the resolution to both parties. This report will summarize the conclusions of the investigation and also may include, where deemed appropriate, any actions taken or penalties imposed.

The facts about individual cases and their disposition are confidential. This means that such information is shared by the College only on a need-to-know basis. The College reserves the right, moreover, to correct or address misinformation or incomplete information that becomes public as a result of the alleged violation or to make such disclosures as may be in the best interest of the College and the College community.

RESOURCES FOR STUDENTS WHO EXPERIENCE SEXUAL VIOLENCE

Should an individual find that one or more of the provisions within the Policy on Sexual Violence has been violated, this section describes how to report an incident of sexual violence, students' rights and responsibilities in the disciplinary process, and other on- and off-campus resources.

Reporting Options
The College encourages reporting of sexual misconduct. Members of the College community who believe that they have experienced sexual misconduct have the right to choose whether to report the incident to the College or law enforcement and have the right to choose whether to engage with the College once the College receives a report. The information below is for individuals who wish to report incidents of sexual misconduct. All persons are cautioned that a delay in reporting alleged Policy violations or in pursuing a Formal Complaint that can trigger an investigation may impair the effectiveness of such investigation or any proceedings hereunder.

I. Reporting to the College

A. Title IX Office
The College has named a Title IX coordinator to oversee College compliance with Title IX regulations. The Title IX coordinator will:

- Provide oversight for all Title IX reports and identify patterns, issues, and/or problems. Note: The Title IX coordinator oversees these processes but does not have a role in the sexual- violence investigation, hearing, and/or adjudication except as otherwise stated, which may be found in "Procedures for Complaints Against Students Regarding Sexual Violence (Student Handbook p. 195)."
- Review and support the informational initiatives enabling students, staff, and faculty to fully understand sexual violence and sexual harassment as forms of sexual discrimination and to further educate the community about College policy and procedures.

To contact the Title IX coordinator, please refer to the following information:
Title IX Coordinator
Phone Number: 914.395.2575
Email: titleix@sarahlawrence.edu

B. Mandated Reporters
The College recognizes that students may be most comfortable disclosing gender-based misconduct to a College employee whom they know well. These individuals (also known as "Mandated Reporters") are required to report the incident to the Title IX coordinator. Before a student reveals information about an incident, the Mandated Reporter will try to ensure that the student understands their reporting obligations.

Mandated Reporters include the following individuals:

- Office of Residential Life staff members, including resident advisers (RAs) and assistant residential-life coordinators (ARLCs)
- All Office of Student Life staff
- All Campus Safety staff
- All faculty members, including dons and guest faculty
- All other College employees (with the exception of Health & Wellness staff)

C. Exceptions to College Reporting
If an individual discloses information through a public-awareness event, such as candlelight vigils, protests, or other public events, the College will not consider such disclosure to be a report of an incident under this Policy and will not be obligated to evaluate the report based on such information. The College may use the information provided at such an event, however, to inform additional education and prevention efforts.

II. On-Campus Confidential Resources
If a student wants to maintain confidentiality and has not disclosed information about an incident, Mandated Reporters will seek to direct the student to the College's confidential resources. Confidential resources are individuals or groups whose communications legally may not be disclosed to another person without a student's consent except under very limited

circumstances, such as an imminent threat or danger to self or others. **Students may use these resources even if they decide not to make a report, decide not to file a Formal Complaint, or decide not to participate in the College's conduct process or the legal process.**

The College maintains only one confidential resource: the Health & Wellness Center.

- Students may speak with a Health & Wellness staff member openly and without fear of initiating a report to the Title IX Office, Campus Safety, or others on or off campus, as long as there is no imminent danger to the individual or others.
- Health & Wellness staff will listen, help students to access additional assistance if needed, and explain options for obtaining additional support from the College and others. Health & Wellness staff can also arrange for medical care or accommodations and accompany students, or arrange for someone to accompany students, to seek such care. The staff are also familiar with the College's disciplinary process, can explain what to expect, and provide support while disciplinary or criminal processes are pending.

Some students may still wish to seek other confidential resources in addition to Health & Wellness. For more information on how to access off-campus confidential resources, please see the section on "Off- Campus Resources & Assistance (Student Handbook p. 182)" under Supportive Measures.

On-Campus Confidential Resources
Resource: Health & Wellness Center

Contact Information
Psychological Services: Cary Bosak
Medical Services: Mary Hartnett
Lyles House
914.395.2350
Monday–Friday, 9 a.m.–5 p.m.
https://www sarahlawrence edu/health-and-wellness/

Description of Services: Provides confidential care for students' medical and psychological health concerns.

Resource: My Student Support Program (MySSP)

Contact Information
Health & Wellness Center
Lyles House
914.395.2350
Monday–Friday, 9 a.m.–5 p.m.

Description of Services: Provides all undergraduate and graduate students with immediate, 24-hour support at no cost to the student, regardless of health-insurance provider. Immediate support is available by phone or text; ongoing support by appointment, available through phone or secure video portal.

III. Reporting to Law Enforcement
An individual who has experienced sexual violence has the right to choose whether to file a police report. Sarah Lawrence College encourages individuals to report incidents of sexual violence to local law enforcement. The Title IX Office provides information on contacting local law enforcement and, at the individual's request, can assist an individual in doing so; however, the Title IX Office will not compel an individual to go to law enforcement.

A. Reporting to Local Yonkers Law Enforcement
If the Reporting Individual decides to file a criminal report, the College will assist in contacting the Yonkers Police Department or other appropriate law-enforcement agency. The College also has an agreement with the Yonkers Police Department pursuant to which the police will come to campus to take a report.

- When the police come to campus, they also will engage in such acts as they deem appropriate to ensure the physical safety of the involved persons.
- Interviews generally will be conducted in private, but students may request the presence of a member of Public Safety, a friend, or another adviser or supportive person during the interview.
- Filing a police report may result in the investigation of whether sexual violence or related crimes occurred and the prosecution of the perpetrator.

It is also important to note that timely reporting to the police is an important factor in the successful investigation and prosecution of crimes, including sexual violence.

Once the police investigation is completed, the case generally will be referred to the Westchester County District Attorney's Office for a preliminary review. The District Attorney's Office decides whether a case will be prosecuted criminally. Some of the factors going into that decision will be the quantity and quality of evidence available to prove the charge(s) in court. If the district attorney decides not to prosecute, that decision does not mean that the report of assault was not credible or that there was no assault. It only means that, based on past experience, the prosecutors in the District Attorney's Office do not believe that there is sufficient evidence to successfully prosecute the case in court, where they must prove guilt beyond a reasonable doubt.

B. Reporting to New York State Law Enforcement
As a result of the New York State Enough Is Enough legislation, the state instituted a New York State Police Campus Sexual Assault Victims Unit. This unit acts as a liaison with all private and public colleges and universities within the state and is specifically trained to respond to Reporting Individuals. In addition to having the option to report to local law enforcement, Reporting Individuals may also make reports of sexual violence to the Campus Sexual Assault Victims Unit.

The state troopers within the Campus Sexual Assault Victims Unit are available to assist Reporting Individuals in reporting to law enforcement and to inform Reporting Individuals of the legal and criminal action that they may pursue. The Title IX Office provides information on contacting state law enforcement and, at the individual's request, may assist an individual in doing so; however, the Title IX Office will not compel an individual to go to law enforcement.

To contact the Yonkers Police Department for incidents that occurred on campus:
Phone Number: 914.377.7900
Location: 104 South Broadway, Yonkers, NY 10701
Website: Yonkers Police Department

To contact the New York City Police Department for incidents that occurred within New York City:
Phone Number: 212.267.RAPE (7273) (Sex Crimes Report Line)
Location: Visit this page to seek out the nearest precinct.
Website: NYPD Victim Services

To contact the New York State Police Department for incidents that occurred within the State of New York:
Phone Number: 1.844.845.7269 (non-emergent toll-free hotline)
Location: State of New York
Website: NY State Police Campus Sexual Assault Victims Unit

SUPPORTIVE MEASURES

Sarah Lawrence College offers myriad services and resources concerning sexual violence. The College is committed to providing equal access to resources for both Reporting Individuals/Complainants and Respondents. These resources include counseling services, medical services, victim advocates, volunteer visa and immigration assistance, and volunteer legal assistance. The College also has the ability to institute supportive measures to prevent or minimize contact between a Reporting Individual/Complainant and a Respondent.

I. On-Campus Resources & Assistance
The information listed below pertains to resources that the College has the ability to initiate for students involved in incidents of sexual violence.

A. Measures for the Individual(s) Involved
Individuals who make a report may be offered supportive measures (changes to academic, living, working, or transportation situations or other applicable arrangements) in order to help ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Individuals may receive these measures regardless of whether they choose to report the crime to law enforcement. Individuals may also receive these measures regardless of their decision to pursue any disciplinary action or the Formal Complaint Process.

Depending on an individual's needs or the nature of the situation, these supportive measures and accommodations may vary and change. Below is a list of potential accommodations, which may be temporary or permanent and which may be taken where reasonable and appropriate under the circumstances.

B. Measures Involving Notification to the Alleged Individual

1. No Contact Order (NCO) Directive

Upon receiving a Preliminary Report, the Title IX Office may issue a No Contact Order to any parties involved, if deemed appropriate, or at the request of the Reporting Individual/ Complainant and/or the Respondent.

