

2024

# ANNUAL SECURITY & SAFETY REPORT

Icahn School of Medicine at Mount Sinai  
*1 Gustave L. Levy Place, New York, NY 10029*



Icahn  
School of  
Medicine at  
**Mount  
Sinai**

Icahn School of Medicine at Mount Sinai  
Annual Security & Safety Report

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# OVERVIEW

## *Campus Safety & Security*

Mount Sinai Hospital (MSH), in partnership with the Icahn School of Medicine at Mount Sinai (ISMMS), provides professional security services and resources to our patients, employees, faculty, staff, trainees, students, and community members. The Security Department is committed to maintaining safety and order on campus while ensuring the continued delivery of high-quality education and patient care.

Together, MSH and ISMMS are referred to as “Mount Sinai.” The Security Department encourages everyone in the Mount Sinai community to stay informed about security issues and to actively prevent and report any illegal or inappropriate activities. Personal awareness and adherence to safety practices are essential for a positive experience at Mount Sinai.

We work closely with local, state, and federal law enforcement agencies, including the New York City Police Department (NYPD), the Federal Bureau of Investigation (FBI), the United States Secret Service, and the Department of Homeland Security (DHS) to address campus events, regional law enforcement matters, training, and significant investigations.

Mount Sinai employs approximately 180 Security Managers, Supervisors, Coordinators, and Officers. Our security personnel are unarmed uniformed guards licensed by the State of New York, with licenses renewed every two years. In cases of minor offenses involving hospital or school regulations committed by medical or graduate students, the

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Security Department may refer the individual to the Icahn School of Medicine Dean's Office or other academic officials.

The Security Department operates 24 hours a day, 7 days a week, with personnel assigned to one of three 8-hour shifts. Before each shift change, Security Officers are equipped with handheld two-way radios to communicate with the Security Operations Center (SOC). Supervisors monitor all communications as well as surveillance cameras and other security systems.

Significant investments have been made in our surveillance and Access Control Systems, providing real-time feedback on activities in and around the facility. Access to student housing, specifically Aron Hall, is managed by a dedicated team of Security Officers responsible for screening all individuals entering and exiting the building, monitoring perimeter activities, and conducting patrols in common areas.

We offer various safety services, including daytime and nighttime shuttle services, security escorts, visitor restrictions, and door access requests. These services are available 24 hours a day, with all but ID replacement provided at no cost to users.

To educate the campus community about these services, we conduct orientations for new hires ("New Beginnings") as well as for new and graduate students. Since August 2018, many safety procedures have been accessible to students through mandatory online training sessions.

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Mount Sinai also shares information about campus activities through email, brochures, and safety presentations. We encourage community members—students, faculty, staff, and guests—to report all crimes or suspicious activities to the Security Department. Prompt and accurate reporting is essential for campus safety.

Security utilizes an online database to record safety-related incidents, including both crime and non-crime events across the campus and its perimeter. Security Incident Reports are for internal purposes, while crime-related incidents are reported to local police in conjunction with our own documentation. Each report records the nature, date, time, individuals involved, location, and outcome of the incident. Additionally, we summarize security and safety incidents daily for review and reported up the Vice President of Security & Protective Services and Executive Staff from Hospital and School Administration.

Campus safety relies on a partnership between Mount Sinai Security, students, faculty, and staff. We are pleased to provide this summary of our campus security and fire safety activities and statistics, in accordance with U.S. Department of Education guidelines. We welcome your comments, questions, and suggestions regarding campus safety, which can be directed to the Office of Security Administration at 212-241-5661. This office oversees security operations throughout the campus.

Below is a description of Mount Sinai's policies and procedures related to campus safety and security reporting.

## POLICIES, PROCEDURES & PROGRAMS

*In addition to a full array of security services, Mount Sinai has policies, procedures, and programs that are intended to help promote safety on campus. Consistent with federal and state requirements, these are included here for general information.*

*Further information regarding a specific policy application is available upon request from the Office of Security Administration at: 212-241-5661, Monday through Friday between the hours of 9am and 5pm.*

### PREPARATION OF THE ANNUAL DISCLOSURE

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Mount Sinai prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act. Crime statistics for the annual disclosure are collected from two primary sources: 1) police agencies and 2) school officials with knowledge of formal and informal complaints and disciplinary referrals who are designated as Title IX Coordinator. These individuals at Mount Sinai are designated based on whether they perform the following functions: 1) their official job responsibilities involve significant interaction with students and/or campus activities, 2) they serve as informal or unofficial mentors to students, 3) they serve as a member of an office or of a committee to whom students are directed to report or discuss crimes, allegations of crimes, and other troubling situations, and/or 4) they have oversight for student disciplinary procedures.

Reports from Title IX Coordinators are solicited annually. A reporting form and training documents are provided and are also available online. Title IX Coordinators are instructed to report crimes reported to them to Security immediately. Annually, Title IX Coordinators are informed of any complaint, allegation, or incident falling into the reportable categories that is reported to them must be reported to Security, regardless of whether any particular informal or formal investigative process is pursued. Title IX Coordinators receive training guidelines to assist in data collection. The Office of the Dean is the repository of reports.

