

# FSU London Safety Guide 2008/2009

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## **Introduction**

The purpose of this guide is to provide you with up to date, relevant information about safety and security at the FSU London Campus. This guide is updated annually and is produced in accordance with the Federal Jeanne Clery Act of 1990.

Your safety and security in London is always uppermost in our minds as we strive to provide all students with the best possible international education. Studying abroad is all about experiencing new cultures and learning new perspectives, by living outside of what is familiar. Study abroad also has some extra dangers, therefore, often because the laws and customs of the host country are unfamiliar. Our goal is to enable you, as FSU students in London, to experience all the benefits of study abroad and equip you to handle the challenges as safely as possible.

The current world climate makes the goals of studying abroad, becoming better educated world citizens, seem all the more relevant and immediate. We have always provided students and faculty with instructions on what to do if there is a crisis situation, such as the events of September 11<sup>th</sup> 2001, or July 7<sup>th</sup> 2005. We closely follow the advice of the State Department, US Embassy and Metropolitan Police in formulating our security procedures. Despite current risks, London's many attractions and opportunities for amazing educational experiences still make it one of the best places in the world to study abroad.

The goals of this safety guide are to provide useful knowledge and information about safety and security in London. After reading this guide you should have knowledge of FSU London's policies and procedures regarding safety and security. You should also have knowledge of how to make good decisions about your own safety in London, what to do if you do become a victim of crime, and what to do in the event of an emergency.

### **Important meetings and documents**

In addition to the *Safety Guide* the following meetings and documents also pertain to student safety in London and form an integral part of our safety procedures:

- **Student Orientation**

There is a mandatory orientation the day after arrival in London. It is vital that all students attend this orientation, which will cover essential information for your stay in London, including many of the points raised here, in more detail.

- **Security Meeting with representatives from the Metropolitan Police**

There is a mandatory security meeting with a Police Constable held during the first week of class. This meeting provides important information crime prevention and personal safety.

- ***Student Handbook***

You will receive a *Student Handbook* in your welcome packet when you arrive in London. This document details most of the rules and regulations that students should be aware of whilst at the FSU London Study Centre. It also contains a lot of very useful information about the local area and services available to students, including important safety advice.

- **Emergency contact cards**

All students and overseas faculty receive a wallet-sized emergency contact information card, which you should carry with you at all times. It contains the emergency cell phone number and email address for the London administrative staff, and contact numbers for the emergency services, and the local police station. It also contains the contact information for your resident graduate counsellors, including cell phone and flat number. Students should feel free to call at any hour if their safety is at risk.

## **Safety on Campus**

Our fantastic location in central London is a relatively safe and very desirable neighbourhood. However, as we are located in the very centre of the London, we have taken various precautions to ensure your safety.

### **Swipe cards**

There is a swipe card entry system and CCTV cameras are located around the building. Swipe cards should be worn at all times when you are in the building. If you do not wear your card you may be challenged by members of staff, or other students, and asked to leave the building. This is a security measure, to ensure we know that everyone who is in the building is meant to be here. Be particularly careful of people trying to walk in behind you as you open the door and feel free to ask to see their card. If you lose your swipe card you should report it to reception immediately so that it can be deactivated.

### **Visitor Policy**

All visitors to the building are required to sign in at the reception desk and wear a visitor's swipe card. All visitors must leave the premises between the hours of 11pm and 8am. Any one who hosts a visitor overnight will be subject to disciplinary action, which may include a fine and can lead to dismissal from the program. We are very strict about overnight guests, as we have had serious incidents in the past that have compromised student safety and security. Lists of local accommodation options for your guests can be found in the administration office, your flat binders, or on the program Blackboard site.

### **Staff**

Staff are available at the reception desk 24 hours a day. Between the hours of 5pm and 8am a security guard is present. If there is an emergency and you need help you can contact the guard or one of the graduate counsellors living in the residence halls. If the emergency services need to be called out (police, fire or ambulance) you must always notify a member of staff as well.

Sometimes staff will need to access your flat for cleaning or maintenance work. These staff will always have a swipe card and will usually be wearing Acorn uniforms. You can always ask them for their ID if you are unsure about who they are.

### **Reporting a Crime**

If you are a victim of crime you should call the police on 999. Please report the incident to the administrative staff as soon as possible so that we can assist you. You will be asked to fill out a crime report for statistical purposes and so that we can respond appropriately if we think there is a threat to other students. This report can be anonymous, if you prefer. Occasionally we may notify all students of an incident, via memos or email, in order to warn people to be vigilant. We will not do this unless the victim gives their consent.

