



***SAFETY AWARENESS  
GUIDE 2013-2014***



**Pratt**

# SAFETY AWARENESS GUIDE 2013-2014

## PRATT SECURITY DEPARTMENT

The Institute Safety and Security Department provides 24-hour-a-day protection to the campus. Security officers are charged with the enforcement of Pratt Institute rules and regulations. They are staff employees and are responsible for a full range of services, including preparation of crime and condition reports, response to emergencies, fire drills, and any other situation requiring security assistance. Security officers are not police officers. They have the same arrest powers as any other private citizen. They use a portable two-way radio communication system that keeps them in touch with a main control center. The main control center has instant communications with all city emergency departments. The Institute Safety and Security Department is proud of maintaining an excellent working relationship with all the local police and emergency service units. These specialized groups will respond to all emergencies on campus. Every Pratt Security officer is certified by the State of New York. This certification requires that they submit to an exhaustive background investigation as well as participate in a continuing, rigorous in-service training program.

## BICYCLES

Bicycles have become a very popular mode of transportation on campus. They are environmentally friendly and the Institute encourages their use.

In an attempt to help safeguard your bicycle, The Institute Safety and Security Department strongly recommends that you participate in a Police Department-sponsored program called "Operation ID." This means that the Institute Safety and Security Department will etch a unique serial number on the frame of your bicycle. This registration will remain on file at the 88th Police Precinct and a copy retained at the Safety and Security Office. Should your bicycle be lost or stolen this information will help the police and/or the Security Department to identify it. This service is provided free of charge and will be done in the Security Office, room 105, Engineering Building.

Bicycle parking is permitted only on the designated racks available throughout the campus. Bicycles should not be parked or secured on railings, doorways, stairways, scaffolding, or ramps. They should not block pedestrian walkways or campus streets. Improperly parked bicycles will be removed and confiscated by the Institute Safety and Security Department. Bicycles may also be removed or confiscated from bike racks

due to construction conditions or if they are deemed to be abandoned. Any bicycle that is observed parked in the same location for more than a two-week period or has flat tires or missing parts will be considered abandoned.

Bicycles removed or confiscated may be claimed by the owner at the Institute Safety and Security Office, room 105, Engineering Building. Please be prepared to produce proof of ownership. After 90 days, unclaimed bicycles will be disposed of at the sole discretion of the Institute.

Pratt Institute is not responsible or liable in any manner for lost, stolen, or damaged bicycles, or for the replacement cost of locks, chains, or other security devices.

The State of New York and New York City consider bicycles to be vehicles, and bicyclists are required to comply with the same traffic laws as motorists. Bicyclists must comply with all traffic signals, signs, and pavement markings, may not ride on sidewalks/pedestrian walks, and must travel in the same direction as motor vehicles, thus riding in the opposite direction on a one-way street would be illegal.

Riding bicycles and other wheeled devices on campus pedestrian pathways is prohibited. Bicycles may be ridden on vehicle roadways. For the safety of everyone, bicycles and other wheeled devices must be dismounted and walked on the sidewalks and brick pathways.

## CAMPUS CRIME STATISTICS

Brooklyn Campus Residence Halls	2011	2012	2013
Manslaughter	0	0	0
Homicide	0	0	0
Sex Offense (Force)	0	1	0
Sex Offense (Non-force)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny	9	11	6
Drug Law Arrest	0	0	0
Liquor Law Arrest	0	0	0
Weapon Law Arrest	0	0	0
Drug Law Referral	90	79	156
Liquor Law Referral	200	95	176
Weapon Law Referral	0	0	0
Note: No Hate Crimes were reported.			

Crime Report to Public Property (Contiguous to Brooklyn Campus)	2011	2012	2013
Manslaughter	0	0	0
Homicide	0	0	0
Sex Offense (Force)	0	1	0
Sex Offense (Non-force)	0	0	0
Robbery	5	2	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny	0	0	0
Drug Law Arrest	0	0	0
Liquor Law Arrest	0	0	0
Weapon Law Arrest	0	0	0
Drug Law Referral	0	0	0
Liquor Law Referral	0	0	0
Weapon Law Referral	0	0	0
Note: No Hate Crimes were reported.			

Brooklyn Campus	2011	2012	2013
Manslaughter	0	0	0
Homicide	0	0	0
Sex Offense (Force)	0	1	0
Sex Offense (Non-force)	0	0	0
Robbery	0	1	0
Aggravated Assault	0	0	0
Burglary	0	0	2
Motor Vehicle Theft	0	0	0
Arson	1	0	0
Larceny	52	82	73
Drug Law Arrest	1	0	3
Liquor Law Arrest	0	0	0
Weapon Law Arrest	0	0	0
Drug Law Referral	90	89	156
Liquor Law Referral	202	95	178
Weapon Law Referral	0	0	0
Note: No Hate Crimes were reported.			