A No Contact Order, if issued, will be mutual and will stipulate that both parties are not allowed to have any contact with each other in person, online, or through third parties on their behalf or what appears to be on their behalf. Additionally, if the parties observe each other in a public place, it shall be the responsibility of the individual who came into the area subsequent to the first individual situated there to leave the area immediately and without directly contacting or communicating with each other unless the No Contact Order specifically states otherwise. The College may also establish an appropriate schedule for the parties to access applicable College buildings and property, where needed. **Restrictions that may arise from No Contact Orders are not sanctions imposed for violations of this Policy and may be imposed at any time in the process and without the need for a finding of responsibility or non- responsibility for any Policy violation on the part of any party.**

Academic
Types of Potential Supportive Measures
- Rescheduling classes or exams
- Alternative course-completion options
- Ability to transfer sections or withdraw without penalty
- Excused absences for class attended (related directly to incident or partaking in any part of the College's process)

Campus Partners
- Dean of Studies
  Westlands, 2nd Floor
  914.315.2249
  Monday–Friday, 9 a.m.–5 p.m.
  deanofstudies@sarahlawrence edu
- Individual Professors/Dons

Health & Wellness
Types of Potential Supportive Measures
- Assistance setting up counseling-services session
- Emergency counseling-services session
- Voluntary medical leave of absence
- Access or referrals to medical services
- Medical transportation/escort

Campus Partners
- Health & Wellness Center
  Lyles House
  914.395.2350
  Monday–Friday, 9 a.m.–5 p.m.
  https://www sarahlawrence edu/health-and-wellness/

Housing
Types of Potential Supportive Measures
- Relocation of housing assignment
- Options and resources for off-campus housing

Campus Partners
- Department of Residential Life
  Bates 205
  914.315.2575
  Monday–Friday, 9 a.m.–5 p.m.
  reslife@sarahlawrence edu

On-Campus Housing
Types of Potential Supportive Measures
- Excused absences for missed work (related directly to incident or partaking in any part of the College's process)
- Changes to work schedule

Campus Partners
Office of Student Employment
Westlands, 1st Floor
914.395.2570
https://www sarahlawrence edu/financial-aid/student-employment/

Safety and Security
Types of Potential Supportive Measures
- No Contact Order (NCO)
- Persona Non Grata (PNG) Directive
- Medical transportation/escort
- Safety-related plans and strategies for off campus

Campus Partners
Office of Campus Safety
Swinford Annex
914.395.2222 (Emergency)
914.395.2209 (Nonemergency)
security@sarahlawrence edu

2. Community Safety Assessment
A community safety assessment is a process conducted by the Office of Campus Safety to determine if a student, such as the Respondent who is the subject of a report alleging a violation of this Policy, may be a danger to the Reporting Party and/or members of the College community. Typically, a campus safety assessment regarding sexual violence will consider whether the Respondent or another person may be a danger to the Reporting Individual/ Complainant or to the College community. While this process may be utilized in relation to alleged incidents of sexual violence, it is also utilized by the College in other incidents pertaining to the safety of individual students and the community.

The Title IX Office, in consultation with such others as deemed appropriate, will determine if a campus safety assessment should occur upon receipt of a report of sexual violence. If it is determined as a result of the assessment that the Respondent or other person may be a danger to the Reporting Individual/Complainant or the community, the Title IX coordinator, in consultation with such others as the coordinator may consider appropriate, will take appropriate action to address and limit the perceived danger. Such action may include, but is not limited to, immediately removing the Respondent or other person from campus or restricting access to portions of the campus or to one or more campus activities.

Additional supportive restrictions may be determined by the Title IX coordinator or the dean of studies and student life based on the needs and interests of the campus community. Restrictions that may arise from this assessment process are not sanctions imposed for violations of this Policy and may be imposed at any time in the process and without the need for a finding of responsibility or non-responsibility for any Policy violation on the part of any party.

3. Persona Non Grata (PNG) Directive
Upon receiving a Preliminary Report in which the alleged individual is not affiliated with the College, the Title IX Office may issue a persona non grata (PNG) directive at the request of the Reporting Individual/Complainant.

A PNG directive stipulates that the alleged non-Sarah Lawrence College-affiliated individual is an unwelcome person to the College and is prohibited from being on College grounds or at any College-sponsored event. If a violation of the PNG directive is made, the recipient of the directive may be removed by Campus Safety or arrested by local law enforcement.

The Title IX Office evaluates the need for the PNG directive after receiving information from a Reporting Individual/Complainant. Considerations for the directive include, but are not limited to, concern for a Reporting

Individual's/Complainant's safety and well-being, concern for the safety and well-being of the College community, or previous incidents in which the alleged individual has made themselves known to the College.

II. Off-Campus Resources & Assistance

The information listed below pertains to off-campus resources that students involved in incidents of sexual violence may wish to consider. All resources are completely independent entities from the College.

A. Advocacy Resources

Below is a list of free off-campus advocacy resources:

Hotlines

RAINN: Rape, Abuse, Incest, National Network: 800.656.HOPE
NY State College Campus Sexual Assault Hotline: 844.845.7269
NY State Domestic Violence Hotline: 800.942.6906
NYC Hotline: 1.800.621.4673 (HOPE)

Description of Services: All hotlines provide 24-hour (7 days/week) crisis counseling and information regarding sexual assault, dating violence, and stalking. Survivors and friends of survivors may call. Note: The hotlines may also provide information on local hospitals, such as hospitals that have a victim advocate or SANE (Sexual Assault Nurse Examiner) available.

WestCOP Victims Assistance Services (VAS)

2 Westchester Plaza
Elmsford, NY 10523
914.345.3113
https://westcop org/programs/vas/
VAS Toll-Free Helpline: 914.827.2255
Local Westchester Hotline: 914.345.9111

Description of Services: VAS provides free, comprehensive, and compassionate services to crime victims and their families, friends, and loved ones. Those eligible to utilize VAS include: any adult,teen, or child affected, directly or indirectly, by domestic or dating violence, rape or sexual assault, stalking, homicide or DWI, elder abuse, child abuse, physical assault, bullying (including cyberbullying), harassment and hate crimes, sex and/or labor trafficking, physical assault, burglary, identity theft, and other crimes.

My Sister's Place

3 Barker Ave.
White Plains, NY 10601
914.683.1333
https://mspny org/
My Sister's Place 24/7 Hotline: 800.298.7233 (SAFE)

Description of Services: My Sister's Place provides comprehensive services on domestic violence and human trafficking for victims and survivors, including legal services, confidential local emergency shelter, counseling, safety planning for adults and children, and accompaniment to court.

NYC Anti-Violence Project

116 Nassau St., 3rd Floor
New York, NY 10038
212.714.1184
https://avp org/
AVP Hotline: 212.714.1141

Description of Services: The NC Anti-Violence Project rovides resources for lesbian, gay, transgender, bisexual, and HIV-affected survivors and victims affected by violence.

Hope's Door

Main Office: 50 Broadway
Hawthorne, NY 10532
914.747.0828

Hope's Door Family Justice Center
County Courthouse
111 Martin Luther King Jr. Blvd.
White Plains, NY 10601
914.995.3100
https://hopesdoorny org/
Hope's Door 24/7 Hotline: 888.438.8700

Description of Services: Hope's Door prevents, responds to, and partners to end domestic and intimate partner violence and other forms of abuse. The organization also offers confidential emergency shelter, counseling, advocacy, and legal services for victims of domestic violence and human trafficking.

1. Seeking Confidential Medical Services
Experiencing any form of sexual violence is difficult and overwhelming. Regardless of whether the individual chooses to report the incident, the College strongly encourages survivors of any form of violence to seek medical attention as soon as possible—even if the individual feels no injury was sustained.

Medical-assistance providers can treat visible physical injuries and identify injuries that may not be visible and, where appropriate, address concerns regarding sexually transmitted infections and pregnancy and provide emergency contraception (if requested). In addition, a hospital can test for the presence of alcohol or drugs (e.g., Rohypnol or other "date-rape" drugs) and perform a rape evidence-collection procedure, both of which are strongly recommended to preserve all legal remedies. Such services are confidential resources and are not obligated to disclose reports of sexual misconduct to the Title IX coordinator for the College under any circumstance or to law enforcement except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or as otherwise required by law.

Rape evidence collection may be performed through:
Westchester Medical Center
Forensic Acute Care Team (FACT) Program

This program is available 24/7, provides medical and/or forensic evidence collection evaluations free of charge, and offers counseling and advocate services. The program is available to individuals of all ages in which the incident occurred within the past 96 hours or if the individual is reporting active symptoms (such as pain, bleeding, or skin injury).

If the incident is reported to the College or the Title IX Office, transportation to Westchester Medical Center may be provided by SLC Campus Safety.

2. Preserving Physical Evidence
Regardless of whether an incident of sexual violence is reported to law enforcement or to the College, Sarah Lawrence College strongly encourages individuals who have experienced sexual violence to preserve evidence to the greatest extent possible, as this will best preserve all legal options for the future. Additionally, such evidence may be helpful in pursuing a complaint with the College. While the College does not conduct forensic tests for parties involved in a Formal Complaint, results of such tests that have been conducted by law- enforcement agencies and/or medical assistance providers may be submitted as evidence that may be considered in the process, provided those results are available at the time of the investigation and proceeding.

Below are suggestions for preserving evidence related to an incident of sexual violence. It is important to keep in mind that each suggestion may not apply in every incident.

General physical-evidence preservation suggestions:

- In order to best preserve their legal options in the future, individuals should consider not altering, disposing of, or destroying any physical evidence of sexual violence.
- If there is suspicion that a drink may have been drugged, an individual should inform a medical assistance provider and/or law enforcement as soon as possible so that they can attempt to collect possible evidence (e.g., from the drink, through urine, or by blood sample).
- Individuals can preserve evidence of electronic communications by saving them and/or by taking screenshots of text messages, instant messages, social-networking pages, or other electronic communications and by keeping pictures, logs, or copies of documents that relate to the incident and/or perpetrator.

- Even if survivors choose not to make a report with the College, they may consider speaking with law enforcement to preserve evidence. Please note that Campus Safety, as College employees, would have to report the concern to the Title IX Office.

Physical evidence preservation suggestions specific to sexual assault:

- Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48–96 hours), individuals who have been sexually assaulted and wish to preserve evidence should immediately go to a hospital or medical facility to seek a medical examination and/or evidence collection.
- An individual who has been sexually assaulted and wishes to preserve evidence should, if possible, not shower, bathe, douche, smoke, brush teeth, eat, drink, use the bathroom, or change clothes or bedding before going to the hospital or seeking medical attention.
- An individual who has been sexually assaulted and decides to change clothes or bedding and wishes to preserve evidence should not wash the clothes worn or bedding used during the assault and should bring them to a hospital, medical facility, or the police in a nonplastic (e.g., paper) bag.

B. Legal Resources

Orders of Protection

Orders of Protection, sometimes called restraining orders, are legally mandated court orders issued by the courts, the District Attorney's office, and/or the police. The College has no direct role in the process related to the issuance of Orders of Protection; however, individuals have the right to be assisted by the College's Campus Safety or other College officials in seeking an Order of Protection. The individual is also entitled to receive a copy of any Order of Protection or equivalent that may be issued as promptly as practicable after such order is received by the College and have an opportunity to meet or speak with a College representative or other appropriate individual who can explain the order and answer questions about it, including information about the responsibility of the recipient of the order to stay away from the protected person or persons.

Sarah Lawrence College recognizes Orders of Protection by directing any person who obtains such an order to provide a copy to the director of campus safety. An individual who is a protected person under the order may then meet with the director of campus safety to develop a plan to reduce risk of harm while on campus or while coming to and going from campus. This plan may include, but is not limited to, escorts, special parking arrangements, changes in housing/ academic/campus work arrangements, and other necessary accommodations.