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### **Crime Alerts**

If a crime has occurred which requires notifying the student body, an email will be sent to give students instructions and emergency information, as well as telephone calls to the flats by admin staff.

### **The Bloomsbury Safer Neighbourhood Team**

Bloomsbury Ward has a dedicated team of local police officers and Police Community Support Officers who are committed to making our area a safe and pleasant place to live. If you have a concern about issues such as vandalism or aggressive begging, you can contact the community team directly (0208 721 2693 or [Bloomsbury.SNT@met.police.uk](mailto:Bloomsbury.SNT@met.police.uk)).

### **Secure your belongings**

The apartments on Great Russell Street have small lockers for you to keep valuables in. You will need to purchase (or bring) a small combination lock in order to use it. We do not recommend that you bring priceless items (such as family heirlooms) to London. There is also a safe in the administration office in which you can store small items such as credit cards or airline tickets.

Above all, you should always remember to close and lock your flat door behind you, even if you are only leaving the flat for a moment. If an intruder did get into the building (by following someone in, for example) they would look for open doors and could walk away with your belongings.

### **Fire Safety**

The U.K. has strict fire codes to which any institution must adhere. We at the study centre follow both U.K. law and FSU requirements in this regard.

When the fire alarm rings, you must exit the building by the most direct route. **You must not ignore the fire alarm!** This is a very old building and a fire would spread quickly. Use the stairs to evacuate unless they are blocked, in which case follow signs to an alternative exit route. If a fire door is locked you should break the glass panel to the side to unlock it.

After exiting the building, you are to assemble at the Trades Union Congress (TUC) building directly across the street from the London Study Centre. You must remain out of the building and across the street until the alarm stops sounding AND staff have indicated that it is safe to go back inside the building.

The roof must only be accessed in the event of a fire that blocks the stairs. Any other use of the roof of the building, including in the courtyard, will be subject to disciplinary action.

We have a strict non-smoking policy in the study centre. Smoking is not permitted anywhere in the study centre or in the courtyard.

Our fire safety equipment is inspected and tested regularly. The fire extinguishers are checked weekly by our in-house maintenance staff, and we have a maintenance contract with "Reliable Fire Protection" -- they are called out if any irregularities in pressure are reported, and they also conduct regular monitoring of the extinguishers. Our cleaning staff also does a visual check inside the flats on a weekly basis to ensure that smoke

detectors have not been tampered with. A "bell test" of the alarms is conducted weekly. Any faults that occur (either in these tests, or that are observed by in-house security and maintenance staff) are reported without delay, and the engineers are called out immediately. Our alarm company comes in on a quarterly basis for in-depth inspection and maintenance of the entire system (detectors, sounders, and panel).

We hold a termly fire drill, which is conducted and monitored by maintenance and administrative staff.

If you are not housed at Great Russell Street it is your responsibility to familiarise yourself with the fire procedures for your building.

### **Building Alarms**

Many of the doors to the building are alarmed for security reasons. They are on a timer and must be closed at certain times of day. Other doors are alarmed if they are left open too long, to alert the security staff to close them. There should be no potential confusion between door alarms and the fire alarm – they sound very different, and the fire alarm is much louder.

### **Safety Off Campus**

London is a relatively safe city with a low violent crime rate compared to US cities of an equivalent size. However, petty theft such as pick pocketing and bag snatching is common, and you should be alert to the problem in order to look after yourself and your belongings. As in any large city, you need to be street wise and be alert to dangerous places or situations.

Students are advised to register any valuables (iPods, cell phones, etc) on [www.immobilise.com](http://www.immobilise.com). This website is an online database used by police. If you register your items, and they are then lost or stolen, you have a much higher chance of both recovering your items and prosecuting the thief (if items were stolen).

### **Tips to avoid becoming a victim of crime:**

- Do not carry your wallet in your back pocket.
- Do not keep valuables in a backpack – or take it off and hold it in busy areas.
- Make sure you fasten your purse and wear it across your body if it has a strap, so that it is not easily accessible.
- Do not leave your belongings on the floor in a pub, restaurant, shop, theatre or movie theatre. Use the handbag clips available in many pubs, or loop the strap around your ankle or under a chair leg.
- Be aware of people trying to distract your attention
- Cover your PIN number at cash points
- Don't use an ATM if it looks strange or doesn't feel right for any reason
- Do not carry your passport with you, unless absolutely necessary (you are going abroad).
- Make copies of all your important documents and credit card numbers, including the numbers to call to cancel your cards and have them replaced. Keep these copies in a safe place in your flat.

