



Alfred University

# Annual Campus Safety & Fire Report

Updated October 2014 by:

Office of Student Affairs

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# Alfred University



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Public Safety

community may choose to file a report with one of these Campus Security Authorities:

- Chief Title IX Coordinator, Director of Human Resources, Mark Guinan (all persons) 607-871-2909 guinan@alfred.edu**
- Title IX Deputy Coordinator, Human Resources, Cathy Costello (all persons) 607-871-2118 costello@alfred.edu**
- Title IX Deputy Coordinator, Dean of Students, Norm Pollard (students) 607-871-2132 pollard@alfred.edu**
- Title IX Deputy Coordinator, Provost, Rick Stevens (faculty) 607-871-2137 stephens@alfred.edu**
- Office of Public Safety, Chief Dougherty, 607-871-2108 dougherty@alfred.edu**

If a community member wishes to report an incident of sexual harassment, sexual misconduct and/or sexual assault, they are encouraged to speak to a professional staff member of our Wellness Center – Counseling Services. AU professional counselors are encouraged to tell their clients about reporting procedures outlined in this document. Victims of sexual violence have the option of keeping their report in complete confidence, protecting their right to anonymity, when making a report through the AU Wellness Center - Counseling Services.

For medical emergencies, emergency medical services may be requesting by dialing 9-1-607-871-2108 or 9-911. Residential students should also report incidents and emergencies to their residence hall staff. All reports are logged and responded to appropriately. The law requires that campuses report specific criminal activities that occur on campus property and specific areas around those properties. Crimes occur in the community beyond what is required to be reported in this document. Students and employees are advised to exercise caution in ALL locations. On Campus: includes the main campus property, in campus buildings, the Equestrian Center, Foster Lake and athletic fields. Public Property includes thoroughfares, streets, sidewalks, parking facilities, and Public Park or park-like settings immediately adjacent to and accessible from the campus (ref. map in this document).

Any student, faculty member, or employee may report crimes in progress and any other on-campus emergency to the Office of Public Safety by dialing campus extension x2108. There are 12 campus blue light phones located throughout the campus which provide direct telephone connection to the Office of Public Safety in the case of an emergency. Upon receipt of a call, a patrol will be immediately dispatched to the site of the complaint.

In the public areas of the residence halls and in each student room there is a telephone line. Also, on the back of the University ID/meal cards is a list of emergency numbers.

Members of the University community may report criminal incidents to the professional staff of Counseling Services. Counselors at the Wellness Center, who are informed by persons they are counseling of the commission of a crime, may also inform that person that crimes can be reported to the Office of Student Affairs that this can be done on a voluntary, confidential basis for inclusion in the University's crime statistics only.

In the event of a major crime, emergency or an event which poses a threat to the campus community notification can be distributed via e-mail, AU text messages and voice-mail to all student, faculty, staff, and administrative accounts, and by paper copy when necessary.

Alfred University community members are advised to sign up for AU's E2 campus alert system.  
[www.banweb.alfred.edu](http://www.banweb.alfred.edu)

## OFFICE OF PUBLIC SAFETY - PURPOSE & OPERATIONS

Alfred University Office of Public Safety is staffed by five full time professional staff, four part-time professional staff and one office manager. The Office of Public Safety is operational seven days a week with limited hours of closure. It is located in the Physical Plant building and can be reached by calling 607-871-2108. After office hours, the University emergency phone is forwarded to the Allegany County 911 Center located in Belmont, New York. In the event of an after-hours emergency, the 911 Center will dispatch appropriate emergency personnel along with Alfred University personnel to the scene of an emergency.

Students are employed by the Office of Public Safety on a part-time basis and assume the position of the Public Safety Aides. A significant number of Public Safety Aides are certified New York State Security Guards as mandated by the State of New York in compliance with the Security Guard Act of 1992. The Chief of Public Safety is ultimately responsible for managing the daily activities of the student security operation. All Public Safety Aides function as an important part of the University's overall effort to maintain the peace, safety, and security of persons and property at the University.

Specific responsibilities of the Office of Public Safety include: enforcing laws and policies, controlling on-campus parking of vehicles belonging to students, faculty, staff and visitors; controlling the movement of vehicular and pedestrian traffic as well as crowd control during special events on campus; and aiding in the control of alcohol and drug use on campus through the enforcement of the University Substance Use & Abuse Policy. Their presence also assists in resolving conflicts between students and deterring unlawful acts. Although the professional Public Safety staff does not have the power to arrest, staff members are certified New York State Police Officers who fill a critical role by observing and reporting incidents to appropriate University administrators and the local police, with whom they have direct radio contact.

All members of the University community are encouraged to report criminal incidents, emergencies, and suspicious activity. The Office of Public Safety phone number is 607-871-2108 and should be used to report all crimes. Incident Reports can be filled using AU Report It <https://alfred-advocate.symplicity.com/public-report/>, Public Safety's Anonymous Tip on-line form or by contacting either the Dean of Students or Chief of Public Safety. Reports may also be filled through Alfred Police Department at 607-587-8877.

The Alfred University Office of Public Safety encourages members of the AU community to promptly and accurately report crimes to the AU Office of Public Safety or the appropriate police agency. If a complainant files a report with the Alfred University Office of Public Safety, the information may not be able to be kept confidential.

Although we encourage the reporting of campus criminal activity directly to the Alfred University Office of Public Safety (607-871-2108), in some instances members of the campus

## TIMELY WARNINGS

In the event that a situation arises, either on- or off-campus, that, in the judgment of the Chief of Public Safety or the Dean of Students, constitutes an ongoing or continuing threat, a campus-wide "Timely Warning" will be issued after consultation with the Vice President for Student Affairs and the Office of Communications. The warning will be issued through e-mail and/or the University text messaging system to student, faculty, and staff.

In the event of a major emergency, or if there is an event which poses a threat to students, employees, or others, the "Timely Warning" will be prepared and distributed to:

- WALF (campus radio station)*
- Campus e-mail service*
- Entrance doors to academic and residence hall buildings*
- Fiat Lux (campus newspaper)*
- E2Campus (campus wide text message alert)*

Standard notification procedures may be altered if in the emergency responses authorities determine it would compromise efforts to assist a victim, or compromise efforts to contain, respond to or otherwise mitigate the emergency. Pursuant to its procedures, fire drills are not announced, and testing of the other emergency systems may be announced or unannounced.



Powell Campus Center

## MISSING PERSONS

Specific emergency contact information is obtained by each student living on campus during the first residence hall meeting; transfer students moving onto campus for the first time provide the contact information to their Resident Director. Students are encouraged to identify a person who University personnel should contact in the event they are determined to be "missing"; the identified person's contact information is maintained by the Office of Residence Life and remains confidential.

Missing persons should be reported directly to Public Safety who are trained in "missing person" procedures; law requirements and filing of reports. Do not wait if you believe a student is missing. In the event that Public Safety is unavailable all reports should be filed with the Alfred Police Department. Federal law states that the campus is required to provide notification of an on-campus residential student that has been reported missing for at least 24 hours to:

- 1) all local police agencies pursuant to the Memoranda of Understanding
- 2) the student's designated contact person if provided
- 3) parents or the guardians of an unemancipated student under 18 years of age

Alfred University's Public Safety immediately conducts an initial investigation and if after a reasonable period of time (not more than 24 hours) the student has not been located, Public Safety will proceed with the required notifications.

## EMERGENCY NOTIFICATION

The University's leadership is trained in assessing emergency situations, appropriately responding to emergencies, and initiating necessary communication with those immediately impacted by the event and the greater campus community. The Chief of Public Safety/Incident Commander, or his designee, is responsible for determining the appropriate segment or segments of the campus community to receive a notification, determine the content of the notification and initiate protocols for the implementation of the emergency notification system through the established procedures.

The Chief of Public Safety/Incident Commander or designee will, upon confirmation of an emergency that necessitates evacuations, will order an evacuation or if the situation warrants instructions to "shelter in place".

The Chief of Public Safety is responsible for determining the level of an incident. In the absence of the chief, the officer on duty, will make appropriate consults and level determination. If there were a serious, immediate threat to the health and safety of the campus community the emergency response protocol would be enacted as appropriate to the situation. This can include activation of E2Campus telephone and text notification, loud-speaker, and alert message in the My.Alfred portal and Alfred University. Notification to the greater campus community is coordinated between Public Safety and the Communications Office.

Subsequent to the emergency response and for other non-eminent serious incidents, a "Timely Warning" would be prepared and distributed via campus e-mail, notices posted at building main entrances, the my.Alfred portal, and/or the Public Safety website. Standard notification procedures may be altered if the emergency response authorities determine it would compromise efforts to assist a victim or compromise efforts to contain, respond to or otherwise mitigate the emergency.

**Report to Public Safety 607-871-2108**

## DAILY INCIDENT LOG

The Office of Public Safety also maintains a daily log of crimes and incidents that occur on campus which is available for the public to view. This information is recorded by date, time, and general location and disposition of the complaint. This daily log is available at the Office of Public Safety located in the Physical Plant building on campus. Please note, that entries or updates are generally made within two business days after the event occurs. Incidents or situations deemed to pose a threat to the campus community are logged as soon as possible.

While most events are logged, the Office of Public Safety may determine that an incident be classified as "confidential" in order not to jeopardize a criminal investigation or reveal the identity of a victim.

## BOMB THREATS

If you receive a bomb threat by phone, remain calm and try to get as much information as possible from the caller. Call Public Safety IMMEDIATELY do not pull the fire alarm.

## VICTIM REPORTING

The Alfred University Office of Public Safety encourages members of the AU community to promptly and accurately report crimes to the AU Office of Public Safety or the appropriate police agency. If a complainant files a report with the Alfred University Office of Public Safety, the information may not be able to be kept confidential.

Although we encourage the reporting of campus criminal activity directly to the Alfred University Office of Public Safety (607-871-2108), in some instances members of the campus community may choose to file a report with one of these Campus Security Authorities:

Title IX Coordinator, Director of Human Resources,  
Greene Hall, 607-871-2118  
VP for Student Affairs, Powell Campus Center, 607-871-2132  
Dean of Students, Powell Campus Center, 607-871-2132  
Residence Life, Bartlett Hall, 607-871-2186  
Athletic Department, McLane, 607-871-2193  
Center for Student Involvement, Powell Campus Center,  
607-871-2175

If a community member wishes to report an incident of sexual harassment, sexual misconduct and/or sexual assault, they are encouraged to speak to a professional staff member of our Wellness Center – Counseling Services. AU professional counselors are encouraged to tell their clients about reporting procedures outlined in this document. Victims of sexual violence have the option of keeping their report in complete confidence, protecting their right to anonymity, when making a report through the AU Wellness Center – Counseling Services.

## CRIME AWARENESS AND PREVENTION PROGRAMS

Alfred University's Office of Residence Life takes an active part in the education and support of the residential community. ORL staff members are trained for prompt, appropriate response and to get students to the appropriate resources. Staff hosts programs on various safety topics each semester, in each building, by inviting speakers into the residence halls. Also, safety and the "crime of opportunity" are topics at every mandatory hall meeting. Typically, each floor has them three times each semester. Students are given the message to be safe, lock your doors, take good care of your belongings that are dear to you, and take care of each other.