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Police reports are gathered from NYPD and police in jurisdictions where Mount Sinai owns or controls property that is used in support of the educational mission of the Icahn School of Medicine and is frequented by students. When there is doubt as to whether a crime is reportable owing to its location, Mount Sinai errs on the side of including the crime, in an effort to provide useful and informative data.

For more information, contact the Office of Security Administration, Monday through Friday between the hours of 9:00am and 5:00pm, at 212-241-5661.

### **ACCESS TO CAMPUS FACILITIES**

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Many campus buildings are open and accessible during normal business hours. Most facilities have individual hours, and the hours vary depending on the operations within. The first-line of defense in our access control program is the Security staff posted in the lobby entrances. However, access to some of these buildings are also controlled by electronic access after normal business hours. Only authorized personnel are allowed inside the buildings.

Entryway doors to some locations, including some academic offices, are controlled by electronic access, even during normal business hours. For example, entry to the Student Lounge, are available only by electronic card access 24-hours a day.

Authorized personnel can access these areas by placing your Mount Sinai ID Card next to the card reader located outside the doorway. Access levels are maintained and audited by Security Administration. For more information, contact the Office of Security Administration at 212-241-5661.

### **CONFIDENTIAL & VOLUNTARY REPORTING**

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All members of the Mount Sinai community are encouraged to report all crimes to the Security Department; these reports may be made on a confidential basis. If you wish to report a sexual assault, domestic violence, dating violence, or stalking incident, you may report the crime to the Security Operations Center at 212-241-6068. The Clery Act, however, requires Security to maintain accurate records on the number of incidents, determine if there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community of an ongoing threat if needed. The Security Department will investigate crime that is reported to them.

Pastoral counselors and professional counselors, if and when they deem it appropriate, are encouraged to inform the persons they are counseling of the procedures to a report crime to Security Department for inclusion in the annual disclosure of crime statistics.

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### CRIME PREVENTION

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#### New Beginnings & Student Orientation

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All new employees and students of Mount Sinai must attend orientation. The Director of Security or designee will represent the Security Department and educate new employees on the availability of security services, how those services are obtained and the employee's role in the Hospital Security Program, "Security Awareness." Starting with the August 2018 Orientation for new students, student are required to log-on to the on-line security training sessions, review the session and submit answers to a series of questions.

#### Security Officer Patrols

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Security Officers assigned to patrol campus buildings will identify and report all safety and security deficiencies found. When a deficiency is found, the Security Officer will annotate the deficiencies on their Patrol Sheet and notify the department responsible for the corrective maintenance. The number of deficiencies found will be compiled and recorded monthly by the Senior Supervisor.

#### Testing of Panic Alarms

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All Panic Devices throughout Mount Sinai are checked each month. Alarm checks and their status are recorded in the Panic Alarm database. Panic Devices that are inoperative or needs maintenance are reported for repair.

#### Emergency Preparedness Drills

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To improve and enhance Security's response to potential incidents, each shift conducts monthly drills for the following incidents: Infant Abduction; Telephone Outage; Panic Alarm; Bomb Threat/ Suspicious Packages; Perpetrator/ Trespasser; Nuclear, Biological & Chemical; Hazardous Materials; and Chemical Spills.

Each drill is rated, critiqued and reported by the Security Supervisor conducting the drill. The report highlights the drill's strengths along with areas for improvement. All drills are recorded in the Emergency Drill database.

#### Law Enforcement Liaison

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The Security Director, Associate Director of Security, or designee attends meetings with NYPD 23rd Precinct Community Council on a monthly basis to discuss and share information on crime trends and preventative programs.



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### **CRIMINAL ACTIVITY BY STUDENTS WHILE OFF-CAMPUS**

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Officially recognized student organizations located or conducting events off campus are subject to the same rules and regulations governing on-campus organizations or events. Criminal activity by students occurring in off-campus organizations is subject to all applicable state and municipal laws, as enforced by the Mount Sinai and NYPD. Security reports student violations of law to the Dean's Office for disciplinary review.

### **EMERGENCY RESPONSE & EVACUATION PROCEDURES**

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In the event of an incident that requires the immediate notification of the campus community, Mount Sinai has an emergency notification system, known as "Message-1 Alert," which provides text, voice, broadcast and e-mail messages to members of the Mount Sinai community and that may include face-to-face communication in the event technology fails. The Message-1 Alert is activated upon confirmation of an imminent threat to the health and safety of the Mount Sinai community. The Security Department is responsible for confirming an emergency, with the assistance of Hospital and School administrators, local first responders and/or the national weather service. Follow-up information will be provided to the Mount Sinai community using some or all of the systems described above.

