A COMMITMENT TO YOUR SAFETY

2023 Annual Security, Fire Safety, and Statistics Report

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A SAFE CAMPUS ENVIRONMENT

Fostering a Team Effort

At The Culinary Institute of America, ensuring a safe campus for students, faculty, staff, and visitors is paramount. While safety officers maintain a 24-hour presence at our residential campuses, the entire CIA community fosters an environment where everyone can feel secure. Campus safety is everyone's responsibility; together, we can continue to make the CIA a wonderful place to work, live, and learn.

The Culinary Institute of America has four locations: the New York campus in Hyde Park, the California campuses, the Texas campus in San Antonio, and the CIA Singapore. Except where noted otherwise, the information in this report pertains to the three US campuses.

Providing Secure Access to Facilities

New York Campus:

While many campus buildings and facilities are accessible to all during the CIA's normal business hours, the exterior doors of the residence halls are controlled by an electronic card access system and remain locked at all times with the exception of the townhouses on the north end of campus use a key entry system.

The Facilities Department periodically inspects all exterior doors on campus to ensure their locking mechanisms are working correctly. Safety officers on patrol routinely check and report any deficiencies with locks. In case of a campus emergency, Campus Safety has the ability to remotely lock down any door with card access capability.

California Campus:

While many campus buildings and facilities are accessible to all during the CIA's normal business hours, the exterior doors of the residence halls are controlled by an electronic card access system and remain locked at all times.

The Facilities Department periodically inspects all exterior doors on campus to ensure their locking mechanisms are working correctly. Safety officers on patrol will also report any deficiencies with locks.

Texas Campus:

CIA buildings require authorized access key card entry at all times, except during special events. Student ID access cards, issued on day one of classes, provide access to CIA buildings during prescheduled authorized access time periods.

Singapore Location:

All students are issued ID cards through the CIA's partner university, the Singapore Institute of Technology. Access to kitchens is gained through a magnetic card system, and external doors are locked with keys by administrative managers.

Maintaining a Well-Lit Campus

Exterior lighting is important to our commitment to campus safety. Parking lots, pedestrian walkways, and building exteriors are well-lit. Lighting inspections are conducted regularly by Campus Safety and the Facilities Department (NY and CA) or Pearl Security (TX).

The Singapore location is well-lit, including internal roads, parking lots, and buildings. Estate Department staff members from Temasek Polytechnic maintain the lighting for the campus and conduct monthly inspections.

Working to Keep You Safe

New York Campus:

Even while you sleep, we're still looking out for your safety here on campus. During late evening hours, safety officers are stationed in the gatehouse at the north entrance to the campus, checking the identification of persons entering the college.

Campus Safety personnel are employed by the CIA and have the authority to ask persons for identification and determine whether individuals have lawful business at The Culinary Institute of America. CIA safety personnel also have the authority to issue parking and traffic tickets.

Safety personnel are not police or peace officers and do not possess their powers of arrest. Criminal incidents are referred to local law enforcement agencies, all of which have jurisdiction on campus. Formal and informal meetings are held with area police agencies to discuss crime-related incidents. A written memorandum of understanding exists with New York State Police, the Dutchess County Sheriff's Office, and the Town of Hyde Park Police Department regarding the CIA's reporting, the police response, and the CIA's cooperation in the investigation of a violent felony offense or missing residential student.

The college often utilizes the services of local police agencies to assist in investigating crimes on campus. All crime victims and witnesses are strongly encouraged to immediately report crimes to Campus Safety at 845-451-1268 or ext. 1111 from a campus phone and to a local police agency (dial 911). Prompt reporting will assist in efforts to protect the campus community, assure the issuance of timely warning notices, and enable timely disclosure of crime statistics.

On a routine basis, fire and police emergency service teams train on the CIA property for a variety of scenarios.

The Culinary Institute of America conducts annual tabletop and practical exercises to test emergency response and evacuation procedures. Emergency notification testing is done two to three times a year. Students, faculty, and staff are advised of the testing prior to the test dates.

California Campus:

Campus Safety personnel at the CIA California campuses are from a contracted security agency and are supervised by the manager of Campus Safety. Campus Safety has the authority to request identification and to determine whether individuals have lawful business at The Culinary Institute of America's California campus. CIA safety personnel also have the authority to issue parking tickets.

Safety personnel are not police or peace officers and do not possess their arrest powers. Criminal incidents are referred to local law enforcement agencies, all of which have jurisdiction on campus. Formal and informal meetings are held to discuss crime-related incidents, and students and employees may report crimes directly to local authorities. The college utilizes the services of local police agencies to assist in investigating crimes on campus, and a written memorandum of understanding exists with the St. Helena Police Department. All crime victims and witnesses are strongly encouraged to immediately report crimes to Campus Safety (ext. 2313 or 707-548-2478) and local police (dial 911). Prompt reporting will assist in efforts to protect the campus community, assure the issuance of timely warning notices, and enable the timely disclosure of crime statistics. Emergency fire and rescue services are provided by both the St. Helena Fire Department and the California Department of Forestry and Fire Protection (CAL FIRE).

Texas Campus:

The CIA San Antonio campus is located in the Pearl District on the grounds of the former brewery. Emergency services are provided by dialing 911; the CIA San Antonio does not employ its own security personnel. The San Antonio Police Department and the Bexar County Sheriff's Department have jurisdiction over the San Antonio, TX campus. The college has a memorandum of understanding with the San Antonio Police Department concerning reporting and investigating crimes on campus. The Pearl Brewery complex employs its own security force that patrols the entire site.

Singapore Campus:

The Singapore campus does not employ security personnel or conduct patrols. Crimes can be reported to the Singaporean Police Department by dialing 999.

Emergency Communication

The college utilizes Everbridge for its mass notification needs. All faculty, staff, and students have Everbridge accounts and are encouraged to register their personal "paths" (the means by which they should be notified during an emergency), such as text message, phone, and e-mail. Additionally, opt-in contact information can be provided via the Everbridge Emergency Notifications link on CIA Main Menu (ciamainmenu.culinary.edu), the faculty/staff, and student web portals at the college.

All enrolled students are registered in the Everbridge Mass Notification system through their CIA e-mail account. Students are encouraged to provide additional contact information (e-mail addresses, phone numbers, etc.) to the notification system during new student orientation. New faculty and staff are enrolled during their new employee orientation. Faculty and staff are encouraged to add and update contact information as well. Students, faculty, and staff are also encouraged to download the Everbridge mobile app to their mobile devices.

New York Campus:

Siren alert system

Two six-speaker arrays have been mounted at outdoor locations, and certain buildings have speaker systems throughout. During an emergency, Campus Safety will send a siren tone to alert people walking on campus and in those buildings that an emergency message is to follow. A pre-scripted or live message can be broadcast to alert the college community of an emergency situation.

Mass notification system

The Campus Safety Department members are authorized to activate the emergency notification system (Everbridge) upon determining that a significant emergency exists. They will immediately notify the Dutchess County 911 Center for law enforcement and emergency service assistance. Once activated, the system will provide specific information and instructions to students, faculty, and staff. Emergency notification testing is done two to three times a year. Students, faculty, and staff are advised of the testing prior to the test dates.

California Campus:

Emergency public address system

The CIA at Greystone's emergency public address system broadcasts campus-wide for evacuations and other urgent matters. The system can be activated by the security officers on patrol, as well as by campus administrators. Messages are preceded by two loud tones followed by a verbal warning. This system can be used to give immediate instructions during emergency or disaster situations.

Mass notification system

The CIA at California, manager of campus safety and services, and the Campus Safety Department at the Hyde Park, NY campus are authorized to activate the emergency notification system (Everbridge) upon determining that a significant emergency exists and will immediately notify local law enforcement and emergency services. Once activated, the system will provide specific information and instructions to students. Emergency notification testing is done two to three times a year. Students, faculty, and staff are advised of the testing prior to the test dates. Details on registering for notifications are provided to all students, faculty, and staff at new student and employee orientations. Additional information is available through the manager of campus safety and services.

Texas Campus:

Mass notification system

The Campus Safety Department at the Hyde Park, NY campus is authorized to activate the emergency notification system upon determining that a significant emergency exists and will immediately notify local law enforcement and emergency services. Once activated, the system will provide specific information and instructions to students. Emergency notification testing is done two to three times a year. Students, faculty, and staff are advised of the testing prior to the test dates. Details on registering for notifications are e-mailed to all students, and more information is available through the associate dean—degree programs. Pearl Security can also make public address notifications on-site.

