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# CAMPUS SECURITY-SAFETY REPORT

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[www.nyadi.edu](http://www.nyadi.edu)

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## New York Automotive and Diesel Institute Campus Security-Safety Report

### Summary

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2022 and 12/31/2024.

See attached map for the campus which includes outlines the building and parking lots that students use while attending classes at New York Automotive and Diesel Institute.

#### Note:

1. In complying with the crime statistical reporting requirements, New York Automotive and Diesel Institute provides a map to current and prospective students and employees that depict its campus.
2. New York Automotive and Diesel Institute (does not have non-campus building or property, and public property areas)
3. Statistics must be disclosed separately for each of the four general categories; this means that when an incident meets definitions in more than one of these four categories, it must be reported in each appropriate category.
4. **Distributing the Annual Security Report:**
  - a. Who gets the annual security report?  
The Institution will distribute the report to all currently enrolled students (including those attending less than full-time and those not enrolled in Title IV programs or course) and all employees **by October 1 each year.**

**The following criminal offenses, published each year and must be report no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.**

# Campus Crime Reporting and Statistics

**Occurrences within the 2022, 2023 and 2024 Calendar Years**

Crimes Reported	2022	2023	2024
<b>Location codes which should proceed the incident number(s)</b> OC=On Campus OC=On Campus Student Housing Facility NC=Non-campus NP= Non-campus property P=Public Area			
<b>Criminal Offenses</b>			
Notes: #1 Also referred to as Primary Crimes #2 also referred to as sex offenses			
<b>Criminal Homicide #1</b> (these offenses are serrated into two categories)			
• <b>murder</b>	0	0	0
• <b>non- negligent manslaughter</b>	0	0	0
• <b>Manslaughter by Negligence</b>	0	0	0
<b>Sexual Assault #2</b>			
• <b>Rape</b>	0	0	0
• <b>Foundling</b>	0	0	0
• <b>Incest</b>	0	0	0
• <b>Statutory Rape</b>	0	0	0
Robbery	0	0	0
Aggravated Assaults	0	0	0
Burglaries	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0
<b>Hate Crimes Reporting</b>			
Notes: 1. Any of the above –mentioned offenses & any of the following incidents 2. a hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. 3. Three are eight categories that are reportable: race, religion, sexual orientation, gender, gender identity ethnicity, national orgigi and disability			
	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Larceny-theft</b>	0	0	0
<b>Simple Assault</b>	0	0	0
<b>Intimidation</b>	0	0	0
<b>Destruction, Damage or Vandalism of Property</b>	0	0	0

Gender Identity	0	0	0
<b>Violence Against Women Act</b>			
	<b>2022</b>	<b>2023</b>	<b>2024</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking (including cyber-stalking)	0	0	0
Rape & Forcible Foundling	0	0	0
Sex offenses - forcible	0	0	1
Sex offenses - non-forcible	0	0	0
<b>Arrests and Disciplinary Referrals</b>			
Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.			
<b>Arrest:</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
• Weapons- Carrying	0	0	0
• Weapons Possession	0	0	0
<b>Disciplinary Referrals:</b>			
• Weapons- Carrying	0	0	0
• Weapons Possession	0	0	0
<b>Arrest:</b>			
• Drug Abuse Violations	0	0	0
<b>Disciplinary Referrals:</b>			
• Drug Abuse Violations	0	0	0
<b>Arrest:</b>			
• Liquor Law Violations	0	0	0
<b>Disciplinary Referrals:</b>			
• Liquor Laws Violations	0	0	0

## NYADI Written Rules and Polices for Campus Safety and Security

### Campus Security and Safety:

#### **General Policies/Information**

1. NYADI has instituted a plan to notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees occurring on campus. An immediate threat encompasses an imminent or impending threat, such as an approaching fire, or a fire currently raging in one of the school's buildings. Any employee, who perceives an immediate threat toward any other person on the school premises, is authorized to make an emergency call to 911. This will be both by e-mail and through texting. Each student upon entrance to the institution will be required to supply the institution with both an e-mail address and a cell phone number.
2. The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to

assist a victim or to contain, respond to or otherwise mitigate the emergency. Instructors and/or staff members should remain in the room with their students if they are notified of a possible emergency.

3. These procedures will be tested and evaluated at least once a year for appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The emergency response and evacuation procedures will be publicized and documented.
4. Appointment of private college security officers - Article 129-A of the New York State Education Law  
This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security officer, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
5. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtain by the institution's President who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.

6. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5:00pm. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
7. Current policies concerning campus law enforcement are as follows:
  - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

- b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
  - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
8. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
- a) Do not leave personal property in classrooms
  - b) Report to your institutional official, any suspicious persons.
  - c) Always try to walk in groups outside the school premises.
  - d) If you are waiting for a ride, wait within sight of other people
  - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
  - f) The “*Crime Awareness and Campus Security Act*” is available upon request to students, employees (staff and faculty) and prospective students.
  - g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
  - h) Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
9. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution’s policies and regulations are properly disclosed to prospective students.
10. All incidents shall be recorded in the Institutions daily Incident Log located on campus at the Administration Office of the School President. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report

must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.

11. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
12. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
13. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
14. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
15. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
16. In the event a sex offense should occur on campus, the victim should take the following steps:
  - Report the offense to the school administration.
  - Preserve any evidence as may be necessary to the proof of the criminal offense.
  - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
  - Request a change in the academic situation if necessary.
17. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
18. These records are available upon request through the administrative offices.
19. Information for crime victims about disciplinary proceedings. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the

alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.

**Hate Offenses:**

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

**Contact Information:**

<b>Office Responsible to provide a copy of the Campus Security information</b>	New York Automotive and Diesel Institute Director
<b>Who to contact to report an incident at the Institution</b>	Patrick Hart – (718)-658-0006 Ext 4040

**Violence Against Women – Definitions of:**

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

1. “Domestic violence” means a “felony or misdemeanor crime of violence committed by—
  - A current or former spouse or intimate partner of the victim,
  - A person with whom the victim shares a child in common,
  - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
  - Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction”
  
2. “Dating violence” means “ violence committed by a person –
  - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - The length of the relationship;
    - The type of the relationship; and
    - The frequency of interactions between the people involved in the relationship.”
  
3. “Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
  - Fear for his or her safety or the safety of others; or
  - Suffer substantial emotional distress.”