### **Evacuation**

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In the event of an emergency, faculty, staff, students, and trainees may be asked to evacuate or shelter in place. In the event of a fire, fire-alarm, or other issue that requires people to leave the building, the emergency alert will instruct how to evacuate. If so, people are asked to evacuate calmly through the nearest exit and out of the building, to be mindful of all the exits and to assist those that may need help. In addition, they are asked to not re-enter the building until given the all clear by the fire department. Upon arrival at assembly points, school administrators or their designees are responsible for accounting for evacuees. Depending upon the time of day

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and location, the accounting may be made by memory recollection, class or event roster, staff listing or teaching assistant notes. In turn, these individuals are responsible for communicating information about missing or suspected missing persons to the on-scene emergency officials and assisting them as requested.

### Emergency Alerts

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During the On-Boarding process, the cell phone number provided by an employee, faculty, staff, student and trainee is automatically registered with Mount Sinai's Emergency SMS messaging system. If their contact information changes, they must update their SinaiCentral account.

### Shelter in Place

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Shelter in place is a precaution intended to keep people safe while remaining indoors. The request to shelter in place may come from a Mass Notification, Security

Department or another public safety authority. If a Mass Notification is used, the Mount Sinai community will be notified. All persons should enter the nearest room and to shut and lock the door(s) if possible, and to wait in the location until given an "all clear" or told to evacuate.

## **FACIAL RECOGNITION & VIDEO SURVEILLANCE**

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### General Information

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Mount Sinai is dedicated to ensuring campus safety and has made substantial investments in surveillance cameras and related security technologies. These measures are designed to enhance safety and deter theft and other criminal activities. Surveillance cameras also aid security personnel, law enforcement, and regulatory agencies in investigating incidents.

In most cases, camera footage will be reviewed after incidents occur rather than monitored in real time, except in designated high-risk areas with a history of incidents. It's important to note that all cameras will operate without audio recording.

Installations will be restricted to locations that respect individuals' "reasonable expectation of privacy" as defined by law. Video surveillance will be conducted in a professional, ethical, and legal manner, and monitoring based solely on characteristics such as race, gender, sexual orientation, disability, or any other protected classification is strictly prohibited.

### Implementation

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All requests for the installation of CCTV surveillance cameras and other security infrastructure devices are managed by the Security Project Management Office (PMO). The Security PMO is responsible for designing the layout and ensuring that all equipment meets or exceeds security and technical requirements to prevent unauthorized access to the devices, video footage, and camera network.

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The camera system is configured to prevent tampering, duplication, or alterations of recorded video by camera operators and system administrators. Each recorded video will have an embedded date and timestamp, along with the camera number and a general description of the monitored area.

Recorded footage is stored on hard drives in secure locations with dedicated network video recorders, accessible only to authorized Security personnel. Hard drives can retain footage for up to 30 days, depending on the volume of recordings and available memory. In all instances, the oldest footage will be overwritten by new recordings. Once overwritten, the previous footage is permanently deleted and unrecoverable.

To retain video footage or images before they are overwritten, they must be exported. Authorization from Security leadership is required before any video or images can be exported. Each video or image will be clearly labeled with the camera number, date and time, and a general description of the recording.

### **Requests to Review Video Footage**

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All requests to review video footage must be authorized by Security leadership. To streamline the process for reviewing camera footage, department heads and managers have been granted the authority to initiate requests and review footage in the presence of Security personnel, either in the Security Operations Center or in authorized areas equipped to access the security camera network.

Video reviews will be restricted to footage pertinent to specific incidents, including the

relevant dates and times. All requests to export video must also receive authorization from Security leadership and be carried out by authorized Security personnel.

Individuals reviewing the camera system are prohibited from using cell phones or other electronic devices to take pictures. All screenshots and video recordings must be generated by authorized Security personnel using the security camera video management system.

### **Facial Recognition**

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Facial Recognition (FR) cameras are utilized throughout the Mount Sinai Health System. The purpose of the FR system is to act as the trigger to immediately alert Security personnel that an individual has biometrically matched a person of concern on the Security watchlist. A “person of concern” is defined as an individual whom, based upon a previous on-campus incident, was deemed to pose a significant threat either against the institution or our community members.

The FR technology utilizes advanced algorithms to measure and analyze biometrics. Within several milliseconds, the system generates a template of an individual’s face using over 100,000 data points. The data points are generated by measurements of facial features relative to other facial features and data points. For example, the distances between a person’s jaw in relation to their cheekbone, nose, ears, and eyes. As stated in the “General Information” section, pictures uploaded into the FR system are not based on characteristics of race, gender, sexual orientation, disability or other protected classifications.

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When analyzed, if the template of the person entering the lobby matches within 90% of a saved template, the system will alert Security that a possible match has occurred. The system will display the face of the individual on the watchlist and the possible match.

### **IDENTIFICATION CARDS**

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Mount Sinai is open 24 hours a day, 7 days a week. Consequently, it is extremely important that access control procedures are followed very diligently. Security and safety is the responsibility of every employee.

Security Officers greet each person entering the lobby and direct people to their correct destination. Additionally, Security Officers will assist persons who struggle with entrance doors; especially those with visible handicaps, walkers, canes and/or young children.