Crime Report 14th Street (Contiguous to Manhattan Campus)	2011	2012	2013
Manslaughter	0	0	0
Homicide	0	0	0
Sex Offense (Force)	0	0	0
Sex Offense (Non-force)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny	0	0	0
Drug Law Arrest	0	0	0
Liquor Law Arrest	0	0	0
Weapon Law Arrest	0	0	0
Drug Law Referral	0	0	0
Liquor Law Referral	0	0	0
Weapon Law Referral	0	0	0
Note: No Hate Crimes were reported. Note: This facility opened 7/1/02			

## **How to Report an Incident**

Students, faculty, staff, and guests of Pratt Institute are encouraged to report emergency, suspicious, or criminal activity to the Institute Safety and Security Department. To report an emergency, dial 718.636.3540. There are also emergency phones located in various areas of the campus. These telephones will automatically connect you to the Institute Safety and Security Department Operations Center. Just push the button and speak. Emergency telephones are identified by a blue light directly over them. Please ask any security officer for the exact locations. Victims of or witnesses to criminal activity may report an incident by calling the Institute Safety and Security Department at 718.636.3540/3541 or by dialing 3540/3541 from a campus phone. If you are off campus and have an emergency (medical or criminal), you should use the police emergency number—dial 911 from any telephone; there is never a charge for this service.

## **Student Responsibility**

The cooperation, involvement, and personal support of students in a campus safety and crime prevention program is crucial to the success of that program. Students must assume responsibility for their personal safety and their personal belongings. The use of simple, common-sense precautions will enhance your personal safety. Be aware of your environment and surroundings. Trust your instincts; they are usually correct.

## **Lost and Found Property**

Lost property may be surrendered to the Institute Safety and Security Administrative Office at room 105, Engineering Building or the Security Control Booth at Grand and Willoughby avenues. The Institute Safety and Security Department will make every attempt to contact the owners of recovered/found property. However, if after 30 days the property remains unclaimed, we will dispose of it. This policy also applies to unclaimed bicycles. (See Bicycles Section.)

## **Crime Prevention**

The Institute Safety and Security Department, along with speakers from the New York City Police Department, will present crime prevention lectures and discussions for the campus community. We will also be available to conduct safety workshops throughout the school year. Contact your RA for more details and to schedule a workshop. We look forward to seeing you at one of these meetings.

## **Police Emergency**

911

## **On-Campus Emergency**

718.636.3540

## **Pratt Security**

718.636.3540/3541

We strongly encourage adherence to all Institute, local, state, and federal laws and rules of conduct as well as a modicum of common sense to assure maximum security.

## **Emergency Text and/or Email Messaging**

The Pratt Emergency Alert System is the quickest way to get vital information about any building or campus emergencies or campus closings due to inclement weather. To sign up:

Log in to [www.pratt.edu/mypratt](http://www.pratt.edu/mypratt), click on the Pratt Alerts link located in the security section at the bottom of the page, and enter your contact information.

The system will be used for emergencies and school closings only. Your information will not be used in any other way.

## **Emergency Phones (Blue Light Phones)**

The Institute Safety and Security Department maintains an emergency telephone network on the Pratt campus. These phones are directly tied into the security control booth and are strategically located throughout the campus. Please familiarize yourself with their locations.

## **Sexual Assault**

Detailed information concerning sexual assault can be found in the brochure on the topic included in all student orientation packets. These brochures can also be found at the Offices of Health Services (Willoughby Residence Hall, suite 117) and the Vice President for Student Affairs (Main Building, lower level), or the Institute Safety and Security Department Administrative Office (Engineering Building, room 105).

If you become the victim of a sexual assault, we strongly suggest you talk to someone. Contact Health Services, Student Affairs, or the Pratt Institute Safety and Security Department.

### **Alcoholic Beverages**

Any use of alcoholic beverages on campus must be in compliance with federal and New York state law, which prohibits the use of alcohol by persons under the age of 21. For the full policy referring to alcohol on campus, refer to “Policy for the Use and Distribution of Alcohol” in the Pratt Institute Student Handbook or the “Alcohol and Substance Abuse Policy,” available in the Offices of Student Affairs, Residential Life, or Human Resources.

### **Illegal Drugs**

The possession, use, storage, or sale of illegal drugs and/or drug paraphernalia are prohibited (refer to the Pratt Institute Student Handbook and the “Alcohol and Substance use Policy”).

### **Illegal Weapons**

Possession and/or use of firearms, ammunition, or other weapons, including any dangerous article or substance with the potential to injure or harm a person, is prohibited.