Resident Directors and Resident Assistants actively work together throughout the school year conducting various programs that promote a safe and informed community. Residence Life advocates daily for students to be sure they are always locking their room doors and not propping exterior residence hall doors. This is done each evening by RA staff members on call in each residence hall, seven days / week, 8 p.m. – 8 a.m., and during the day, as needed. Specifically on RA rounds, the "If I Were a Thief" program is utilized in that staff checks room doors and, if unlocked, leaves an "If I Were a Thief" tag on the door letting students know they left their door unlocked and to encourage them to lock it.

The Wellness Center staff contributes to and organizes many aspects of teaching the campus community such as: training for the Office of Residence Life's Resident Assistants and Resident Directors on sexual assault responding; training on date rape drugs; publicizing national weeks and days devoted to awareness of sexual violence (such as the RAINN Day, rape and incest victims' services) using a variety of media; emergency response for sexual assault; training peer educators to present on intoxication and unwanted sex, safer sex, consent and related issues; present programs in residence halls, with clubs, and in classrooms on sexuality, consent, the role of intoxication in unwanted sex; training AU Peer Educators to provide peer programming on a variety of safety, harm, and wellness topics.

## CAMPUS SAFETY ADVISORY BOARD

The Campus Safety Advisory Board's responsibilities are: to advise the President and Chief of Public Safety and Director of Environmental Health and Safety on matters of campus security, public safety (including signage and parking), and personal safety; to review and suggest improvement in safety and education programs; to assess availability of counseling services for crime victims; to review victim referral and campus response procedures for sexual assault situations; to conduct ongoing assessment of the quality of campus personal safety policies, practices, procedures, and programs; and to conform to Article 129-A of the Education Law by providing information to incoming students about sexual assault prevention measures, penalties, and related security procedures.

## EDUCATING FIRST YEAR & TRANSFER STUDENTS

Orientation is a great time to begin educating students about our community values, but since research indicates that short, single-session programs do little to create long-term attitude or behavior change, we are not solely relying on one program/speaker. We use comprehensive, multi-pronged strategies that are interconnected in a planned way. Many of these tactics have been in place for years and some are new, but each will help us create a safer campus.

- Every incoming student is expected to complete two on-line education programs – Alcohol Wise and an additional module on Sexual Assault – during the summer, prior to the start of classes. In the past two years, our response rate has been close to 90%.
- Over the summer there was a complete review and revision of our Discrimination, Harassment and Sexual Misconduct policy to ensure we are compliant with the new federal regulations.
- Before the start of classes, every student is sent an electronic copy of our Code of Conduct. Additionally, they are invited to take a free on-line course called "Lasting Choices: Protecting Our Campus from Sexual Assault."
- The very first evening of orientation, the Dean of Students, Director of the Wellness Center and the Health and Wellness Educator host the first all class meeting to discuss community expectations and information specific to sexual misconduct and other safety issues.
- Residence Life has instituted a new Community Watch program in conjunction with the Office of Public Safety, including the Circle of 6 web app.
- September is National Campus Safety month, and Residence Life has partnered with the Wellness Center to offer a wide range of programs including a "No More" pledge drive, bystander awareness, consent and alcohol/substance abuse prevention.
- During September and October, the Wellness Center staff will meet with each sports team in small groups (no more than 20 participants) to discuss sexual assault prevention.
- Over the course of the academic year, information about Sexual Misconduct, campus resources and community expectations is disseminated through a variety of social media/social networking platforms. Last year we partnered with the "No More" campaign; our softball team created a video and L'il Alf appeared in a poster series.
- Specific training about Sexual Misconduct victim identification, support and response is provided to the Health Services, Counseling Services, Public Safety and Residence Life staffs, as well as hearing boards and investigators.
- Two nationally-known speakers will address issues of consent and respect this year. During orientation, Maria Falzone is our speaker. Early in the fall, Mike Dilbeck will provide a program on Bystander Intervention followed by a series of workshops/trainings to ensure the campus community has the skills to appropriately intervene when identifying situations involving sexual misconduct.

**SAFE ESCORT SERVICES**

Public Safety operates a Safe Escort Service on campus for any member of the University community who require an escort from dusk until dawn. This escort may consist of a vehicle or walking escort depending on the activities at the time of the call. During busy periods, callers may experience a delay in the arrival of the escort. Escorts are provided for safety, and for students, faculty and staff, and those who have physical disabilities. Escorts are not provided for groups of three or more on campus or for those who use the service for convenience purposes.

The Alfred University's Safe Escort service is a service intended to provide escorts for persons who actually need an ESCORT and do not wish to walk ALONE at night. To request an escort:

**call 871-2108**

**THE SAFE ESCORT SERVICE OPERATES ALL WEEK DURING BUSINESS HOURS AND FROM 5 P.M. TO 3 A.M. SUNDAY-THURSDAY**

ALSO 5 P.M. UNTIL 6 A.M. ON THE WEEKENDS. NO ESCORTS WILL BE GIVEN FROM ONE OFF-CAMPUS TO ANOTHER OFF-CAMPUS LOCATION. ALTHOUGH ESCORTS ARE PROVIDED TO LOCATIONS IN ALFRED, THEY ARE NOT PROVIDED TO PARTIES AND RESTAURANTS. SINCE SAFETY IS THE REASON FOR REQUESTING AN ESCORT, WALKING ESCORTS MAY BE SUBSTITUTED FOR VEHICLE RIDES ESCORT BY DRIVER.

THE ESCORT DRIVER OR PERSON RESERVES THE RIGHT TO REFUSE AN ESCORT TO ANYONE WHO DOES NOT MEET THE REQUIREMENTS

This service is designed to provide safe escorts to students, faculty and staff who do not wish to walk alone at night.

**ALFRED COMMUNITY COALITION**

The Alfred Community Coalition is comprised of members from Alfred University, Alfred State College, the Village and Town of Alfred who are dedicated to addressing issues that arise regarding students living in the Alfred community. The Coalition works proactively to reduce high risk behaviors of students in the community. The Coalition also is committed to promote responsible decision-making of college students on their rights and responsibilities as good neighbors and citizens in the Village and Town of Alfred.

**Accomplishments:**

- Expanded membership to include a landlord, a business owner, and the health/wellness/alcohol and other drug (AOD) educators from each campus
- Explored the idea of restorative justice and a community/town "court" for alternative sanctioning of students who might otherwise go through the court system for alleged violations.
- Pursued grant funding for the development of "town-gown" initiatives and partner ships; submitted a federal grant for sexual assault prevention on the AU and ASC campuses
- Expanded on education for students at both campuses who intend to move off campus, including a risk management seminar



**NON-EMERGENCY SERVICES**

Concerning Emotional Behavior - During business hours, assist the student in receiving counseling services and offer to walk them there. Call 2300 to request an outreach, or fill out an on-line Student Alert, or contact the Student Affairs Office for guidance, 607-871-2132. After hours contact the Public Safety Office to file a report.

**LOCAL POLICE AGENCIES & WORKING TOGETHER**

Alfred University contracts with the Village of Alfred Police Department to provide law enforcement on campus when needed. Although, AU Public Safety Officers are certified police officers, the University & Village are in agreement that all law enforcement procedures (arrests) are carried out by the village officers. Notification of all arrest/incident reports by the local police department are submitted to the Office of Public Safety; this is a close and successful working relationship.

The Village Police Department also provides training and work in consultation with the Alfred University Office of Public Safety and officials on an as needed basis.

Members of the University community are encouraged to file reports with the Office of Public Safety as well as the Alfred Police Department. New York State Police and County Sheriffs Department are also available to assist.

**LOCAL LAW ENFORCEMENT STATISTICS 2013**

The chart below is provided by the Chief of Alfred's Police Department, Timothy J O'Grady.

Alfred Police Department	On Campus	Public Property
Murder/Non-negligent Manslaughter	0	0
Negligent Manslaughter	0	0
Forcible sex offenses	0	0
Non-forcible sex offenses	1	0
Robbery	0	1
Assault	0	1
Burglary	4	0
Motor Vehicle Theft	0	0
Arson	0	0
Actual Fires	0	0
Injury or Death From Fire	0	0
Hate Crimes	0	0
Weapon Possession	0	0
Drug Violations	0	0
Liquor Law Violations	0	0

**Alfred Police Department**  
 7 West University Street  
 Alfred, NY 14802  
 607-587-8877

# Introduction to Clery

## Campus Crime Statistics

In November 1990, the Student Right-to-Know and Campus Security Act of 1990 was signed into law. Compliance with this act, known as the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act or Clery Act, provides students and families, as higher education consumers, with the information they need to make an informed decision. The Higher Education Amendments of 1992 imposed new requirements for preventing, reporting, and investigating sex offenses that occur on campus. In 1994, the U.S. Department of Education issued the final regulations needed to implement the Higher Education Act of 1965 as amended by the Student Right-to-Know and Campus Security Act (Public Law 101-542), the Higher Education Technical Amendments of 1991 (Public Law 103-26), the Higher Education Amendments of 1992 (Public Law 102-325), and the Higher Education Technical Amendments of 1993 (Public Law 103-208).

In accordance with the Clery Act, data collected in this report represents activity on the Alfred University campus and in the Village of Alfred.

As required by the Clery Act, the University must report all hate crimes. A hate crime occurs when a person is victimized intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. For 2013 there were 0 offenses that were classified as hate crimes.

The crimes presented are based on disciplinary referrals filed with the following offices: Dean of Students, Chief of Public Safety, Director of Residence Life, Director of Athletics and Alfred Police Department. A disciplinary referral is a student who's conduct has been documented and is subject to Alfred University's conduct process. Statistics are based on referrals; this does not differentiate whether or not the student was found in violation or not. Criminal offenses that if determined unfounded are not included within this report. As directed by the statutes of the federal government, Alfred University does not permit an officer, employee, student or agent of this institution, to retaliate, intimidate threaten, coerce, or otherwise discriminate against any individual reporting violations to the Clery Act.

**Statistics are based on referrals; this does not differentiate whether or not the student was found in violation.**

## Clery Statistics 2011, 2012, 2013

Disciplinary Actions	On Campus			Of the total # on campus-these occurred in a Residence Hall			On Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0
Drug Law Violation	98	92	60	67	79	56	0	0	0
Liquor Law Violation	144	99	76	143	90	74	0	0	0

Criminal Offenses	On Campus			Of the total # on campus-these occurred in a Residence Hall			On Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense (forcible)	0	0	6	0	0	6	0	0	0
Sex offense (non-forcible)	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0
Aggravated Assault	1	2	2	1	0	0	0	0	0
Burglary	7	3	11	4	0	9	0	0	0
Motor Vehicle Theft	1	2	0	0	0	0	0	0	0
Arson	3	0	0	0	0	0	0	0	0
Title IX/VAWA (reporting of statics started in 2013)									
Domestic Violence			0			0			0
Dating Violence			1			1			0
Stalking			1			0			0

Arrests	On Campus			Of the total # on campus-these occurred in a Residence Hall			On Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0
Drug Law Violation	22	6	0	6	3	0	0	3	0
Liquor Law Violation	7	0	0	0	0	0	0	0	0

<http://nnev.org/policy/issues/vawa.html>

The Violence Against Women Act (VAWA) Renewal passes the House and Senate and signed into law

New law will safely and effectively meet the needs of more victims

The Violence Against Women Act (VAWA) is the cornerstone of our nation's response to domestic and sexual violence. A strong bipartisan bill to reauthorize VAWA (S. 47) passed in the Senate on February 12, 2013 (78-22) and in the House of Representatives on February 28, 2013 (286-138). President Obama signed the bill into law on March 7, 2013.