All Mount Sinai faculty, staff, student and trainees must wear their ID badges at all times while on campus. The ID card must be attached to the outermost garment and must be displayed above the waist. Security will stop and request an employee, faculty, staff, student and trainee that are seen wearing badges backward or inconspicuously, to wear the badge so the name and picture are visible.

### **Faculty, Staff, Students & Trainees**

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All Mount Sinai faculty, staff, students and trainees are issued a valid photo ID by the Security Department which must be worn while on the premises above the waist. All

persons issued a Mount Sinai ID card are required to present their ID card to the Security Officer upon entering the campus buildings. The Security Officer(s) posted at the lobby entrance screen persons entering and exiting the facility. Security Officers look at the picture on the ID card and determine if it matches the employee presenting the ID. Individuals presenting ID cards which belong to other individuals are stopped. The Security Officer will confiscate the ID card and notify a Supervisor in the Security Operations Center (SOC).

When employees enter without their ID card, the employee is to present a valid government issued ID card and sign-in to the "Employees without ID Card" roster. Further verification can be completed by the Security Supervisor inside the SOC.

### **Replacement ID Cards**

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When faculty, staff, students and trainees lose their ID card, Security Administration will replace the ID after s/he pays the \$20.00 fee at the Main Cashier. During non-business hours, the Supervisor in the Security Operations Center will collect the fee from the individual which will be submitted to Security Administration.

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### **ILLICIT DRUGS, ALCOHOL & SUBSTANCE ABUSE**

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The unlawful possession, use, sale, or distribution of illicit drugs or alcohol by students, faculty, or staff on Mount Sinai owned property, or as a Mount Sinai activity is prohibited.

Mount Sinai has a drug and alcohol abuse prevention program in place. All community members and employees receive a copy of the Drug Prevention Program during New Beginnings. Students receive information on Drug Prevention during School Orientation.

The Department of Human Resources distributes information about the prevention program to all faculty and staff. Mount Sinai also provides information to inform employees of the dangers of substance abuse and the availability of counseling and other assistance.

#### **Liquor Law Violations**

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The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.

In accordance with State and Federal laws, all persons under the age of 21 are prohibited from purchasing, publicly possessing and consuming alcoholic beverages.

#### **Substance Abuse & Programs**

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Mount Sinai makes a special effort to reach out to all incoming students to familiarize them with campus wellness resources and our comprehensive substance abuse prevention programs.

#### **Investigations**

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Mount Sinai Security investigates reports of illegal activity involving drugs and alcohol, including reports of underage drinking, and takes appropriate enforcement actions. Security will refer cases for criminal prosecution where evidence warrants per State and Federal law. Violators are subject to disciplinary action, criminal prosecution, fines, and/or imprisonment. For more information, contact the Office of Security Administration at 212-241-5661.

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### LOST & FOUND PROPERTY

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The Lost and Found Property repository, located in the Security Administration area, safeguards clothing and incidental property of patients, when other arrangements cannot be made immediately. It is also a storage site for property that is lost and/or unclaimed.

All jewelry and/or currency turned in to Security Operations Center (SOC) is logged into the Valuable & TelSafe database by a Security Supervisor and placed into a valuable envelope and placed into the secured cabinet. The envelope is labeled, "Found Property." Other property that is found throughout the campus is safeguarded in the SOC and logged into the Lost & Found database.

When possible, the SOC will contact the owner of the property. Once ownership is established and proper identification is produced, the property will be signed over to the rightful owner. The owner must sign the envelope and submit a valid photo ID which is photocopied and attached to the valuable envelope. A continuous inventory of Lost and Found property is kept. Property will be disposed of after forty-five (45) days if not claimed by the owner.

### MISSING STUDENT NOTIFICATION PROCEDURE

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A student may be deemed missing if it is reported to appropriate Mount Sinai officials that the student has been unreachable via personal contact, telephone, e-mail, or other means of electronic communication for 24 hours or more.

Mount Sinai annually informs each student who

resides in on-campus housing of his or her option to identify an individual to be contacted if the student is missing. For students under age 18 who are not emancipated, Mount Sinai is required by law to notify a custodial parent or guardian in the event a student is missing.

Under the ISMMS's missing person notification procedures, Mount Sinai will notify NYPD and any other appropriate law enforcement agency no later than 24 hours after the time that any student who lives in on-campus housing is determined to be missing. If a student who lives in on-campus housing is missing for more than 24 hours, Mount Sinai will notify the individual either listed as the emergency contact or identified by the student. While this requirement is focused on students who live on campus, ISMMS collects this contact information for all students, including those who live off campus.