Campus Timely Warning Policy Statement

The Culinary Institute of America strives to provide a safe environment for the CIA community and its guests. In the event that a crime as defined by the Clery Act occurs on or near a campus and represents a serious or continuing threat to a CIA campus, the college will:

- alert the appropriately affected campus community in compliance with Clery Act 20 USC 1092 (f) in a manner that is timely and provides information about the situation, and
- provide crime prevention and safety information to faculty, staff, and students.

Campus Safety in Hyde Park, NY, in conjunction with appropriate campus administrators, will coordinate the issuance of a timely warning to a campus community in response to a Clery Act crime that is reported to campus security authorities or local police agencies and is considered by the CIA to represent a serious or continuing threat to a campus community.

Procedures—US Campuses

The CIA will provide the appropriately affected campus community with a timely warning when both:

- a Clery Act crime has occurred on or near the campus, and
- said Clery Act crime represents a serious or continued threat to students and/or employees on the campus.

The issuance of a timely warning will be coordinated through the Campus Safety Department at the Hyde Park, NY, campus in conjunction with appropriate campus administrators. Such timely warning notices shall be released as soon as all pertinent information is available and assessed in accordance with the above criteria. The director of campus safety in Hyde Park will provide follow-up notifications as necessary.

The decision to Issue Timely Warning—Responsibility

The decision to issue a timely warning will be made on a case-by-case basis by the director of campus safety in conjunction with appropriate campus administrators. The director of campus safety and administrators shall consider the nature of the Clery Act crime and the continuing danger to the appropriately affected campus community, and the possible risk of compromising law enforcement efforts. Personnel involved in the decision to issue a timely warning will determine the following:

- the process used to confirm that there is a significant emergency or dangerous situation,
- the content of the notification, and
- the specific notification system to be used.

The decision to issue and the actual issuance of a timely warning are done by the director of campus safety in consultation with one or more of the following individuals:

New York Campus:

- Vice President—Finance and Administration
- Provost
- Chief of Staff
- Vice President and Dean—Student Affairs
- Associate Dean—Residence Life and Student Conduct
- Title IX Coordinator

California Campus:

- Managing Director California Campuses
- Vice President—Strategic Initiatives and Branch Campuses
- General Manager—Greystone
- Associate Dean—Degree Programs
- Manager—Campus Safety and Services

Texas Campus:

- Managing Director
- Vice President—Strategic Initiatives and Branch Campuses
- Associate Dean—Degree Programs

Content of a Timely Warning

A timely warning will provide the appropriate campus community with information

- about the Clery Act crime,
- that explains how individuals can protect themselves, and
- that aids in the prevention of similar crimes.

Issuing a Timely Warning

If the director of campus safety determines that a Clery Act crime has been committed and constitutes a serious or continuing threat to the CIA community, a timely warning will be issued.

The CIA may use one or more of the following modes of notification to issue the timely warning:

- Siren alert system—consists of outdoor and indoor speakers that produce a loud alert signal followed by a pre-scripted or live voice message
- E-mail messages
- Emergency notification system (Everbridge)—a third-party-hosted vendor system used to notify the CIA community of an emergency on a US domestic campus using text, e-mail, and voice notification. Students are automatically entered into the system through their CIA account. Opt-in information is provided to each employee and student to add additional means for notification (e.g., phone, text, e-mail, the mobile app)
- Flyers and posters—displayed in the residence halls
- CIA website—www.ciachef.edu
- CIA faculty/staff/student portals—ciamainmenu.culinary.edu

A copy of the timely warning will be maintained with Campus Safety at the Hyde Park, NY, campus.

Procedures—Singapore Location

The decision to issue a timely warning will be made by the managing director of the CIA Singapore in consultation and coordination with the associate vice president of branch campuses and the administration of the Singapore Institute of Technology (SIT). When it has been determined that a Clery Act crime has been committed and constitutes a serious or continuing threat to the CIA community, a timely warning will be issued using the guidelines set forth in this policy to the extent that said notice shall not be contrary to the direction of Singaporean law enforcement.

A timely warning will be issued using one of the following modes of communication, which will be mutually agreed upon by the SIT administration and the CIA Singapore managing director:

- Student/employee e-mail
- Student/employee portal
- Other such means

The managing director of the CIA Singapore will be responsible for maintaining appropriate records of the timely warning notification and should immediately alert the director of campus safety at the Hyde Park, NY, campus of any such event.

Emergency Response and Evacuation Review

Yearly, the director of campus safety and/or the managing director will assemble a group of administrators from Student Services, Residence Life, Facilities, and other departments as needed to review and test evacuation procedures and the twice-per-year testing of emergency notifications systems. The results of these exercises will provide the CIA with an opportunity to review and improve upon its already established processes and procedures. Feedback from the exercises will be posted on CIA Main Menu on the Campus Safety page. The exercises include:

- A walk-through of building evacuation routes and a review of designated meeting areas
- Testing the college's mass notifications systems (text, e-mail, phone)
- Testing of the siren alert and public address systems
- Review of current processes with emergency personnel

Emergency Response and Evacuation Notification

Campus Safety and/or the administration at any of the three US campuses receive reports of emergency situations from the CIA community as well as local law enforcement units and therefore have the primary responsibility for monitoring and confirming an emergency or dangerous situation.

Upon receiving a report of or determining that there is a significant emergency:

New York Campus:

Campus Safety will dispatch safety personnel and notify local law enforcement. The director of campus safety will alert and bring together, as necessary, members of the college's Critical Incident Management Team.*

California Campus:

Campus Safety will notify local law enforcement. Campus Safety and/or the administration will alert and bring together, as necessary, members of the college's Critical Incident Management Team.*

Texas Campus:

911 should be called immediately. The administration will alert and bring together, as necessary, members of the college's Critical Incident Management Team.*

** The CIMT is a decision-making body for the college that consists of senior-level administration.*

Upon confirmation of an emergency or dangerous situation that involves a significant threat to the health and/or safety of the campus, Campus Safety and/or the administration will, without delay and taking into account the safety of the community:

- identify the appropriate segment of the campus community to be notified (if the incident is limited to a specific building or location),
- develop the content of the message, and
- determine that notification will not compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Once activated, the notifications will provide specific information and instructions to the CIA community about the emergency. In the event of an actual emergency, the CIA community will be notified through Everbridge and other methods of communication, including e-mails, posting on CIA Main Menu (the student and employee web portals), text messages, and voice communication. See "Emergency Communication" on page 6.

Evacuation Procedures

All students receive instruction concerning emergency plans and evacuation procedures during their initial safety orientation. Our plans are simple:

- When the alarm sounds, use the nearest available and appropriate exit (which may be a window) and immediately exit the building.
- Move quickly but calmly to a safe location.
- In the event of an armed intruder, if you can safely escape, it is suggested that you do so.
- If escaping is not a possibility, you may have to shelter in place.
- If the intruder confronts you, use any means possible to deter, resist, overcome, and/or evade the person.

SAFETY PROGRAMS AND SERVICES

The Importance of Crime Prevention

The old saying “an ounce of prevention is worth a pound of cure” definitely applies to campus safety. Our goal is to prevent crimes rather than react to them after they have occurred. Toward that end, the college’s Crime Prevention Program seeks to help minimize criminal opportunities and encourages students and employees to be responsible for their own security and the security of others on campus.

Here are some features of the program at each campus that help achieve these goals:

New York Campus:

- Escort program—Escort provided upon request for persons walking on campus, particularly after dark.
- Residence hall security—Crime prevention programs periodically presented by Residence Life staff.
- Emergency telephones—Interior and exterior phones that connect to Campus Safety.
- Closed-circuit cameras—Located in strategic areas (both indoors and out) throughout campus.
- Crime prevention tips and brochures—Available at various locations throughout campus and posted online.
- Operation Identification—Engravers are available for students to engrave serial numbers or owner-recognized numbers on all valuable items on campus.
- Bicycle registration—Offered through Campus Safety; students provide serial numbers and other data helpful in recovering bicycles in the event of theft.
- Student Safety and Sexual Assault Awareness Committee—CIA staff, faculty, and student representatives review the college’s security policies and procedures and annually make recommendations for their improvement.
- Student success alcohol abuse prevention—Training required for all incoming students.
- Student success risk reduction and bystander intervention—Training required for all returning sophomores.
- See Something, Say Something—At new student orientation or at the time of hire, all students and employees are instructed to practice “See Something, Say Something” on campus, in which they are urged to immediately report anything suspicious, dangerous, or illegal to Campus Safety.