### **Residence Hall**

Access to residence halls is limited to students and their guests. Students must carry valid Pratt Institute ID at all times. This ID must be presented to the security officer on duty for admission to the residence hall. Guests must be signed in by a host student and must present an approved form of photo ID (passport, valid state driver’s license, military ID, or government ID) to the security officer in the booth to be signed into the building. In addition, the host student must escort the guest into the residence hall.

### **Campus Gate Closing**

Campus gates will be closed at about 6 PM each evening. Unless otherwise noted, the Main Gate (located by the Security Booth) and the Hall Street Gate (at the corner of DeKalb Avenue and Hall Street) remain open 24 hours every day, as do the card-access turnstile gates.

### **ID Cards**

All students, faculty, and staff should have a valid Pratt ID card in their possession. Security officers will conduct random ID card checks during their routine patrol of buildings. Please cooperate with the officers; this policy is for your own protection. ID cards may be obtained in the lower level of the ARC, room 109. Replacement ID cards are \$25.

### **Parking**

Parking on campus is by permit only, and availability is extremely limited. All those authorized to park on campus must purchase a parking permit at the Security Office in the Engineering Building, room 105. For your added convenience, you are now able to apply for a parking permit via the Pratt website: [prattcard.pratt.edu/parking/](http://prattcard.pratt.edu/parking/). After your application is reviewed, you will receive an electronic response with further information regarding the application process. The current fee for the academic year is \$200. Payment can be made by your Pratt Card in the Security Office or by credit card, personal check, or money order at the Bursar’s Office. Cash is not accepted. Those approved to purchase a parking permit must produce a current Pratt ID card and the current registration for the vehicle. Illegally parked vehicles are subject to a violation notice, which may include a fine, and are subject to towing from Pratt property at the owner’s expense. Unregistered vehicles and vehicles with altered or forged permits will be immediately towed from Pratt Institute property and parking privileges will be revoked. Vehicles that appear abandoned or unmaintained will be towed. Handicap parking rules will be strictly enforced.

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The Pratt Institute Safety and Security Department is the primary department responsible for providing a safe, secure atmosphere. However, for crime prevention to be successful, a more complex campus-wide approach must be taken. The Security Department is often called to respond to a crime after it has occurred. This “Reactive Strategy” is not very effective in the prevention of crime. We need the cooperation of every member of the Pratt community in order to deal successfully with crime on campus. By serving as our eyes and ears, you can help us be more effective in the task of crime prevention. Be aware of your surroundings as you go about your daily activities. Encourage your classmates and friends to do the same. If you think something is wrong, call us! Don’t wait until it’s too late.

This brochure is part of our effort to assure that this collaborative endeavor is effective. Read it carefully and use the information to help us provide a safe campus environment.

**William J. Schmitz**

**Director of Institute Safety and Security**

## COMMON-SENSE SAFETY TIPS

### Residence Hall

- Never leave a common area door propped open.
- Room doors should be locked, even when a student leaves for a short period of time.
- Keys should be carried at all times and never given to others.
- Valuables such as jewelry, large amounts of money, etc. should be kept out of view.

### Classrooms, Studios, Library, Cafeteria, etc.

- Do not leave any equipment, bags, supplies, etc. unattended.
- Do not sit alone or utilize empty classrooms.

### Vehicle Safety

- Always lock your vehicle and remove your keys.
- Never leave valuables or packages unattended in your vehicle.
- Always park in well-lit areas.

### Personal Safety

- When traveling in the evening, try traveling with a companion.
- Travel on streets with light.
- If you must carry large sums of money, divide it among your purse, pockets, and wallet.
- Don't wait until you reach the door of your home before locating your keys; have them ready in your hand.

PRATT SECURITY HAS PRIMARY RESPONSIBILITY FOR PROVIDING A SAFE AND SECURE CAMPUS. IN ORDER FOR CRIME PREVENTION TO BE SUCCESSFUL, WE NEED THE COOPERATION OF EVERY MEMBER OF THE PRATT COMMUNITY TO SERVE AS OUR EYES AND EARS. BE AWARE OF YOUR SURROUNDINGS AS YOU GO ABOUT YOUR DAILY ACTIVITIES.

ENCOURAGE YOUR CLASSMATES AND FRIENDS TO DO THE SAME. IF YOU THINK SOMETHING IS WRONG, CALL US! DON'T WAIT UNTIL IT IS TOO LATE. THIS BROCHURE IS PART OF OUR EFFORT TO ENSURE THIS COLLABORATIVE ENDEAVOR IS EFFECTIVE. READ IT CAREFULLY AND USE THE INFORMATION TO HELP US PROVIDE A SAFE CAMPUS ENVIRONMENT.

WILLIAM J. SCHMITZ  
DIRECTOR OF INSTITUTE SAFETY AND SECURITY

#### Police Emergency

911

#### On-Campus Emergency

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#### Pratt Security

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**Pratt**

Pratt Institute  
200 Willoughby Avenue  
Brooklyn, NY 11205

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