Individuals have the right to receive assistance from Campus Safety when the individual may seek to cause or request an arrest for an alleged violation of an Order of Protection; however, Campus Safety does not possess arrest powers. Therefore, upon request, College Campus Safety staff will call on local law enforcement for this purpose. Nothing in this Policy shall limit or negate current law-enforcement jurisdiction and procedures. Visit the New York Courts website for a more comprehensive discussion on Orders of Protection.

Cases in Which There Is No Order of Protection in Place

Even if there is no Order of Protection in place, the College can still help parties under this Policy with the development and implementation of a plan to reduce risk of harm while on campus or while coming to and going from campus. Please refer to the previous section, "On-Campus Confidential Resources (Student Handbook p. 177)".

III. Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law-enforcement agency information concerning registered sex offenders, provided by a state, may be obtained. The Act also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services, or is a student.

Information regarding sexual offenders is available through the New York State Offender Registry at https://www.criminaljustice.ny.gov/nsor or by calling, toll-free, 1.800.262.3257. Compliance with the provisions of this Policy does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Below is a list of free off-campus legal resources:

Victims Justice Center (VJC) of the Westchester County District Attorney's Office
11 Dr. Martin Luther King Jr. Blvd.
White Plains, NY 10601
914.995.3300
https://www westchesterda net/victim-services/victims-justice-center

Description of Services: VJC assists victims in filing applications to the New York State Office of Victim Services for reimbursement of fees associated with things such as crime-scene cleanup costs, funeral expenses, or other financial losses experienced as a result of a crime against them. VJC also makes referrals to other community organizations/ service providers and counseling.

Pace Law School Women's Justice Center
78 N. Broadway
White Plains, NY 10603
914.422.4628
https://law.pace.edu/wjc Legal Helpline: 914.278.0739

Description of Services: The Center provides legal assistance for all individuals who experience sexual assault, domestic violence, and elder abuse regardless of sex or gender. Services also include a free walk-in clinic.

Hudson Valley Justice Center
30 South Broadway, 6th Floor,
Yonkers, NY 10701
914.308.3490
www.HVJC.org

Description of Services: The Center provides free legal services to the immigrant community with various civil legal issues, including housing, immigration, and wage theft.

New York City Alliance AgainstSexual Assault
32 Broadway, Suite #1101
New York, NY 10004
212.229.0345 x326
http://www svfreenyc org/alliance-legal-services-program

Description of Services: The Alliance provides services for survivors and victims of sexual assault through the Alliance Legal Services Program and can offer consultation, representation, and referrals for criminal justice, victim compensation, visa/immigration needs, family law issues, and Title IX-related concerns.

PREVENTION AND EDUCATION

All members of the Sarah Lawrence community play a role in creating a culture of safety and respect and in eliminating sexual violence. Members of the campus community may take steps to limit the potential to hurt others by seeking out education on what consent really means. The College prohibits sexual violence and will offer resources to anyone who has experienced such violence while also taking appropriate administrative and conduct action regarding any allegedly responsible individual within the jurisdiction of the institution. The Policy on Sexual Violence applies equally to all students and employees regardless of sex, sexual orientation, gender, gender identity, or gender expression. Without a proper understanding of the concept of consent, any person is at risk of committing a violation of this Policy.

Student Onboarding and Ongoing Efforts
Sarah Lawrence College has developed a comprehensive student onboarding and ongoing education campaign to educate members of the College community about domestic violence, dating violence, stalking, and sexual assault. Topics about which education is provided by the College include:

- Relevant definitions, including, but not limited to, the definitions of sexual assault, domestic violence, dating violence, stalking, sexual harassment, and sexual exploitation

- The role of the Title IX coordinator, Campus Safety, and other relevant offices that address sexual violence prevention and response
- Awareness of violence, its impact on those who have experienced sexual violence as well as their friends and family, and its long-term impacts on members of our community
- Bystander intervention and the importance of taking action to prevent violence when one can safely do so
- Risk assessment and reduction, including, but not limited to, steps that all persons can take to lower the incidence of violations, which may contain information about the dangers of drug and alcohol use, including underage drinking and binge drinking, involuntary consumption of incapacitating drugs and the danger of mislabeled drugs and alcohol, the importance of communication with trusted friends and family (whether on or off campus), and the availability of College officials who can answer general or specific questions about risk reduction
- Consequences and sanctions for individuals who commit crimes and/or Policy or Code of Conduct violations.
- The fact that the College requires all employees participate in an interactive online program that outlines current laws against sexual harassment and provides examples that clearly illustrate situations and behaviors to be avoided (Employees must take the program when first employed and then periodically thereafter throughout employment.)
- The fact that all new students are required to complete online programs regarding sexual violence, affirmative consent, and bystander intervention
- The fact that the College administers a student survey every other year to assess the campus climate regarding sexual violence
- Ongoing training throughout the academic year on sexual misconduct and related topics for athletes, student leaders, and student organizations

PROCEDURES FOR COMPLAINTS AGAINST STUDENTS REGARDING SEXUAL VIOLENCE

The following procedures apply to cases in which a Sarah Lawrence College student is a Complainant or Respondent of a Formal Complaint. If a faculty member, staff member, or third-party employee of the College is named as a Complainant or Respondent in a Formal Complaint involving a student, these procedures apply as well.

In the event an ambiguity or a question arises with respect to the procedures that will govern the review of a particular report or Formal Complaint alleging sexual violence, the College's Title IX coordinator shall have the sole and exclusive discretion to make the determination as to the procedures that will be followed. Moreover, modifications to any of the procedures discussed herein may be considered, if agreed to by the Complainant and Respondent (henceforth known as the Parties), and approved by the Title IX coordinator. Approval of such modifications shall be in the sole and exclusive discretion of the Title IX coordinator.

Rights and Responsibilities

I. Access to Information on Resources

Persons making reports of sexual violence ("Reporting Individuals") and persons who are the subjects of those reports ("Respondents") will be informed of their rights to the supportive measures and protections referenced in these procedures and the corresponding Policy Against Sexual Violence. The College shall assist both Reporting Individuals and Respondents in securing information about supportive measures and off-campus resources, including intervention, mental health counseling, and medical services, which shall include information on whether such resources are available at no cost or for a fee. Please refer to "Resources for Students Who Experience Sexual Violence (Student Handbook p. 177)" for detailed information regarding resources.

The Title IX Office will also provide information on sexual-assault forensic examinations and other resources available through the New York State Office of Victim Services. For additional information, please refer to "Resources for Students Who Experience Sexual Violence (Student Handbook p. 177)" or visit https://ovs.ny.gov.

II. Options & Assistance for Reporting Individuals/Complainants

The College will ensure that Reporting Individuals/Complainants are advised of their ability to:

- Make an Incident Report of sexual assault, domestic violence, dating violence, stalking, sexual harassment, and/or sexual exploitation and to consult with the Title IX Office with respect to reported occurrences:
    - The College will take reasonable measures to keep a Reporting Individual's identity private, if said Reporting Individual wishes to maintain privacy.
    - The College will provide supportive measures regardless of whether a Reporting Individual pursues the Formal Complaint Process.
- Have access to the Title IX coordinator or other appropriate officials trained in assisting individuals who have experienced sexual violence, who shall be available to:
    - Provide information regarding options to proceed with College processes or access College resources;
    - Discuss the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible;
    - Explain that the criminal-justice process utilizes different standards of proof and that evidence and any questions about whether a specific incident violated the Penal Law may be addressed to law enforcement or to prosecutors, such as those at the District Attorney's office; and
    - Offer access to confidential resources.
- Meet with the Title IX Office or other appropriate officials trained in assisting individuals who have experienced sexual violence upon initiation of the Formal Complaint Process. The Title IX Office, or other appropriate officials, shall be available to:
    - Provide information regarding options to proceed with and participate in College processes or access College resources; and
    - Explain that the criminal-justice process utilizes different standards of proof and that any questions about whether a specific incident violated the Penal Law should be addressed to law enforcement or to the District Attorney.
- Disclose the incident to College confidential resources who can offer privacy or confidentiality, as appropriate, and can assist in obtaining needed resources, such as counseling and clinical care.
- Receive assistance from appropriate College representatives in initiating legal proceedings in family court or civil court.
- Exercise their right to exclude their own prior sexual history with persons other than the other party or parties involved in the conduct process.
- Be free from retaliation for making a good-faith report of a violation of the College's Policy Against Sexual Violence or for participating in or cooperating with an investigation or any other process under these procedures.

The following topics also should be considered by Reporting Individuals, and Reporting Individuals may receive additional information from the Title IX Office about them:

A. Timeliness of Formal Complaints
Delays in reporting an act of sexual violence can negatively impact the College's ability to investigate and, in certain cases, can foreclose the ability of the matter to proceed to a hearing and/or limit the available options in the event of a finding of responsibility. Students may, as noted, choose to make a report of an incident of sexual violence (referenced in these procedures as an "Incident Report") but ask that the Incident Report not be investigated and that the matter not proceed to a hearing.

To trigger the commencement of an investigation and/or the potential for a hearing, the individual who experienced the alleged Policy violation must file a Formal Complaint with the Title IX Office that asserts a violation of the College's Policy Against Sexual Violence unless the College files a Formal Complaint, as discussed above. The individual who experienced the alleged Policy violation, upon filing a Formal Complaint, will be referenced as a Complainant. The individual who experienced the alleged Policy violation may file a Formal Complaint anytime at or after the time the Incident Report is made. The process involved in making a Formal Complaint is discussed in Section III of the Procedural Options section. See "Procedural Options (Student Handbook p. 204)."

To file a Formal Complaint, both the individual who experienced the alleged Policy violation and the Respondent must be enrolled at the College at the time that the Formal Complaint is made. If the individual who experienced the alleged Policy violation or the Respondent will be graduating before the investigation and/or any hearing has concluded, the graduated parties will be permitted to participate in the remaining portions of the investigation and/or hearing. Participation will be facilitated through electronic means (e.g., Zoom), if the person(s) are not able to attend and participate in person. If the Respondent has graduated before the investigation or hearing procedure has been concluded but a hearing results in a finding of responsibility, among other things the sanction may include a restriction or limitation on the Respondent's access to campus, to College events, or to future campus employment.

In all events, however, reasonable follow-up and review may be conducted on any reports involving students or employees who are no longer members of the College community.