California Campus:

- Escort program—Escort provided upon request for persons walking on campus, particularly after dark.
- Residence hall security—Crime prevention programs presented at student housing and safety orientation during move-in.
- Crime prevention tips and brochures—Disseminated to students and posted online.

- Emergency telephones—Interior and exterior phones that connect to Campus Safety.
- Closed-circuit cameras—Located in strategic areas throughout campus.
- Student success alcohol abuse prevention—Training required for all students.
- See Something, Say Something—At new student orientation or at the time of hire, all students and employees are instructed to practice "See Something, Say Something" on campus, in which they are urged to immediately report anything suspicious, dangerous, or illegal to Campus Safety.

Texas Campus:

- Escort program—Escort provided upon request by Pearl Security for persons walking on campus, particularly after dark.
- Closed-circuit cameras—Located in strategic areas.
- Crime prevention tips—Outlined in the *Student Handbook and posted online*.
- Student success alcohol abuse prevention—Training required for all students.

Education is Key

At student orientation for all incoming freshmen, Campus Safety, Residence Life, and other administrators offer crime prevention presentations dealing with personal and fire safety. Students are instructed on how to report incidents and crimes. In addition, fire safety and evacuation are discussed.

This proactive education is ongoing. Throughout the academic year, other presentations and campus-wide programs are offered on topics such as rape and acquaintance rape, avoiding and responding to sexual offenses, and sexual harassment. Please reference the Harassment, Sexual Misconduct, and Discrimination Policy statements beginning on page 17 for details on student and employee sexual assault prevention and related training.

During employee orientation, the following safety topics are presented:

- Preventing and reporting accidents and injuries
- Reporting hazards and emergencies
- Fire safety
- Emergency evacuations
- Enrolling in the emergency notification system

CAMPUS SAFETY AWARENESS

Preparation and Disclosure of Crime Statistics

To promote safety and security at The Culinary Institute of America, and in accordance with the requirements of the Clery Act, the college:

- **Submits crime statistics to the United States Department of Education—**Each year, the college submits crime statistics for reported Clery Act crimes that occur:
    - on campus,
    - on public property within or immediately adjacent to the campus, and
    - in or on non-campus buildings or property that the CIA owns or controls.

  The crimes are categorized by type, location, and year. Crime data is collected and reported the same as is done for the annual security report and is maintained by the director of campus safety.

- **Publishes and maintains an annual security report—**The annual report contains safety-, security-, and fire-related policy statements and statistics of Clery Act crimes occurring on college property, adjacent public property, and non-college property owned or controlled by the college for the preceding three years. The report **(A Commitment to Your Safety)** is based on the calendar year. To prepare this report, Campus Safety at the Hyde Park, NY campus collects statistical information from incidents that have been reported to Campus Safety, Campus Security Authorities (see page 69), and local law enforcement agencies having jurisdiction on each respective campus. In addition, information on disciplinary referrals for liquor law, drug law, and weapons possession violations is gathered in conjunction with Student Affairs, which is responsible for student discipline.

  A copy of the report is available on October 1 each year. The report is distributed annually to all students and employees through the faculty/staff and student portals. It is also available at www.ciachef.edu/safety-and-security and the Department of Education website at http://ope.ed.gov/security. Hard copies of the report can be requested at Campus Safety, 1946 Campus Drive, Hyde Park, NY 12538.

- **Maintains a daily crime log—**A daily crime log is required for campuses that have a campus security department. This is a log of crimes that are reported to Campus Safety and is available for public viewing. It includes the date the crime was reported, the date and time it occurred,

the nature of the crime, the general location of the crime, and the disposition of the incident if known.

CRIME LOG LOCATION:

New York Campus: Campus Safety Office

California Campus: Manager of Campus Safety and Services Office

Texas Campus and Singapore Location: N/A

Reporting Criminal Activity or an Emergency

New York Campus:

Campus Safety is responsible for the enforcement of campus rules and regulations. Safety on campus, however, must be a collaborative effort among students, faculty, and staff. We encourage you to report any suspicious circumstances, criminal activity, or emergency to a safety officer as soon as possible. The sooner an incident is reported, the better we can render aid, protect life and property, and conduct an effective investigation. Students, faculty, and staff are also encouraged to report crimes to area police agencies.

The Campus Safety office is conveniently located adjacent to the maintenance garage behind Roth Hall and is staffed 24 hours a day, seven days a week. If you're some distance from the safety office, you can use one of the many blue-light, direct-ring phones located throughout the campus, as well as the call boxes located at the main entrance of each residence hall. These emergency phones can be used to report a criminal incident, a fire, or any other emergency or to request an escort from Campus Safety. Also, free on-campus public telephones are located in various center hallways in the residence halls. Campus Safety can be contacted by dialing ext. 1268 on these easily accessible phones.

If you have questions or concerns about reporting a sexual offense or crime, we encourage you to meet with a college counselor and discuss those concerns in confidence. The counselors will respect requests for confidentiality within the limits of applicable laws. Otherwise, the CIA does not have any institutional policies or procedures that ensure a victim or witness can voluntarily and confidentially report a crime.

California Campus:

Campus Safety is responsible for the enforcement of campus rules and regulations. Safety on campus, however, must be a collaborative effort among students, faculty, and staff. We encourage you to report any suspicious circumstances, criminal activity, or emergencies to a safety officer as soon as possible. The sooner an incident is reported, the better we can render aid, protect life and property, and conduct an

effective, successful investigation. We ask all students and staff to follow the “See Something, Say Something” practice—if you see something suspicious, dangerous, or illegal, report it immediately.

Campus Safety staffs the front atrium desk at the main building 24 hours a day, seven days a week. To reach us:

- You can call the security cell phone at 707-548-2478 at any time, day or night. The cell phone number can be used to report a criminal incident, a fire, or any other emergency or to request an escort from the office. This number can also be called by simply pressing the black button on the yellow call boxes outside the entrances to the Vineyard Lodge residence hall.
- You can also use the active safety and security radios found in each residence hall to reach Campus Safety immediately if the need arises.

If you have questions or concerns about reporting a sexual offense or crime, we encourage you to meet with a counselor and confidentially discuss those concerns. The counselor will respect requests for confidentiality within the limits of applicable laws. Otherwise, the CIA does not have any institutional policies or procedures that ensure a victim or witness can voluntarily and confidentially report a crime.

Texas Campus:

Emergency services are provided by dialing 911. The San Antonio Police Department and the Bexar County Sheriff’s Department have jurisdiction over the CIA San Antonio facility. Additional security is provided to the entire Pearl District.

The college encourages you to report any criminal activity or emergency to a staff member as soon as possible. The sooner an incident is reported, the better the chance that an effective, successful investigation can be conducted. Crimes should also be reported to area police agencies.

If you have questions or concerns about reporting a sexual offense or crime, we encourage you to contact the CIA’s vice president of strategic initiatives and branch campuses (located on the New York campus) to discuss those concerns confidentially. The vice president of strategic initiatives and branch campuses will respect requests for confidentiality within the limits of applicable laws. Otherwise, the CIA does not have any institutional policies or procedures that ensure a victim or witness can voluntarily and confidentially report a crime.

Singapore Location:

Crimes and other emergencies should be reported to the Singapore Police by dialing 999.

CAMPUS POLICIES

Institutional policies may be updated in accordance with changing laws and regulations. The policy statements included in this report are current as of the date of publication.

Drug and Alcohol Policy

The Culinary Institute of America is committed to creating and maintaining a campus and work environment that is free of drug and alcohol abuse and complies with all federal, state, and local laws governing the service and consumption of alcohol and the use and possession of illegal substances. The CIA prohibits:

- The unlawful use, manufacture, distribution, dispensation, sale, transportation, purchase, or possession of any nonprescription drugs or controlled substances on its owned, operated, or controlled property or any other location.
- Possession of drug paraphernalia.
- The unlawful service, distribution, sale, possession, consumption, or other unlawful use of alcoholic beverages.
- Unlawful behaviors involving alcohol, drugs, or controlled substances including, but not limited to, underage drinking, public intoxication that impacts the CIA, driving under the influence of alcohol or drugs, and manufacturing, distributing, and using false identification.
- The unlawful use, purchase, and distribution of medication, including but not limited to prescription and over-the-counter medications.
- Reckless or intentional acts that endanger mental or physical health or conduct that creates a substantial risk of injury to a person in the course of initiation or affiliation with any organization, club, or institution.
- Any activities involving the forced consumption of alcohol or drugs, including activities encouraging the consumption of large amounts of alcohol or repeated consumption of alcohol in a confined amount of time.