**If you believe you are a victim of any of these situations you can and should seek out help and assistance**

from the following agencies:

**Contact Information:**

<b>To report an incident at the Institution.</b>	<ul style="list-style-type: none"><li>• Student Services – 718-658-0006 ext. 4031</li><li>• Administration-718-658-0006 ext. 4010</li><li>• School Director-718-658-0006 ext. 4040</li></ul>
<b>Local Law enforcement agency to report an incident that occurred off campus</b>	<ul style="list-style-type: none"><li>• Call 911</li><li>• 103rd Precinct, Police department (718) 657-8181</li></ul>
<b>List agencies and contacts in your local area that can provide assistance to anyone who believes they are a victim and might need assistance.</b>	<ul style="list-style-type: none"><li>• Long Island Crisis Center, (516) 826-0244</li><li>• Local Fire Department Engine 275 (718) 999-2000</li><li>• Queens General Center - Hospital (718) 883-3000</li></ul>

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's President but rather contact the appropriate agency by calling (911).

**New York State Article 129-A and Related Provisions:**

New York State Education Law Article 129-A requires all New York State public and private colleges and universities to maintain policies related to specific provisions of this Article. This Article is comprised of laws that affect NYADI The College of Transportation Technology, which include:

Applicable Laws and Regulations

New York State Article 129-A and Related Provisions

Article 129-A - Regulation by colleges of conduct on campuses and other college property used for educational purposes.

6430 - General provisions.

6431 - Advisory committee on campus security.

6432 - Sexual assault, domestic violence and stalking prevention information.

6433 - Campus crime reporting and statistics.

6434 - Investigation of violent felony offenses.

6435 - Appointment of private college security officers.

6436 - Bias related crime prevention information.

6437 - Prohibition on the marketing of credit cards.

6438 - Notification of fire safety standards and measures in all college-owned or college-operated housing.

Pursuant to Education Law § 6430, each year, public and private colleges must provide certification form to the New York State Education Department Office of Higher Education (NYSED) that the institution is in compliance with all applicable provisions of the Article.

In addition to the certification form that must be submitted on or before July 1st of each year to NYSED, the law also requires that every ten years, institutions submit actual copies of their policies to demonstrate their compliance, rather than just signing a form attesting that the institution is in compliance. This ten year requirement occurred last in 2017.

## **6430 - General Provisions - Article 129-A of the New York State Education Law**

NYADI The College of Transportation Technology will submit the NYS Certification of Compliance by the due date of September 1, 2016. The college will also conduct an internal audit of compliance by the end of August, 2016. The certification form requires that campus Presidents certify to the New York State Education Department Office of Higher Education that they are in compliance with Article 129-A of the New York State Education Law and its various provisions.

### Student Department/Demeanor

Students are expected to conduct themselves in a mature manner while on the college premises. Inappropriate behavior, including the use of alcohol, illegal drugs, inappropriate language or evidenced cheating, can lead to dismissal. Dismissal can be enacted after only one such incident. The decision to dismiss a student will be that of the Administration. If a student is dismissed for misconduct, re-admittance to the college will take place only after a complete review of the student's record.

### ***Weapons:***

Any types of weapons are strictly prohibited on campus at all times.

### ***Anti-Harassment Policy:***

This policy applies to all forms of harassment including; but not limited to:

- verbal forms, such as epithets, derogatory comments or slurs;
- physical forms, such as assault, impending or blocking movement on any physical interference with normal work or movement when directed at an individual;
- visual forms, such as displaying derogatory posters, photographs, cartoons or drawings that are offensive;
- request for sexual favors or unwanted sexual advances;
- conditioning any term or benefit of employment or education upon sexual favors; and
- any other conduct on the basis of sex that creates an intimidating, hostile or offensive working or learning environment.

NYADI, will not tolerate any form of harassment by its employees or students. Violation of this policy will result in disciplinary action or termination.

### ***Drug Policy:***

NYADI, is in compliance with Federal Government Regulations for a Drug Free Workplace for students and employees. Any student or employee caught in possession, or distributing any illegal/legal substances, while in school, will be disciplined or terminated. Also, Title IV federal financial aid provisions require students to adhere to the above drug free policy. The Federal Mandated Policy about alcohol and other drugs is distributed annually to faculty, staff, administrators, and current and prospective students. The policy can also be found on the institute's website at nyadi.edu.

### ***Student Code of Conduct:***

Commensurate with the career goals and academic atmosphere that prevail at NYADI, all students are expected and required to follow the rules and regulations of NYADI and to conduct themselves in a professional manner. Any unseemly behavior that tends to distract other students and disrupt routine class procedure will not be tolerated.

“0 TOLERANCE” – Any disrespect; verbal, non-verbal, or physical, directed towards instructors, employees, or other students will be considered just cause for discipline, which can include suspension and or terminated.

**The following are unacceptable actions:**

- practicing any form of bigotry or discrimination;
- cheating, plagiarizing, cooperating with or assisting others to cheat or plagiarize, stealing or circulating evaluation materials, or participating in any other breach of academic integrity which gives an unfair advantage to a student(s);
- failing to comply with the directions of authorized school officials in proper performance of their duties or failing to identify oneself to a school official when directed to do so;
- smoking anywhere on the premises of the campus. Students who smoke outside and who block the front door of the building or adjacent doorways will also be subject to disciplinary action;
- possessing any dangerous instrument or material that can be used to inflict injury on any individual or damage to property on the school premises or in the building;
- using, selling or distributing drugs and substances that are prohibited by state and federal law;
- behaving in a disorderly manner or using language or actions that are likely to encourage or incite physical violence against any individual on the premises of the campus;
- violating regulations relating to entry or use of the premises, facilities, or resources of the campus, including unauthorized entry or occupancy, blocking access, or removing, relocating, or using property without permission;
- stealing, damaging or defacing of campus property or the property of any other individual on the campus;
- being on the campus under the influence of alcohol or illegal drugs;
- refusing to appear before school officials or committees of the institution in performance of proper official duties;
- knowingly providing false information to the institution, forging, altering or using school documents with the intent to deceive, or using another individual's ID;
- interfering with the institution's educational processes or facilities;

- using duress, intimidation, threat of, or actual physical or verbal abuse that interferes with others on the campus, exercising their rights to pursue legitimate activities;
- acting in any way that endangers the safety or security of any individual on the premises of the campus and the immediate surroundings;
- gambling on the premises of the campus;
- misuse, mutilation, or defacing of educational materials, institutional records or forms, or school property;
- misuse of or tampering with fire alarms, firefighting equipment, safety equipment, or electrical equipment on the premises of the campus;
- violation of any school regulation as stated in the catalog, Student Handbook, or posted on the institutional bulletin board.
- violation of school uniform policy will result in the student being requested to leave the building until the policy is successfully adhered to.