- Be conscious of your belongings in busy places and tourist spots like the tube, bus stops, McDonalds, Starbucks, Leicester Square, Oxford Street, and so on.
- Think about what you need to take with you – do you really need all your credit cards and all your cash?
- Remember that alcohol consumption impairs your judgment.
- Set aside some money separate from your wallet, so you can always get home.
- Do not walk alone at night – take a licensed cab.
- Never accept a ride from someone offering you a taxi – a recent police campaign against unlicensed taxis has highlighted the dangers involved in accepting such rides. For safety, hail a black cab or call a licensed taxi company.
- Avoid dark streets and alley ways – use busy, well lit streets, even if you have to take the long way round.
- Use your sixth sense – avoid dangerous looking people and situations, even if it means turning around or crossing the street.
- If you think someone is suspicious – make momentary eye contact, so they know you could identify them to the police
- Walk tall and confident
- Make sure you know where you are going – study the map before you go out

**If you are attacked or have your belongings stolen:**

- Give up your belongings to avoid being hurt
- Scream and shout to attract attention
- Consider purchasing a personal alarm – the noise can startle and throw an attacker off-guard.
- Pretend to throw up – the person’s instinct will be to move away
- Report it to the police by calling 999
- Report it to a member of staff (call the emergency cell, or a Graduate Counsellor)
- Cancel your credit cards
- We can arrange counselling, if you need it

**UK law regarding self-defence and illegal weapons**

You have the legal right to defend yourself if you are being attacked, or think you may be attacked. Be aware that you may only use force that is “reasonable and necessary”. If possible, it is best to avoid all together any situation which may turn violent.

You should be aware that all dangerous weapons, including all firearms, knives **and mace/pepper spray** are illegal in this country.

In accordance with UK law and FSU regulations, students are strictly prohibited from keeping or using firearms, fireworks, explosives, weapons (including pellet, air guns, and include paintball guns), or other dangerous articles or substances in University housing.

**Security Alerts**

London is one of several world cities that have recently been subject to a terrorist attack. The events of July 2005 were a shock, but they had been predicted for some time. It is

worth remembering that London has been the target for terrorist attacks for the past 25 years and the emergency services are therefore very well trained and well equipped to deal with these types of crises. FSU London had also planned for the event of a terrorist attack on London and we were able to put our emergency plans into effect. This section deals with how we can plan for an emergency and what you should do if something should happen. Like all Londoners, we are as prepared as we can be, and we carry on with life as usual.

Please consult the handout, *FSU Emergency Procedures*, which is in your Welcome Packet, for more detailed information, such as contact numbers and directions to our meeting points.

#### **Common sense precautions:**

- Use the “Buddy System” – always tell your roommates where you are going (even if it is just to the supermarket) and when you expect to be back.
- Fill out **Travel Forms** if you are going to be out of town overnight – hand them to your GC or to the administrative office. Travel forms are an **essential** way for us to account for everyone in the event of a crisis. They can be found in your flat binders, the administrative office, and on the program Blackboard site.
- Register your cell phone number with the administration office, so we can contact you in an emergency (we will not use it for any other purpose). We will ask for mobile numbers at the mandatory security meeting which takes place at the start of the semester.
- Always carry your FSU Emergency Contact card with you.
- Always carry some form of ID with you.
- **Never leave your belongings unattended** in a public place, including this building, and especially on public transportation.
- Be vigilant if you see an unattended bag anywhere – report it immediately to a member of staff, or call the police.

#### **What to do during a security alert:**

- Stay calm and follow the instructions of law enforcement officers and any emergency services personnel at all times.
- Make your way to the FSU Study Centre (our primary meeting point) – on foot - do not use public transportation. We will meet in the Lecture Theatre.
- If you cannot get to the Study Centre you should immediately call the administration office, the emergency cell, or a Graduate Counsellor, to let us know where you are.
- If the phone lines are down, you should email us: [London\\_gc@admin.fsu.edu](mailto:London_gc@admin.fsu.edu).
- If the Study Centre is inaccessible for any reason (if it is blocked off, or Great Russell Street is blocked off) you should go to the secondary meeting point (see *FSU Emergency Procedures* handout for directions).
- Follow the advice of the FSU administrative staff and Acorn (building management) staff at all times.
- Call or email home as soon as possible.