The CIA imposes sanctions for illegal alcohol or drug use and violations of this policy. In addition, individuals violating the law with the use of alcohol and drugs may be subject to criminal charges as applicable under local, state, or federal law. The CIA will cooperate fully with all civil authorities and enforcement agencies.

Harassment, Sexual Misconduct, and Discrimination Policy

Reports of sexual assault, domestic violence, dating violence, and stalking are handled pursuant to this policy. Relevant sections of the policy are incorporated below.

A. PURPOSE

This Policy is intended to provide a comprehensive statement of rules, guidance, procedures, resources, training requirements, roles and responsibilities for The Culinary Institute of America (CIA) Community on the subjects of Harassment, Sexual Misconduct and Discrimination. It is designed to comply with the complex framework defined by federal and state laws and rules, and in the event of a disagreement between the law and this Policy, the law shall govern.

B. POLICY STATEMENT

Nondiscrimination Statement

The Culinary Institute of America (CIA), being committed to respect for diversity and equal opportunity in education and employment, does not discriminate against individuals. The CIA expressly prohibits discrimination against and harassment of individuals on the basis of any protected characteristic, including: race, color, sex, sexual orientation, gender identity and expression, religion, disability, age, genetic information, familial status, marital status, veteran status, ancestry, national or ethnic origin, and any other protected group or classification under the law. In addition, the CIA prohibits Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Sexual Exploitation and Stalking.

This Policy shall apply to conduct that occurs on the CIA's campus, on CIA technological systems, at CIA-sponsored programs, activities and events, including: admissions, financial aid, academic matters, career services, counseling, housing, employment policies, scholarship programs, health services, and all other programs and activities available at the CIA. Except as otherwise provided below, this Policy applies to conduct off-campus when a person accused of Prohibited Conduct is a matriculated CIA student or when the alleged conduct has a continuing adverse impact upon the CIA work or school environment.

This Policy applies to all members of the CIA Community, including Students, Employees (faculty and staff), Trustees, Interns, and Non-employee Workers. Each Student shall be responsible for their conduct from the time of enrollment through the awarding of a degree, as well as during periods between terms of actual enrollment, study abroad and leaves of absence or suspension.

Members of the CIA Community who believe that they have been subjected to Discrimination or Harassment are strongly urged to use the resolution procedures described in this Policy. Third Parties visiting CIA facilities (such as guests, visitors and restaurant patrons) have the opportunity to make reports of Prohibited Conduct for the purpose of this policy; however, Third Parties accused of

violating this policy are not entitled to the procedural protections set forth below and may be summarily excluded from CIA property, programs, activities, or events.

Compliance Statement

The CIA complies with the applicable federal laws across all campuses, including without limitation: Title IX of the Education Amendments of 1972 (specifically including adopted regulations); Section 504 of the Rehabilitation Act of 1973; Title VI and Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Age Discrimination Act of 1975; the Violence Against Women Reauthorization Act; and the Campus SaVE Act. The CIA also complies with state laws applying to its New York, California and Texas campuses, including but not limited to: Article 129-B of the New York Education Law; the New York State Human Rights Law; the New York Labor Law; Section 67836 of the California Education Code; Chapter 51 of the Texas Education Code and other federal, state, and local laws governing Harassment, Sexual Misconduct, and Discrimination.

To ensure that it is a safe and equitable place to learn and work, the CIA has established this Policy and training and procedures for reporting, investigating, and adjudicating allegations of violations of this Policy. The information contained in the Definitions and Procedures sections of this Policy is expressly incorporated into this Policy as it provides essential details for the effective implementation of this Policy.

CIA policy as well as federal and state laws prohibit Retaliation against any individual for making a good faith Complaint of Prohibited Conduct or for serving as a witness or otherwise providing information in connection with a Complaint of Prohibited Conduct.

Compliance Coordinators

The CIA has designated and trained personnel to provide support for reporters, Complainants, and Respondents in cases of allegations arising under this Policy. These include, but are not limited to, the Americans with Disabilities/Section 504 Coordinator (the 504 Coordinator) and the Title IX Coordinator/Age Discrimination Act Coordinator.

The Title IX Coordinator and Legal Advisor is designated as the CIA Title IX Coordinator and Age Discrimination Act Coordinator, who is responsible for coordinating compliance with the complex

legal and regulatory framework governing Harassment, Sexual Misconduct, and Discrimination (except for disability-based issues). The Title IX/Age Discrimination Act Coordinator's responsibilities include overseeing all complaints of Sexual Misconduct and Discrimination (specifically including issues related to race discrimination), identifying and addressing any patterns or systemic problems. In addition, the CIA has designated a Deputy Title IX/Age Discrimination Act Coordinator. Inquiries and Complaints concerning these issues may be referred to either:

Joanna Smith, J.D.

Title IX and Age Discrimination Act Coordinator and Legal Advisor

The Culinary Institute of America 1946 Campus Drive

Hyde Park, NY 12538

Office: Roth Hall Room W401F Telephone: 845-451-1614

E-mail: Joanna.Smith@culinary.edu

Or

Danielle Glendenning, Assistant Director—Faculty Relations Deputy Title IX and Age Discrimination Act Coordinator

The Culinary Institute of America 1946 Campus Drive

Hyde Park, NY 12538

Office: Roth Hall, Room S324 Telephone: 845-905-4369

E-mail: Danielle.Glendenning@culinary.edu

The Dean of Academic Engagement & Administration is designated as the CIA Section 504 Coordinator, who is responsible for coordinating compliance under Section 504 of the Rehabilitation Act of 1973. This law prohibits discrimination based upon disability and requires the CIA to ensure that Students are not excluded from participation in or denied the benefits of any program or activity of the CIA based on disability. Disability-related complaints and associated requests for accommodation are governed by the CIA's Americans with Disabilities Act/Section 504 Compliance Policy (CMP-023). Any individual who believes they may have been discriminated against in an educational program, activity, or employment situation on the basis of a disability may file a Complaint with:

Carolyn Tragni, Dean - Academic Engagement and Administration Americans with Disabilities/Section 504 Coordinator (504 Coordinator) The Culinary Institute of America

1946
Campus
Drive Hyde
Park, NY
12538

Office: Roth Hall,
Room S319
Telephone: 845-451-
1615

E-mail: Carolyn.Tragni@culinary.edu

C. AUTHORITY

President and the President's Cabinet

Age Discrimination Act of 1975

California Education Code, Section 67836
California Fair Employment and Housing Act

Campus Sexual Violence Elimination Act (SaVE Act), incorporated into the VAWA amendments to the Clery Act

Civil Rights Act of 1964, Title VI and
Title VII Education Amendments of
1972, Title IX

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) New York State Education Law, Article 129-B

New York State Human Rights
Law New York State Labor Law
Rehabilitation Act of 1973,
Section 504 Texas Education
Code, Chapter 51 Texas Labor
Code, Chapter 21

Violence Against Women Reauthorization Act (VAWA) amendments to the Clery Act

Click here for the Harassment, Sexual Misconduct and Discrimination Policy

Appendix I

Additional Resources and Procedures relating to Incidents of Sexual Misconduct

I. Sexual Assault Response Team (SART)

A Sexual Assault Response Team (SART) is available at each CIA campus. SART Advisors are trained Employees who are first responders to complaints of Sexual Misconduct. They provide the Complainant with support and assistance, access to resources both on campus and off campus, as well as information about Sexual Assault, Dating Violence, Domestic Violence, and Stalking. For current campus-specific SART contact information, see:

Title IX Resources

SART Advisors use a survivor-centered approach by providing the Complainant key information and letting them make decisions based on what feels comfortable. Upon initial contact, SART Advisors will:

- Provide information on immediate steps victims of sexual assault should take (Sexual Assault Response Team (SART) (ciachef.edu)
- Offer information about resources the Complainant might use to address personal, medical, psychological, safety, and academic concerns related to the incident;
- Provide guidance on procedures to be followed and names to be contacted for gaining rapid access to these resources;
- Offer to make initial contacts with resource providers and to introduce the Complainant to appropriate contact people, both on and off campus;
- Clarify distinctions between campus, civil, and criminal adjudication procedures and offer to help the Complainant make initial contacts with appropriate offices on campus;
- Serve as a liaison with other members of SART who may share more extensive knowledge of particular resources that the Complainant is interested in pursuing; and
- Remain in close contact with the Title IX Coordinator to ensure a coordinated, timely and appropriate support system for the Complainant.