B. Declining to Pursue the Formal Complaint Process
Students have the right to decide whether to disclose an incident of sexual violence and the corresponding right to participate or to decline to participate in the conduct process. Therefore, a Reporting Individual/Complainant making an Incident Report or, if they did not make the Incident Report, the individual who experienced the alleged Policy violation may affirmatively request that an investigation not be undertaken and/or may decline to file a Formal Complaint. Students should be aware that honoring such a request to forego pursuit of a Formal Complaint may limit the College's ability to meaningfully investigate and pursue conduct action against a Respondent.

Students also should be aware that the College generally will honor a request by the individual who experienced the alleged Policy violation not to investigate Incident Reports of sexual violence through the Formal Complaint Process. If, however, the Title IX coordinator determines that declining to investigate the allegations in the report is unreasonable in light of the known circumstances or that the facts reported reasonably raise safety concerns related to the individual who experienced the alleged Policy violation or other members of the campus community, the Title IX coordinator may determine to file a Formal Complaint and investigate under this Policy in order to mitigate potential risk of harm or for other compelling reasons that indicate that an investigation is warranted.

Factors used by the College to determine whether to honor a student's request to decline the Formal Complaint Process or to pursue investigation and proceedings under these procedures include, but are not limited to:

- Whether the Respondent identified in the Incident Report made to the College has a history of violent behavior, has been alleged to be a repeat offender, or has been the subject of multiple reports;
- Whether the incident represents escalation in unlawful or inappropriate conduct from previously noted behavior by the Respondent;
- Whether the College believes that there is an increased risk that the Respondent will commit acts of violence in the future;
- Whether the Respondent is alleged to have used a weapon or force;
- Whether the circumstances reported suggest identifiable and tangible risks to the community;
- Whether the individual who experienced the alleged Policy violation is a minor;
- Whether the institution possesses other means to obtain evidence, such as security footage, and whether available information reveals a pattern of conduct at a given location or by a particular group; and
- Whether the totality of the circumstances, in the judgment of the Title IX coordinator, warrants resolution of the matter through the Formal Complaint Process.

If the College determines not to investigate or pursue the Formal Complaint Process, the College will notify the individual who experienced the alleged Policy violation and indicate whether the determination was made at their request. When the College determines to proceed with an investigation or proceedings despite the request of an individual who experienced the alleged Policy violation to refrain from doing so, the College also will notify them. Notification or communication will usually be made in writing.

Additionally, if a Reporting Individual/Complainant chooses not to make a Formal Complaint to the College regarding an incident, that party nevertheless should take steps to preserve relevant evidence in the event that they decide at a later date to report the incident to law enforcement or pursue a Formal Complaint. Such evidence may assist in proving that the alleged offense occurred or otherwise be useful. This evidence may include things such as instant messages, social- networking pages, other communications, pictures, logs or other documents, and/or physical

evidence like clothing or bed linens. Those reporting an incident should understand that a delay in reporting, a delay in proceeding, and/or a delay in providing or preserving evidence may negatively impact or even preclude:

- The ability of law enforcement to investigate fully or to establish proof of potential violations of the law;
- The ability of the Reporting Individual/Complainant to pursue potential claims against the Respondent; and/or
- The ability of the College to investigate fully or to pursue proceedings under this Policy or of any other potentially applicable College conduct policies.

C. Request to Withdraw a Formal Complaint Process

At any point, the Complainant may withdraw a Formal Complaint. Should the Complainant wish to withdraw a Formal Complaint after it is filed, the Complainant should contact the Title IX coordinator, in writing, to inform the coordinator of this decision.

If the Complainant chooses to withdraw a Formal Complaint, the College may halt the process and, if it does, will notify the Respondent that the Formal Complaint Process is no longer being pursued. In determining whether in such circumstances to halt the Formal Complaint Process, a determination entrusted to the Title IX coordinator's sole discretion, the Title IX coordinator shall consider factors such as those set forth in Section II(B), above.

III. Options & Assistance for Respondents

The College will ensure that Respondents are advised of their ability to:

- Be informed in cases where:
  - The individual who experienced the alleged Policy violation has declined the Formal Complaint Process but has requested supportive measures that require the Respondent's notification of that measure.
  - A meeting with the Respondent is otherwise deemed appropriate, of the approximate date and time, location, and nature of the alleged Policy violation that has been reported to the Title IX Office.
- Meet with the Title IX Office, or other appropriate officials trained in assisting individuals who have experienced sexual violence, upon initiation of the Formal Complaint Process. The Title IX Office or other appropriate officials shall be available to:
  - Provide information regarding options to proceed with and participate in College processes or access College resources;
  - Explain that the criminal-justice process utilizes different standards of proof and that any questions about whether a specific incident violated the Penal Law should be addressed to law enforcement or to the District Attorney;
  - Offer access to confidential resources; and
  - Provide the Notice of Complaint, with details including the date, time, location, and the alleged Policy violation(s) to be investigated under these procedures.
- Discuss the incident with the College confidential resources who can offer privacy or confidentiality, as appropriate, and can assist in obtaining needed resources such as counseling and clinical care.
- Exercise their right to exclude their own prior sexual history with persons other than the other party or parties involved in the conduct process.
- Be free from retaliation for making a good-faith response to a report of a violation of the College's Policy Against Sexual Violence or for participating in or cooperating with an investigation or any other process under these procedures.

The following topics also should be considered by Respondents, who may receive additional information from the Title IX Office about:

A. Timeliness of Formal Complaints

Respondents may decline to participate in the investigation, adjudication, and/or any step of this process and any subsequent appeal.

- Declining to participate in an investigation will not preempt the investigation and further relevant proceedings.

- Declining to participate in an investigation will not preclude the Respondent's adviser from questioning other parties and witnesses who are present at a hearing.
- Declining to participate in an investigation may hinder the investigators from receiving information of relevance to the Formal Complaint or from developing a comprehensive investigation record.

B. Community Safety Assessment
The College may determine a need to perform a community safety assessment regarding the Respondent. Further information on the Community Safety Assessment can be found under "Resources for Students Who Experience Sexual Violence (Student Handbook p. 177)".

C. Potential Restrictions
If deemed necessary, the Title IX Office has the authority to place limits and restrictive measures on individuals, including Respondents, during the pendency of proceedings under this Policy.

For example, should an individual refuse to participate in the community safety-assessment process, the refusing individual may be placed on social probation, not permitted to live on campus, placed on interim suspension, or subjected to such other limits and restrictive measures pending the outcome of the conduct process as the Title IX Office deems appropriate.

D. Option to Appeal Restrictions
For any restriction imposed by the College, a Respondent may appeal to modify or eliminate the restrictions under the following conditions:

- Excessiveness of the restriction or undue hardship created by the restriction
- Medical or disability-related concerns impacted or exacerbated by the restriction
- Material change in circumstances warranting elimination or modification of the restriction
- Other compelling circumstances warranting elimination or modification of the restriction

The appeal must be submitted to the Title IX coordinator within five (5) calendar days of notification of the restriction. The appeal statement shall be no longer than two pages and consist of one-inch margins and Times New Roman 12-point font. No attachments or exhibits will be accepted. Any references to the restriction, however, may be made in the appeal statement. During the appeal process, the restriction being challenged will remain in place.

The Title IX coordinator may accept, reject, or alter the terms of the restriction as a result of the appeal and will notify the Respondent of the decision regarding the appeal, via Maxient, promptly and generally within five (5) calendar days of receiving the appeal. Where appropriate, the Reporting Individual/Complainant also will be notified of modifications to, or eliminations of, any restriction.

This determination is final.

Student Bill of Rights
Under Section 6443 of New York State's "Enough Is Enough" legislation, all students have the right to:

- 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 to disclose a crime or violation and to participate or decline to participate in the judicial or conduct process and/or criminal-justice process free from pressure by the College.
- 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 for crimes or violations that are reported or should have acted in a different manner to prevent such crimes or violations from occurring.
- Describe the incident to as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident.
- Be protected by the College from retaliation by the College or by any student (including any student's friends, family, and acquaintances) within the jurisdiction of the College.

- Have access to at least one level of appeal of a determination made under this Policy.
- Be accompanied by an adviser of choice, who may assist and advise the Parties throughout the judicial or conduct process, including during all meetings and hearings related to such process. and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

These Rights are quoted, verbatim, from the statute. The full text of the "Enough Is Enough" Law is available at the New York State Senate website.

PRELIMINARY REPORTS

I. Intake of Incident Reports
An Incident Report is the initial report in which a Reporting Individual/Complainant shares an alleged Policy violation with the Title IX Office and/or Campus Safety. The Title IX coordinator is the primary College official responsible for receiving Preliminary Reports, often in conjunction with Campus Safety. Reports may be submitted by any person (other than confidential resources) whether the Reporting Individual/ Complainant claims to have been impacted directly by an act of sexual violence. When receiving Reports from third parties not directly impacted by an act of sexual violence or sexual misconduct, the Title IX coordinator will consider an appropriate response to assist individuals impacted directly by the reported acts.

The Title IX coordinator's (or their designee's) duty upon receipt of a Preliminary Report is to aid the Reporting Individual/ Complainant in understanding their rights and the disciplinary process under these procedures. The Title IX coordinator further provides assistance to Reporting Individuals/Complainants, to Complainants (where the Reporting Individual is not the Complainant), and to Respondents.

II. Assessment of Preliminary Reports
After receiving a Preliminary Report, the Title IX coordinator (or designee) shall conduct an Initial Assessment to evaluate whether, if substantiated, the conduct as alleged in the Report could constitute a Policy violation and whether it is otherwise possible to proceed with the College's conduct process. The Title IX coordinator may consult with other College administrators during the Initial Assessment to ensure the appropriate response.

The Title IX coordinator (or designee) shall assess the available information and may take any of the following actions:

- Determine that the Preliminary Report does not allege conduct that constitutes a potential violation of the Policy or of any other College policy or Code of Conduct provision;
- Refer the Preliminary Report to another office at the College for review, if it is determined that the Report details conduct that is outside the scope of this Policy but may violate one or more other College policies or may trigger other corrective actions; and/or
- Review the available procedural options with the Reporting Individual/Complainant, including the ability of the Reporting Individual/Complainant to file a Formal Complaint and to be afforded supportive measures.

Depending on the circumstances and options chosen by the Reporting Individual/Complainant, the Respondent may or may not be notified of the existence of the Preliminary Report. The College, however, must notify a Respondent when taking action that would impact the Respondent's privileges or ability to access campus or upon the filing of a Formal Complaint.

III. Contact the Title IX Office
To make a Preliminary Report regarding an alleged violation of the Policy, the Title IX coordinator may be consulted. Relevant contact information is:

Title IX Coordinator
Phone Number: 914.395.2575
Email Address: titleix@sarahlawrence.edu

For more detailed information, please refer to the section on Reporting Options under the chapter on "Resources for Students Who Experience Sexual Violence (Student Handbook p. 177)."