## **Drugs and Alcohol**

### **Illegal Substances**

Drugs that are illegal in the UK include, but are not limited to, the following: cannabis (marijuana, dope, grass, hash, pot), heroin, sedatives (unless prescribed by a doctor), hallucinogens (LSD, acid, magic mushrooms,) cocaine, crack and amphetamines (speed, ecstasy). Drug laws in the UK and other countries you may visit are different, and often much less tolerant than US laws. Local police notify the foreign embassy of anyone who has been arrested. You can be deported for drug convictions. FSU London will cooperate with police and we will not try to circumvent the civil authorities.

### **University policy on illegal drugs**

The unlawful possession, use of distribution of drugs will not be tolerated on university premises. Upon finding evidence of drug use, possession or distribution by any student, staff or faculty member, the university will take appropriate action, including, but not limited to, dismissal from the program. Faculty, staff and students should be aware that in addition to university sanctions they may be subject to criminal prosecution under British laws that specify fines or imprisonment for drug-related offences.

### **Alcohol**

In the UK, alcohol is often a large part of the social scene. Pubs are a common social meeting place and are central to British culture (although people do not always drink alcohol in them). Pubs are fun, easily accessible and relatively inexpensive. FSU London wishes to promote responsible decision-making. We ask that those students who choose to drink alcohol, do so responsibly and legally. The legal drinking age is 18 in the UK. This may mean that this is the first time you are able to drink legally. You should be aware that alcohol consumption is a responsibility and take the following precautions:

- Accept that you do not know your own limit. The alcohol percentage (beer especially) in Great Britain is of a higher content than any similar alcoholic drink you may have had in the States. Also, every person's tolerance for alcohol is in constant flux. Therefore, you may not know when you have had too many.
- If you decide to go out for a night of drinking (especially if you have just arrived) try to persuade a roommate or someone you trust to go with you. Do not venture out on your own without people you know.
- Know where you are going before you start drinking. Do not let people talk you into going far away from the Centre into an area where you have never been before, as you may not be able to find your way home on your own. And especially do not do it alone!
- Carry the address of the London Study Centre with you so that if you are unable to return using public transport, you can show the address to a licensed cab that can get you home. If you ask bar staff to call you a cab, they will usually do so for free. Bar staff at pubs are usually helpful, and the publican often takes precautions in protecting the welfare of his/her customers.
- Take along an emergency cash fund of at least £20. Keep it on your person separate from the rest of your money so that you can pay for a cab home.
- In order to prevent strangers from meddling with the contents of your drink, be sure to guard your drink and do not leave them in the care of strangers under any circumstances.



### **University policy on alcohol consumption**

In all circumstances, the Study Centre expects its students and their respective guests to conduct themselves, both individually and collectively, in a responsible manner. Illegal, abusive or excessive consumption of alcohol resulting in interference with the rights of other persons, personal injury or damage to property will result in disciplinary action, beginning with conduct probation, up to and including being sent home from the program.

1. Possession or consumption of alcohol when under the age permitted by the government of the United Kingdom is prohibited. S.C.C. 5 (h) 1
2. Providing alcoholic beverages to an individual who is under the age permitted by the United Kingdom . Any other violation of the FSU Alcohol Policy, Rule 6C2-6.012, F.A.C. S.C.C. 5 (h) 2
3. Students who display intoxicated behaviors (e.g., glazed eyes, slurred speech, etc.) or students who require staff assistance due to their consumption of alcohol shall be subject to judicial action.
4. Residents are not permitted to have open containers of alcohol in any common area of the Centre, e.g. hallways, the student lounge, the courtyard, etc.
5. Decorative container collections e.g. bottles, cans, bottle caps are not permitted.
6. Kegs, beer balls, funnels, bongos, and other devices that promote irresponsible drinking are not permitted in the residence halls.

### **Support services in London (drugs and alcohol):**

- **Drinkline:** 0800 917 8282 (M-Th 9am-11pm, F-Su 24 hours)

Advice and information for people with alcohol problems or anyone concerned about alcohol misuse. Advice on sensible drinking and information on services to help people cut down their drinking.

- **Alcoholics Anonymous:** 020 7833 0022 (10am – 10pm)

[www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

Helpline for alcoholics who want to stop drinking and remain abstinent. Refers to local contact groups – 600+ in Greater London area.