Acts of Sexual Violence are against the law. If an individual would like someone to assist them in

contacting the police or to go with them to the police department, any of the following individuals at the CIA can help:

- Campus Safety/Security officials
- Title IX and Age Discrimination Act Coordinator or Deputy Coordinator
- Student Affairs staff members
- Human Resources representatives

Victims may report an incident to law enforcement regardless of whether they choose to report the incident to the CIA. Conversely, reporting an incident to the CIA does not require the Complainant to report the incident to law enforcement. The CIA reserves the right to report any crime to law enforcement but, as a general rule, will not alert law enforcement to an incident of sexual misconduct without the Complainant's permission, except where there is a serious and immediate threat to the campus community, when a minor is involved, or as otherwise required by law.

In addition to the protective measures that the CIA may take, law enforcement may be able to assist in obtaining additional protections, such as an order of protection or restraining order. The CIA can assist Students in contacting law enforcement and legal services organizations to learn about additional remedies that may be available.

The CIA maintains a Memorandum of Understanding ("MOU") with local law enforcement at each of its domestic campuses to ensure cooperation between local law enforcement, Campus Safety, and the Title IX Coordinator during the course of an investigation.

The CIA will investigate an alleged violation of this Policy regardless of whether a criminal investigation is being conducted. In the event a criminal investigation is conducted into events that are the subject of an investigation under this Policy, the CIA will not delay its investigation unless specifically requested by law enforcement. Even then, the investigation will not be delayed more than ten (10) days, absent extraordinary circumstances

II. Requests by Student-Complainants Not to Investigate or Take Disciplinary Action in Cases of Sexual Misconduct

The CIA has an obligation to provide a safe, non-discriminatory environment for all members of the CIA community. Responsible Employees must report incidents of Sexual Violence of which they become aware to the Title IX Coordinator, regardless of the wishes of accusing persons or reporting parties.

If a person reports an alleged incident of Sexual Violence to a Responsible Employee but requests that their identity remain confidential or that no investigation be conducted or no disciplinary action be taken, only the Title IX Coordinator or designee, in consultation with an appropriate senior administrator, has the authority to grant or deny such a request. If the CIA honors the request not to disclose the identity of a victim, its ability to meaningfully investigate the allegation may be limited. When weighing a Complainant's request not to disclose their identity or that no investigation or disciplinary action be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the Respondent will commit additional alleged acts of sexual or other violence:
- Whether there have been other Sexual Misconduct complaints about the same Respondent;
- Whether the Respondent has a history of arrests or records from a prior school indicating a history of violence;
- Whether the Respondent allegedly threatened further Sexual Violence or other violence against the Complainant or others;
- Whether the Sexual Violence was committed by multiple Respondents;
- Whether the Sexual Violence was allegedly perpetrated with a weapon;
- Whether the Complainant is a minor;
- Whether the CIA possesses other means to obtain relevant evidence of the alleged Sexual Violence (for example, security camera recordings or personnel's testimony, physical evidence);
- Whether the Complainant's report reveals a pattern of alleged Prohibited Conduct at a given location or by a particular group; and
- The seriousness of the conduct.

The presence of one or more of these factors could lead the CIA to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the CIA will likely respect the Complainant's request. If the CIA determines that it cannot honor the request, the CIA will inform the Complainant before starting an investigation and will, to the extent possible, share information only with people responsible for handling the CIA's response. The CIA will remain attentive to the Complainant's well-being, will take ongoing steps to protect them from Retaliation or harm, and will work with the Complainant to create a safety plan. Retaliation against the Complainant, whether by Students, Employees, Nonemployee Workers or Third Parties, will not be tolerated.

Pursuant to law, the CIA cannot honor an employee or non-employee worker's request not to investigate an allegation of sexual misconduct in the workplace.

III. Student Amnesty from Drug, Alcohol and Other Conduct Policies

New York and California

The health and safety of every student at the CIA Community is of utmost importance. The CIA recognizes that students who have been drinking and/or using drugs (whether such use is voluntarily or involuntarily) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault, occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The CIA strongly encourages Students to report domestic violence, dating violence, stalking, or sexual assault to CIA officials. A Student bystander acting in good faith or a reporting Student acting in good faith who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to CIA officials or law enforcement will not be subject to the CIA's Student Code of Conduct for violations of alcohol and/or drug use policies occurring at or near the time of the domestic violence, dating violence, stalking, or sexual assault.

In addition to amnesty (forgiveness) for alcohol and drug violations, a Student who participates in good faith as a Complainant, a witness in an investigation or a bystander in relation to an alleged incident of Sexual Violence will not be subject to disciplinary sanctions for any violation of the CIA's Student Conduct policies at or near the time of the alleged incident, unless the CIA determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

Texas

The CIA will not take disciplinary action against a student enrolled at the CIA who in good faith reports to the CIA being the victim of, or a witness to, an incident of sexual harassment, sexual assault, dating violence, or stalking for a violation by the student of the CIA's code of conduct occurring at or near the time of the incident, regardless of the location at which the incident occurred or the outcome of the institution's disciplinary process regarding the incident of sexual harassment, sexual assault, dating violence, or stalking, if any.

This does not apply to students who report their own commission or assistance in the commission of sexual harassment, sexual assault, dating violence, or stalking.

IV. Parental Notification

Generally, the CIA will not disclose a report of Sexual Violence to a Student's parent(s) without the Student's permission. However, the CIA reserves the right to notify parents/guardians or other

individuals indicated as emergency contacts of Students regarding any health or safety risk. The CIA also reserves the right to designate which CIA officials have a need to know about Student Conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

V. Bill of Rights in Cases of Sexual Misconduct

For all campuses, the following rights will be afforded:

Complainant Statement of Rights:

As a Complainant alleging Sexual Misconduct you have a right to:

- Privacy, including in accordance with the Family Educational Rights and Privacy Act (FERPA) (for Students only), subject to the CIA's legal obligation to investigate, remedy and address Sexual Misconduct on campus. The CIA will make all reasonable efforts to ensure the preservation of privacy, restricting information to those with a legitimate need to know;
- A prompt and thorough investigation and appropriate resolution of all credible complaints of sexual misconduct;
- Be treated with dignity and respect throughout the process;
- Receive in writing information regarding how to access available resources, such as counseling, advocates, support, mental health and medical treatment, legal assistance, visa and immigration assistance, academic support and/or accommodations, changes in work schedules or on campus living arrangements, and student financial aid;
- Choose to contact off-campus law enforcement and/or have campus authorities, including campus safety, assist you in contacting law enforcement;
- Receive timely written notice of all alleged violations within the Complaint, including the nature of the alleged violation and possible sanctions;
- An advisor of your choice through the investigative, adjudicative and/or appeal process;
- An outcome based solely on evidence presented during the investigative/adjudicative process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- Be notified simultaneously with the Respondent, in writing, of the outcome, including the outcome of any appeal;
- Be fully informed of the Harassment, Sexual Misconduct, and Discrimination Policy including procedures for reporting, investigation, and resolution of a Complaint, as well as possible sanctions;
- Receive timely information regarding the status of the process, including notice of any significant delay and the reason for such delay;
- Receive assistance by the CIA/Campus Safety to obtain transportation and or escort Students to and from classes, vehicles, residence halls, medical appointments, counseling sessions, legal advising sessions, etc.;
- Appeal the outcome and/or sanction(s) in accordance with the process outlined in this Policy;

- Know that a determination as to whether a violation of this Policy occurred will be based on the preponderance of evidence standard (more likely than not);
- Not have any personally identifiable information be contained in any publicly available reports or disclosures required pursuant to the Clery Act including, but not limited to the daily crime log;
- Not experience Retaliation;
- Disclose, if the Respondent is an Employee of the CIA, the incident to the CIA's Human Resources authority; and to request that another Employee assist you privately in reporting to Human Resources;
- Receive assistance from appropriate CIA representatives in initiating legal proceedings in family court or civil court;
- Withdraw a Complaint or involvement from the CIA process at any time;
- Be given a copy of these rights when you make a Complaint.