Students dismissed from the school under this provision will not receive a certificate or degree. A student who is dismissed from the institution may be considered for readmission upon final review of the Dean of Academic Affairs.

## 6431 - Advisory Committee on Campus Security

### Composition of the Committee

The President of NYADI will appoint an Advisory Committee on Campus Safety, the composition of which will be as follows:

1. The Committee will be composed of:
  - **minimum of six people;**
  - **one-third** appointed by the President from the **roster of current students;**
  - **one-third** appointed from a **list of faculty** (such list will contain at least twice the number of faculty to be appointed), provided by the largest faculty organization on campus;
  - **one-third** selected by the President.
  - **at least half of the Committee members must be female.**
2. The College President may select additional members of the committee at his/her discretion.
3. Committee members serve at the pleasure of the College President. The College President may replace members at his/her/their discretion.

### Responsibilities of the Committee

The Committee will meet as needed, but no less often than once per academic year. The Committee will review current campus security policies and procedures, and make recommendations for their improvement. It shall specifically review current policies and procedures for:

1. Educating the NYADI community about sexual assault, domestic violence, stalking prevention, applicable laws, ordinances and regulations, and the penalties for commission of those offenses pursuant to New York State Education Law §6432;
2. Educating the NYADI community about personal safety and crime prevention;
3. Reporting of sexual assaults and dealing with sexual assault victims during an investigation;
4. Referring complaints to appropriate authorities where necessary;
5. Counseling crime victims;
6. Responding to inquiries from concerned persons.

### **Reporting**

The Committee will submit a written report to the College President at least once each academic year. The report will provide a summary of the Committee's findings and recommendations.

## **6432 - Policy against Sexual Violence and Misconduct, Relationship Violence, and Stalking.**

NYADI promotes a safe environment for its student, faculty, and staff.

A. NYADI expressly condemns acts of sexual violence and misconduct, relationship violence, and stalking against its students, faculty, and staff. These condemned acts include rape and acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

B. Procedures for institutional disciplinary action in cases of alleged sexual violence and misconduct, relationship violence, and stalking:

(1) shall

- (a) provide a prompt, fair, and impartial investigation and resolution; and
- (b) be conducted by officials who receive annual training on the issues related to sexual violence and misconduct, relationship violence, and stalking, including domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

(2) the accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice; and

(3) both the accuser and the accused shall be simultaneously informed, in writing, of—

- (a) the outcome of any institutional disciplinary proceeding that arises from an allegation of sexual violence and misconduct, relationship violence, and stalking;
- (b) the institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding;
- (c) any change to the results that occurs prior to the time that such results become final; and
- (d) when such results become final.

(4) Reports that a student or employee has been subjected to an act prohibited by this Policy may be made as provided in the “Student Life Policies, Rules, and Procedures” and the “Reporting Allegations of Discrimination and Discrimination Grievance Procedures.” Proceedings involving an employee or student against a student alleged to have violated this Policy will follow procedures found in the “Student Life Policies, Rules, and Procedures.” Proceedings involving a student or employee against a University employee (other than a student worker) or volunteer (other than a student volunteer) or non-University individual alleged to have violated this Policy will follow the procedures found in the “Reporting Allegations of Discrimination and Discrimination Grievance Procedures.” The preponderance of evidence standard will be followed in all proceedings.

C. Sanctions or protective measures that NYADI may impose following a final determination in an institutional disciplinary procedure regarding sexual violence and misconduct, relationship violence, and stalking will include measures to stop the behavior, prevent it from recurring, correct its effects, and protect other members of the Institutional community from such behavior. Under certain circumstances, training may be required for an individual or a larger group. Employees or volunteers, other than student workers or volunteers, who are found to have engaged in prohibited behavior are subject to disciplinary action ranging from written warning to Termination and ban from campus. A non-University individual found to have engaged in prohibited behavior is subject to disciplinary action ranging from written warning to a ban from campus. A student, including a student worker or volunteer, found to have engaged in prohibited behavior is subject to disciplinary action ranging from written warning to expulsion. The imposition of sanctions and corrective action under this policy does not prevent any other entity from imposing penalties.

## **II. Educational Programs and Information**

A. It is the policy of NYADI to provide programs to prevent sexual violence and misconduct, relationship violence, and stalking, which includes domestic violence, dating violence, sexual assault, and stalking. NYADI has procedures that it will follow once a prohibited act has been reported and the preponderance of evidence standard will be used during any institutional conduct proceeding arising from such a report.

B. Education programs will promote the awareness of sexual violence and misconduct, relationship violence, and stalking and will include—

(1) primary prevention and awareness programs for all incoming students and new employees, which shall include—

- (a) a statement that NYADI prohibits sexual violence and misconduct, relationship violence, and stalking including, in particular, the offenses of domestic violence, dating violence, sexual assault, and stalking;
- (b) definitions of offenses related to sexual violence and misconduct, relationship violence, and stalking which are prohibited under NYADI policy.

(c) Relevant definitions under New York law will also be provided related to domestic violence, dating violence, sexual assault, and stalking all of which defined offenses, as they may affect NYADI students and employees, are encompassed within and prohibited under this Murray State policy prohibiting sexual violence and misconduct, relationship violence, and stalking although the NYADI policy and definitions are not limited to the conduct prohibited under New York law.

(c) the definition of consent used in relation to NYADI policy and related to sexual activity under New York law;

(d) safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual violence and misconduct, relationship violence, or stalking;

(e) information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; and

(f) the information described in Section I and Section II(B)(3 - 6); And

(2) ongoing prevention and awareness campaigns for students, faculty, and staff including information described in items II(B)(1)(a-f) above.