What will this renewal of the Violence Against Women Act (VAWA) change?

The Violence Against Women Act (VAWA) has improved our nation's response to violence. However, not all victims had been protected or reached through earlier iterations of the bill. VAWA 2013 closed critical gaps in services and justice. VAWA 2013 reauthorized and improved upon lifesaving services for all victims of domestic violence, sexual assault, dating violence and stalking - including Native women, immigrants, LGBT victims, college students and youth, and public housing residents.

Justice on campuses: College students are among the most vulnerable to dating violence. Provisions in VAWA 2013 add additional protections for students by requiring schools to implement a recording process for incidences of dating violence, as well as report the findings. In addition, schools would be required to create plans to prevent this violence and educate victims on their rights and resources.

Hate Crimes - On Campus	Total	Total	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity
	2011	2012	2013						
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense (forcible)	0	0	0	0	0	0	0	0	0
Sex offense (non-forcible)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Damage/Vandalism of Property	0	0	1	0	0	1	0	0	0

Hate Crimes - On Campus in a Residence Hall	Total	Total	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity
	2011	2012	2013						
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense (forcible)	0	0	0	0	0	0	0	0	0
Sex offense (non-forcible)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Damage/Vandalism of Property	0	0	1	0	0	1	0	0	0

Hate Crimes - On Public Property	Total	Total	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity
	2011	2012	2013						
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense (forcible)	0	0	0	0	0	0	0	0	0
Sex offense (non-forcible)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0

## Reporting-definitions

“On-campus” offenses include all offenses which occurred in or on all University-owned property or buildings.

“Residence halls” are categorized as all residential housing owned by the University including special interest houses.

“Non-campus building or property” and “public property” includes property owned or rented by student organizations officially recognized by the University and those owned or rented by the University outside of the campus boundaries. The offenses presented also include statistics reported by the Alfred Police Department.

“Public property” represents the Village of Alfred, which includes thoroughfares, streets, sidewalks and parking facilities immediately adjacent to the campus.



Brick

*In May of 2002 Greek life was disbanded; there are no off campus student organizations to report.*

## BLUE LIGHT EMERGENCY PHONES

Alfred University’s Public Safety division currently has 12 Blue Light Emergency Phones in operation located around campus. The blue dots on the map below represent the location of all phones. All blue light emergency phones are connected directly to Public Safety Office. If you need immediate assistance, press the large, round button on the front of the phone. The call will be connected directly to Public Safety or the call will be forwarded to Allegany County’s 911 emergency department. The Public Safety dispatcher is able to see the location of the call and local law enforcement officers and Public Safety officers will be dispatched to your location for immediate assistance. If the person is unable to speak, pressing the large button on the phone will activate the protocol and law enforcement officers and Public Safety officers will be dispatched to the location.

See the map on page pgs. 8 & 9

## SECURITY OF NON-RESIDENTAL BUILDINGS

The Office of Public Safety is committed to providing a safe and secure environment to all academic and non-academic buildings. The Office of Public Safety performs routine patrols through all buildings during Public Safety’s hours of service. When Public Safety is closed the Night watchman, a member of the Alfred University Heating Plant staff also makes scheduled rounds throughout all building on the University Campus to insure their security.

**THREAT OF PHYSICAL BEHAVIOR?** By text, email, IM or phone call - document the messages. Threatening or aggressive behavior - leave the area and help to remove others to a safe place.

## EMERGENCY EVACUATION-RESIDENCE HALLS

In all residence halls, students are expected to leave the facility immediately after the fire alarm is activated. Staff members are expected to leave at the time of an alarm and make cursory checks of floors and wings as they progress downward to the main floor of the hall. Moreover, staff members assume responsibilities such as conducting a "head count" of their residents and securing the outside doors to prohibit students from reentering the hall as they wait for the fire department to determine the cause of the alarm activation. Staff members report to Public Safety and the local fire department any special needs or issues they observe while evacuating the facility.

## SECURITY IN RESIDENCE HALLS

The Alfred University Office of Residence Life is committed to providing a safe environment in all residence halls. Students are made aware of safety concerns as well as tips on prevention through residence hall building, floor meetings and presentations. While many safeguards are in place for residence hall students, each student must do his/her part to assure a safe and secure environment by adhering to the safety related policies and procedures. A graduate resident director supervises each of the residence halls, who in turn is supervised by a professional master's level staff member in the Office of Residence Life.

Residence halls are co-ed, each with 24 hour inter-visitation. Graduate resident directors and undergraduate resident assistants, all members of the University Residence Life staff, live in the residence halls and participate in an on-call duty rotation. The Student Affairs team is on-call 24 hours a day and is comprised of graduate RDs and professional staff members of the Office of Residence Life. They are trained in University rules and regulations, enforcement procedures, crisis management and fire safety.

Access to the individual residence halls is restricted to residents of each building who have key access, and guests who are hosted by the residents. All outside doors of residence halls are locked 24 hours a day. Resident assistants are on call between the hours of 9 p.m. and 8 a.m. nightly and monitor access to the first year residence halls from evening to early morning hours by completing rounds of the living area, registering guests and visitors entering the residence hall and reporting any unusual circumstances or situations in the residence hall.

Residence halls are communities in which each resident must take responsibility for personal safety including keeping room doors locked (all student doors have conventional locks), not propping open exterior building doors, not walking alone, and immediately notifying Residence Life staff, Public Safety or the Police Department of any suspicious people or activities.

Special Interest Houses that are not located on University property and are controlled by individual student organizations or academic programs each have their own access policies and procedures that are monitored by the organization's coordinators



Bartlett Hall

and house residents. Public Safety and Alfred Police Department responds to incidents at these locations.

As a priority, the University Physical Plant maintains the safety and security of all buildings and grounds on the campus. Repairs that affect safety and security are made promptly. The campus is well lit. The lighting system is maintained and upgraded on an on-going basis.

## ANNUAL EDUCATION PROGRAMS

Through comprehensive awareness programs, members of the University community learn more about the University's efforts to enhance their safety and become aware of their personal stake in their own security and that of others. Below is a sample listing of crime prevention and personal safety programs presented by various offices of Alfred University in Academic year 2012-2013.

**Nonviolent Sexuality: Making Peace with Passion, Miller Theater** How do you deal with sex? If you don't have it all figured out, join the club! It's a really big club! Better yet join us! You'll be glad you spent the hour with Bob Hall! You're invited! Bring a Date! Bring a friend!

**It's About Hooking Up & Getting Some** is a fun and interactive program that shows the good, the bad and the ugly sides of the college dating scene.

**Interactive Educational Bulletin boards:** Three times each semester bulletin boards are created by staff members, on every floor of each residence hall, on a variety of topics including safety-related topics.

**Bio-feedback: An Interactive Activity** Come in and explore how your mind and body interact during times of high emotion, and how to start regulating your reactions to help improve academic and social success.

**The Emergency Folder** is Alfred University's emergency response information folder that is issued to all faculty, staff and students. This orange folder gives the members of the campus community guidelines on how to respond to campus emergencies such as bomb threats, fire, medical emergency and studio/lab accidents. This folder also outlines what you should do if you are notified that an emergency is occurring or what to do if you are threatened with physical harm. Additional folders can be received at the Office of Public Safety.

**If I Were a Thief** are pre-printed post-it notes the RAs place on residence hall room doors during building rounds when they are found unlocked and unoccupied.

**Bystander Intervention Program** The role of the bystander is one component of sexual violence prevention that can be effective on college campuses. Common goals of bystander programs are to:

- Develop ways to increase awareness of sexual assault, such as learning to make observations and recognizing warning behaviors that may require intervention;
- Teach the appropriate skills to intervene safely and effectively, in both direct and indirect ways.

Effective bystander programs foster an encouraging environment for others to speak out against sexist attitudes, rape myth beliefs, and sexual violence itself. Confronting sexual violence can help change the social norms of a community and society as a whole. Some of recent efforts include:

- Bystander Intervention (SAXONS: Stand Up, Speak Out, Step Up) in collaboration with other Student Affairs departments:
  - o Bystander Intervention Speaker: Mike Dilbeck
  - o Monthly workshops with select groups
  - o "No More" campaign



- |    |                                      |     |   |
|----|--------------------------------------|-----|---|
| 1  | Merrill Field                        | 8   | McLane Physical Education Center        |
| 1a | Connors Family Pavilion              | 9   | Bartlett Hall                           |
| 1b | Harrington Softball Field            | 10  | Franklin W. Olin Building               |
| 2  | Tennis Courts                        | 11  | McMahon Building                        |
| 3  | Marlin Miller Performing Arts Center | 12  | Scholes Library                         |
| 3a | Miller Theatre                       | 13  | Harder Hall                             |
| 4  | Ade Dining Hall                      | 13a | Museum of Ceramic Art                   |
| 5  | Pine Hill Suites                     | 14  | McGee Pavilion                          |
| a  | Norwood                              | 15  | Science Center                          |
| b  | Phillips                             | 16  | Perlman Hall                            |
| c  | Tredennick                           | 17  | Myers Hall                              |
| d  | Crawford                             | 18  | Seidlin Hall                            |
| e  | Shults                               | 19  | Binns-Merrill Hall                      |
| f  | Davis                                | 20  | Hall of Glass Science and Engineering   |
| g  | Kenyon                               | 21  | Student Engineering Projects Lab (STEP) |
| 6  | Residence Halls                      | 22  | Seidlin Annex/Engineering Laboratories  |
| h  | Reimer Hall                          | 23  | Physical Plant and Public Safety Office |
| i  | Tefft Hall                           | 24  | Greene Hall                             |
| j  | Barresi Hall                         | 25  | Carnegie Hall                           |
| k  | Cannon Hall                          | 26  | Kanakadea Hall                          |
| 7  | Health and Wellness Center           | 27  | The Arthur and Lea Powell Campus Center |



- 28 The Robert R. McComsey Career Development Center
- 29 Davis Memorial Carillon
- 30 Howell Hall
- 31 Ford Street Apartments
- 32 Openhym Residence Hall
- 33 Judson Leadership Center
- 34 Alumni Hall
- 35 Herrick Memorial Library
- 36 Brick Residence Hall
- 37 Village Bandstand
- 38 Crandall Hall
- 39 Kruson Residence Hall
- 40 Saxon Inn
- 41 Gothic Chapel
- 42 International House
- 43 Child and Family Services
- 44 Wellness Center
- 45 Honors House
- 46 Confucius House
- 47 Language House
- 48 Environmental Studies House

- 49 John L. Stull Observatory
- 50 Hillel House
- 51 National Casting Center (off map)
- 52 Welcome Center at the Fasano House
- 53 Cohen Arts Center
- 54 Joel's House
- 55 Ann's House
- 56 The Bromeley-Daggett Equestrian Center at the Maris Cuneo Equine Park (off map)

Parking for visitors to the Admissions Office is available in the Alumni Hall lot (34). Parking is available to other visitors for short periods in the remaining lots or at parking meters on village streets. Persons remaining more than three days should obtain a temporary permit from the Safety Office in Physical Plant (23).