Respondent Statement of Rights

As an individual accused of Sexual Misconduct you have a right to:

- Privacy, including in accordance with the Family Educational Rights and Privacy Act (FERPA) (for Students only), subject to the CIA's legal obligation to investigate, remedy and address Sexual Misconduct on campus. Additionally, the CIA will make reasonable efforts to ensure the preservation of privacy, restricting information to those with a legitimate need to know;
- A prompt and thorough investigation and appropriate resolution of all credible Complaints of Sexual Misconduct;
- Be treated with dignity and respect throughout the process;
- Receive timely information in writing regarding how to access available resources such as counseling, advocates, support, mental health and medical treatment on and off campus;
- Receive timely written notice of all alleged violations within the Complaint, including the nature of the alleged violation and possible sanctions;
- An advisor of your choice through the investigative, adjudicative and/or appeal process;
- An outcome based solely on evidence presented during the investigative/adjudicative process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- Be notified simultaneously with the Complainant, in writing, of the outcome, including the outcome to any appeal and any sanctions that apply;
- Receive timely information regarding the status of the investigation/hearing, including notice of any significant delay and the reason for such delay;
- Be fully informed of the Harassment, Sexual Misconduct, and Discrimination Policy including procedures for reporting, investigation, and resolution of a Complaint, as well as possible sanctions;
- Know in advance, if possible, of any public release of personal identifiable information;
- Appeal the outcome and/or sanction(s) in accordance with the process outlined in this Policy;

- Know that a determination as to whether a violation of this Policy occurred will be based on the preponderance of evidence standard (more likely than not);
- Be given a copy of these rights when you are notified of the complaint.

VI. For New York State Only

A. Student Bill of Rights - New York State Education Law Article 129-B

Under New York State law, all Students to have the right to:

- Make a report to local law enforcement and/or state police;
- Have disclosures of Domestic Violence, Dating Violence, Stalking, and Sexual Assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from Retaliation by the institution, any Student, the accused person and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or Respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interferences by the investigative, criminal justice, or judicial or conduct process of the institution.

VII. Special Provisions for CIA Employees and Nonemployee Workers in New York State Pursuant to the New York State Human Rights Law

New York State law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace from sexual harassment in the workplace. Local laws may apply as well.

A perpetrator of workplace harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, visitor, or student. In addition to being prohibited by this Policy, sexual harassment is against the law, and individuals who engage in harassing behavior may be subject to personal liability in a civil lawsuit.

The CIA is committed to responding quickly and effectively to any internal report of sexual harassment and encourages Employees and Nonemployee Workers to come forward and allow us to pursue an internal investigation of the matter. In addition to the CIA's internal complaint procedure, an individual may also choose to pursue legal remedies with the following governmental entities at any time.

New York State Division of Human Rights

https://dhr.ny.gov/contact-us

The Human Rights Law (HRL), codified as NY Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the CIA does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, www.dhr.ny.gov Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

US Equal Employment Opportunity Commission

https://www.eeoc.gov/contact-eeoc

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 USC § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Missing Student Notification Policy

In compliance with the Federal Higher Education Opportunity Act, The Culinary Institute of America has established a Missing Student Notification Policy in the event that a student who resides in on-campus housing is determined to be missing. The CIA will initiate the missing student notification process no later than twenty-four (24) hours after a student residing in on-campus housing has been determined to be missing.

Missing Student Contact Information

A student may confidentially identify, through the student housing application, a person or persons who the CIA will contact if such student is determined missing. This contact may be different and separate from the student's emergency contact. All missing student contact information registered in the Residence Life system is confidential and only accessible by a limited number of authorized CIA officials.

During orientation, Campus Safety and/or Residence Life will provide each student with information on how to register a missing student contact. This information may be updated and changed at any time in the student housing database.

Who to Contact if a Student May Be Missing

If any individual suspects that a student is missing, the individual should contact one of the following departments:

New York Campus

Office of Campus Safety, ext. 1268 or 1111

Office of Student Affairs, ext. 1316 or 1324

Office of Residence Life, ext. 1260

California Campus

Office of Campus Safety, 707-548-2478 or ext. 2317

Student Affairs Office, ext. 2486 or 2497

Texas Campus

Assistant Dean—Degree Programs and Office of Campus Safety ext. 6402

Manager—Student Services, ext. 6451

Managing Director, ext. 6452

Investigating a Report

Any employee or student who receives a report of a potential missing student should immediately contact Campus Safety in Hyde Park, NY at 845-451-1268 or ext. 1111 (Hyde Park on-campus extension). Campus Safety, along with Student Affairs and/or branch campus administrators, will immediately investigate any report of missing students and initiate the missing student notification process. If on-campus reporting is not possible, call 911 for all US campuses or 999 for the Singapore campus.

Campus Safety may coordinate with Student Affairs and/or branch campus administrators in trying to locate the student through actions including, but not limited to, the following:

- Calling the student's cell phone.
- Sending the residence director and/or resident assistant to the student's room.
- Contacting roommate(s).
- Accessing and, if necessary, distributing the student's vehicle information to local authorities in order to locate the vehicle.
- Accessing the student's class schedule and seeking information on last sighting or other contact information.
- Accessing reports to determine the last time the student used a meal card or accessed a residence hall.
- If the student works on campus, contacting his/her supervisor for contact information.

Notification Process

Within twenty-four (24) hours of officially determining that a student is missing, the following will take place:

- If a student has provided a confidential missing student contact, Campus Safety will contact the missing student contact.
- Campus Safety will maintain records of attempts and contacts with the missing student contact.
- Campus Safety will contact a local law enforcement agency to report the student as a missing person.
- The local law enforcement agency will take charge of the investigation, with Campus Safety assisting as requested.

- The CIA may release the missing student's contact information to law enforcement officials to assist in the furtherance of an investigation.

Notifying a Parent or Guardian

If a student is under the age of 18 and not legally independent of his/her parents, the CIA will notify the custodial parent or guardian and the missing student contact if one has been identified.

FIRE SAFETY

Fire Safety Systems and Training Activities

New York Campus:

The following fire safety systems are in place in all of our residence halls:

- Automatic sprinkler systems
- Fire/smoke detection systems with audible/visible alarms
- Carbon monoxide detection with monitored alarms
- Kitchen hood suppression systems
- Portable fire extinguishers

All fire safety systems are monitored 24/7, and installed, maintained, and tested according to state fire codes. All campus buildings undergo a thorough fire safety inspection conducted annually by the New York State Office of Fire Prevention and Control.

CIA students and employees are made aware of fire safety on campus through a number of programs and presentations:

- New student and employee orientations
- Annual Wellness Expo
- Annual Fire Safety Week
- Annual live burn demonstration
- Annual RA Fire Academy
- Evacuation drills four times a year at each residence hall
- Distribution of fire safety information at the evacuation drills

California Campus:

The following fire safety systems are in place in all of our buildings:

- Automatic sprinkler systems
- Fire/smoke detection systems with audible/visible alarms
- Kitchen hood suppression systems
- Fire extinguishers placed throughout the buildings

All fire safety systems are monitored 24/7, installed, maintained, and tested according to state fire codes.

CIA students are made aware of fire safety on campus through a number of programs and presentations:

- New student safety orientation
- RA training
- Evacuation drills two times a year for all buildings

Texas Campus:

In accordance with Texas state law, all campus buildings are equipped with fire alarms, fire extinguishers, smoke and heat detectors, pull boxes, fire doors, fire sprinklers, carbon monoxide detectors, emergency power and lighting, exit signs, and building floor plans.

CIA students are made aware of fire safety on campus through new student safety orientation.

Reporting

The CIA is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. The following numbers should be used to report fires that have been extinguished in on-campus housing facilities:

New York Campus

Campus Safety, 845-451-1268

Residence Life, 845-451-1260

California Campus

Campus Safety, 707-548-2478

Residence Life, 707-967-2486

Electrical Appliances, Smoking, and Open Flames

Prohibited appliances and behavior related to fire safety are outlined in the *Student Handbook* and the fire safety brochure. Examples of appliances and other items not permitted in residence hall rooms include candles, incense, plastic or upholstered furniture, extension cords, cooking appliances, portable heaters, electric blankets, decorative trees (e.g., Christmas trees), draperies, lava lamps, halogen lamps, and lamps with combustible shades.