PROCEDURAL OPTIONS

At the conclusion of the assessment conducted in response to a Preliminary Report, relevant options for proceeding will be discussed with the individual who experienced the alleged Policy violation. If the Preliminary Report is deemed to constitute potential violation of the Policy Against Sexual Violence, available options for resolution typically will include:

- Administrative assistance,
- Mediation, and/or
- The Formal Complaint Process.

Two of these three forms of resolution (administrative assistance and mediation) do not involve an investigation or the potential for a hearing under these procedures. Administrative assistance and mediation are options that may be available even if the Reporting Individual/Complainant does not wish to proceed with the Formal Complaint Process, and the goal of those alternative forms of resolution is to engage the Title IX Office's assistance to mitigate the harm and address the concerns of the parties.

While the preferences of the Reporting Individual/Complainant will be considered, as discussed above, the Title IX coordinator also has the authority, in consultation with such other College administrators as deemed appropriate, to determine that an investigation and pursuit of the Formal Complaint Process are necessary in order to ensure a safe campus environment. Additionally, should statements made during administrative assistance or mediation highlight aspects of the reported conduct not previously known to the College or detail additional violations of the Policy, the College reserves the right to stop that resolution process and re- evaluate the available resolution processes; however, statements made by a party during the administrative assistance or mediation proceedings will not be included as evidence in reports made with respect to an ensuing investigation.

ADMINISTRATIVE ASSISTANCE

Administrative assistance does not involve any adjudication of responsibility but will focus on attempting to provide accommodations and supportive measures upon request by the Reporting Individual/ Complainant and/or the Respondent. This option is available regardless of whether mediation and/or the Formal Complaint Process is being pursued.

Excluding a request for a No Contact Order (or, for third parties or persons no longer students at the College, a no-trespassing order known as a persona non grata or "PNG" directive), administrative assistance may become effective without notification to the Respondent. For further detailed information on protective measures and other necessary accommodations such as the PNG directive, please see the section on Supportive Measures under the chapter on "Resources for Students Who Experience Sexual Violence (Student Handbook p. 177)."

MEDIATION

The purpose of Mediation is for the parties who are in conflict to identify the implications of the reported actions and identify points of agreement and appropriate remedies to address them. Either party may request Mediation to seek resolution; however, Mediation will be available only under both of the following conditions:

- The consent of both Parties, and
- When the incident constitutes conduct that, in the discretion of the Title IX coordinator, is appropriate to be potentially resolved through Mediation.

Prior to Mediation, a temporary, mutual No Contact Order will be put in place to ensure the parties do not contact one another during the process. Either party has the right, at any time, to terminate participation in the Mediation process.

The Title IX coordinator or their designee, known as the Facilitator, will facilitate Mediation. During Mediation, the Facilitator will guide a discussion between the Reporting Individual/Complainant and the Respondent in an effort to identify an

outcome upon which both Parties agree. If either party feels uncomfortable being present in the same room as the other party, the parties may mediate via telephone or electronic means facilitated by the College. Alternatively, at the request of either party, the Facilitator may conduct "caucus" mediation, in which the Facilitator conducts separate meetings with each Party. Whether the parties agree to meet face to face, each party will be permitted to bring an adviser of their choice to the Mediation meeting(s).

If the Mediation results in an agreed-upon resolution between the Reporting Individual/Complainant and the Respondent, the Facilitator will record, in writing, the agreement that was reached between the Parties, and the matter will be closed on the agreed-upon terms. A notification of this agreement will be given to both Parties, and the Title IX Office will thereafter monitor adherence to the agreed-upon resolution.

If a resolution cannot be reached through Mediation, or if the Mediation otherwise concludes without agreement, the Reporting Individual/Complainant has the ability to pursue the Formal Complaint Process discussed below.

FORMAL COMPLAINT PROCESS

A Formal Complaint is a written statement providing details (i.e., time, place, and circumstance) of an act of alleged sexual harassment or sexual violence, typically received from the individual who experienced the alleged Policy violation though it may be filed by the Title IX coordinator in some circumstances, as described above, seeking an investigation into the allegations and related proceedings under this Policy. **In order to commence the Formal Complaint Process under these procedures, the individual who experienced the alleged Policy violation must submit the Formal Complaint Process Acknowledgement Form, including their signature or electronic signature, unless the Title IX coordinator does so, as described above.** Once an individual who experienced the alleged Policy violation files a Formal Complaint, that individual shall be known as the Complainant throughout the process.

Upon receipt of a request to file a Formal Complaint of an alleged incident of sexual violence, the Title IX coordinator (or designee) will discern if there is sufficient information (such as the names of individuals involved, a reasonably detailed description of the incident, and additional relevant information) to permit an investigation and pursuit of the Formal Complaint Process.

A Formal Complaint may be filed at the time the Preliminary Report is made or at any time thereafter. The Investigation and Hearing (exclusive of Appeal Procedure) of the Formal Complaint Process typically will be completed within seventy-seven (77) calendar days of the College's receipt of the Formal Complaint; however, the College's process allows for extensions of this time frame, and all other time frames specified below, when the College determines, in its sole discretion, that good cause for such extension(s) exists. Written notice to the Complainant and the Respondent notifying them of any extension(s), and the reasons for the extension(s), will be provided.

Additionally, upon initiation of a Formal Complaint, the Title IX Office must assess and provide information to the Parties (if not previously provided) with respect to the following:

- Supportive Measures (Student Handbook p. 182), the potential availability and benefit of such Measures;
- No Contact Orders (Student Handbook p. 182), the potential availability and impact of such Orders; and
- Access to information on the Formal Complaint Procedures and Policies on Sexual Violence.

I. Investigation Procedures Related to Formal Complaints
To make a Preliminary Report regarding an alleged violation of the Policy, consult the Title IX coordinator:

Title IX Coordinator
Phone Number: 914.395.2575
Email Address: titleix@sarahlawrence.edu

A. Pre-Investigation
Upon initiation of the Formal Complaint, the Title IX coordinator will send both the Complainant and the Respondent a Notice of Complaint. The Notice of Complaint will describe and include the following information:

- The date, time, location, and allegations concerning the Policy violation(s);
- The specific Code of Conduct and/or Policy provisions alleged to have been violated;

- That the Respondent is presumed not responsible unless and until the Adjudicator determines there is a preponderance of the evidence that the Policy violation(s) occurred; and
- All possible sanctions.

Additionally, the Parties will be notified how to submit the following:

- Written statement: Either party may elect to make a written submission in support of, or in response to, the Formal Complaint. A Party may also choose to move forward without a written statement and be interviewed. Parties may, as previously noted, decline to be interviewed; but that will not preclude interviews of other Parties and witnesses and, where appropriate, a hearing under the Policy.

The written statement must be prepared and submitted by the Party and not by their adviser. The written statement should follow these guidelines:

- Its content should be relevant to the issues in the Notice of Complaint.
- It should be professional in tone, non-disparaging, and not overly combative.
- It should include or refer to probative information about the allegation(s).
- It should not discuss the impact of the alleged violation(s) and/or investigation. (Impact is only appropriate for the sanctioning stage, if any.)

The written statement shall be no longer than five pages and consist of one-inch margins and Times New Roman 12-point font; however, a Party may request additional pages for their written statement, which may be granted at the discretion of the Title IX coordinator or their designee, for good cause shown.

- List of witnesses: Each Party may submit a list of individuals whom they believe are witnesses with relevant information surrounding the alleged incident(s) that are the subject of the Formal Complaint. The Parties should also include a short description of why they determine a witness has relevant information and should be interviewed. The Investigator(s) may decline to interview any witness whose information is cumulative, irrelevant to the allegations in the Formal Complaint, or otherwise not reasonably probative of those allegations, or who is not reasonably available for an interview. All individuals who are interviewed may also, at the interview, present witness lists or request that specific persons with pertinent information be contacted by the Investigator.
- Evidence: If a Party believes that they have physical evidence surrounding the alleged incident(s), including electronic evidence like text messages or similar communications, the Party is encouraged to submit these materials promptly. Physical evidence, like clothing, also should be preserved and documented. Privileged information, such as health records, is never required to be submitted but may be submitted if the Party whose health records are to be submitted consents to their submission. All individuals who are interviewed may also present evidence during the interview with the Investigator(s), although delays in the submission of evidence may limit or preclude its consideration during the Formal Complaint Process.
- Adviser Form: The Complainant and Respondent are allowed to have an adviser throughout this process. For a detailed description of an adviser and the adviser's role, please see "Adviser (Student Handbook p. 164)." If a Party wishes to have an adviser present during the interview process, the Party must complete and submit the Adviser Form in advance of the interview.

Both the Complainant and Respondent will be given seven (7) calendar days from the Notice of Complaint to supply these materials (a written statement, if any; a proposed witness list; supporting evidence, if any; and the Adviser Form) to the Title IX coordinator or their designee. The Title IX coordinator does not play a role in reviewing or analyzing any statements, witness lists, or evidence presented by the parties but promptly will give all such information to the Investigator(s) to utilize in the investigation.

Upon receipt of the above materials or seven (7) or more calendar days after issuance of the Notice of Complaint, the Title IX coordinator or their designee will coordinate with all Parties (including the Complainant, the Respondent, and all witnesses made known at that time) to schedule an interview with the Investigator(s). The interview(s) typically will occur within fourteen (14) days of the Title IX coordinator's receipt of the above materials, although events such as scheduled class breaks and unscheduled events may impact the timeline.

B. Investigation Procedure

The Investigator(s) will seek to complete the investigation and prepare the Final Investigatory Report (FIR) within thirty-five (35) calendar days of the date the Formal Complaint is filed.

Extensions may become necessary, depending on any of the following:

- The cooperation and availability of witnesses, whether the College is in session, and/or if there are criminal proceedings or criminal investigations underway with respect to the incident or incidents reported that delay the College's internal proceedings; or
- One or both Parties request a delay in the process, and that request is granted for good cause shown; or
- Other extenuating or appropriate circumstances arise, the adequacy of which rests in the Title IX coordinator's sole discretion.

If the investigation cannot be completed within the thirty-five (35) day period, both the Complainant and Respondent will be notified in writing by the Title IX coordinator. Such written notification typically will be sent before the expiration of the expected completion date for the investigation.