Note: To simplify identification of Alfred University buildings, certain Alfred Village structures have been omitted from this map.



Health & Wellness Center

**CAMPUS WELLNESS EDUCATION PROGRAMS**

The goal of the Campus Wellness Education Program is to support the educational mission of the University by engaging every AU student in the development of life-long health, both personally and as a healthy community.

One-on-one education sessions and online educational units and other classes are designed as an educational alternative to punitive conduct sanctions for violations of the University Substance Use & Abuse Policy. Students are provided with the opportunity to gain new knowledge about the effects of alcohol and other drugs on health, academic performance, and college life and to evaluate their personal risk factors. Students also discuss personal strategies to lower their risks. The goal of this program is to increase individual health knowledge, skills and protective factors related to the substance use and abuse and move students towards a more healthful lifestyle.

On-Campus:

Wellness Education Program.....607-871-2300

AU – Health Services.....607-871-2400

AU – Counseling Services.....607-871-2300

Office of Residence Life, Bartlett Hall.....607-871-2186

**Resources**

**There are numerous resources both on and off campus to confidentially assist individuals with alcohol or other drug-related concerns including prevention, education, assessments, and treatment referrals. Early contact with a professional can often prevent a subsequent crisis or a tragedy.**

The Allegany Council on Alcoholism & Substance Abuse  
76 Park Ave, Wellsville, NY 14895  
585-593-6738

The Steuben County Department of Alcoholism & Substance Abuse  
115 Liberty Street, Bath, NY 14810  
607-664-2156

MATCH Association for Children of Alcoholics  
11426 Rockville Pike Suite 100  
Rockville, MD 20852  
301-468-0985

Drug Abuse and Addiction Hotline...585-593-5706

Alcoholics Anonymous...716-372-4800

24 Hour Crisis Hotline...585-593-5706

NYS Drug Info Line...800-522-5353

National Council on Alcoholism & Drug Dependence.....212-206-6770

**Non-Emergency Medical Transport (NEMT)**

**Contact the the Public Safety Office 607-871-2108 or the Residence Life Office 607-871-2186, transportation can be arranged and the fee placed on your student account.**

**BEHAVIOR ASSESSMENT TEAM/BAT**

As a result of a growing national trend on college campuses of mental health issues and the increase in hospitalizations and deaths due to alcohol consumption, Alfred University created the Behavior Assessment Team (BAT). BAT has been charged with increasing early intervention and prevention efforts to maintain a healthy environment for the entire Alfred University community.

The mission of the Alfred University Behavior Assessment Team is to identify students who have engaged in threatening behaviors or done something that raised serious concerns about their well-being, stability, or potential for violence or suicide.

The Behavior Assessment Team is committed to improving the Alfred University community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention, and management of situations that pose a threat to the safety and well-being of the campus community.

Reasons for BAT Referral:

- Self-injurious behavior/suicidal ideation or attempt behaviors including, but are not limited to suicidal thoughts or actions
- Erratic behavior (including online activities) that disrupts the mission and/or normal proceedings of students, faculty, staff or community behaviors include, but are not limited to: weapons on campus, significant inappropriate disruption to the community, potential for safety being compromised
- Transportation to the hospital for alcohol and drug use/abuse

Team composition: Dean of Students, Director of Counseling and Wellness Center, Chief of Public Safety, Director of Residence Life and the Assistant Dean of New Students (Additional members specific to individual student issues, as needed.)

**If you would like to submit a report, please send a detailed description of the incident using specific, concise and objective language to AU Report It (found on the home page of MyAU), studentaffairs@alfred.edu, or call 607-871-2132.**

# SUBSTANCE USE & ABUSE POLICY

## PHILOSOPHY

The abuse of alcohol and other drugs severely limits the ability of individuals to succeed academically, professionally, and personally. Substance abuse has been linked to health problems, accidents, decreased academic and job performance, violence, vandalism, sexual misconduct, financial difficulties, legal problems and other negative consequences for individuals and the entire University community.

In keeping with its mission and in complying with federal regulations such as the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, Alfred University has established this policy to promote an environment that encourages learning, fosters respect for people and property, and supports individual development and success. The responsibility for preserving this environment extends to all members of the University community including faculty, staff, administrators, and students. Therefore, this substance use and abuse policy is intended to provide information about standards of conduct, the risks of use of illicit drugs and the abuse of alcohol, applicable legal and University sanctions for employees and students, and resources available for the prevention, intervention, and treatment of substance abuse.

## POLICIES

The following policies consider the rights people have to privacy, to be treated as equal members of the University community and to participate in the responsible possession and consumption of legal substances as defined by federal, state, and local laws and the statements below.

- No person (including students and employees) under the age of 21 will be allowed to possess, purchase, consume, or knowingly be in the presence of alcohol.
- No alcoholic beverages shall be permitted in rooms, apartments or suite common areas of students under the age of 21. If an underage student resides in the same room, apartment or suite as a student of legal drinking age, the over-21 student may not distribute, sell, possess or consume alcohol in their assigned residence hall room.
- Only quantities and containers appropriate to individual consumption are permitted for private use by students of legal age.
- No person (including students and employees) will be permitted to provide an individual under the age of 21 with alcohol.
- No open alcoholic container will be allowed on University premises except at:
- Events in locations that carry the appropriate reservations and an approved university alcohol permit.
- Residence hall rooms, suites, or apartments assigned to students who are at least 21 years old.
- NOTE: No one under the age of 21 may possess, consume, or knowingly be in the presence of alcohol in any location at any time. If an underage student resides in the same room, apartment or suite as a student of legal drinking age, the over-21 student may not distribute, sell, possess or consume alcohol in their assigned residence hall room.
- The sponsor of an event to be held on University premises will be responsible for the acquisition, distribution, and monitoring of alcohol as prescribed by this policy and the University alcohol permit.
- The office of student affairs may recommend or mandate the presence of an advisor, security, additional staff, and/or other controls at any event where alcohol will be served.
- If alcohol is being served, the sponsoring organization must provide food and non-alcoholic beverages in sufficient quantities as outlined by the University alcohol permit.
- Alcohol service must cease at least one hour prior to the end time of the event.
- Any organization or individual(s) wishing to advertise a function on University premises may not include any reference to providing or selling alcoholic beverages at that activity.
- Alcoholic beverages shall not be provided as free awards to individual students or recognized organizations. This includes promotional activities such as raffles and contests.
- Beer balls, kegs or any other materials used to enable mass consumption of alcohol are not permitted on University premises unless approved by the office of student affairs.
- No person under the age of 21 will be allowed to possess empty alcoholic beverage containers.
- No person (including students and employees) shall possess, use, or distribute illicit drugs or drug paraphernalia.
- Alcoholic beverage consumption or possession at University athletic facilities, including but not limited to Merrill Field and McLane Center, during scheduled athletic events is prohibited. Any containers of alcoholic beverages will be confiscated at the entrances. Disorderly conduct on the part of an individual(s) will result in that person(s) being asked to leave the event.

## PROCEDURES

- Any organization or individual(s) planning to sponsor a function with alcohol present on University premises must submit a University alcohol permit for approval to the office of student affairs, at least three weeks prior to the date of the event. The University alcohol permit form may be obtained from the office of student affairs.
- The use of alcohol on campus is not encouraged and the sponsor/host must justify why alcohol should be present.
- The Dean of Students or designee will review the request to determine if it will be granted, denied, or granted subject to modification. All decisions will be final. Permits will be returned to the originator(s) within seven working days of receipt in the office of student affairs.
- Where alcohol is to be served at a facility other than Ade Hall, Howell Hall, or the Powell Campus Center, a New York State Alcohol Beverage Control Board (ABC) permit will have to be obtained in addition to the University alcohol permit. Allow additional time for this process.
- The University alcohol permit should not be confused with facility reservations. All facility reservations will be made by the sponsoring club, organization, and/or University office. A list of contacts for facility reservations is available in the University directory.

## RESPONSIBILITY

In keeping with Alfred University's philosophy, the primary control for responsible alcohol use lies with the individual. Additionally:

- Sponsoring organizations or individuals will ensure that all University regulations, and specifically the substance use and abuse policy, are adhered to when organizing and conducting activities.
- The division of student affairs will respond immediately to reported incidents of inappropriate alcohol use or distribution and to any illegal drug use or distribution. This response will follow current procedures and may be referred to local, state, or federal police agencies.
- Residence hall staff is authorized to monitor the use of alcohol or illicit drugs within the residence halls, confront inappropriate use, and report misuse according to the current internal procedures.
- University staff, including but not limited to public safety and residence life staff, is authorized to report violations of the University's substance use and abuse policy to the appropriate office.

## VIOLATION OF THE UNIVERSITY ALCOHOL PERMIT POLICY

The following sanctions are intended to promote learning and personal development while preventing individuals and groups from compromising the learning environment or the health and safety of themselves and others.

- If any organization or individual(s) are found to be in violation of the University alcohol permit agreement, the violator(s) will not be allowed to file for another permit for a maximum of two years.
- If a student is found to be in violation of the University substance use and abuse policy, that person will be subject to the STUDENT CONDUCT action up to and including expulsion from school. If a student is held responsible for a violation of this policy, the parent or legal guardian may receive a copy of the letter sent to the student documenting outcome of a related STUDENT CONDUCT hearing. Federal regulations permit this notification without the student's consent for those students who are under the age of 21. This notification will be mailed to the address of record of the parent or guardian.
- If an employee is found to be in violation of the University substance use and abuse policy, that person will be subject to the current disciplinary policies of the University up to and including termination of employment.

- If a student or employee is assessed with a substance abuse problem, that person may be given the opportunity to seek assistance for the problem. However, if that person refuses or fails to follow through with the assistance program, sanctions will be imposed up to and including expulsion from the University or termination of employment.

#### POLICY REVIEW

This policy is reviewed on an annual basis. Comments or questions may be directed to the office of student affairs.

Contact: 607-871-2132 8:30 AM – 4:30 PM or studentaffairs@alfred.edu

#### DISTRIBUTION

A reasonable effort will be made to distribute this policy annually to every student and employee as directed by the 1989 Drug-Free Schools and Communities Act.

#### CRITICAL INFORMATION FOR STUDENTS AND EMPLOYEES - WARNING

Alcohol is the drug most frequently abused in American society. The irresponsible use of alcohol is directly related to poor grades, violence, vandalism, sexual assault, sexually transmitted diseases, unplanned pregnancies, accidents, health problems, addiction, and death on college campuses. Alcohol is the number one health risk for college drinkers and nondrinkers who are often impacted by the behavior of intoxicated individuals. It is imperative to stay in control whenever in a situation where alcohol is being used.

#### RESOURCES

There are numerous resources both on and off campus to confidentially assist individuals with alcohol or other drug related concerns including prevention, education, assessments, and treatment referrals. Early contact with a professional can often prevent a subsequent crisis or a tragedy.

#### SUMMARY OF LOCAL, STATE, AND FEDERAL LAWS

New York's Alcohol Beverage Control Laws contains a variety of laws governing the possession, use and consumption of alcoholic beverages. The act applies to the students and employees of this institution. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation, are summarized below:

Students and employees are responsible for knowing local, state and federal laws that apply to the possession, consumption, and distribution of alcohol and controlled substances. Listed below are some of these relevant laws. For more information or a complete listing, contact any law enforcement agency.

