

EMERGENCY ACTION PLAN

YOUR PERSONAL SUMMARY



STUDENT EDITION
GUIDE



ST. FRANCIS COLLEGE
THE SMALL COLLEGE OF BIG DREAMS

180 Remsen Street, Brooklyn Heights, NY 11201

Being Safe While at St. Francis College

At St. Francis College, we work hard to provide a safe environment so you can concentrate on your studies and work toward achieving your dreams. In addition to reviewing this safety guide, please take the time to read the complete Emergency Action Plan posted on the St. Francis College website at **sfc.edu** in the Safety & Security section under Student Life.

Campus Security

There is only one entrance to the St. Francis College campus. That entrance is staffed 24 hours a day by security guards, even when the building is closed. To gain entry, all students, staff, faculty, and visitors must either check in with Security or swipe their ID card at the bollards located just inside the entrance. Security is further supplemented with a system of video cameras located throughout the building and by agents who walk the campus continually.

Building Hours

Monday thru Friday, 7 a.m. - 11 p.m.

Saturday, 7 a.m. - 8 p.m.

Sunday, 7 a.m. - 8 p.m.

SFCAlerts

SFCAlerts is the Emergency Notification System that allows St. Francis College to immediately notify you in numerous ways, including text messages, cell phone calls and emails. Contact information for all students, staff, and faculty is entered into SFCAlerts using the information provided on their applications and their assigned St. Francis email addresses. However, to maximize the efficiency of SFCAlerts, we encourage everyone to log in to the system and customize their contact information to ensure you are notified in the best and fastest way possible.

SFCAlerts is only used for campus-wide situations like snow closings or when we become aware of dangerous situations that involve an immediate threat. The system is never used for general announcements. SFCAlerts is continually tested and publicized to the St. Francis community.

To register for SFCAlerts:

- Go to mysfc.sfc.edu and log in.
- Click on the SFCAlerts.
- If you have any questions about SFCAlerts, please contact the webmaster at 718-489-5371.

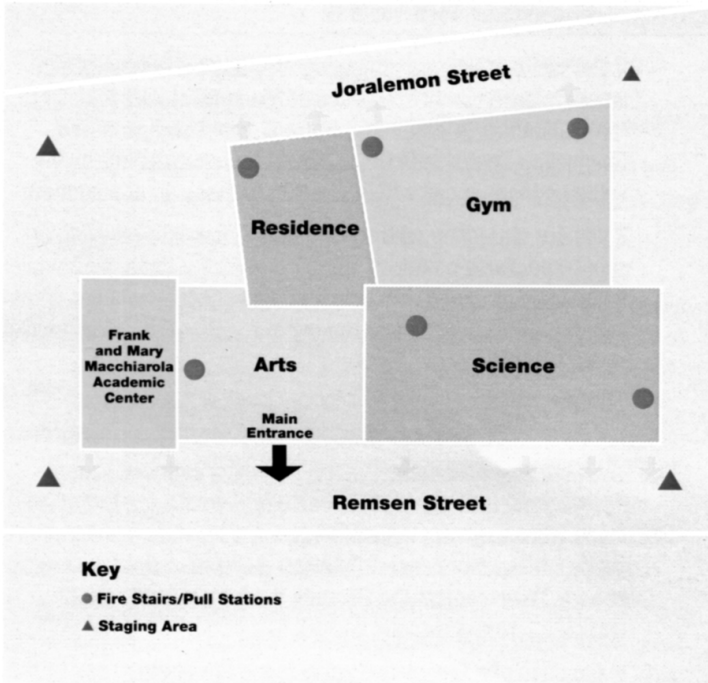
Evacuations

Various scenarios could require a campus-wide evacuation, including fire drills or actual emergencies. The most important thing to remember during an evacuation is to use all available exits. There are numerous stairwells throughout each of the five buildings that make up the St. Francis campus. In the event of an evacuation, we urge you to make use of all these options, including the ones that lead out the back onto Joralemon Street. Once outside, please walk to the designated staging areas away from the buildings.

Stay In Place Notification

If a campus Stay In Place Notification is declared, everyone will be notified via SFCAlerts. If you are on campus, take the following actions:

1. Clear out of open, common areas like hallways and the cafeteria and seek shelter in a classroom or an office.
2. Barricade the doorway by stacking furniture inside the room in front of the door.
3. With your cell phone silenced, sit quietly in the room out of sight along the corridor wall and await further instructions from SFCAlerts.
4. Remain in the room until appropriate personnel have declared an all clear. If you are off campus, do not return until an all clear is declared.



Individuals Requiring Assistance

Students with a disability should contact the Dean of Students, Room 3307, at 718-489-5315. He will help you work out an evacuation plan at the start of the semester. During an emergency, students requiring assistance should report to the floor warden and wait for instructions.

Counseling

If you feel that you are struggling with any behavioral health issues, please contact the Dean of Students at 718-489-5315 for assistance. In addition, please visit the Wellness and Counseling Center in Room 2310 (on the second floor by the Volpe Lounge) or call 718-489-5335 to make an appointment.

If you are struggling with sexual abuse, domestic violence or substance abuse problems, please contact the Dean of Students. If you need to speak with a suicide prevention counselor, please call the Suicide Prevention Hotline at 1-800-273-TALK or visit www.ulifeline.org.

A Note on Title IX

In furtherance of the Franciscan Spirit, and in accordance with Title IX, the College is committed to maintaining a community free from all forms of sex discrimination, including sexual misconduct.