(3) Information in writing will be disseminated indicating procedures victims should follow if sexual violence and misconduct, relationship violence, or stalking has occurred, including:

(a) the importance of preserving evidence as may be necessary to the proof of sexual violence and misconduct, relationship violence, and stalking including criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;

(b) to whom the alleged offense should be reported. In addition to other sources, such information may be found in the “Student Life Handbook,” “Student Life Policies, Rules, and Procedures,” and in the “Reporting Allegations of Discrimination Grievance Procedures.”

(d) options regarding law enforcement and campus authorities, including notification of the victim’s option to—

(i) notify proper law enforcement authorities, including on-campus and local police;

(ii) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and

(iii) decline to notify such authorities; and

(e) the rights of victims and NYADI’s responsibilities regarding orders of protection, no

contact orders, restraining orders, or similar lawful orders issued by a court. (4) NYADI will protect the confidentiality of victims, including in publicly-available recordkeeping, to the extent permissible by law.

(5) Students and employees will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community.

(6) Victims will be provided written notification about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

(7) A student or employee who reports that the student or employee has been a victim of sexual violence and misconduct, relationship violence, and stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee's rights and options, as described in Section I and Section II(B)(3-6)

### **III. Compliance with 20 USC 1092(f)**

It is an intent of this Policy to comply with the provisions of 20 USC 1092(f), including any implementing regulations, and other law. It is the responsibility of the President, with the assistance of the Vice Presidents and other appropriate offices, to provide appropriate programs and processes in order to implement these Policy statements and to ensure that information related to and described in this Policy is properly disseminated at all of NYADI's campuses in accordance with law. If, in order for this Policy to be compliant or consistent with law, amendments or additional or supplementary information or provisions to this Policy or other Policies, including definitions, are required, the President is authorized to make such amendments and to include such additional or supplementary information or provisions. The Board of Regents will be advised of any such changes. The President, or his or her delegee, will further ensure that information in this Policy is kept current and will provide for current and accurate references to policies, laws, offices, methods of reporting, and links. Updated information will be provided as needed.

### **IV. Off campus conduct**

Students, faculty, and staff who believe they are victims of sexual violence and misconduct, relationship violence, or stalking are encouraged to report prohibited actions regardless of whether any such act occurred off campus.

### **V. Retaliation Prohibited**

No officer, employee, or agent of NYADI shall retaliate against, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising rights or responsibilities under this policy or 20 USC 1092(f).

## **6433 - Campus Crime Reporting and Statistics**

NYADI The College of Transportation Technology complies with this requirement by submitting a Campus Safety and Security Survey through the Department of Education, on an annual basis.

### **Efforts to Annual Campus Crime Statistics for Survey Reporting**

- Annually at the end of August beginning of September, the head of Community Affairs for our local precinct 103<sup>rd</sup> is contacted via registered mail to obtain annual campus crime statistics for our campus and immediate border surrounding the campus for the year
- Information is then recorded to our Annual Campus Crime Survey
- Survey is then complied.
- Update report of survey is then email to all students, staff and faculty
- Update report of survey is then posted on NYADI.edu.

## **6434 - Investigation of violent felony offenses**

NYADI is committed to maintaining a safe and secure environment that supports learning and community access to facilities and services. Therefore, the Administration will aggressively pursue the prompt, efficient, and thorough investigation resolution of any violent crime on NYADI owned, operated or controlled property. NYADI Administration will take the following steps after a report of a violent felony offense:

- Responding officers or NYADI officials will determine if the circumstances require immediate intervention in order to prevent further injury to victims or to insure the apprehension of offenders.
- If the offender(s) are no longer on campus and the immediate threat has ended, officers or NYADI officials will take the appropriate measures to provide support to victims and implement established protocols for criminal investigations.
- If it is determined that the elements of the offence are consistent with any Violent Felony Crime as defined under New York State Law, the Administration will contact the NYPD pursuant to the joint Memorandum of Understanding in order to transfer responsibility for the investigation.
- The Administration will assist the NYPD in any manner requested until the completion of the investigation.

## **6435 – Appointment of Security Officers**

Currently this is N/A for NYADI

## **6436 – Bias related crime prevention information**

Bias related crime is not tolerated at NYADI. Any form of bias related crime is a violation of the New York State Penal Law. A conviction of any of the bias related crimes listed may result in incarceration and/or monetary fine to the perpetrator. Persons who have a complaint filed against them for an incident involving bias related crime occurring on campus will be processed in accordance with the adjudication procedures contained in the College's regulations. If an emergency does occur, immediately call 911.

## **6437 - Prohibition on the marketing of credit cards**

Pursuant to Article 129-A Section 6437 of the New York State Education Law, the advertising, marketing, or merchandising of credit cards to students by vendors is prohibited by American Academy McAllister Institute of Funeral Service.

Policy: NYADI prohibits the advertising, marketing, or merchandising of credit cards on the NYADI campus to students except in strict compliance with this Policy.

- Except as otherwise permitted in this policy; credit card advertising or solicitation to students is not permitted on College campus. This includes advertising or solicitation at campus vendor tables, as well posting or distribution of applications, fliers, posters, handbills and signage (electronic and otherwise) on the NYADI premise. The College's e-mail system or web pages may not be used for advertising or solicitation of credit cards to students.
- No campus employee, student group, or campus department may accept financial support or other goods and services from credit card issuers or vendors in exchange for allowing them to market credit cards to students

## **6438 - Notification of fire safety standards and Measures in all college-owned or college-operated housing**

N/A - NYADI does not own or operate any type of housing for any students or employees of the college.

## **6438A – Opioid overdose prevention in college housing (SUNY and CUNY only)**

N/A - NYADI does not own or operate any type of housing for any students or employees of the college.

## **6438B – Access to Medication Abortion prescription drugs (SUNY and CUNY only)**

N/A – New York Automotive and Diesel Institute is a private college

## **6438C – Student-athlete Compensation**

N/A – New York Automotive and Diesel Institute is a private college with no sports program

## **GENERAL EMERGENCY PROCEDURES**

### **Emergency Situation**

All employees are expected to be familiar with and to follow procedures outlined in the New York Automotive and Diesel Institute Emergency Preparedness Plan and NYADI Fire Safety and Procedure Manual. In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized make an emergency call to 911. Instructors (including student instructors) and/or staff members should immediately follow Emergency Preparedness Plan based on the situation outlined. As soon as is reasonably possible, the Administration should be notified of the threat.