Open containers -It is unlawful to possess an open container, resealed or partly open bottle, can, container, or similar article containing an alcoholic beverage in a public place within the Village of Alfred.  
Maximum fine, first offense: \$500

Providing alcohol to those under 21 - Giving or selling alcohol to persons under the age of 21 is a Class B misdemeanor.  
Maximum fine, first offense: \$500

Selling alcohol without a license - Selling alcohol without a license (i.e. charging admission to a party where alcohol is distributed) is a misdemeanor.  
Fines range from \$250-\$1,000

Fake identification - Creating, altering or possessing an altered written instrument officially issued or created by a public office, public servant or government instrumentality (i.e., a driver's license) is a Class D felony. Maximum fine of \$5,000 for the first offense.

Social host liability (The Dramshop Act) - It is illegal to give or sell alcohol to a person who is already intoxicated. Additionally, individuals and organizations that host parties can be held liable for damages and injuries that intoxicated guests inflict on themselves or others during or after these events.

Possessing marijuana - It is illegal to possess marijuana.  
less than 25 grams – violation; maximum fine, first offense: \$250  
more than 25 grams-Class B misdemeanor; maximum fine, first offense: \$500  
more than 2 ounces-Class A misdemeanor; maximum fine, first offense: \$1,000  
more than 16 ounces-Class D felony; maximum fine, first offense: \$5,000  
more than 10 pounds-Class C felony; maximum fine, first offense:\$15,000

Selling marijuana - Selling marijuana in tiny quantities is a misdemeanor with fines between \$250 and \$1,000. However, selling more than 25 grams is a Class E felony and selling more than one pound is a Class C felony Maximum fine of \$15,000 for first offenders.

Other controlled substances - Penalties for the possession and sale of other controlled substances are much harsher than for marijuana and often include mandatory jail terms in addition to substantial fines.

A note about criminal penalties - For alcohol and other drug violations, each criminal case is evaluated separately and individual penalties can vary to include greater or lesser fines and other sanctions including community service, probation, and/or prison. The criminal justice process is separate from the Alfred University STUDENT CONDUCT process and both may occur simultaneously.

Alfred University assumes no responsibility for changes to or errors in interpreting local, state, or federal laws.

### **Refer also to the Controlled Substances - Uses & Effects Chart**

<b>Drug</b>	<i>Acute Health Effects</i>	<i>Long-Term Health Effects</i>	<i>In Combination With Alcohol</i>	<i>Withdrawal Symptoms</i>
Marijuana	Heightened sensory perception; euphoria followed by drowsiness/relaxation; impaired short-term memory, attention, judgment, coordination and balance; increased heart rate; increased appetite	<b>Addiction:</b> About 9% of users; about 1 in 6 of those who started using in their teens; 25%-50% of daily users  <b>Mental Disorders:</b> May be a causal factor in schizophreniform disorders (in those with a pre-existing vulnerability); is associated with depression and anxiety  <b>Smoking Related:</b> Chronic cough, bronchitis, lung and upper airway cancers are undetermined	<b>Effect on blood pressure; impairment of cognitive, psychomotor, and driving performance</b>	Irritability; difficulty sleeping; strange nightmares; cravings; anxiety
Cocaine	Dilated pupils; increased body temperature, heart rate, and blood pressure; nausea; increased energy and alertness; euphoria; decreased appetite and sleep  <b>High doses:</b> Erratic and violent behavior; panic attacks	Addiction; restlessness; anxiety; irritability; paranoia; panic attacks; mood disturbances; insomnia; nasal damage and difficulty swallowing from snorting; GI problems; risk of HIV if administered intravenously	<b>Greater risk of overdose and sudden death than either drug alone</b>	Depression; fatigue; increased appetite; insomnia or hypersomnia; vivid unpleasant dreams; psychomotor retardation or agitation
Prescription Stimulants (Adderall, Ritalin, etc.)	Increased alertness, attention, and energy; irregular heartbeat; dangerously high body temperature; potential for cardiovascular failure or seizures	High doses especially, or alternate routes of administration (ex. snorting, injecting) can lead to anxiety, hostility, paranoia, and psychosis; addiction	<b>Masks the depressant action of alcohol, increasing risk of alcohol overdose; may increase blood pressure; jitters</b>	Depression; fatigue; increased appetite; insomnia or hypersomnia; vivid unpleasant dreams; psychomotor retardation or agitation
Prescription Sedatives/Sleeping Pills	Drowsiness; relaxation; overdose	Tolerance; physical dependence; addiction	<b>Slows both heart rate and respiration, which can be fatal</b>	Seizures; for barbiturates, abrupt cessation can be life-threatening
LSD	Elation; depression; arousal; paranoia or panic; impulsive behavior; rapid shifts in emotions; distortions in perception; increased body temperature, heart rate, and blood pressure; nausea; loss of appetite; sweating; dry mouth; jaw-clenching; numbness; sleeplessness; dizziness; weakness; tremors  <b>High Doses:</b> Panic; paranoia; feelings of despair; fear of insanity; death	Frightening flashbacks; Hallucinogen Persisting Perception Disorder (HPPD); low addictive potential, however tolerance does develop		
Salvia	Short-lived but intense hallucinations; altered visual perception, mood, and body sensations; emotional swings; feelings of detachment from one's body; highly modified perception of external reality and self; sweating	Unknown addictive potential		
Ketamine	Anxiety; agitation; insomnia; euphoria; excitement; slurred speech; blurred vision; irregular heartbeat  <b>Low Doses:</b> Nausea; elevated blood pressure; sedation; impaired attention, memory, and motor function  <b>Higher Doses:</b> Immobility; distortions of auditory and visual perceptions; feelings of being separated from one's body and environment; hallucinations; memory problems	Cognitive impairment, including verbal and short-term memory; blurred vision; loss of coordination	<b>Increased risk of nausea and vomiting; decreased respiration; coma; death; because chances of vomiting and unconsciousness are increased, individuals risk choking to death on their own vomit</b>	
Ecstasy (MDMA)	Euphoria; increased energy, alertness, tactile sensitivity, and empathy; decreased fear and anxiety; increased/irregular heartbeat; dehydration; chills; sweating; impaired cognition and motor function; reduced appetite; muscle cramping; teeth grinding/clenching; in rare cases—hyperthermia, muscle tissue breakdown, and death	Impulsiveness; irritability; sleep disturbances; anxiety; addiction		
Street Opioids (Heroin, Opium)	Euphoria; warm flushing of skin; dry mouth; heavy feeling extremities; clouded thinking; alternate wakeful and drowsy states; itching; nausea; depressed respiration	Addiction; physical dependence; risk of collapsed veins, abscesses, HIV, and Hepatitis C if used intravenously	<b>Dangerous slowdown of heart rate and respiration; coma; death</b>	Restlessness; muscle and bone pain; insomnia; diarrhea; vomiting; cold flashes with goose bumps; leg movements
Prescription Opioids (Hydrocodone, Oxycodone)	Pain relief; drowsiness; nausea; constipation; euphoria-in some  <b>When taken other routes (ex. snorting, injected):</b> increased risk of depressed respiration, leading to coma or death	Tolerance; addiction	<b>Dangerous slowing of heart rate and respiration; coma; death</b>	Restlessness; muscle and bone pain; insomnia; diarrhea; vomiting; cold flashes with goose bumps; leg movements
Androgenic Anabolic Steroids	Headaches; acne; fluid retention (especially in the extremities); gastrointestinal irritation; diarrhea; stomach pains; oily skin; jaundice; hypertension; infections can develop at the injection site	Liver damage; high blood pressure; increases in LDL ("bad" cholesterol) and decreases in HDL ("good" cholesterol); cardiac hypertrophy (thickening of the heart muscle); atherosclerosis (hardening of the arteries)	<b>May be synergistic in precipitating impulsive behavior (more research is needed)</b>	Mood swings; fatigue; restlessness; loss of appetite; insomnia; reduced sex drive; steroid cravings; depression—sometimes leads to suicide attempts

# Controlled Substances - Uses & Effects Chart

## INCLEMENT WEATHER CLOSING PROCEDURES POLICY

Occasionally, emergency situations require that the University be closed. In such instances the following protocol and procedures apply: All decisions related to closing the University offices and/or classes will be made by the President, The President will notify the Executive Director of Capital Operations and Legal Affairs or the Environmental Health and Safety Manager, who along with the Director of Communications will send out a mass e-mail message and/or a text message to the campus community as needed.

Supervisors are not authorized to close offices except at the explicit instruction of the President.

### PROCEDURES

When it is determined that the University must be closed, with only essential staff asked to report, the decision will be conveyed using various media. They include the following: (1) Radio Announcements; (2) E-mail Messages; (3) Voice Mail Messages; and (4) Text Messages as directed by the Executive Director of Capital Operations and Legal Affairs of the Environmental Health and Safety Manager who along with the Director of Communications will send out a mass e-mail message and/or text message to the campus community as needed.

Radio announcements will be conveyed to local radio stations, Announcements will normally occur several times between approximately 6:00 and 9:00 a.m.

E-mail messages will be sent to students, faculty and staff. Such communication will appear as priority mail when one initially logs on to the system.

Voice mail messages will be sent as priority voice mail to all individual voice mailboxes. Voice mail subscribers may hear such messages by dialing (607) 871-2888 and following instructions for accessing one's personal mailbox.

Text messages will be sent to all those enrolled in the emergency alert program.

### ROLES AND RESPONSIBILITIES

Should the President find it necessary to close offices during the workday (with only essential staff being asked to report or stay), he will inform the Executive Director of Capital Operations and Legal Affairs, and/or the Director of Communications of the Environmental Health and Safety Manager who in turn will notify the following individuals: (1) Tele-communications Technician; and, (2) Director of Network services. The Communications Office will then deliver all priority voice, text and e-mail messages as described earlier. In addition, the Executive Director of Capital Operations and Legal Affairs or the Environmental Health and Safety Manager, and/or the Director of Communications will notify the Office of Human Resources.

In the event Alfred University offices must close early on any particular day, whether due to inclement weather or other extenuating circumstances, communications will originate with Environmental Health and Safety, Public Safety and Facilities, in conjunction with the Office of Human Resources. From there, each office will utilize the internal office contact list as identified on the Incident Command Contact List (Three-Deep List); these lists will assist with advising supervisors listed within their division and/or building. If the supervisor is not available, the supervisor's assistant will be notified and so on.

In weather-related emergency closings, Physical Plant Grounds and Heating Plant Staff personnel should report as usual. For all other types of closings, Physical Plan Staff is asked to contact their supervisor for further instructions.

When students are in residence, other offices may need to remain open and operable. With advisement from Administration, some positions will be required to report during an emergency; please note, not all emergencies are the same, and therefore, reporting to work may or may not be required.

During an official (as implemented by the local Sheriff's Office or State Law Enforcement) weather emergency issued travel ban, employees may not be able to report to work. Employees shall contact their supervisor and/or Human Resources to report such absences. See the employee handbook for guidance.

### SPECIAL CONSIDERATIONS

### BUILDING CLOSURE PROCEDURES

Buildings are closed during all emergency evacuations (weather related storms, chemical exposures or fire drills) and official breaks (such as winter break in December); NO admittance is allowed for any reason unless authorized and/or accompanied by Public Safety. Unauthorized occupants will be reported to Public Safety and/or Administration for proper legal, disciplinary or judicial action.