For the complete Policy and Procedures for Reports of Student Sexual misconduct, visit <http://www.sfc.edu/share>

To File a Title IX Complaint Contact: **Linda Werbel Dashefsky**
Title IX Coordinator
Phone: 718-489-5370
Email: lwerbel@sfc.edu
In person: Room 7304

If you experience sexual harassment, gender discrimination or sexual violence, we encourage you to reach out right away - we are here to help. The college has a memorandum of understanding for our students to get help at Beth Israel Medical Center, 16th Street & 1st Avenue, Manhattan (212) 420-2847

Local Police (84th Precinct) and Emergency Assistance – Call 911

For Sexual Assault only, NYPD Special Victims Unit - (646)610-7272

Campus Security - (718)489-5333 or, if on campus, extension 5333

Safe Horizon Rape and Sexual Assault Hotline - (866)689-HELP (4357)

Safe Horizon Domestic Violence Hotline - (800)621-HOPE (4673)

Maimonides Medical Center Emergency Room located at
4802 10th Avenue Brooklyn, NY 11219 - (718)283-7222

On Campus Confidential Resources:

The SFC Counseling Center located on campus, Room 2310 - (718)489-5335

Campus Ministry, Fr. Brian Jordan, OFM - 180 Remsen Street, Room 1304 Brooklyn, NY 11201

Phone: (718) 489-5493

IMPORTANT CHANGES IN NEW YORK STATE LAW

Consent must be affirmative. If you do not have consent before engaging in sexual relations, that is sexual assault.

How You Can Help

The best way to keep St. Francis College a safe and secure environment is for all of us to participate in making it that way. If you witness an immediate danger or a life-threatening emergency, please first call 9-1-1 (dial 9 then 9-1-1 from a campus phone). Then, contact the Security Desk at 718-489-5222 (ext. 5222 from a campus phone).

In the case of a fire, please activate the fire alarm at one of the pull stations located on the map, and then evacuate the building.

If you see something suspicious, call the Security Desk at 718-489-5222 or dial ext. 5222 on an internal college phone.

Please familiarize yourself with the complete St. Francis College Emergency Action Plan on the college website at www.sfc.edu.

Bystander Intervention

Bystanders are people who witness or see a specific action or event, but aren't the direct actors in that event.

Being an active bystander can include:

- * Speaking out against statements, attitudes, or behavior that may perpetuate a culture endorsing violence as acceptable or inevitable
- * Naming and stopping situations that could lead to sexual assault
- * Stepping in during a high-risk incident, whether by disruption, distraction, speaking up, or even calling for help so others can step in.
- * Supporting and believing others when they feel uncomfortable or hurt
- * Helping others respond to problematic situations

Being an active bystander does not mean that you should risk your personal safety, or that you need to become vigilante. There are a range of actions that are appropriate, depending on you and the risky situation at hand. Remember, if you are ever worried for the immediate safety of yourself or others, you can decide to leave the situation and seek outside help—that's still bystander intervention.

A Note on Personal Belongings

If you are missing a purse, wallet or any other personal belongings, please report it to Security at ext. 5222 or call 718-489-5222 from your cell phone. Lost items may be reclaimed in Room 2303, Office of Student Engagement.

Smart Tips

Behave professionally online. Assume that information you transmit or receive may be accessible to future employers, social contacts, friends or family. Serve as a positive influence on your peers. If a friend is engaged in dangerous or embarrassing behavior, encourage him or her to stop.

Prepare yourself if you are offered alcohol. Alcohol consumption is not only illegal for those under the age 21, drinking alcohol when under 21 is a misdemeanor, \$1000 fine and up to a one year in jail. Drinking alcohol makes you more likely to engage in high-risk behavior and increase the likelihood of aggressive behavior, especially among young people. There is a correlation between alcohol use and poor decision making. Alcohol use also increases your chance of being a victim of a crime.

When eating or drinking food in public, make sure no one has tampered with it and keep the item in your possession until you are finished. For example, do not go to a party, leave a drink unattended while in the bathroom and then pick it up and continue drinking it when you return.

Think ahead. Make a plan with friends prior to going out to social events together. The plan should address staying together. Leaving together and a meeting location in case someone gets separated. The topic of a designated driver should also be discussed if necessary.

For More Information

Please contact us at 718-489-5372 with any questions or suggestions you may have regarding security services and procedures at St. Francis College.

In Compliance with the Federal Student Right-To-Know and Campus Security Act and New York State Education Law, Article 129A, the Advisory Committee on Campus Security will provide upon request all campus crime statistics as reported to the U.S. Department of Education and viewable at www.oped.gov/security. To request this information contact the Director of Security at 718-489-5372. This information is distributed to prospective students by the Office of Admissions and is distributed to students, faculty and staff once a year.

St. Francis College maintains a highly professional working relationship with the 84th Precinct of the New York City Police Department. All crime victims and witnesses are strongly encouraged to immediately report crimes to Campus Security and the NYPD.

Important Safety Information

- In the event of an emergency, call 9-1-1 (from a campus phone, dial 9 and then 9-1-1).
- Then call campus Security at 718-489-5222 (from a campus phone, dial ext. 5222).
- For a fire, activate the pull station in your location.

Emergencies such as lockdowns are communicated via SFCAlerts.

If you would like to report a sexual misconduct issue concerning a member of the St. Francis College community, please Linda Werbel, Title IX Coordinator in Room 7304 at 718-489-5370 or lwerbel@sfc.edu

Wellness & Counseling Center - 718-489-5335

If you are struggling with feelings of anxiety or depression, please call the Dean of Students at **718-489-5315**.