- **Frank** (formerly National Drugs Helpline): 0800 77 66 00

[www.talktofrank.com](http://www.talktofrank.com)

Helpline for anyone concerned about drug or solvent misuse. Advice and information for drug users, their families, friends, carers and professionals.

- **Narcotics Anonymous London:** 020 7730 0009 (10am – 10pm)

[www.ukna.org](http://www.ukna.org)

Helpline and regular self help meetings for addicts who have a desire to stop using.

### **Sexual Assault**

The following precautions may help you avoid becoming a victim of a crime of a sexual nature:

- Read and use the *tips to avoid becoming a victim of crime* above (page 4)
- Remember that alcohol consumption impairs your judgment

- Refrain from being alone (i.e.: in a car, home or unpopulated place) with someone you do not know well, especially if you are not sober.
- If you do separate from your friends while you are out for the evening, let them know where you will be and give them a contact number, if possible. Make sure you contact someone to let them know your whereabouts.
- Never leave your drink unattended, or accept a drink from someone you do not know well.
- Never accept a ride from someone offering you a taxi – a recent police campaign against unlicensed taxis has highlighted the dangers involved in accepting such rides. For safety, hail a black cab or call a licensed taxi company.
- Remember that cultural norms and expectations are different. Your assumptions based on the situation (i.e.: conversation, body language, etc) may be very different from another person’s assumptions.

If you are a victim of rape, sexual assault or harassment:

- You should inform a member of staff, such as a Graduate Counsellor, or call the emergency cell phone, immediately. All cases will be treated with absolute confidentiality.
- Call the police and/or one of the helplines below
- Do not clean yourself or the crime scene, if possible, as it may affect the ability to prosecute the attacker
- We can help to arrange counselling and after care

The Metropolitan police has a specialist unit called the **Sapphire Project**, with specially trained officers to investigate cases of sexual assault. In an emergency you should call 999. During office hours you can call 020 7733 6480/1 for help and advice.

#### Support services in London:

- **Haven – Paddington** - <http://www.thehavens.org.uk/>  
020 7886 1101 (M-F 9-5) or 020 7886 6666 at any other time  
St Mary’s Hospital, Praed Street, London W2 1NY

A comprehensive and completely confidential service, offered to anyone who lives in London, including treatment, advice and counselling following rape or sexual assault.

- **Rape and Sexual Abuse Centre** - 0808 800 0122 (7:00 – 10:00 p.m., answering machine and call return service outside of these hours)

Telephone helpline, support and counselling for women who have suffered rape or sexual abuse.

- **Male Rape Support Association** – 07932 898 274/07932 967 461 (M-F 8am-10pm)

Helpline and other support services for men who have suffered rape or sexual abuse.

The UK does not have a registry of sexual offenders and their crimes that is available to the public.

### **University procedure**

The university will take any allegations of rape, sexual assault or harassment very seriously. Students accused of crimes of a sexual nature will be subject to university judicial procedures. In addition to university sanctions they may be subject to criminal prosecution under British laws.

### **Safety when travelling**

One of the most exciting things about study abroad in London is our proximity to so many other countries in Europe. During break, or on some of the long weekends, you may wish to make plans to explore more of this fascinating continent. The advice about staying safe in London will also apply in any large city or tourist attraction.

### **Cultural Sensitivity**

There are many subtle cultural differences in the way people behave in other countries, including the UK, which you should be sensitive to, in order to protect yourself and avoid offending local people. For example, the British tend to talk quietly in public places, such as restaurants and public transportation, and may find loud conversations offensive. Remember at all times that you are a guest in your host country.

Wherever you go you should read the news and be informed about your destination so you do not find yourself in difficulties. In general, it is best to try not to stand out too much. It is advisable not to discuss politically sensitive issues in public, and not to get involved in any local politics or protests.

Learning a few key phrases of the language is also essential – hello, goodbye, yes, no, please, thank you, I'm sorry, can you help me?, do you speak English? – will get you a long way and make your trip more enjoyable too.

### **Travel Forms**

You must fill out a travel form if you are leaving London overnight. Travel forms can be found in your flat binders, the administration office, and on the program Blackboard site. Return your completed form to the administration office or to a Graduate Counsellor. Don't forget to also inform your roommates of your travel plans and when you expect to return. If you are significantly delayed please call to let us know.

### **State Department travel advice**

You are advised to consult the State Department's website, and in particular, their Travel Advisories, before you plan your trip. Go to: [www.travel.state.gov](http://www.travel.state.gov).