#### RADIO STATIONS TO RECEIVE CLOSING NOTIFICATIONS

Radio Station	Dial	Location
WSKG	90.9	Binghamton
WGR-AM	550	Buffalo
WKSE-FM	98.5	Buffalo
WNED-AM	970	Buffalo
WIVB-TV	Channel 4	Buffalo
WCBA AM-FM	1 350	Corning
WCLI-AM	1 450	Corning
WGMM-FM	97.7	Corning
WDNY-AM	1400	Dansville
WDNY- FM	93.9	Dansville
WINK	105.9	Elmira
WHHO-AM	1320	Hornell
WKPQ-FM	105.3	Hornell
WCKR-FM	92.1	Hornell
WLEA-FM	1480	Hornell
WPIG	95.7	Olean
WHDL	95.7	Olean
WHAM-AM	1180	Rochester
WVOR-FM	100.5	Rochester
WBEE	92.5	Rochester
WBBF	93.3	Rochester
WEZO-AM	93.3	Rochester
WLSV-AM	790	Wellsville
WJQZ-FM	103.5	Wellsville
WZKZ-AM	103.5	Wellsville

**New York State—Division of Criminal Justice Services Sex Offender Registry**  
**4 Tower Place, Albany, New York 12203**  
**1-800-262-3257**

**How to Obtain Information about Sex Offenders Living in Your Neighborhood....**

You can call 1-800-262-3257 to determine if someone is on the Sex Offender Registry. You will need the name of the person about whom you are inquiring and one of the following: an exact address, a complete date of birth, a driver's license number or a social security number.

You can access the Subdirectory on the Division of Criminal Justice Services web site at [www.criminaljustice.state.ny.us](http://www.criminaljustice.state.ny.us) by clicking on the "Search Subdirectory" button. You can search for level 2 and level 3 offenders by name, county or zip code.

The local law enforcement agency where the offender currently resides, can, if it chooses, release community notification information on sex offenders residing in the community to "entities with vulnerable populations related to the nature of the offense". The law enforcement agency can release information on level 1, level 2 and level 3 offenders through this method. Also, while the exact address of level 3 offenders can be provided, the law provides that only an approximate address based on zip code can be provided by a law enforcement agency for level 1 and level 2 offenders.

Your local law enforcement agency has the subdirectory available for the public to view upon request.

The laws regarding the Sex Offender Registry are frequently updated. Therefore, we encourage you to refer to the DCJS website listed below for the most up-to-date information.

<http://www.criminaljustice.ny.gov/nsor/>

### The Sexual Offender Registration Act

New York's version of Megan's Law, was signed in July 1995 and became effective on January 21, 1996. The text of the statute is contained in Correction Law Article 6-C (Section 168 et seq.). Registered sex offenders in New York are classified by the risk of re-offense. Offenders are required to be registered for 20 years or life.

### Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions

Excerpted from the Implementing Regulations of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Campus Security Act) originally published in the Federal Register on April 29, 1994 (Vol. 59, No. 82) and November 1, 1999 (Vol 64, No. 210).

The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and nonforcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

#### Crime Definitions From the Uniform Crime Reporting Handbook

- Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Criminal Homicide-Manslaughter by Negligence - The killing of another person through gross negligence.
- Criminal Homicide-Murder and Nonnegligent Manslaughter -The willful (non negligent) killing of one human being by another.
- Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- Burglary - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- Motor Vehicle Theft -The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)
- Weapon Law Violations - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnish deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

# Alfred University's 2014-2015 DISCRIMINATION, HARASSMENT AND SEXUAL MISCONDUCT POLICY

## INTRODUCTION

Alfred University's Discrimination, Harassment and Sexual Misconduct Policy has been adopted to ensure that all students, faculty, staff and guests may work, study, and enjoy the society of the University community without being subjected to discrimination, harassment or any form of non-consensual sexual activity.

Alfred University's Board of Trustees has entrusted the President of the University with the responsibility to appoint the appropriate personnel to oversee the administration and enforcement of the provision of this policy. The President has appointed the Director of Human Resources as the Chief Title IX Coordinator and the person responsible for overseeing the administration of this policy. The Chief Title IX Coordinator has appointed the following as Title IX Deputy Coordinators: the Dean of Students for student complaints; the Provost for faculty complaints and the Human Resources Designee for employees, vendors and visitors. Mark Guinan the Director of Human Resources maintains an office on the campus in Greene Hall, located on Main Street, 1 Saxon Drive, Alfred, NY 14802 and may be contacted by phone at 607-871-2909 or by e-mail at [guinan@alfred.edu](mailto:guinan@alfred.edu).

## POLICY STATEMENT

Alfred University is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment – an environment that supports, nurtures and rewards career and educational advancement on the basis of ability and performance.

Alfred University is also a community that values freedom of expression, intellectual inquiry, and academic debate. This policy is not intended to prevent or penalize a statement, opinion, theory, or artistic expression offered within the bounds of legitimate, relevant and responsible teaching or learning.

## POLICY COVERAGE

This policy sets forth behavioral expectations for all members of the Alfred community: students, faculty and staff. The University will not tolerate harassment or discrimination in the workplace, classroom, University facilities, and in other University-related settings, such as study-abroad programs and University-sponsored social functions and events. Non-community members (guests, alumni, vendors, parents, etc.) visiting our campus are also expected to abide by the behavioral expectations set forth here. Conduct that occurs off-campus and not in connection with University programs may violate this policy if the conduct creates a threatening or hostile work or learning environment on campus or within a University program, or if the incident causes concern for the safety or security of the University's campus.

## DEFINITIONS

### Discrimination

Alfred defines discrimination as an educational or employment-related decision that disadvantages a person and that occurs because of the affected individual's race, color, religion, ethnic or national origin, gender, age, disability, predisposing genetic characteristics, sexual orientation, gender identity, gender expression, military or veteran's status, status as a victim of domestic violence, marital status or any other characteristic protected by applicable law. A person who believes that he/she has been discriminated against with respect to an academic or employment decision is generally entitled to bring a complaint pursuant to this policy in addition to any other University process or procedure that may be available (such as a grade appeal policy or appeal procedures for work performance or promotion). However, the role of this policy is not to modify or displace another's legitimate decision as to competency or performance; the only function of this policy is to ensure that the decision was not biased.

This policy does not apply to decisions relating to requests for reasonable accommodation due to a disability. Academic disability accommodations are handled by the Center for Academic Success and pursuant to that office's policies. Work-related disability accommodations are handled by the Human Resources Office and pursuant to that office's policies.

### Harassment

Alfred defines harassment as conduct that offends on the basis of race, color, religion, ethnic or national origin, gender, age, disability, predisposing genetic characteristics, sexual orientation, gender identity, gender expression, military or veteran's status, status as a victim of domestic violence, marital status or any other characteristic protected by applicable law.

Harassment is any form of offensive conduct or communication and may be verbal, written, electronic, visual or physical. Merely by way of illustration, harassing acts may include racial, ethnic or religious slurs; name-calling that demeans on the basis of gender, age, disability, sexual orientation or gender identity; unwanted touching of a person's legs or shoulders; physically harming or threatening another due to racial or religious animosity; vulgar pictures or ethnically offensive symbols or graffiti; or gestures that mimic or mock a person's gender, sexual orientation, disability, race or religion. Sexual harassment is one form of harassment. Sexual harassment may consist of sexually-charged comments or conduct, including sexually lewd conversation or pictures, repeated, unwelcome requests for dates or romantic interaction; conditioning a benefit (such as a grade or promotion) on sexual activity; or unwelcome physical affection (such as hugs or kisses).

The fact that a person was personally offended by a statement or incident does not alone constitute a violation of this policy. The determination is based on a "reasonable person" standard and takes into account the totality of the circumstances. Alfred considers the context of a communication or incident, the relationship of the individuals involved in the communication or incident, whether an incident was an isolated incident or part of a broader pattern or course of offensive conduct, the seriousness or severity of the incident, the intent of the individual who engaged in the allegedly offensive conduct, and its effect or impact on the individual and the learning community.

In all instances, a key factor is whether the complained-of behavior occurred because of one of the protected characteristics listed here. If it did not, the behavior is not regulated by this policy. Nevertheless, Alfred reserves the right to discipline conduct that offends based on a protected characteristic even if the situation does not rise to the level of severity or pervasiveness to violate applicable law.

### Consent

Consent is free and informed permission. Consent can be given by word or action. Consent given verbally is evidenced by affirmative agreement to engage in specific sexual activity. Consent through action is active participation in the specific sexual activity. Silence in the absence of actions demonstrating permission cannot be presumed to be consent. Past consent to sexual activity does not mean consent to the same sexual activity in the future, and consent can be withdrawn at any time.

Certain conditions prevent a person from being able to consent. These conditions include being asleep, unconscious, physically or mentally helpless, disoriented or unable to understand what is happening for any reason, including due to alcohol or drugs, or being under the age of 17. A person will be considered unable to give consent if he or she cannot understand the details of a sexual interaction (who, what, when, where, how). A person who engages in sexual activity with another when that person knows, or should know, that the other person is unable to consent has violated this policy. A person who has been drinking or using drugs is still responsible for any violation of this policy that he/she commits; this means that, even if the accused

was drunk or high and, as a result, he/she did not realize that the other person was not consenting to or was unable to consent to sexual activity, the person who committed the non-consensual act is still responsible for having violated this policy. Sexual activity as the result of coercion is non-consensual. Coercion is undue pressure, or a threat, or intimidation to engage in sexual activity.

### **Sex Offenses**

Alfred expects that any sexual activity or contact will be based on mutual consent to the specific sexual activity.

i. **Non-consensual Sexual Contact.** Any intentional sexual contact, however slight, with an object or bodily part, by a person upon another person that is without consent. This includes any bodily contact with the breasts, groin, genitals, mouth or other bodily contact in a sexual manner. Examples of non-consensual sexual contact, include but are not limited to touching the private body parts of another person for the purpose of sexual gratification forcibly or without consent or where the victim is incapable of consent due to incapacity or age. Non-consensual sexual contact also includes kissing, causing another to touch one's intimate bodily areas, or disrobing another without permission.

ii. **Sexual Assault:** Sexual assault is sexual penetration without consent and is further sub-defined by the following:

**Rape:** the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, forcibly or without consent or where the victim is incapable of consent due to mental or physical incapacity.

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

iii. **Sexual Exploitation:** When one takes non-consensual sexual advantage of another. Examples of sexual exploitation include but are not limited to observing or recording others engaged in sexual or private activity (such as undressing or showering) without the consent of all involved; or taking intimate pictures of another but then distributing the pictures to others without the photographed person's consent; or exposing one's genitals in non-consensual circumstances; or engaging in sexual activity with another while knowingly infected with a sexually transmitted disease (STD) without informing the other person of such infection.

### **Dating Violence**

Dating violence refers to physical violence (hitting, punching, kicking, etc.), threats of violence or other abusive, intimidating behavior committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

### **Stalking**

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. Stalking behavior may include but is not limited to repeated, intentional following or observing another; or using "spyware" or other electronic means to gain impermissible access to a person's private information.

### **Domestic Violence**

Domestic violence refers to physical violence, threats of violence or other abusive, intimidating behavior between spouses or former spouses, cohabitating romantic partners or individuals who were formerly cohabitating romantic partners, individuals who share a child in common, or others in a family relationship.