The typical steps of the Investigation Procedure are as follows:

i. The Title IX coordinator and Investigator(s) will designate dates and times at which the Investigator(s) are available to conduct interviews on campus or by video, if on campus is not possible. The Title IX coordinator or designee, will perform all administrative tasks involved in scheduling these interviews.

ii. Once all interviews are scheduled, the Investigator(s) meet with the scheduled individual(s). The Title IX coordinator, or other College representative, may be present at the start of the interview to review the Formal Complaint Process and other information pertaining to the interview. If an Adviser is present, the College representative may also review their role in the process.

iii. During the Investigation Procedure, all Parties involved will have the opportunity to provide further evidence regarding the events surrounding the incident(s) to the Investigator(s). The Investigator(s) also have the discretion to deem which submitted items of evidence are relevant to the case, although they shall identify in the Final Investigatory Report (FIR) all evidence submitted, including a summary of the evidence deemed not relevant and the reasoning for that determination.

iv. During interviews, if the Investigator(s) identify other individuals as witnesses with potentially probative information, these other individuals may also be contacted whether or not either Party has brought their names forward.

v. After interviewing each involved Party and witness, the Investigator(s) will draft a summary of the relevant information from the interview and shall send it to the interviewee to review. The interviewee may confirm the contents of the summary or comment on new information or discrepancies within the summary. Any comments received from the interviewee will be included with the FIR, typically in an Appendix.

vi. The Investigator may conduct follow-up interviews with the Complainant, the Respondent, and/or relevant witnesses as deemed necessary and appropriate.

vii. When all of the interviews have been concluded, the FIR drafted by the Investigator will be sent to the Title IX coordinator. The FIR should include factual information and may comment on the credibility of the witnesses and/or the Parties; however, in no event shall conclusions as to responsibility be stated, as that remains in the sole responsibility of the Adjudicator.

viii. In the event that the Title IX coordinator believes that there may be material information missing from the FIR or an additional investigation is warranted, the Title IX coordinator may direct the Investigator(s) to investigate further and supplement the FIR. The Title IX coordinator shall identify the particular additional information to be gathered or the additional investigation warranted, in writing, to the Investigator(s), and the Investigator(s)'s supplementation will be included in the Appendix of the FIR.

ix. When the Title IX coordinator has determined that the FIR is complete and comprehensive, the Title IX coordinator will direct the Investigator(s) to allow the Parties and their advisers to inspect and review the directly related evidence, including transcripts or notes of all interviews conducted as part of the investigation; however, such evidence will be redacted if it is not directly related to the allegations or is otherwise privileged. Additionally, the Parties and their advisers may not make copies, download, preserve, share, or otherwise disseminate or maintain the evidence that was shared with them for the purpose of the evidence-review process.

x. The Parties will then have ten (10) calendar days following inspection and review of the evidence to submit a written response to the evidence, if they choose to do so. Any written response to the evidence will be included in an addendum to the FIR.

xi. Following the evidence-review period, the FIR promptly will be forwarded to the Hearing Coordinator by the Title IX coordinator.

The submission of the FIR to the Hearing Coordinator will close the investigative record. In the event that, after submission of the FIR but prior to the hearing, any additional evidence is identified by any involved person, the Title IX coordinator shall have the sole discretion to determine whether such evidence is previously unavailable, relevant evidence which, when considered, may materially alter the outcome. If the evidence is approved for inclusion with the FIR, the Title IX coordinator will so indicate in an addendum to the FIR, with the date of submission and the identity of the submitter also identified. Additionally, the Title IX coordinator will consider whether to direct further investigation and extension, reschedule the hearing, authorize a reply in response to the supplemental evidence, or grant accommodations to ensure that a full hearing record is assembled on terms that are fair to the Parties.

The FIR is to remain confidential and shall only be accessible to necessary and appropriate individuals, including, but not limited to: designated Investigator(s), Title IX coordinator, Hearing Coordinator, Hearing Adjudicator, Complainant, Respondent, the Parties' advisers, and such other persons, if any, who in the Title IX coordinator's discretion are necessary and appropriate recipients. All persons receiving the FIR are expected, and obliged, to maintain in confidence the information reported in the FIR and not to share it with any person who lacks a legitimate need to know.

II. Hearing Procedure

Within five (5) calendar days of forwarding the completed FIR to the Hearing Coordinator, the Title IX coordinator will send the final Notice of Complaint and Hearing (also known as the "Hearing Notice"), including any changes or additions to the allegations to be adjudicated, to the Respondent and the Complainant. This Hearing Notice will describe or incorporate the following:

- The date, time, location, and allegations concerning the conduct violation(s);
- The specific Code of Conduct and/or Policy provisions alleged to have been violated;
- The presumption that the Respondent is not responsible unless and until the Adjudicator determines there is a preponderance of the evidence that the Policy violation(s) occurred; and
- All possible sanctions.

The Hearing Notice will specify the date and time of the hearing, which in most circumstances will be no less than ten (10) nor more than twenty (20) calendar days after the date of the Notice. After the Hearing Notice is sent, the hearing will be completed within twenty (20) days unless there is a need for an extension, which may be granted in the Hearing Coordinator's sole discretion for good cause shown.

Notification of any extension will be given in writing to both Parties.

If a supplemental statement or additional evidence is offered at or after the hearing, the presumption will be that good cause for such submissions at this point in the proceedings does not exist. The burden shall be on the submitting Party to overcome this presumption and to establish the relevance of the information, any reasonable excuse for the delay in submission, and the fairness of the submission at this point in the proceedings. If the additional evidence is deemed relevant and appropriate for consideration, the Hearing Coordinator also will consider whether additional investigation is appropriate, whether rescheduling of the hearing is warranted, whether the hearing should be continued or reopened, whether any adverse Party shall be granted an opportunity to respond in writing, or whether any other remedial measures are warranted.

A. Before the Hearing

- The Hearing Coordinator will arrange separate meetings with the Complainant and the Respondent to review the Hearing Notice and the Final Investigatory Report (FIR), and all addenda, and to answer questions regarding those documents and the hearing process. Both parties must have their adviser present at this review.
    - Review of the FIR at these meetings does not authorize submission of additional proposed revisions or comments, beyond those referenced in Section B of the Investigation Procedure above. The pre-hearing review instead allows for transparency, permitting each party to see the FIR in its entirety and allowing them the opportunity to prepare for the hearing accordingly.

- The parties may not keep or make copies and/or download the FIR or its attachments unless explicitly allowed to do so by the Hearing Coordinator.
- If, at any time, a Party changes their adviser, the Title IX coordinator and Hearing Coordinator must be notified immediately. Should a Party change or lose an adviser, the Party has three (3) calendar days to notify the College of their new adviser or be appointed an adviser by the College. The adviser must then review the FIR within five (5) days of their appointment.

- The Complainant and Respondent will be informed at these meetings that they may submit an impact statement to the Hearing Coordinator. Submission of this statement shall be no later than one (1) calendar day prior to the day the hearing commences. The impact statement(s) shall be provided to the Hearing Adjudicator, henceforth known as the Adjudicator, or the assistant vice president of human resources only if there has been a finding of responsibility. The impact statements shall be read during the sanctioning phase and may be considered in assessing any sanction.
- Prior to the hearing, the Hearing Coordinator also will provide the Adjudicator access to the FIR and other related materials.

B. Rules of the Hearing

- The Hearing is closed to the public. Attendees at the hearing shall include the Hearing Coordinator, the Hearing Adjudicator, the Complainant, the Respondent, their advisers, and witnesses. Witnesses shall only be present in the hearing during their respective participation in the process.
- For in-person hearings: The Hearing Coordinator will make reasonable efforts to secure a space for the hearing that is appropriate and private. The hearing room will be set up with a screen or wall between the two Parties. The Parties in all events will be able to hear one another but generally not see one another.
- For virtual hearings: Zoom or other electronic means may be used to conduct a virtual hearing. At the direction of the Hearing Coordinator or Adjudicator, participants may turn their camera on or off at designated times.
- If the Complainant, the Respondent, or witnesses fail to appear, the hearing will continue as scheduled, unless the Hearing Adjudicator determines otherwise for good cause.
- All speakers must be recognized by the Hearing Adjudicator prior to speaking. No interruptions will be tolerated.
- The Parties will not directly question or address each other or the witnesses. Advisers of the Parties have the opportunity to engage in cross-examination (henceforth known as "questioning") of the other Party and of witnesses. Advisers will be allowed to have a view of the individual they are questioning. An adviser is not allowed to question their advisee.
    - If a Party does not select an adviser, the College will select and supply an adviser for that Party, solely for the purpose of questioning. This adviser shall be furnished without cost to the Party. For further information, please see "Adviser" under Definition of Roles Under This Policy (Student Handbook p. 164) in Policy on Sexual Violence.
    - Questioning: Advisers may pose relevant questions about any information shared or any issue raised during the hearing. The Adjudicator may determine whether a proposed question is relevant and appropriate. Should the question be deemed irrelevant, the Adjudicator will provide the rationale for that conclusion. Should the question be approved as relevant, the Party or witness in question may provide their answer. The Adjudicator's decision on such matters is final.
    - If any Party involved or their adviser fails to follow the instructions of the Hearing Coordinator, they may be removed. If an adviser is removed, a Party will choose a new adviser.
    - Brief breaks during the hearing will be taken at the request of either Party or the Adjudicator. The Parties and their adviser may consult in private during the hearing, but any break in the hearing for purposes of consultation may not occur while a question is pending. The Hearing Coordinator will determine the reasonableness of requests for breaks.

C. Order of Business for the Hearing

Generally, hearings will follow the order of business listed below; however, variations may occur, depending on the circumstances of an individual case, and are in the sole discretion of the Hearing Adjudicator.

1. The Hearing Coordinator makes introductions of the Hearing Adjudicator, the Parties, and their advisers; no witnesses will be in the hearing room until the time they are called to present information to the Adjudicator.
2. The Hearing Coordinator and Hearing Adjudicator explain the hearing process and answer any questions related to the process.
3. Both the Complainant and Respondent may, but are not obliged to, attend or participate at the hearing.
4. The Complainant may make an opening statement in addition to any written statement in the FIR.
5. The Respondent may make an opening statement in addition to any written statement in the FIR.
6. The Complainant testifies, answers questions from the Hearing Adjudicator and any questions posed by the Respondent's adviser in accordance with the rules of the hearing stated above.
7. The Respondent testifies, answers questions from the Hearing Adjudicator and any questions posed by the Complainant's adviser in accordance with the rules of the hearing stated above.
8. The witnesses answer questions from the Hearing Adjudicator and any questions posed by the advisers of both the Complainant and the Respondent in accordance with the rules of the hearing stated above.
9. The Complainant may, but is not obliged to, make a final statement.
10. The Respondent may, but is not obliged to, make a final statement.
11. The Hearing Adjudicator dismisses all participants.