Fire Evacuation Procedures

Specific procedures are established for each residence hall, and floor plans are posted throughout the buildings and on the staff and student web portals. Students are instructed to leave the building immediately upon fire alarm activation, and report to their predetermined assembly point at a safe distance from the building. These procedures are also discussed during new student orientation and put into practice during each fire evacuation drill.

In order to facilitate a quick, smooth evacuation during any emergency situation, the following responsibilities and procedures are outlined for all staff, faculty, students, and visitors. When the fire alarm sounds or you are instructed to evacuate the building, please:

1. Leave the building immediately. Do not ignore the alarm. Do not wait to see fire or smoke and do not call Campus Safety or the administration for instructions or questions pertaining to the alarm.
2. Remain calm and encourage others to remain calm. Assist in the notification and evacuation of other occupants if safe to do so.
3. If the building alarm has not sounded, pull the nearest pull box to initiate the alarm, and/or call the campus emergency number (ext. 1111 in New York or ext. 2317 in California), or 911 (from any campus) from a safe location to report a fire.
4. Close doors and windows and shut down kitchen equipment if safe to do so as you leave the building.
5. Exit the building through the nearest safe exit or as directed by a fire warden. Multiple exits must be used to help facilitate a quick evacuation and prevent any bottlenecks. Do not use an elevator.
6. Move at least 100 feet away from the building. Keep clear of roadways and fire lanes. Report to your designated assembly point and stay with your group or department.
7. Be patient and wait for instructions. During poor weather conditions and/or extended incidents, occupants may be directed to move to another building(s).

8. The silencing of the alarm is not an automatic signal to reenter the building. Do not reenter until it's deemed safe and you are instructed to do so by fire department personnel, a campus safety officer, or a fire warden.

Remember—R. A. C. E.

These four steps must be accomplished to successfully deal with a fire emergency. The order in which they are performed will vary according to the circumstances.

Rescue persons in immediate danger.

Alarm must be sounded.

Confine fire by closing all doors.

Extinguish small fires.

Extinguish should be substituted with **Evacuate** in cases where:

- the fire is spreading beyond its starting point,
- the fire is already large,
- the fire could block your escape route,
- you are unsure of how to operate the extinguisher, or
- you are in doubt as to whether the extinguisher is the proper one for the type of fire you are facing.

CRIME STATISTICS

Keeping You Informed

Campus Safety at the Hyde Park, NY main campus is responsible for gathering crime reports throughout the year. This is done by daily reports to the Campus Safety Office, reporting from college Campus Security Authorities, and soliciting information from the local law enforcement agencies that have jurisdiction on CIA campuses. It should be noted there are no officially recognized student organizations that have non-campus locations or housing facilities.

The statistics that follow beginning on page 71 are provided in compliance with the Crime Awareness and Campus Security Act of 1990, and cover calendar years 2020, 2021, and 2022. Public crime information and fire logs are available for inspection at Campus Safety. These statistics, published annually, are also available on the United States Department of Education website

(http://ope.ed.gov/security/) or upon request to the director of campus safety at 845-451-1268 (ext. 1268 on campus). Area police and law enforcement agencies are contacted each year to provide a report of any of the mandated Clery Act-reportable crimes that occurred on or near campus. Agencies include:

New York:

- Dutchess County Sheriff's Office, 845-486-3800
- Hyde Park Police Department, 845-229-9340
- New York State Police, 845-876-4033
- National Park Service, 845-229-9380

California:

- Napa Police Department, 707-257-9223
- St. Helena Police Department, 707-967-2850
- Napa County Sheriff's Office, 707-253-4334

Texas:

- San Antonio Police Department, 210-207-7273

Campus Security Authorities

In a college environment, students and employees may report crime incidents to a Campus Security Authority (CSA). Any employees identified as CSAs have a legal obligation to file with Campus Safety a report for any crime that may have been reported to them. Individuals identified by the college as CSAs successfully complete CSA training and receive notification of the designation and the requirement that they report information about Clery Act crimes. This will ensure statistical inclusion of all crimes specified by the Clery Act in the college's Annual Security, Fire Safety, and Statistics Report when those crimes occur on or near college property, including on-campus property, public property immediately adjacent to the campus, and off-campus property owned or controlled by the college.

Please see below for a list of the CSAs at each CIA location.

NEW YORK CAMPUS CSAs	CALIFORNIA CAMPUS CSAs	TEXAS CAMPUS CSAs	SINGAPORE CSAs
Vice President—Strategic Initiatives and Branch Campuses	Managing Director	Managing Director	Managing Director
Vice President and Dean—Student Affairs	Director—Education	Associate Dean—Degree Programs	
Associate Dean—Residence Life and Student Conduct	Assistant Dean—Student Affairs	Department Chair—Baking and Pastry Arts	
Associate Dean—Campus Life and Student Development	Student Life Coordinator	Student Services Manager	
Assistant Dean—Student Conduct	Residence Director and Housing Coordinator	Operations Manager	
Assistant Director—Faculty Relations, Deputy Title IX Coordinator	Faculty/Staff Trip Advisors	Manager—Academic and Career Advisement and Support	
Director—Health Services	Manager—Campus Safety and Services		
Director—Academic Support Services	Contracted Security Staff		
Senior Coordinator—Athletics, Aquatics, and Outdoor Recreation	Resident Assistants		
Senior Director—Human Resources	Career Services Advisor		
Assistant Director—Human Resources	Greystone General Manager		
Director—Center for Career and Academic Advising			
Career Services Advisors			
Area Coordinators/Residence Directors			
Resident Assistants			
Faculty/Staff Club Advisors			
Faculty/Staff Trip Advisors			
Athletic Team Coaches			
Campus Safety			
Title IX Coordinator			

CRIME STATISTICS—*New York Campus*

Crimes by Geographic Location

	Residence Halls on Campus			Other Campus Locations			On-Campus Total			Non-Campus			Public Property		
Crime Statistics	**21**	**22**	**23**	**21**	**22**	**23**	**21**	**22**	**23**	**21**	**22**	**23**	**21**	**22**	**23**
Criminal Homicide															
Murder/Non-negligent Manslaughter	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
Sex Offenses															
Rape	5	5	3	0	1	0	5	6	3	0	0	0	0	0	0
Fondling	2	3	2	0	2	5	2	5	7	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	1		0	0	0	0	0	0
Motor Vehicle Theft	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
Arrest/Referral Statistics															
Alcohol Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	39	45	40	21	11	16	60	56	56	0	0	0	0	0	0
Drug Violations															
Arrest	1	3	0	0	0	0	1	3	0	0	0	0	0	0	0
Referral	17	4	3	11	2	0	28	6	3	0	0	0	0	0	0
Weapon Violations															
Arrest	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Referral	0	0	1	0	0	1	0	0	2	0	0	0	0	0	0
Violence Against Women Act (VAWA) Crime Statistics															
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	2	4	0	0	0	0	2	4	0	0	0	0	0	0	0
Stalking	0	1	2	0	2	1	0	3	3	0	0	0	0	0	0
Hate Crime Statistics															
2021: No hate crimes reported															
2022: No hate crimes reported															
2023: No hate crimes reported															
Unfounded Crime Statistics															
2021: No unfounded crimes															
2022: No unfounded crimes															
2023: No unfounded crimes															

Fire Statistics

Year	Fires	Injuries	Deaths	Property Loss	Cause
2021	1	0	0	$0-99	N/A
2022	0	0	0	$0	Heating unit burner motor in Carême unit 5 Grease heating up in oven in Escoffier 2
2023	1	0	0	$0	Fire contained to oven. Dial put in cleaning mode instead of baking mode

The CIA completed four fire drills in its residence halls during 2023.