### **Fire Emergency Procedures**

All employees are expected to be familiar with and to follow procedures outlined in the NYADI Fire Safety and Procedure Manual. In the event of a fire emergency, employee/staff are authorized to make an emergency call to 911 then immediately follow fire standards and emergency procedures outlined in the ***NYADI Fire Safety and Procedure Manual***.

### **Fire Prevention**

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property.

No one should smoke in areas where “No Smoking” signs are posted, or where hazard from smoking exists.

If a fire should occur call 911, contact your supervisor/instructor or the school president and follow established emergency procedures.

Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUIDHER AND AGENT
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Water (Preferred) And Multi-purpose
Flammable Liquid And Gases such As Gasoline, Lubricating	Dry Chemical (Preferred) And

Oils and Natural Gas	Carbon Dioxide
Electrical such as Electronic Instruments And Switchgear Installations	Carbon dioxide (Preferred) And Dry Chemical

**Medical Attention**

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

**PERSONAL RESPONSIBILITY FOR SAFETY**

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

**Individual Responsibility**

Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School President. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

### **Accident Investigation and Reporting**

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/ Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

### **Firearms**

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and
- TCLEOSE approved students.

### **Good Housekeeping**

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

## **SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT**

### **Rule**

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

### **Responsibility**

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

### **First Aid**

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

## **SEVERE WEATHER**

### **Tornado**

If (in the judgment of the President or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the President the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

### **Flooding**

Because of the elevation of the School, buildings at New York Automotive and Diesel Institute are not likely to flood. However, during periods of flooding, the President will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

### **Ice and Snow**

In the event that ice and/or snow threaten to make highway travel hazardous, the President may dismiss classes to allow commuters to return home safely.

## **Closing the School as the Result of Severe Weather**

Only the President has the authority to close the School. When this action is taken, the President will notify the students and faculty. In addition, it will be posted on the School's website and the local radio station will be notified and asked to broadcast the notice of closing.

## **Self-Determination Policy**

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

## **EVACUATION PROCEDURES**

### **Emergency Evacuation**

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

## **CRITICAL INCIDENT RESPONSE PLAN**

### **OBJECTIVES**

1. To coordinate the School's response to critical incidents while pay special attention to the safety and security needs of members of the New York Automotive and Diesel Institute community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

### **DEFINITION OF A CRITICAL INCIDENT**

A critical incident is a situation that involves New York Automotive and Diesel Institute student(s) and/or

employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

*(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)*

## **STUDENT ASSISTANCE SERVICES**

### **Personal Counseling Referrals**

The President of New York Automotive and Diesel Institute will act as the referral agent for student seeking assistance for emotional or personal counseling services.

### **PROCEDURES FOR New York Automotive and Diesel Institute**

**Step 1 New York Automotive and Diesel Institute** - The President or School Director is notified of a critical incident involving a New York Automotive and Diesel Institute student or employee at (718) 658-0006 Ext 4040 during the day, or Edward Boyle at 646-372-2799 after hours or holidays.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

**Step 2 New York Automotive and Diesel Institute** – The President gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner the School Director will contact the faculty. The President will contact the student's and the closure will be posted on the college website. [www.nyadi.edu](http://www.nyadi.edu)

Any media contact, press releases, email or website assistance must be coordinated through the School President.

**Step 3 New York Automotive and Diesel Institute** – Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A** – New York Automotive and Diesel Institute 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, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond, to or otherwise mitigate the emergency.

The President goes to scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with either the President or Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

- **Step 3B** -- If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the President and/or Director. Current contact information for the CIRT is posted around campus in each building at New York Automotive and Diesel Institute and is provided to all New York Automotive and Diesel Institute faculties on a laminated business card.
- **Step 3C** – President initiates family contacts.
- **Step 3D** – CIRT Command Headquarters is activated in the President’s Office. The Crisis Center (if activated) will be located in the Administration building. The CIRT Command Head Quarters will communicate directly with the Crisis Center on activities and communications to be carried out.
- **Step 3E** – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the President in dealing with the critical incident. This may include: assisting affected student or employee’s family members, counseling with students or college employees, gathering additional information, etc.
- **Step 4 New York Automotive and Diesel Institute** – Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.
- **Step 5 New York Automotive and Diesel Institute** – The CIRT will recommend to the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the President.

### **New York Automotive and Diesel Institute Crisis Center**

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration building. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The President will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

### **Member of the New York Automotive and Diesel Institute Critical Incident Response Team**

<b>Critical Incident Response Team</b>			
College President	Patrick Hart	(718) 658-0006 Ext 4040	
Dean	Alisha Prasher	(718) 658-0006 Ext 4042	

Instructor	Eddie Boyle	(718) 658-0006 Ext 4013	
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### Local Community Emergency Services

<b>All Emergencies</b> (Fire, Police, Sheriff, Ambulance)	<b>911</b>
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-784-2433
<b>Hospitals:</b>	<b>Phone number</b>
Queens General Center - Hospital	(718) 883-3000
Jamaica Hospital Medical Center	(718) 206-6000
<b>Clinics:</b>	<b>Phone numbers</b>
CityMD Jamaica Urgent Care - Queens	(718) 962-2273

### Emergency Communication Guidelines

In the event of an emergency that directly affects New York Automotive and Diesel Institute all students and employees will be notified by telephone, e-mail and the School website.

## EXAMPLES OF LIFE THREATING/SERIOUS SITUATIONS AND RESPONSES

### EMERGENCY RESPONSE AND EVACUATION DRILLS

New York Automotive and Diesel Institute conducts a test of the emergency response and evacuation procedures at least once a term. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the President's Office and includes the date, time and whether the Drill was announced or unannounced.

## **FIRES:**

- **Examples: Buildings, Grounds, Automobiles**

1. Call the appropriate college official at the location.
2. Clearly identify the location of the incident.
  - a. Building name
  - b. Physical location on campus
  - c. Room or area where fire is located
3. Evacuate the area.
  - a. Check the evacuation signs posted in hallway and
  - b. Follow to the Exit
  - c. Gather in Parking lot
4. Call the Fire Department
  - a. Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

## **SEVERE WEATHER: (i.e., TORNADOS)**

- **Tornado Watch** – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- **Tornado Warning** – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
  - When a tornado **WARNING** is received by way of siren or public broadcast:
    - New York Automotive and Diesel Institute faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
    - If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
    - Protect yourself by:
      - Lying face down
      - Drawing your knees up under you
      - Covering the back of your head with your hands

*EMERGENCY EVACUATION SIGNS ARE LOCATED IN THE HALLS OF EACH OF THE BUILDINGS.*

## **POWER OUTAGE:**

- If an electric power outage occurs, the following procedures need to be taken:
  - Emergency flashlights will come on in each room.
  - Open doors and window coverings to take advantage of natural lighting.
  - Help those in need of assistance.
  - Carry flashlight to the Exits.