Opening statements and final statements made by the Parties must follow the following guidelines:

- The statements will refer only to probative and relevant information.
- The statements will be professional and not overly combative or disparaging in tone.
- The statements will not reference evidence not presented at the hearing or introduce new information that was not provided during the investigation or hearing, including evidence or information excluded from consideration by the Adjudicator.

III. Adjudication

A. Deliberations

Upon completion of the hearing, the Adjudicator will deliberate to determine if the Respondent is responsible for the violation(s) alleged in the Hearing Notice. If it is not possible for the Adjudicator to make a decision the same day as the hearing concludes, the Complainant and the Respondent shall be notified by the Title IX coordinator of an anticipated date for release of a decision.

The Adjudicator will make one of the following determinations for each alleged Policy violation:

- Not Responsible: The Respondent will be found not responsible when the Adjudicator determines that it is more likely than not that the alleged behavior did not occur, there was insufficient evidence to determine that it was more likely than not that the behavior occurred, and/or the behavior that occurred was not in violation of the Policy Against Sexual Violence or other applicable policies under Sarah Lawrence College's Code of Conduct.
- Responsible: The Respondent will be found responsible when the Adjudicator determines that it is more likely than not that the alleged behavior did occur and that the behavior was in violation of the Policy Against Sexual Violence or other applicable violations of Sarah Lawrence College's Code of Conduct.

B. Notification & Decision

If the Respondent is found not responsible for all allegations:

- The Adjudicator will prepare the Decision Letter, including the Adjudicator's stated rationale for that determination.
- The Adjudicator will send the letter to the Hearing Coordinator, who shall provide copies of the Decision Letter, simultaneously or in a reasonably contemporaneous fashion, to both the Respondent and the Complainant.

If the Respondent is found responsible for one or more allegations:

The Adjudicator will notify the Hearing Coordinator of the decision before deliberating on sanctions. The Hearing Coordinator then will inform the Adjudicator of the Respondent's prior conduct history at the College, if any, including

any past findings of domestic violence, dating violence, stalking, sexual assault, or sexual exploitation. The Hearing Coordinator also shall share with the Adjudicator any impact statements received from the Complainant and/or the Respondent. No Party is compelled to address or comment upon their own mental-health diagnosis and/or treatment in their impact statements, and the Adjudicator shall draw no conclusion or make no inference from the absence of such information from any impact statement. The Adjudicator will consider the question of sanctions.

Typically, the Decision Letter will be sent to the parties within three (3) calendar days of the conclusion of the Adjudicator's deliberations. The Decision Letter will include the following information:

- Written determination regarding responsibility:
    - Specifying the findings of fact made,
    - Providing conclusions about whether the charged conduct occurred, and
    - Providing the reasoning for each such conclusion.
- Disciplinary sanctions to be imposed on the Respondent (if applicable); and
- Restorative remedies for the Complainant (if applicable).

Both Parties have the right to choose whether to disclose or discuss the outcome of the conduct process. They are also guaranteed the right to have all information obtained during the course of the conduct process protected from public release by the College until the appeals panel makes a final determination, unless otherwise required by law.

C. Sanctions for Violations of Sexual Violence

a. Procedure for Sanctioning for Student Respondents:

If the Respondent is found responsible for violating the Policy Against Sexual Violence, the Adjudicator may impose one or more of the following sanctions, as indicated for the specific violation. If more than one violation of the Policy is found to have occurred, the Respondent may face enhanced sanctions. Additional, different, or enhanced sanctions for other conduct violations or College Policy violations may be possible as well.

For a finding of sexual exploitation, sexual harassment, relationship violence, and/or stalking, the sanction may include:

- Social probation, which may include restriction from particular College buildings, areas of campus, and/or College activities
- Loss of College housing, either permanently or for a defined period of time
- Suspension from the College for a minimum of one full semester
- Expulsion

For a finding of sexual assault:

- Suspension from the College for a minimum of two full semesters. (In the event that a finding of responsibility for sexual assault is made during the course of a semester, a Respondent is suspended immediately, and the two full semesters during which the Respondent shall be suspended are subsequent to the current term.)
- Expulsion

In addition to the above sanctions, the Adjudicator may require a Respondent to participate in mandatory educational programs, an evaluation by Counseling and Psychological Services, or other remedial or restorative measures, as deemed appropriate by the Adjudicator.

b. Sanctioning for Staff and Faculty:

For cases involving a staff or faculty member, the Adjudicator will provide any finding of responsibility, or lack thereof, and the rationale for such decision to the Title IX coordinator. Then, the Title IX coordinator will supply this decision and rationale to the assistant vice president of human resources, who will then determine any penalties to be imposed as provided below:

- Written warning (available only for a finding of harassment)
- Formal reprimand (available only for a finding of harassment)
- Suspension without pay (In the case of a faculty member, the assistant vice president of human resources will make this recommendation to the Advisory Committee on Appointments.)

- Termination of employment (The assistant vice president of human resources will make this recommendation to the president for staff members or to the provost for faculty members. If applicable, the provost may begin the process for revocation of tenure.)

IV. Appeal Process

A. Basis for Appeal

Either the Complainant or the Respondent may appeal the Adjudicator's decision. An appeal may address only the following four grounds:

- A material procedural error occurred, and that error was significantly prejudicial to the outcome of the hearing as it affects the student appealing.
- Previously unavailable relevant evidence, which was either not available or not known to the student appealing at the time of the hearing, is identified and which, when considered, may materially alter the outcome. Information that the appealing student chose not to pursue with due diligence or present at the time of the hearing is not considered new information.
- College personnel involved in the case presented a conflict of interest or bias that was significantly prejudicial to the outcome of the findings.
- The sanction imposed was inappropriate (either excessive or insufficient), based on the weight of the information provided during the investigation and/or hearing.

B. Submitting an Appeal

An appeal must be submitted to the Hearing Coordinator within five (5) calendar days of the Appealing Party's receipt of the Adjudicator's Decision Letter, which time may be extended, for good cause shown, by the Title IX coordinator or the coordinator's designee. Extension requests shall be determined in the sole discretion of the Title IX coordinator or the coordinator's designee. The Nonappealing Party will promptly be notified if an appeal is submitted and be provided with a copy of the appeal documents. Nonappealing Parties may themselves submit a written response to the appeal for the Appeals Panel to consider within five (5) days of being provided with the Appealing Party's appeal documents, which time may be extended, for good cause shown, by the Title IX coordinator or the coordinator's designee. Extension requests shall be determined in the sole discretion of the Title IX coordinator or the coordinator's designee. No further submissions shall be permitted absent permission of the Title IX coordinator.

All appeal statements, responses, and/or replies must be sent by the student requesting the appeal (not on behalf of the student by an adviser or parent). Each appeal statement shall be no longer than five pages and consist of one-inch margins and Times New Roman 12-point font. No attachments or exhibits will be accepted; however, any references to the Final Investigatory Report and other materials may be made in the appeal statements or response.

C. Appeal Deliberations

Upon receipt of an appeal, the Hearing Coordinator will call together an Appeals Panel to review the appeal. An appeal is not a new hearing but, rather, a reviewing body that will evaluate the grounds for appeal of the Adjudicator's determination in light of the hearing record as a whole. The Appeals Panel will meet alone (without the presence of the parties, witnesses, Adjudicator, or Hearing Coordinator).

The three-member Appeals Panel will consist of the provost/dean of the faculty (or the dean's designee), serving as chair, and two members of the trained pool of faculty and staff members, selected by the Hearing Coordinator, who were not involved in the investigation or adjudication of the underlying matter. The Appeals Panel members shall not include individuals with a conflict of interest or who had prior nonpublic information about the conduct charged.

The Appeals Panel will in most instances make its decision within ten (10) calendar days of the receipt of the final appeal-related submission(s); however, extenuating circumstances may result in an extension, which shall be considered in the sole discretion of the Appeals Panel chair. If there is an extension, both parties will be informed of the delay, in writing, and will be given an estimate of when the appeal will be determined.

The Appeals Panel will make its decision using only the following:

- Consideration of the merits of the appeal, based on the written appeal request and/or any responses or replies submitted subsequent to the appeal request;
- The Final Investigatory Report and any addenda or supplements to that Report;
- Other information provided to the Adjudicator at the hearing, such as documents or statements; and, if applicable,

•The recording of the hearing.

Based on these materials, the Appeals Panel may:

- Affirm the Adjudicator's determination and/or sanctions;
- Alter the sanctions rendered, if sanctions have been imposed and the appropriateness of the sanction is raised as a reason for appeal; however, the Appeals Panel's sanction must stay within the sanctioning guidelines as outlined above;
- Alter the determination or remand the matter for further investigation or deliberation, if the Appeals Panel concludes that a significant material procedural error was made; or
- Send the case back to the original Adjudicator for a new hearing, if new information, as defined above, has arisen that, in the Appeals Panel's judgment, may have altered the outcome. If potential bias or conflict of interest is identified, or if, in the Hearing Coordinator's discretion, the appointment of an alternate Adjudicator would be appropriate, the Hearing Coordinator will select a new member from the Adjudicator pool.

D. Revisiting Cases Based on New Information

If the case is returned by the Appeals Panel on the basis of new information, this new information may require that an additional investigation occur prior to any new hearing proceedings. The Appeals Panel, in collaboration with the Title IX Office, will determine whether the new information requires another investigation.

- If the new information requires supplemental investigation, the case will follow the timeline of investigation and hearing procedure in which the original investigator of the case shall be responsible for conducting this investigation within thirty-five (35) days, and the hearing shall take place within twenty-five (25) days after the investigation, absent good cause shown for an extension.
- If the new information does not require any supplemental investigation, the case shall be heard within twenty (20) days, or as soon as practicable in the event the academic calendar does not allow the hearing to be scheduled, or in the absence of good cause shown for an extension.
- In the event that both Parties do not wish to proceed with a second hearing, they may consider other options for resolution suggested and facilitated by the Hearing Coordinator; however, any alternate process must be agreed upon by both Parties and by the Hearing Coordinator.

Although new information may be presented or identified during any supplemental investigation, there shall be no changes made to the original Final Investigatory Report. New information, including any information gathered in a supplemental investigation, will be added as an addendum to the original FIR. Both parties will have the opportunity to view the new information before it is sent back to the Adjudicator.

The decision of the Appeals Panel will be final. No further appeals are permitted by either Party, except in the case where the Committee sends the case back to the Adjudicator to conduct a new hearing.