To report a missing student, please contact any one of the persons below:

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Vice President, <i>Security &amp; Protective Services</i>	212-241-5661
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Director, <i>Security Infrastructure</i>	212-241-1220
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Director, <i>Security Operations</i>	212-241-5649
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Manager, <i>Security Operations</i>	212-241-2432
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Senior Security Supervisor	212-241-1222
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Security Operations Center (SOC)	212-241-6068
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### **PARKING & TRANSPORTATION**

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The Mount Sinai Health System offers a shuttle bus service to ensure that employees, students and trainees can travel easily between the campuses of the Health System for business and educational purposes. The shuttles are not intended for commuting from home to work, with one exception: the shuttle between the Harlem 125th Street Metro North Station and Madison/99th Street, which requires payment by users for every ride. Be prepared to show your Mount Sinai ID when you board any shuttle bus.

#### **Real-Time Shuttle Tracker**

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We are pleased to introduce the Shuttle Bus Tracking System that provides both the real-time location and the number of minutes it will take the bus to reach its next stop. The website is compatible with all computer and mobile platforms: Windows, Android, iOS, and BlackBerry. Just connect your device to the internet and navigate to: <http://www.mshsShuttle.org> and let us know your thoughts.

#### **Monthly Parking**

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Mount Sinai offers off-site parking at a first-come, first-served basis. For more information, please contact the Office of Security Administration at 212-241-5661, Monday - Friday between the hours of 8am and 4pm.

### **POSSESSION OF WEAPONS & FIREARMS**

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The possession or use of explosives, incendiary materials, or weapons, including guns, on Mount Sinai property by students, faculty, staff, or visitors is prohibited except for NYPD and other certified law enforcement officers. For more information, call the Office of Security Administration at 212-241-5661.

### **REPORTING A CRIME**

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Anyone may report a crime or emergency to Security at 212-241-6068, or by dialing extension 60 from any campus telephone. Also, any person can notify our Security staff either on post or patrol of any crime, emergency, and suspicious activity. In addition, we encourage the use and activation of the silent panic devices where applicable.

All Mount Sinai staff, faculty and students, including visitors, are asked to report crimes to the Security Department and to dial 911 in an emergency. Once information about a crime is received, the SOC will dispatch a Security Officer who will collect the information pertaining to the incident, and who will conduct our initial investigation. In response to a reported emergency, Security will respond and summon the appropriate resources, including the New York City Police Department, as required.



## **ASSISTANCE OPTIONS FOR VICTIMS OF SEXUAL MISCONDUCT**

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If you believe that you or another member of the ISMMS Community has been the victim of Sexual Misconduct, you can take any/all of the following steps:

### **Contact on or off-campus advocates and counselors**

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Advocates and counselors can provide an immediate response in a crisis situation (e.g., help you obtain needed resources, explain reporting options, and help navigate the reporting process). There are many counseling, advocacy, and support organizations available to help victims of Sexual Misconduct, whether or not those victims choose to make an official report or participate in the institutional disciplinary or criminal processes. Information for 'on and off-campus' counseling, advocacy, rape-crisis and sexual assault treatment programs, and support organizations contact Rebecca Anderson, Title IX Coordinator at 212-241-8669 or [titleix@mssm.edu](mailto:titleix@mssm.edu)

### **Get medical attention**

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Emergency medical care can be provided to you in the Emergency Departments of local hospitals. If you seek medical attention from the Mount Sinai Hospital Emergency Department, a DOH-certified Volunteer Advocate from the Mount Sinai Sexual Assault and Misconduct Intervention Program ("SAVI") will be available to respond and to provide support, information and advocacy to you.

Evidence collection can be important in support of criminal charges, and accordingly, victims who may wish to pursue criminal action (or who wish to keep that option available) should be aware of the importance of immediately reporting the incident so that physical evidence can be preserved at the scene, as well as on the person assaulted. Although a delay in reporting could limit the amount of physical evidence available (which could impact a criminal investigation), victims can always report the incident, whether it be days, weeks, or months after the incident occurred. Additional information regarding sexual assault forensic examinations, as well as resources available through the New York State Office of Victim Services

Evidence collection is only one aspect of the sexual assault medical follow-up care a survivor is entitled to receive if he or she decides to access services. A full physical examination, certain prophylactic



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antibiotics and anti-viral medications, pregnancy prevention medication and other procedures will also be offered during the victim's hospital visit.

### **Contact Law Enforcement**

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To include the NYPD (at 911), the District Attorney of New York's Sex Crimes Unit at 212-335-9373, or the New York State Police Sexual Assault Victims Unit.

### **Contact ISMMS faculty, staff, or the Title IX Coordinator.**

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Reports of Sexual Misconduct can be made to any ISMMS faculty, staff member, or directly to the Title IX Coordinator. With limited exception, ISMMS Designated Officials who receive reports of Sexual Misconduct are expected to forward such reports to the ISMMS Title IX Coordinator – and thus, ISMMS Designated Officials who become aware of alleged incidents of Sexual Misconduct cannot generally treat reports of Sexual Misconduct confidentially.