### **CRIMINAL DISTURBANCE:**

- EXAMPLES:
  - Robbery
  - Assault (verbal or physical)
  - Theft in progress
  - Hostage situation
  - Gang activity
  - Weapon on campus

1. Do not resist or attempt to retaliate unless your life depends on self-defense.
2. Call local law enforcement.
3. Report any criminal disturbance to the School President immediately.

### **BOMB THREATS:**

1. Do not hang up or put the person on hold.
2. Record date and time you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Call the School President or Director.
5. The School President or Director will call the local law enforcement.
6. Do not take any further action, unless you are specifically asked to do so.

### **DISRUPTIVE BEHAVIOR:**

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School President or Director.
  
- Examples of disruptive behavior:
  - Throwing rocks in windows
  - Blocking chairs and tables in classrooms
  - Writing on walls and defacing the School property
  - Verbal abuse of students or employees
  - Disturbing instructors or students
  - Unauthorized protests

Make written documentation of incident.

### **DRUG/ALCOHOL INTOXICATION:**

- Immediately call the School President or Director.

### **UNUSUAL BEHAVIOR:**

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the School President or Director.

2. Do not argue with the person, no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

### **MEDICAL EMERGENCY:**

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)
  - Reportable examples include but are not limited to:
    - Medical emergencies
    - Occupational accidents requiring medical treatment other than minor first aid.
    - Accidents caused by property damage or unsafe conditions.
    - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School President or Director should be notified of the location of the emergency.
  2. ALWAYS document the incident.

### **MINOR FIRST AID:**

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained in the Ladies Restroom with band aids and supplies for minor injuries.

### **EVACUATION PROCEDURES:**

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe.

Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

### **LOCKDOWN PROCEDURES:**

The lockdown process will only be initiated with the approval of the School President or Director.

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

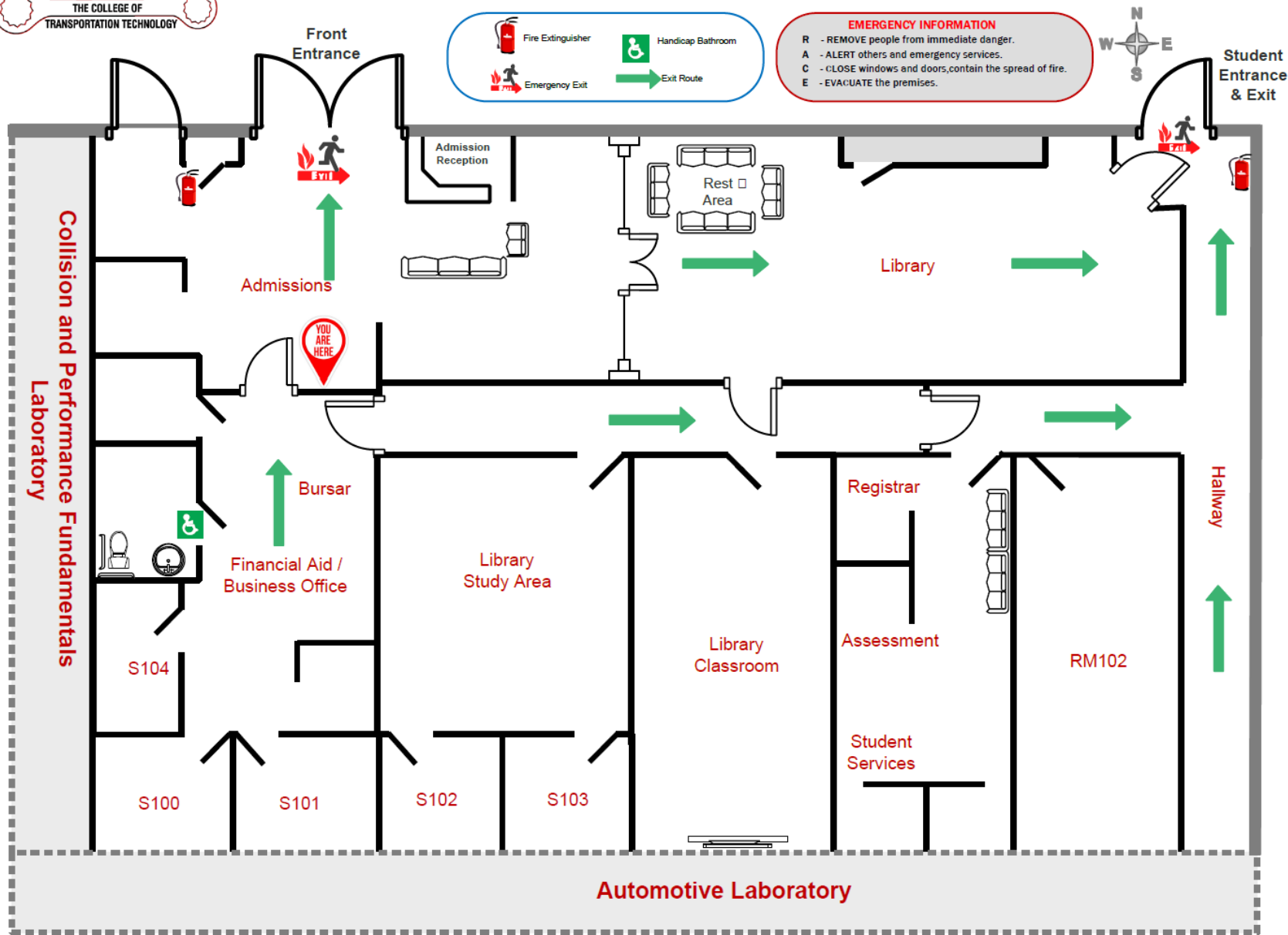
**Lockdown Basics:**

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities.  
Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

# NYADI Emergency Exit Locations



## First Floor Offices



 Fire Extinguisher  
 Handicap Bathroom  
 Emergency Exit  
 Exit Route

**EMERGENCY INFORMATION**

- R - REMOVE people from immediate danger.
- A - ALERT others and emergency services.
- C - CLOSE windows and doors, contain the spread of fire.
- E - EVACUATE the premises.