### **Sexual Misconduct**

The term sexual misconduct is a term used by this policy to more conveniently refer to any form of sex or gender-based discrimination; sexual or gender-based harassment; non-consensual sexual activity or sexual offense; dating violence, or domestic violence if between current or former spouses or romantic partners; or stalking, if the circumstances of the stalking suggest gender-based animosity, hostility or occurs in the context of a romantic or sexual pursuit. Sexual misconduct may occur between members of the same or opposite sex and in heterosexual and homosexual relationships.

### **Complainant**

The term complainant refers to the person making the complaint or report. That person is usually the person who experienced the discrimination, harassment, sexual misconduct or other violation of this policy.

### **Respondent**

The term respondent refers to the person alleged to have committed the alleged discrimination, harassment, sexual misconduct or other violation of this policy.

## **SUPPORT FOR COMPLAINANTS**

### **Confidential Resources**

A victim is encouraged to seek support for his/her emotional and physical needs. A person seeking confidential emotional or healthcare may contact the following resources.

**Wellness Center Counseling Services Open: Monday-Friday 8:30am-4:30pm  
Phone: 607-871-2300**

Professionals in Counseling Services, pastors, and healthcare professionals at the Wellness Center are the only Alfred University employees who can offer legally protected confidentiality.

A report to a Confidential Resource is not a report to the University and will not result in remedial action or an investigation or disciplinary action. Information shared with the University's Counseling Services, Student Health Center, and the University's pastors will not be shared with the Title IX Coordinator. Any person who desires the University to investigate for potential disciplinary action must make a report to one of the Responsible Administrators, listed below. Similarly, a confidential resource is not able to make other changes a complainant may desire to avoid the respondent, such as a change in housing assignment, class assignment, alternative means of transportation, different work assignment and so on. These requests should be made to a Responsible Administrator, listed below.

### **Responsible Administrator**

The following offices and individuals have been trained to receive and respond to allegations of violations of this policy.

**Chief Title IX Coordinator, Director of Human Resources, Mark Guinan (all persons) 607-871-2909 guinan@alfred.edu**  
**Title IX Deputy Coordinator, Human Resources, Cathy Costello (all persons) 607-871-2118 costelo@alfred.edu**  
**Title IX Deputy Coordinator, Dean of Students, Norm Pollard (students) 607-871-2132 pollard@alfred.edu**  
**Title IX Deputy Coordinator, Provost, Rick Stevens (faculty) 607-871-2137 stephens@alfred.edu**  
**Office of Public Safety, Chief Dougherty, 607-871-2108 dougherty@alfred.edu**

**Alfred Village Police Department, Emergency, Call 911; Non-Emergency, 607-587-8877**  
**Allegany County Sheriff's Department, New York Sheriff's Victim Hotline (VINE) For Offender information, call toll-free: 1-888-VINE-4-NY**  
**(1-888-846-3469) Statewide Victim Assistance and Notification 24 hours a day.**

If a report is made to anyone other than the Responsible Administrators listed above, the complainant risks the possibility that the information will not come to the attention of the proper University officials and may, therefore, not be acted upon.

Upon receiving a report, the Responsible Administrator to whom the report was made will discuss with the complainant available avenues and options. Options may include reports to local law enforcement, initiating a disciplinary proceeding against the respondent and remedial actions to ameliorate or correct the effects of the discrimination, harassment, or sexual misconduct. Other options may include interim changes in housing assignment, class assignment, alternative means of transportation, different work assignment and so on to allow the complainant to avoid interacting with the respondent. The University will review the facts and circumstances of each case, as well the complainant's wishes, in deciding whether and what steps are reasonable and appropriate.

There is no time limit for making a report. However, the passage of time may make effective responsive action difficult. Further, if the respondent is no longer a member of the University community, the University's ability to respond may be limited. It is at the discretion of the assigned Title IX Deputy Coordinator to determine the action the University will take concerning complaints which are filed after a substantial amount of time has passed. Individuals are encouraged to bring complaints forward in a timely manner.

The University may impose interim suspension or interim restrictions in order to protect the physical or emotional safety of any member of the University community or ensure orderly operations. The imposition of interim restrictions, if any, will be determined by the Chief Title IX Coordinator and the appropriate Deputy Title IX Coordinator (i.e. Dean of Students (student respondent), Provost (faculty respondent), and HR Generalist (staff respondent))

A Responsible Administrator is not a confidential resource. A Responsible Administrator will share all information reported to him/her with the Chief Title IX Coordinator. However, this sharing of information does not necessarily lead to an investigation or disciplinary action. (See Choices to Take section for further explanation as to the response to a report.) A report to a Responsible Administrator may be made anonymously, but the University's ability to respond to an anonymous complaint may be limited.

For more information about this policy and Alfred's procedures to respond to acts of discrimination, harassment, or sexual misconduct, please contact a Responsible Administrator. You may do so even if you have not decided whether you wish to disclose information concerning a particular incident.

### **Law Enforcement**

A victim of a crime is encouraged to, but is not required to, report the incident to local law enforcement and pursue criminal charges. The criminal process and the University's disciplinary processes are not mutually exclusive or dependent on each other, meaning that a person may pursue either a criminal complaint or University complaint or both. In some cases, the University may delay temporarily its internal processes while a law enforcement investigation is ongoing.

In criminal cases, the preservation of evidence is critical and must be done properly and promptly. If you are the victim of a crime, you are encouraged to call 911 immediately. To preserve evidence, it is best that you not change your clothes, shower or even brush your hair, as physical evidence may be lost. The Alfred Police Department, 7 West University Street, Alfred, NY 14802, 607-587-8877 can assist in filing a criminal complaint and in securing appropriate examination, including by a Sexual Assault Nurse Examiner. Additionally, orders of protection and other forms of legal protection may be available to individuals who have experienced or are threatened with violence by an Alfred University community member or other person. In appropriate circumstances, an order of protection may be available that restricts the offender's right to enter Alfred University's property, and Alfred will abide by a lawfully issued order of protection.

If an act of alleged assault or violence is reported to a Responsible Administrator, the victim will be encouraged to report the incident to local law enforcement. The University must also report statistics concerning the occurrence on campus of certain violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include any personally identifiable information concerning the victim or the accused.

For educational purposes, the New York State provisions defining criminal sexual offenses are provided as an addendum to this policy.

## **CHOICES OF ACTION TO TAKE**

### **Filing a Report without Taking Action**

A complainant may make a report to a Responsible Administrator (see list above) and request that the University take no investigatory or disciplinary action. The University endeavors to comply with complainants' wishes with respect to whether responsive action is taken. However, that is not always possible.

If a complainant requests that no action be taken against the accused, the Responsible Administrator will consult with the Chief Title IX Coordinator and the appropriate Deputy Coordinator (i.e., Dean of Students (student respondent), Provost (faculty respondent), or HR Generalist (staff respondent)). The University's decision will depend on the seriousness of the offense, whether there was a single accused or multiple, whether there is reason to believe that the accused has engaged in this or similar conduct previously, whether the circumstances suggest an ongoing or future risk to the campus community or the complainant, and similar considerations. A decision will be made and shared with the complainant. The University retains the right to act upon any information that comes to its attention.

Similarly, a complainant may desire to have investigatory and/or disciplinary action taken, but may wish to have his/her identity as the complainant kept confidential. Depending on the circumstances, this may or may not be possible. If any number of people could have reported the incident, it may be possible for the complainant's identity to remain confidential and not shared with the respondent. However, in other cases, it may not be possible to proceed with investigatory or disciplinary action without revealing the identity of the complainant. If a complainant requests that his/her name be kept confidential, the University's ability to respond to the complaint may be limited. The Responsible Administrator will consult with the Chief Title IX Coordinator and the appropriate Deputy Coordinator (i.e., Dean of Students (student respondent), Provost (faculty respondent), or HR Generalist (staff respondent)). A decision will be made and shared with the complainant. The University retains the right to act upon any information that comes to its attention.

Even if no investigation or other internal disciplinary action is pursued, a complainant may request other remedial or supportive relief, such as changes in housing assignment, class assignment, alternative means of transportation, different work assignment and so on to allow the complainant to avoid interacting with the respondent. The University will review the facts and circumstances of each case, as well the complainant's wishes, in deciding whether and what steps are reasonable and appropriate.

### **Mediation**

In some cases, a mediated resolution may be appropriate. This may be the case in instances of more minor acts of insensitivity or misunderstandings. Serious sanctions, such as suspension, expulsion or termination, are not possible as a result of the mediation process, but lesser sanctions may be agreed to.

A person who desires mediation should contact a Responsible Administrator. Mediation must be agreed upon by both parties, and the Chief Title IX Coordinator must agree that mediation is appropriate. Mediation is not appropriate in cases of sexual assault or violence of any kind. The appropriate Title IX Deputy Coordinator will select a mediator. The mediation must be conducted by a third-party; mediation between just the complainant and respondent is not acceptable. A campus mediator will begin mediation efforts promptly and will report to the Chief Title IX Coordinator and the appropriate Title IX Deputy Coordinator that the mediation occurred. At any time during the mediation process the complainant or the respondent has the right to terminate the process and proceed to an investigation.

The responsible Title IX Deputy Coordinator and the Chief Title IX Coordinator must agree that the parties' mediated resolution is appropriate under the circumstances. If the parties reach agreement and this agreement is deemed appropriate, the mediation is considered successful. Both parties will sign a statement agreeing that the mediation was successful, and the matter will be considered resolved. If the mediation is unsuccessful, the complainant can proceed with a formal complaint. A copy of the signed statement will constitute the record of the mediation. If a party with obligations pursuant to a mediated resolution fails in his/her obligations, the other party may ask the University to enforce the terms of the resolution or may proceed with a formal complaint process.

### **Filing a Formal Complaint for Potential Disciplinary Action**

Any individual may initiate a complaint (students may work with Counseling Services to draft the complaint) by reporting to a Responsible Administrator. When a complaint is reported involving a student under this policy which does not involve physical contact, the Title IX Deputy Coordinator, Dean of Students, may choose to refer the complaint to the Administrative Hearing procedure set out in the University's Student Life Policies and Procedures instead of the procedures below. The Title IX Deputy Coordinator, Dean of Students may refer the complaint back to the procedures in this policy if facts uncovered during the administrative hearing or other reasons indicate the complaint would be more appropriately handled by the procedures in this policy.

Withdrawal or Resignation while charges are pending:

**Student:** The University has the right to complete the investigation, disciplinary and appeal process if deemed necessary by the Title IX Coordinator/Title IX Deputy Coordinator. A respondent student may decline to participate in the investigation or hearing process, but this will not deprive the University to proceed with its usual investigatory and appeal procedures if the University deems appropriate.

**Employee:** The University has the right to complete the investigation, disciplinary and appeal process if deemed necessary by the Title IX Coordinator/Title IX Deputy Coordinator. A respondent employee may decline to participate in the investigation or hearing process, but this will not deprive the University to proceed with its usual investigatory and appeal procedures if the University deems appropriate.