### **Travel Registration**

You are strongly advised to register with the State Department, who share a centralised online database with the US Embassy. All travel registration is online now, and we are unable to register all students as a group due to the Privacy Act.

Go to: <https://travelregistration.state.gov>

All students should register for the period that they will be staying in London. You can also register any other trips that you plan to take while you are in Europe.

**US Embassy Services**

The US Embassy in London provides services for US citizens in the UK and can be contacted by calling: 020 7499 9000.

Visit their website for more information, including how to replace your passport:  
[www.usembassy.org.uk](http://www.usembassy.org.uk)

### **FSU Police Crime Reporting System for Off-Campus Locations**

Each term, the Director of the London Study Centre receives a request from International Programs to submit a Crime Statistics Report, which will be forwarded on to the University Police. The forms usually arrive in April, with a deadline of May 1. The statistics cover the previous calendar year. The Director completes the forms and returns them to IP.

This requirement is federally mandated under the 1990 Student Right to Know and Campus Security Acts. FSU is therefore required to report statistics concerning:

- criminal offences occurring on campus
- those offences that were reported to local police agencies
- those offences reported to any FSU official who has significant responsibility for student and campus activities

Offences to be reported are:

- murder
- manslaughter
- forcible and non-forcible sex offences
- robbery and burglary
- aggravated assault
- hate crimes
- arson
- motor vehicle theft

There is no request for names or personal information on victims of the offences. However, the date, location, and type of offence should be, whenever possible, reported on the form, along with any information regarding whether the victim/assailant were students, non-students, etc. Finally, you are required to specify if the offence was reported to the police.

The Director should keep a running tally of disciplinary incidents that will require reporting. A good rule of thumb is that we are talking about the law of the land here, not the conduct code, and so most violations will have been reported to the police. It is not unusual to have only one or two incidents recorded. Copies of the Annual Report of Incidents Reported are kept in the filing cabinet in the Director's office, under Crime Reporting/Police.

Do also note that these statistics are required for updating of the FSU London Study Centre Safety Guide. This is an enhanced version of the guide provided to the students and posted on Blackboard, which includes additional information on crime statistics. This more detailed version is federally

mandated by the Clery Act, and must be sent to IP when requested, usually by 15 September. The statistics included will be for the previous calendar year. Examples can be found in Privileged/00 Director/Crime Figures and Safety Guide.

**Crimes Reported at the FSU London Study Centre Campus Location: January—December 2007**

Offences (includes Attempts)	Residence Halls	Campus Building/Property	Non-Campus Building/Property	On Public Property	Victim Referred From – If Applicable (To Calculate for Duplicate Reporting)				
					Police	Victim Advocate	Student Affairs	Counselling Centre	Other
Murder									
Manslaughter									
Forcible Sex Offence									
Non-Forcible Sex Offence									
Robbery				1					
Burglary									
Aggravated Assault									
Arson									
Motor Vehicle Theft									
Liquor Law Violation Referral									
Drug Violation Referral									
Weapon Offence Referral									
Hate Crime *									

\* **Hate Crimes** – For any reported hate crimes, please specify number for each TYPE

Hate Crimes by: Race \_\_\_ Gender \_\_\_ Religion \_\_\_ Sexual Orientation \_\_\_ Ethnicity \_\_\_ Disability \_\_\_

**Directions for Completion**

The Campus Security Act requires all campus entities with knowledge of crimes occurring to report on statistics annually. The statistics are based on the number of victims for the specific crimes listed. NOTE: For liquor law, drug, or weapons violations, report number of disciplinary referrals including those based upon arrest from a local law enforcement agency, to include but not limited to FSUPD, TPD, LCSO, Capitol Police, FHP, FDLE.

**Crime Reporting Additional Information Specifics**

This Section is included to provide further information, if known, to assist with the compilation of reportable statistics through increased accuracy and to calculate for the duplication of reports.

Using the information from the chart on page one, specify, *as much as is possible*, information regarding reported crimes in the following categories:

Crime Type	Location	Date	Victim a Student?	Offender a Student?	Reported to Police?	If Yes, Specify Law Enforcement Agency
Robbery	Garfunkels, Tottenham Court Rd (London)	9 Jan 07	Yes	No	Yes	London Metropolitan Police

**“Other” Referral Specification**

If any crime reported on page one was marked as having been referred from “other”, please complete the following:

Crime Type and Number Occuree	Referred from (Dept or Agency)