Residence Hall 911 Addresses (all in Hyde Park, NY)
Carême House: 23 Tarragon Court
Cayenne Lodge: 2060 Campus Drive
Cinnamon Lodge: 2 Sage Way
Clove Lodge: 3 Sage Way
Dargan/Rovetti Hall: 1969 Campus Drive
Escoffier House: 21 Tarragon Court
Ginger Lodge: 2066 Campus Drive
Jacob Rosenthal Hall: 1987 Campus Drive
Juniper Lodge: 1 Sage Way
Katharine Angell Hall: 6 Thyme Terrace
Metz Hall: 7 Thyme Terrace
Nutmeg Lodge: 4 Sage Way
Point House: 27 Tarragon Court

CRIME STATISTICS—*California Campus*

Crimes by Geographic Location

	Residence Halls on Campus			Other Campus Locations			On-Campus Total			Non-Campus			Public Property		
Crime Statistics	**21**	**22**	**23**	**21**	**22**	**23**	**21**	**22**	**23**	**21**	**22**	**23**	**21**	**22**	**23**
Criminal Homicide															
Murder/Non-negligent Manslaughter	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
Sex Offenses															
Rape	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	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	0
Aggravated Assault	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
Motor Vehicle Theft	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
Arrest/Referral Statistics															
Alcohol Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	4	4	11	0	4	0	4	8	11	0	0	0	0	0	0
Drug Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	2	7	0	0	0	0	2	7	0	0	0	0	0	0
Weapon Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0
Violence Against Women Act (VAWA) Crime Statistics															
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime Statistics															
There were no hate crimes reported in 2021, 2022, or 2023.															
Unfounded Crime Statistics															
There were no unfounded crime reports in 2021, 2022, or 2023.															

Fire Statistics

Year	Fires	Injuries	Deaths	Property Loss	Cause
2021	0	0	0	$0	N/A
2022	0	0	0	$0	N/A
2023	0	0	0	$0	N/A

The CIA completed two fire drills in its residence halls during 2023.

Residence Hall 911 Addresses (all in St. Helena, CA)
Guest House: 2555 Main Street
Vineyard Lodge I and II: 830 Pratt Avenue

CRIME STATISTICS—*Texas Campus*

Crimes by Geographic Location

	Residence Halls on Campus			Other Campus Locations			On-Campus Total			Non-Campus			Public Property		
Crime Statistics	**21**	**22**	**23**	**21**	**22**	**23**	**21**	**22**	**23**	**21**	**22**	**23**	**21**	**22**	**23**
Criminal Homicide															
Murder/Non-negligent Manslaughter	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
Sex Offenses															
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	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	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	1	0	0	1	0	0	0	0	1	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest/Referral Statistics															
Alcohol Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Violence Against Women Act (VAWA) Crime Statistics															
Domestic Violence	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime Statistics															
There were no hate crimes reported in 2021, 2022, or 2023.															
Unfounded Crime Statistics															
There were no unfounded crime reports in 2021, 2022, or 2023.															

Fire Statistics

There were no fire statistics to report, as the CIA San Antonio does not operate on-campus housing.

CRIME STATISTICS—*Singapore Location*

Crimes by Geographic Location

	Residence Halls on Campus			Other Campus Locations			On-Campus Total			Non-Campus			Public Property		
Crime Statistics	**21**	**22**	**23**	**21**	**22**	**23**	**21**	**22**	**23**	**21**	**22**	**23**	**21**	**22**	**23**
Criminal Homicide															
Murder/Non-negligent Manslaughter	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
Sex Offenses															
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	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	0
Aggravated Assault	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
Motor Vehicle Theft	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
Arrest/Referral Statistics															
Alcohol Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Violence Against Women Act (VAWA) Crime Statistics															
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime Statistics															
There were no hate crimes reported in 2021, 2022, or 2023.															
Unfounded Crime Statistics															
There were no unfounded crime reports in 2021, 2022, or 2023.															

Fire Statistics

There were no fire statistics to report, as the CIA Singapore does not operate on-campus housing.

ON-CAMPUS RESOURCES

New York Campus:

OFFICE	LOCATION	PHONE
Campus Safety	Campus Safety Building	845-451-1268 or ext. 1111 from a campus phone (emergencies)
Director—Campus Safety, Perry Soule	Roth Hall, Lower Mezzanine NG-15	ext. 1350
Director—Counseling and Psychological Services, Christiane Mueller (confidential resource)	Student Commons 218	ext. 1359
Director—Health Services, Mary Ann Sweeney (confidential resource)	Roth Hall, Lower Mezzanine NG-20	ext. 1261
Associate Dean—Residence Life and Student Conduct, Eric Ratner	Student Commons 221	ext. 4240
Vice President and Dean—Student Affairs, Kathy Merget	Student Commons 236	ext. 1776
Senior Associate Dean—Campus Life & Student Development, James Manley	Student Commons 236	ext. 1760
Assistant Dean—Student Conduct, Michael Murphy	Student Commons 236	ext. 1282
Title IX Coordinator, Joanna Smith	Roth Hall W401F	ext. 1614

California Campus:

OFFICE	LOCATION	PHONE
General Manager, Adam Busby	Main Building, First Floor	ext. 2435
Campus Safety	Main Building, Atrium, First Floor	707-548-2478
Associate Dean—Degree Programs, Keith Rada	Main Building, Education Offices, Third Floor	ext. 2411
Student Counselor, Counseling and Psychological Services, Rachelle Jackson (confidential resource)	Main Building, Rhodes Room, First Floor	ext. 2443 or 707-815-2766
Assistant Director—Student Affairs, Jared Snyder	Main Building, Education Offices, Third Floor	ext. 2486
Manager—Campus Safety and Services, Chad Kotta	Main Building, First Floor	ext. 2313

Texas Campus:

OFFICE	LOCATION	PHONE
Managing Director, April Goess	Main Building, Administrative Offices, Third Floor	ext. 6452
Associate Dean—Degree Programs, Jose Frade	Pilot Building, Student Services Office	ext. 6402
Vice President—Strategic Branch Campuses, Susan Cussen (confidential resource)	New York Campus	ext. 1471
Manager—Student Services, Gracie Martinez	Pilot Building, Student Services Office	ext. 6451

OFF-CAMPUS RESOURCES

New York:

OFFICE	LOCATION	PHONE
Center for Victim Safety and Support—Counseling (confidential)	29 North Hamilton Street, Poughkeepsie, NY 12601	845-452-1110
SAFE Project Rape Crisis Hotline (confidential)	N/A	845-452-7272
Dutchess County Sheriff's Office	150 North Hamilton Street, Poughkeepsie, NY 12601	845-486-3800
Hyde Park Police	3 Cardinal Road, Hyde Park, NY 12538	845-229-9340
New York State Police	5696 Route 9 South, Rhinebeck, NY 12572	845-876-4033

California:

OFFICE	LOCATION	PHONE
St. Helena Police Department	1480 Main Street, St. Helena, CA 94574	707-967-2850
Napa County Sheriff's Department	3801 North St. Helena Highway, St. Helena, CA 94574	707-942-5370 (Office), 707-253-4451 (Dispatch)
St. Helena Hospital	27 Woodland Road, St. Helena, CA 94574	707-963-3611
NEWS Domestic Violence & Sexual Abuse Services (confidential)	1141 Pear Tree Lane, Suite 220, Napa, CA 94558	707-252-6397
St. Joseph Health, Queen of the Valley Hospital	1000 Trancas Street, Napa, CA 94558	707-252-4411
Napa City Police Department	1539 1st Street, Napa, CA 94559	707-257-9223

Texas:

OFFICE	LOCATION	PHONE
San Antonio Police Department	315 South Santa Rosa, San Antonio, TX 78207	210-207-7273
Bexar County Sheriff's Department	200 North Comal Street, San Antonio, TX 78207	210-335-6010
Rape Crisis Center and 24-Hour Hotline (confidential)	4606 Centerview Drive, Suite 240, San Antonio, TX 78228	210-349-7273
Center for Health Care Services and Crisis Line (confidential)	6655 First Park Ten Blvd. Suite 108 San Antonio, TX 78213 **Phone:** (210) 261-1114	210-223-7233

CIA ADDRESSES

The Culinary Institute of America
1946 Campus Drive
Hyde Park, NY 12538-1499

The Culinary Institute of America at Greystone
2555 Main Street
St. Helena, CA 94574

The Culinary Institute of America, San Antonio
312 Pearl Parkway, Building 2, Suite 2102
San Antonio, TX 78215

The Culinary Institute of America, Singapore
Temasek Polytechnic
21 Tampines Avenue 1, Block 31
Singapore 529757

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The CIA at Greystone and the CIA San Antonio are branches of the CIA, Hyde Park, NY.

The CIA Singapore is an additional location.