RECORD OF PROCESS

- Outside recording devices may not be used by any Party or by any other individual at any stage of the Formal Complaint Process (including meetings, interviews, or hearings).
- An audio recording of all conducted interviews will be made by the Investigator. The Party or witness with whom the Investigator conducts the interview has a right to access their own audio recording or transcript of the interview. The Parties will be granted access to interview notes and/or interview transcripts of all persons interviewed (including the other Party and witnesses) during the evidence review process, but this material will not be made available to witnesses.
- An audio recording will be made of the hearing for the use of the Adjudicator and, in the event of an appeal, by the Appeals Committee.
- The Parties have a right to access the record of the hearing, including the audio recording, prior to preparation of any appeal, assuming a prompt request is made by said Party.

- Copies of all statements, evidence, audio recordings, and letters associated with the Formal Complaint Process will be maintained by the Title IX Office in a case file for at least seven (7) years, in accordance with the College's record-retention policy.
- The Adjudicator's decision letter and the Appeal Committee's decision letter, if any, will be kept in the Respondent's discipline file in accordance with the College's record-retention policy.

TRANSCRIPT NOTATIONS

For incidents of violence, including, but not limited to, sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act (which include murder; manslaughter; rape, fondling, incest, and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson), the College shall make a notation on the transcript of students found responsible, after a conduct process and after being issued a sanction of either a suspension or an expulsion.

1. Current Students
For Respondents enrolled as current students who are found responsible for violating the Policy on Sexual Violence, the College shall make a notation on the transcript reflective of the student's sanction, such that the student was either:

- "Suspended after a finding of responsibility for a Code of Conduct violation," or
- "Expelled after a finding of responsibility for a Code of Conduct violation."

2. Withdrawn Students
If a subject of a Formal Complaint or a Respondent withdraws from the College while conduct charges are being investigated or are pending and declines to participate in or complete the conduct process, the College shall make the transcript notation: "Withdrew with conduct charges pending." The College may continue with the investigation even if a Respondent withdraws and declines to participate. A withdrawn Respondent who agrees to participate in and complete the conduct process shall not be subject to the aforementioned notation; however, if that individual who agrees to complete the conduct process is then found responsible for violating the Policy on Sexual Violence, the College will make the transcript notation: "Found responsible for a Code of Conduct violation."

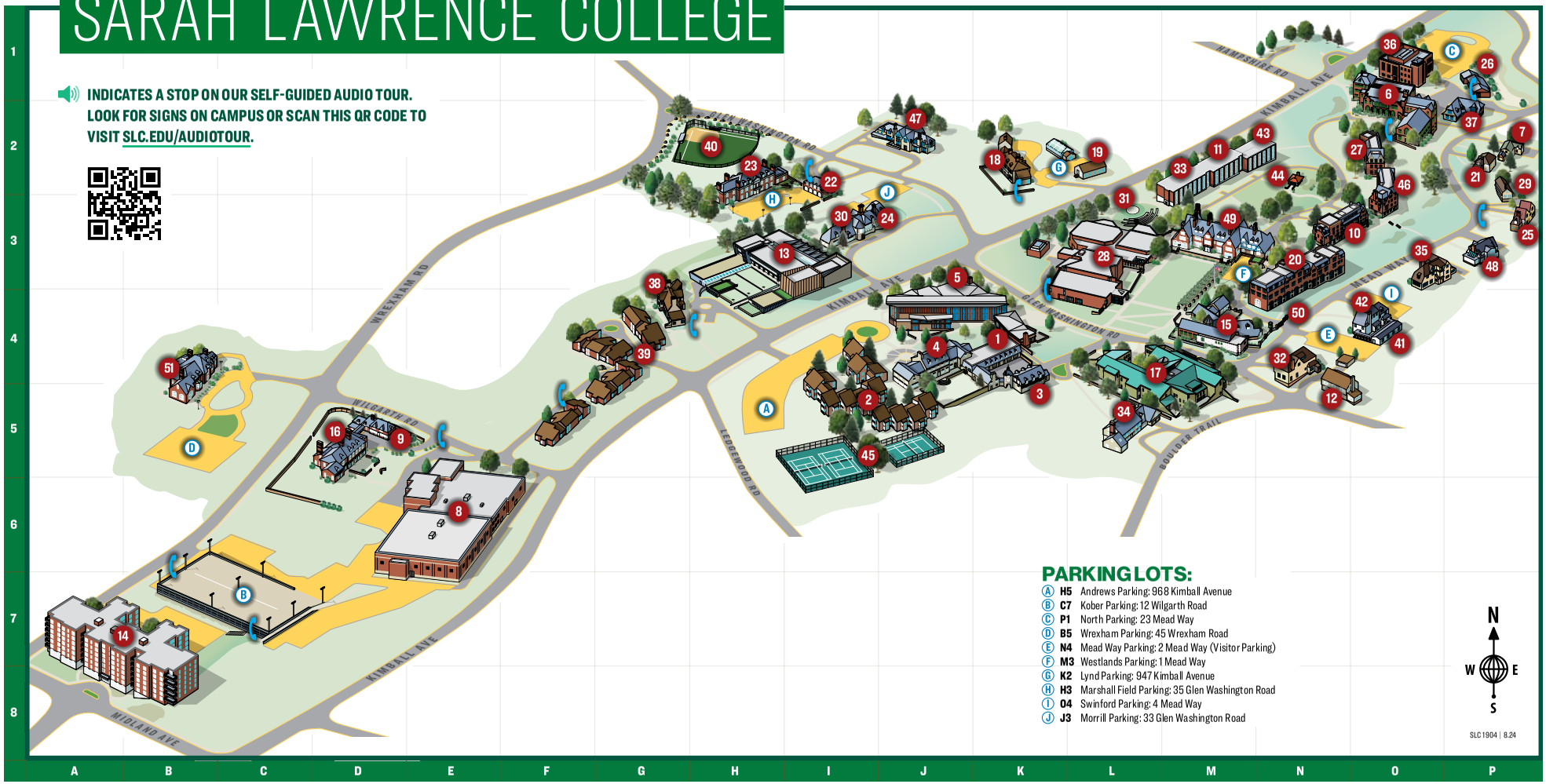
3. Graduated Students
If a Respondent graduates from the College while conduct charges are pending and declines to complete the conduct process, the College shall make the transcript notation: "Graduated with conduct charges pending." The College may continue the investigation even if a Respondent graduates and declines to participate. For a graduate who agrees to participate in and complete the conduct process, no such notation will be made until its conclusion; however, if a graduate is then found responsible for violating the Policy on Sexual Violence, the College will make the transcript notation: "Found responsible for a Code of Conduct violation."

4. Appeal of Transcript Notation
A student may seek removal of a transcript notation for a suspension imposed upon a finding of a violation of this Policy, provided that such notation shall not be removed prior to one year after conclusion of the suspension, and may only be removed for good cause shown. The determination of good cause shall be in the sole discretion of the College. Transcript notations for expulsion shall not be removed. A graduated or withdrawn student may seek removal of a transcript notation, provided that such notation shall not be removed prior to one year after being issued, and may only be granted for good cause shown. To file an appeal to have the transcript notation removed from an academic transcript, a student must submit the basis for removal, in writing, to the vice president and dean of students, or their designee.

If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed as soon as practicable.

SARAH LAWRENCE COLLEGE

INDICATES A STOP ON OUR SELF-GUIDED AUDIO TOUR.
LOOK FOR SIGNS ON CAMPUS OR SCAN THIS QR CODE TO VISIT SLC.EDU/AUDIOTOUR.



PARKING LOTS:

- (A) H5 Andrews Parking: 968 Kimball Avenue
- (B) C7 Kober Parking: 12 Wilgarth Road
- (C) P1 North Parking: 23 Mead Way
- (D) B5 Wrexham Parking: 45 Wrexham Road
- (E) N4 Mead Way Parking: 2 Mead Way (Visitor Parking)
- (F) M3 Westlands Parking: 1 Mead Way
- (G) K2 Lynd Parking: 947 Kimball Avenue
- (H) H3 Marshall Field Parking: 35 Glen Washington Road
- (I) O4 Swinford Parking: 4 Mead Way
- (J) J3 Morrill Parking: 33 Glen Washington Road

CAMPUS LOCATIONS:

1. K4 Andrews Annex
2. I5 Andrews Court
3. K5 Andrews East
4. J4 Andrews House
5. J4 Barbara Walters Campus Center
   Dining Pavilion
   Gallery
6. O2 Bates Center for Student Life
   Dining Hall
   Post Office
7. P2 Brebner House
8. E6 Campbell Sports Center
9. D5 Curtis
10. O3 Dudley Lawrence
11. M2 Garrison
12. N5 Health & Wellness Center (Lyles House)
13. H3 Heimbold Visual Arts Center
    Donnelley Theatre
    Gallery
14. A7 Hill House
15. M4 The HUB at the Siegel Center
16. D5 Kober House
    Early Childhood Center
17. L5 Library
18. K2 Lynd House
19. L2 Lynd Offices
20. N3 MacCracken
21. P2 Mansell House
22. I2 Marshall Field Carriage House
23. H2 Marshall Field Music Building
    Music Library
24. J3 Morrill House
25. P3 Morris House
26. P1 North
27. O2 OSilas
28. L3 Performing Arts Center
    Cannon Theatre
    Reisinger Concert Hall
    Bessie Schönberg Dance Theatre
    Wright Theatre
29. P3 Perkins House
30. I3 President's House
31. L3 Remy Theatre
32. N4 Robinson House
33. M2 Rothschild
34. L5 Sara Wilford House
    Child Development Institute
    Early Childhood Center
35. O3 Schmidt House
36. O1 Science Center
37. P2 Sheffield
38. G3 Slonim
    Graduate Studies
    Writing Institute
39. G4 Slonim Woods
40. H2 Softball Field
41. O4 Swinford Annex
    24/7 Campus Safety Desk
42. O4 Swinford House
    Global Education
43. N2 Taylor
44. N2 Teahaus
45. I5 Tennis Courts
46. O2 Titsworth
    Miller Lecture Hall
47. J2 Tweed House
48. P3 Warren Green
49. M3 Westlands
    Admission and Financial Aid
    Dean of Studies and Student Life
50. N4 Westlands Gate
51. B4 45 Wrexham
    Human Genetics

OFF-CAMPUS
Center for the Urban River at Beczak
35 Alexander Street, Yonkers

Blue Light Emergency Phones
For emergencies: 914.395.2222
All other: 914.395.2209

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