**AUTOMOTIVE LABORATORY**





Fire Extinguisher



Handicap Bathroom



Emergency Exit

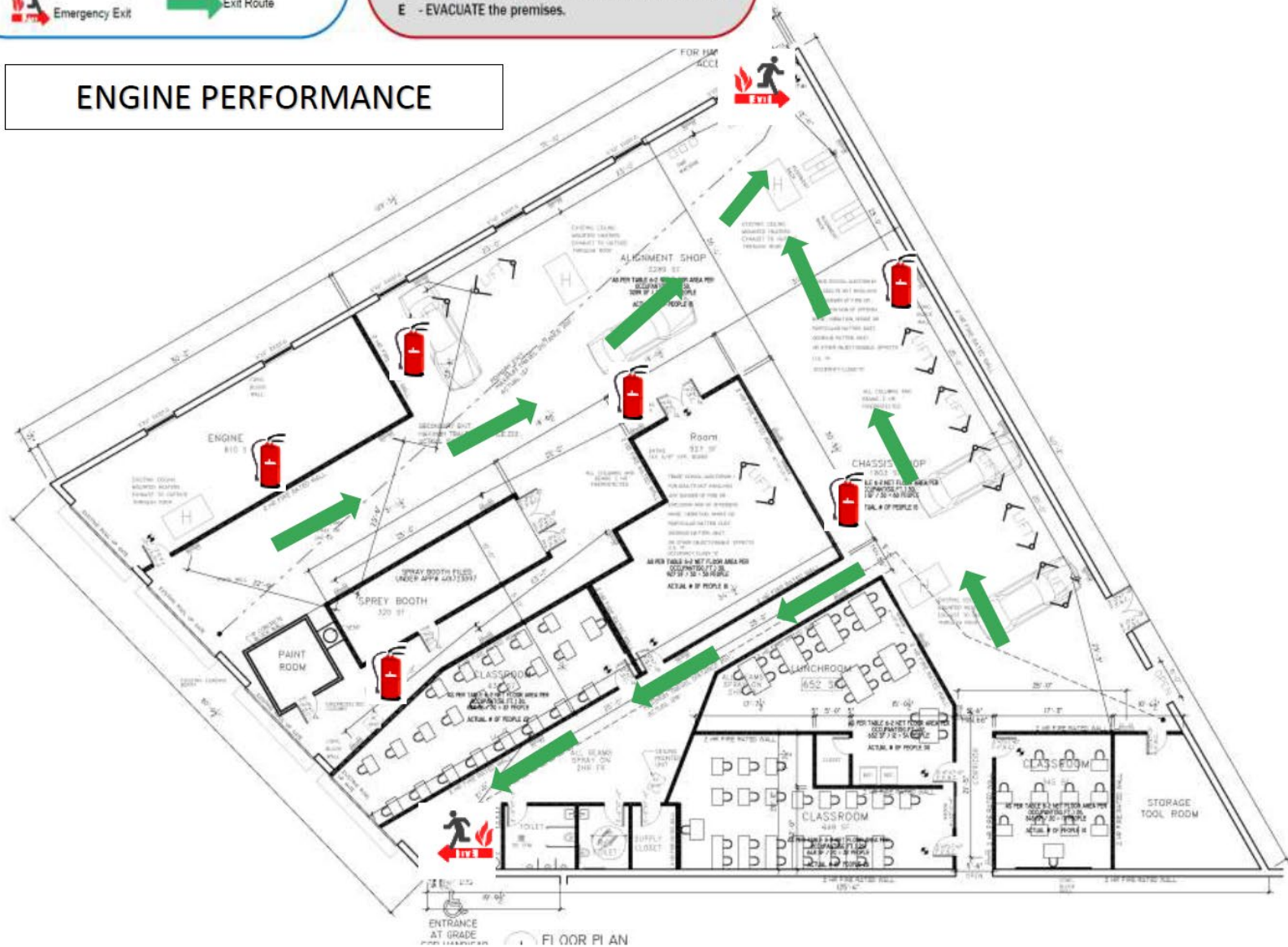


Exit Route

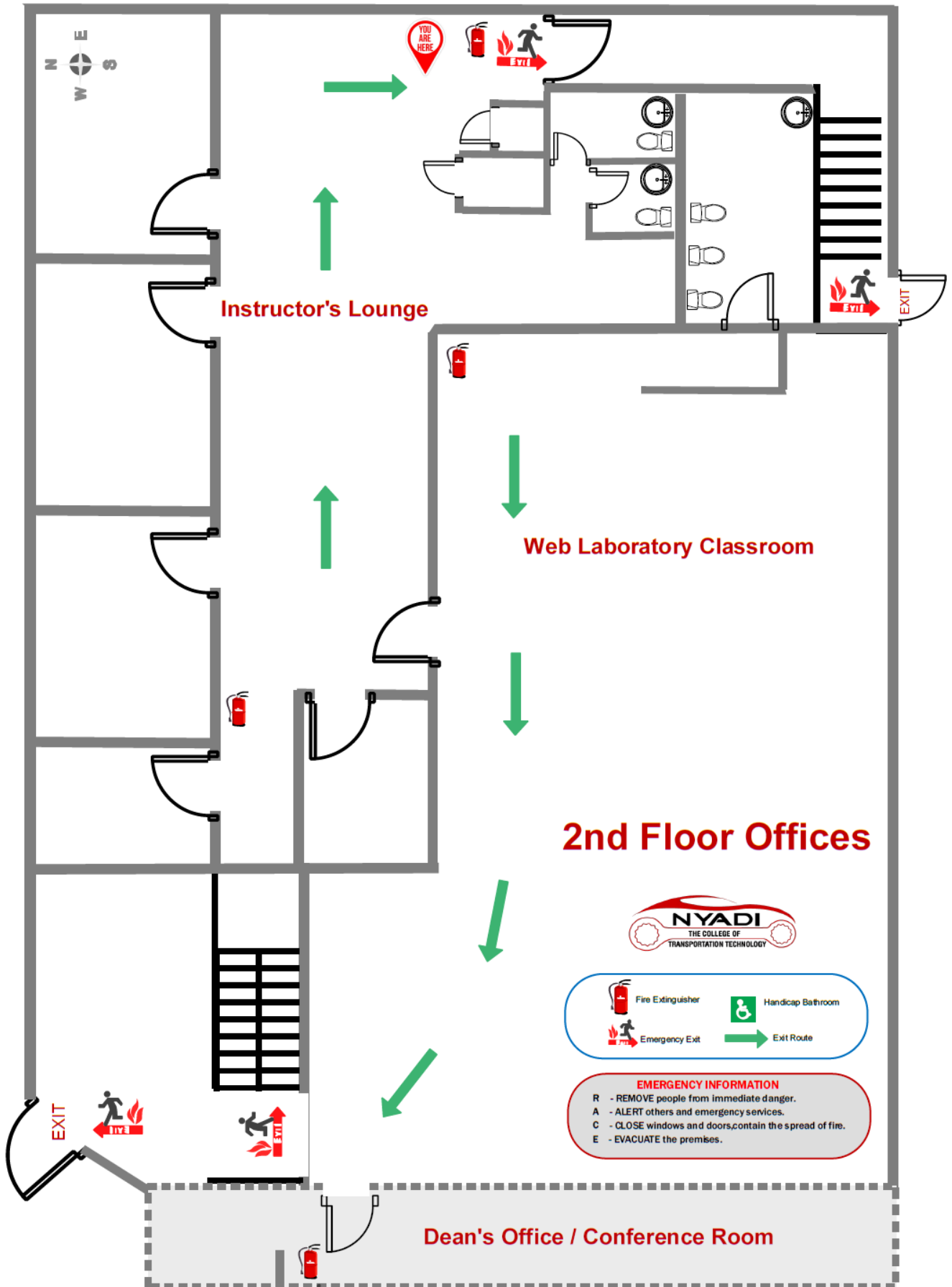
### EMERGENCY INFORMATION

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## ENGINE PERFORMANCE







**Instructor's Lounge**

**Web Laboratory Classroom**

**2nd Floor Offices**

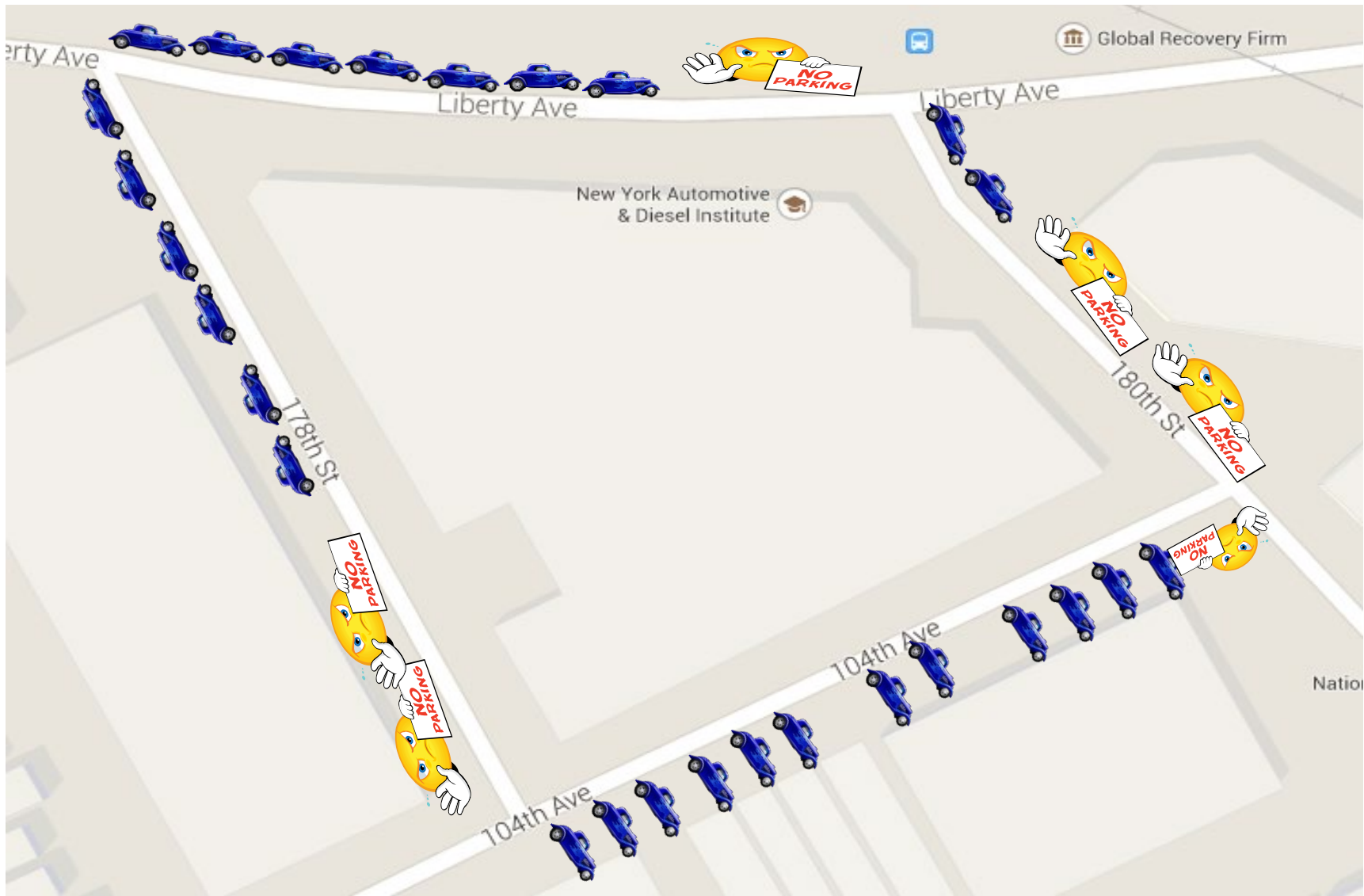


	Fire Extinguisher		Handicap Bathroom
	Emergency Exit		Exit Route

**EMERGENCY INFORMATION**

- R - REMOVE people from immediate danger.
- A - ALERT others and emergency services.
- C - CLOSE windows and doors, contain the spread of fire.
- E - EVACUATE the premises.

**Dean's Office / Conference Room**



**Campus Map/Parking**