### **REPORTING POLICIES & PROTOCOLS**

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Reporting Sexual Misconduct can be difficult, and victims or witnesses to such behavior may have mixed feelings about whether or not to report such behavior. ISMMS encourages all members of the ISMMS Community who either: (1) believe that they have been the victim of Sexual Misconduct; or (2) become aware of incidents of Sexual Misconduct involving other members of the ISMMS Community, to report the conduct.

There are a number of different options for formally reporting Sexual Misconduct, each of which accord varying degrees of confidentiality. For additional information, contact Dr. Sandra Masur, Title IX Coordinator at 212-241-0089 or [Sandra.masur@mssm.edu](mailto:Sandra.masur@mssm.edu).

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### **RESPONDING TO A CRIME**

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Security dispatchers are located in the Security Operations Center (SOC) and are available 24-hours a day to answer calls. In response to a call reporting a crime, Security will take immediate action, either by dispatching Security personnel or calling NYPD.

### **SECURITY ESCORTS**

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The Security Department has developed this policy to provide a Security Officer escort for employees and students who, at any time, do not feel safe walking to their destination. The Security Escort can be anywhere within the campus, including off-site locations, i.e., Mount Sinai parking garages, public transportation stations (subway, Metro North Station, etc.).

Any employee or student can call the Security Department 24 hours a day at 212-241-6068 (extension 46068) to arrange for a Security escort. The individual requesting this service should call the Security Operations Center (SOC) 20 minutes before in advance.

The Security Officer can be met at your office, workstation or lobby of their building, depending on their preference.

#### **On Campus**

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The Security Officer will meet the person and walk with them to their destination. The Security Officer must call the SOC when they meet the person to be escorted and when the escort is completed via radio.

#### **Off Campus**

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The Security Officer will use the Security vehicle to drive the person(s) to their destination. The Security Officer must call the SOC when they meet the person to be escorted and when the escort is completed.

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### SEX OFFENSES & OFFENDERS

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#### Awareness Programs

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Mount Sinai has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students, and participating in and presenting information and materials during new employee orientation.

Mount Sinai offered the following primary prevention and awareness programs for all incoming students since 2013 as follows: All incoming medical and graduate students are required to participate in an on-line training session on topics of Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Bystander Intervention during the orientation process.

#### Sex Offender Registry — New York “Megan’s Law”

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Information regarding a registered sex offender can be obtained by calling the New York State Sex Offender Registry Information Line at 1-800-262-3257 or online at: <http://www.criminaljustice.ny.gov>. Callers must be 18 years old and must provide their name, address, and telephone number in order to request information. The Information Line is open Monday-Friday 8:00 a.m. to 5:00 p.m. To learn the status of an individual, callers must provide the individual’s name and at least one of the following identifiers: the individual’s street address and apartment number, driver’s license number, social security number, or birth date. A physical description is helpful but is not required. To use the on-line link,

the person inquiring must provide his/her name and address to access information about the registered sex offenders.

#### Procedure for Campus Disciplinary Action

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- Accuser and accused are entitled to same opportunities to have others present during a disciplinary proceeding.
- Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense.
- Be conducted by officials who receive annual training on the issues related to 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.

In all cases, investigations that result in a finding of more likely than not that a violation of policy occurred will lead to the initiation of disciplinary procedures against the accused individual. Student sanctions including, but not limited to, expulsion, suspension, disciplinary probation, recommended counseling, and/or other educational sanctions may be imposed upon those determined to have violated this policy. Sanctions for faculty and staff may include written warning, final written warning or suspension, and termination.

## **SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**

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Mount Sinai strives to be a community free of sexual assault, domestic violence, dating violence, and stalking by promoting the essential values of respect and responsibility, providing education, and working with students, faculty, and staff, to create a community that is safe and supportive for all. Mount Sinai takes all complaints and accusations of sexual misconduct seriously.

### **Resources for Victims of Domestic Violence**

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If you have been the victim of sexual assault, domestic violence, dating violence, and stalking, you should report the incident to the Security Operations Center (SOC) immediately by calling: 212-241-6068.

Mount Sinai will provide resources on campus, off campus or both, to include medical and mental health support, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the

incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the New York City Police Department or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Mount Sinai will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In New York, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights as prescribed by law:

- To be informed of and to be present at court proceedings of the accused
- To be heard at sentencing of the accused in the manner prescribed by law, and at other times as prescribed by law or deemed appropriate by the court
- To be given information about the crime, how the criminal justice system works, the rights of victims, and the availability of services
- To receive information about the conviction or final disposition and sentence of the accused
- To receive notification of escape, release, proposed parole or pardon of the accused, or notice of a reprieve or commutation of the accused's sentence

Further, Mount Sinai complies with New York law in recognizing protection orders. Any person who obtains an order of protection from

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New York or any other state should provide a copy to the SOC, located at Anbg MC-203.

### **Bystander Intervention**

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A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, domestic violence, dating violence, and stalking. Bystanders, if active, can prevent harm or intervene with safe and positive options before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting EMS, campus police, etc.), or intervening when someone is being belittled, degraded or emotion-ally abused.

### **Counseling & Support**

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A variety of support resources are available on campus and in the community to assist faculty, staff, students, and trainees in dealing with sexual assault, domestic violence, dating violence, and stalking whether it happened recently or in the past. Please contact the Security Operations Center at: 212-241-6068.

### **Academic Living Conditions**

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Mount Sinai may implement protective measures following the report of sexual assault, domestic violence, dating violence, and stalking which may include some or all of the following actions: reasonable academic accommodations, on-campus housing reassignment, a “no contact” order between the accused and the victim, transportation and working conditions, if reasonably available.

Mount Sinai officials will review the academic and living situations of a victim of an alleged sexual assault and will, upon request, make appropriate changes in working or academic situations, and for students, will make appropriate changes in living situations whenever possible.

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### **TIMELY WARNING REPORTS**

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Mount Sinai issues timely warning notices whenever a Clery crime is considered to pose a serious or continuing threat to faculty, staff, students, and trainees. Timely warnings may be issued for the following crime classifications: aggravated assault, arson, burglary, criminal homicide, dating violence, domestic violence, motor vehicle theft, robbery, sex offense, and stalking when the crime is deemed to pose an ongoing threat to the Mount Sinai community. The Director of Security or designee reviews all reports to determine if there is an ongoing threat to the community and if the distribution of a timely warning is warranted. These warnings may be made by e-mail and/or text messaging, along with Mount Sinai and local news service, as determined by each circumstance. The Director of Security or a designee and the Hospital and School Administration determine if a timely warning is necessary and the alerts are generally written and distributed to the community by Mount Sinai.

### **TRESPASSERS & UNAUTHORIZED PERSONS**

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When it has been determined that an individual has no legitimate cause to be on Mount Sinai property and/or is engaged in illegal activity, the person is considered to be trespassing. Notify the Security Operations Center (SOC), who will dispatch a Security personnel to the scene. The individual is to be photographed in the SOC and issued a trespassing notice. If the person refuses to comply, the trespasser should be escorted off the campus. If the individual requests medical treatment, they should be escorted to the Emergency Department. They should be registered for treatment, and if appropriate, observed by a Security Officer until treated and released. When treatment is completed, they should be escorted off the premises.

Trespassing notices are kept on-file in the Security Alerts Database Management System. After trespassers are brought to the SOC, the trespassers credentials will be queried against the database to determine if the individual has had a previous offense. Repeat offenders, or depending on the seriousness of the activity, have a complaint of criminal trespass placed against them with the NYPD. Police receives a copy of the prior trespass notice(s).

A Security Incident Report is to be prepared for all trespassers whether they refuse or accept medical treatment. After completing the report, one (1) picture of the trespasser, the trespass notice and the Security Incident Report are to be submitted to Security Administration.

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### **WORK PLACE VIOLENCE**

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Mount Sinai is committed to supporting a workplace environment free from harassment, intimidation, threats, and violence for all members of the Mount Sinai community including but not limited to faculty, staff, student employees, contracted employees, visitors, and guests of Mount Sinai. While no large organization is immune from acts of violence, clear policies and procedures help reduce the likelihood of such events and guide appropriate responses to situations that may arise.

The purpose of this policy is to address the issue of potential workplace violence in our community, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to be followed if such violence occurs.

This policy applies to all faculty, staff, trainees and students of ISMMS. In addition, the policy applies to individuals whom Mount Sinai contracts to do work on its behalf, including consultants, vendors, contractors, and subcontractors. Mount Sinai employees and those working on behalf of the medical center are expected to adhere to this policy at all times, on or off campus, when they are officially representing or acting on behalf of Mount Sinai, conducting official business, and/or attending Mount Sinai sponsored or financed activities. This policy covers activity at all Mount Sinai owned and operated properties, facilities, and off-campus locations where business is conducted.

The Security Department investigates all reports of crimes. In serious cases, referrals are made to the New York Police Department. For noncriminal workplace issues, please call the Office of Security Administration at 212-241-5661.

# APPENDIX A

## *Crime Definitions*

### Aggravated Assault

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An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.) This category also includes cases when the offender is aware that he or she is infected with a deadly disease and deliberately attempts to infect another with that disease by biting, spitting, or some other method.

### Arson

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

### Burglary

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The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safe-cracking; And all attempts to commit any of the aforementioned.

### Criminal Homicide-Murder

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The willful (non-negligent) killing of one human being by another.

### Drug Abuse Violations

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Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones) and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

### Liquor Law Violations

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The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

### Motor Vehicle Theft

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The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

### Robbery

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



# APPENDIX B

## *Safety & Risk Reduction Techniques*

### Automated Teller Machine (ATM) Safety

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ATMs are conveniently located near the cafeteria on the first floor of the Guggenheim Pavilion. You can help to protect yourself and your property by following these easy tips:

- Choose a well-lit ATM and have someone with you when using the machine at night.
- Stand directly in front of the machine so that no one can see you enter your Personal Identification Number (PIN).
- Cancel your transaction and return later if anything seems suspicious.
- Pocket your cash immediately and count it later.
- If you lose your ATM card, report it immediately to your financial institution.

### Bicycle Safety

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For many, bicycling is a sport and the preferred mode of travel on and around campus. To cycle safely, remember to:

- Ride with the traffic whenever possible.
- Follow same driving laws as cars.
- Use reflectors, reflective tape, or other similar devices on bikes or clothing.

For your own personal use, record the identifying characteristics and the serial number of your bike, and keep the information in a safe place. Always lock your bike, even if you are leaving it for just a minute. If your bike is stolen or vandalized, report the incident promptly to the Security.

### Computer & Identity Information Safety

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Protect your computer and mobile devices by using a password or PIN to lock portable devices, and never leave them unattended. They are very easy to steal. Protect yourself and your information online:

- Use up-to-date anti-virus and anti-spyware software
- Use passwords wisely
- Use a different strong password for each online account
- Never share your password
- Never use another person's password
- Be wary of peer-to-peer file sharing, which can open your computer to infection. (It can also make you vulnerable to costly legal problems)
- Never respond to an e-mail request for private personal information such as your social security number, password, or credit card number; no legitimate company will request information in this way
- Lock your screen or log out before you walk away from any publicly accessible computer

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### Fire Safety

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Your worst enemy during a fire is smoke. If you are caught in smoke, get down on the floor and crawl to safety. Close doors behind you as you escape, and use stairs, NEVER elevators. Simple fire safety tips to follow are:

- Make sure there is a working smoke detector near your sleeping quarters.
- Learn the location of fire exits and alarm boxes near you.
- Sound the fire alarm if you see smoke or detect a burning odor.
- Do not re-enter a building until it has been declared safe.

### Office, Classroom & Laboratory Safety

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- Avoid working or studying alone in a building at night. If you must work late, let somebody you trust know where you are and when you will be done.
- Keep your purse in a locked cabinet or drawer. Never leave it in, on top of, or underneath a desk.
- While in class, the library, or the lab, keep personal belongings in view.

### Outdoor Safety

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- Take advantage of the Security Escort services.
- Walk on designated walkways that are well lit and well traveled.
- Be alert and aware of your surroundings.
- Purses should be carried close to the body and secured under one arm. Backpacks should be carried over one shoulder and secured with one arm.
- Do not run or jog alone, especially at night.

### Robbery

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The most important thing you can do during a robbery is to prevent, if possible, any violence. Always assume that the robber is armed, even if you can't see a weapon, and act accordingly:

- Get it over with quickly. If you try to stall, the robber may be more prone to violence.
- Do what the robber asks, but don't volunteer to do anything more.
- Don't fight or try any impulsive heroics; the risk is great if the robber is armed.
- Don't chase the robber.

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### Suspicious Activity

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Since safety is everyone's responsibility, it is important for people to be aware of types of behavior and actions which may signal criminal activities. These may include:

- A person who seems to be wandering in the hallways or lurking about the building.
- Any unusual or suspicious noise that you can't explain, such as breaking glass or pounding.
- Vehicles moving slowly without lights or to no apparent destination.
- A stranger sitting in a vehicle for an extended period of time for no apparent reason.
- A person hanging around residence hall windows or parking lots.
- Persons removing property from a building late at night.

# APPENDIX C

## *Sex Offenses Definitions*

*[Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent]*

### **Bias or Hate crime**

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A crime involving bodily injury where the victim was intentionally selected on the basis of actual or perceived race, religion, sexual orientation, ethnicity, gender identity, national origin or disability.

Under the Violence Against Women act signed into law by President Obama on March 7, 2013, institutions are required to compile statistics for the additional crimes of domestic violence, dating violence and stalking which are reported to campus law enforcement, local police agencies or campus security authorities.

### **Domestic Violence**

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The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

### **Forcible Fondling**

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The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity

### **Forcible Rape**

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The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). New definition January 2012 - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim."

### **Forcible Sodomy**

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Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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### **Incest**

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

### **Sexual Assault**

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The term “sexual assault” means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

### **Sexual Assault With An Object**

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The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

### **Statutory Rape**

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Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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**APPENDIX D: 2023 CRIME STATS**

*On-Campus, Non-Campus, and Public Property*

**On-Campus**  
Mount Sinai on-campus properties include facilities that extend from 98th Street to 102nd Street, between Madison Avenue and the 5th Avenue. These facilities are owned or controlled by Mount Sinai and are used primarily for supporting the educational purposes.

**Non-Campus**  
Properties include facilities that are owned or controlled by Mount Sinai, primarily used for educational purposes, but which are not located in the immediate on-campus area.

**Public Property**  
This category includes all streets, sidewalks, and thoroughfares adjacent to on-campus facilities.

	On-Campus			On-Campus Resident Hall			Non-Campus Resident Hall			Non-Campus			Public Property			Total		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-Negligent Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Weapons Related	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Drug Related	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Alcohol Related	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Weapons Related	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Drug Related	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Alcohol Related	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2	0	0	3