## **INVESTIGATION AND HEARING**

### **INVESTIGATION OF COMPLAINT**

Upon receipt of a complaint and a desire by the complainant to move forward, or a determination by the University to move forward in the absence of a participating complainant, the investigation process will begin. The Dean of Students (student respondent), the Provost (faculty respondent), Human Resources Generalist (employee, vendor, visitor respondent) will contact the complainant(s) and the respondent(s) to meet and review the investigation procedures, offer support of a counselor and outline the basis for the complaint. In extenuating circumstances the University may utilize an external team solely or in conjunction with an internal investigation team. In cases alleging sexual misconduct, the complainant and respondent will be permitted to have an advisor of choice attend this meeting with him/her at his/her expense. In sexual misconduct, stalking, dating violence and relationship violence cases, this advisor may be an attorney. An advisor's role is to consult with and support the party and may do so only in writing so as not to disrupt or distract from the meeting; the advisor is not permitted to participate or to speak or make a statement of any kind to the investigators. Any advisor who fails to comply will be required to leave the meeting, and the meeting will proceed in the advisor's absence.

The investigation will be conducted by a team consisting of two members of the Grievance Resolution Board and a member of the Public Safety Department. The investigation process generally includes interviewing the persons involved, including witnesses, and gathering and considering relevant evidence. The University has the right to consult with legal counsel during the investigation. In unusual cases, it may be apparent that an investigation should not proceed. This may be the case if the complaint is not of a nature covered by this policy; where another policy or procedure is more appropriate; or where there is indisputable proof that the allegations are not true. If an investigation is not to proceed, the complainant and respondent will be so informed.

In appropriate cases, one or both parties may be issued an interim physical restriction not to have any contact or communication with one another; except as required by the nature of their jobs or their academic activities.

The investigation team uses the preponderance of the evidence standard, (i.e., it is more likely than not that a fact is true and/or that a violation of this policy occurred). At the conclusion of the investigation, the investigation team will issue a written report of the evidence and their findings to the Title IX Deputy Coordinator: Dean of Students (student respondent), the Provost (faculty respondent), Human Resources Generalist (employee, vendor, visitor respondent). The complainant and the respondent will be provided access to the written report, to the extent required or allowed by FERPA, including the findings, all statements including the complainant's and the respondent's, and supporting documentation. For the purpose of this policy, access means a reasonable opportunity to read but not copy the material. Additionally, each party will receive the Deputy Title IX Coordinator's notice of sanctions, if any. If the findings report does not indicate a violation of this policy, no sanction(s) will be imposed under this policy, although the University retains the right to address inappropriate behavior through other applicable University personnel and student life policies and procedures.

**Student Respondent:** When the finding indicates a violation of this policy, as determined by a "preponderance of the evidence" standard, the Dean of Students as the Chief Officer of Student Conduct in conjunction with the Chief Title IX Coordinator will assign sanctions to the respondent.

**Faculty and Employee Respondent:** When the finding indicates a violation of this policy, as determined by a "preponderance of the evidence"

standard, the Chief Title IX Coordinator in conjunction with appropriate Title IX Deputy Coordinator will assign sanctions to the respondent.

Distribution of the redacted report to the complainant and respondent is conducted by the Title IX Deputy Coordinator. The respondent may choose to take responsibility and agree to the finding report and sanctions. If the complainant and respondent agree, the Agreement Form is completed and the process concludes.

**Vendor, visitor or other non-student, non-employee Respondent:** When the finding indicates a violation of this policy, as determined by a “preponderance of the evidence” standard, the Chief of Public Safety or other appropriate designed University administrator will communicate to the respondent the outcome and the sanction imposed, which may be, among other things, a full or partial ban from the University’s property. A vendor, visitor or other non-student, non-employee respondent does not have a right of appeal.

#### **APPEALS: FINDING/SANCTIONS**

Upon conclusion and distribution of the Finding / Sanction(s) the complainant and the respondent may take action if they are dissatisfied with the outcome. The complainant or the respondent may file an appeal based on dissatisfaction with the finding of responsibility for a violation (or the lack of such a finding), or with the sanction imposed, or both. The grounds of appeal are limited to:

- i. A procedural error occurred during the process that had a direct impact on the outcome;
- ii. New evidence has come to light that has a direct impact on the outcome which could not have been discovered by a properly diligent person before or during the original proceeding;
- iii. The sanction is too severe (appeal from respondent); or the sanction is too lenient (appeal from complainant);
- iv. The decision is not supported by a preponderance of the evidence.

The ground(s) for appeal must be set forth and the reason(s) for the appeal must be provided in the appeal submission. Sanctions remain in place pending the outcome of the appeal, unless the Chief Title IX Coordinator decides otherwise.

**Student Respondent:** the appeal and any accompanying documentation must be completed and submitted, electronically or in person, within seven (7) business days to the Office of Student Conduct.

**Faculty or Employee Respondent:** the appeal and any accompanying documentation must be completed and submitted, electronically or in person, within seven (7) business days to the Chief Title IX Coordinator, to distribute it to the appointed appeal officer.

In the event an appeal is submitted by any party, the complainant, respondent and Chairperson will be notified in a timely manner of such appeal. Notification of the appeal hearing will be received within seven (7) business days; the outcome of the appeal is final. (see hearing procedures below).

#### **APPEAL HEARING PROCEDURES**

Appeal Hearing consists of three (3) administrators, faculty and/or staff members and a non-voting Chairperson composed of members of the appointed Grievance Resolution Board will conduct Appeal Board Hearings for the student population; (3) administrative, faculty and/or staff members and a Chairperson composed of members of the appointed Grievance Resolution Board will conduct Appeal Board Hearings for the faculty, staff, vendors and visitors. To be eligible to serve on the Board, each member must have been appointed and participated in training by the Chief Title IX Coordinator and/or the Title IX Deputy Coordinator. The term of appointment to the Grievance Resolution Board and Chairperson will be one year. All members may be appointed to consecutive years without limitations. If any vacancy on the Board occurs during the academic year, or if the Chairperson determines that a legitimate conflict of interest exists between a member of the Board and a party to a complaint, the Chairperson may request that the Chief Title IX Coordinator or the Title IX Deputy Coordinator find a replacement from those members of the Board eligible to serve.

A person who served on the investigation team is ineligible to serve on the Board in the case.

The **Appeal Board Chairperson** is the only non-voting member of the Appeal Hearing Board. Appeal Board Chairperson presides over the hearing and is responsible for ensuring the University policy; hearing procedures and complainant’s/respondent’s rights are followed:

- o The Chairperson will give formal notice to the complainant, respondent, investigation team and relevant witnesses of the time, place and details of the hearing.
- o The Chairperson has authority to determine all questions of procedure, questions compiled by the Board and information presented.
- o The Chairperson is responsible for ensuring that the sexual history or character of a complainant or respondent and the conduct history of the respondent or complainant which is not relevant to the complaint is not admissible.
- o The Chairperson is in charge of presenting the information to be considered and reviewed by the Board.
- o The Chairperson may call witnesses, including members of the investigation team. A party may not call witnesses. However, a party may request that the Chairperson call witnesses by submitting a request to the Chairperson at least two (2) days prior to the hearing, with an explanation of the reason(s) the party believes the witness should be called and/or the relevant information the party believes the witness will provide. The Chairperson will decide in his/her discretion whether to call any witness.
- o The Chairperson will ensure that the complainant/respondent have the right to have an advisor or counselor present in any proceeding. An advisor’s role is to consult with and support the party and may do so only in writing so as not to disrupt or distract from the proceeding; the advisor is not permitted to participate in the hearing, to speak or make a statement of any kind during the proceeding. The Chairperson may exclude any advisor who fails to comply, and the Hearing will proceed in the advisor’s absence. In sexual misconduct, stalking, dating violence and relationship violence cases, this advisor may be an attorney, at the party’s own expense.
- o The hearing is held in private. The Chairperson may allow witnesses who have relevant information to provide to be present during portions of the hearing and may call on the investigation team. The Title IX Deputy Coordinator may be called by the Chairperson to submit a statement of recommendation as to sanctioning.

#### **Finding & Sanction(s) Appeal:**

- o Prior to the scheduled start of the hearing, the Chairperson and the Appeal Hearing Board will meet to review the submitted statements, reports, and supporting documentation and develop questions to ask the involved parties and witnesses.
- o The hearing is not recorded, and no party is permitted to make a recording of the hearing. During the hearing, the Chairperson will ask the questions developed by the Board.
- o The complainant and the respondent have the right to question the other party and any witnesses through questions posed to the Chairperson.
- o In his/her discretion, the Chairperson may decline to allow any question or evidence on the ground that it is irrelevant, unreliable, duplicative, or otherwise unnecessary or inappropriate.

- o The complainant or the respondent may request that accommodations be made to have separate rooms or a room partition, or may request an alternative arrangement in order to minimize potential trauma or stress, without depriving the other party of access to the evidence or testimony.
- o A hearing may proceed even though the complainant or respondent declines to participate. A complainant or respondent may choose to provide a written statement in lieu of attendance at the hearing and may choose to decline to participate at all.
- o The respondent/complainant will be given the opportunity to provide an opening and a closing statement.
- o Each party will be given the opportunity to bring in witnesses on their behalf and to request that the Hearing Board ask specified witnesses to appear. The Hearing Board may of its own volition request that a witness appear if the Hearing Board believes the witness will provide useful information.
- o The Chairperson has the responsibility to ensure that a witness or a party is treated respectfully and sensitively.
- o If at any time during the hearing process a person's behavior, including the complainant or respondent, is deemed as disruptive by the Chairperson; the Chairperson has the right to excuse or remove said person from the proceedings and continue the hearing without their participation.
- o The Chairperson may accept and use written witness statements as part of the hearing. Both parties will have access to any written witness statements made part of the hearing.
- o The respondent and the complainant will be informed in writing of the outcome of the hearing by the Chairperson.

**Finding Report:** The Appeal Hearing Board will make a determination. The Board uses a preponderance of the evidence standard, meaning that it is more likely than not that a violation of this policy occurred. If the Board finds the respondent in violation the Board may impose sanctions ranging from warning to permanent separation from the University, as warranted by the Board's finding.

**Appeal Outcomes:** The outcome of the appeal may be the following:

- i. Affirm the finding(s) of no responsibility and, therefore, no sanction.
- ii. Affirm the finding(s) of responsibility and the sanction(s).
- iii. Affirm the finding(s) of responsibility and increase or reduce, but not eliminate, the sanction(s).
- iv. Reverse the finding(s) of responsibility and eliminate the sanction(s).
- v. Reverse finding of no responsibility and assign a sanction(s).

The outcome of the appeal hearing is final. The Chairperson will notify the parties simultaneously in writing of the outcome.

**Sanctions:** The sanction(s) for a violation of this policy will be based on a consideration of all of the circumstances, including the severity of the conduct and the respondent's disciplinary history. The sanction(s) imposed may be any one or more of the following: Written Warning, Additional Educational Requirements and/or Community Service, Probation, Suspension, Expulsion or Termination (employee) or any combination of the afore mentioned.

## **RIGHTS OF THE COMPLAINANT AND THE RESPONDENT**

### **Rights of the Complainant**

When a member of the Alfred University Community has become the victim of an alleged act of misconduct which violates this policy, the victim should expect that the conduct system/investigators shall respond in a caring, sensitive manner which allows the victim to utilize the policy's process unimpeded, while still maintaining the rights of the respondent person. In cases including but not limited to sexual misconduct, the following rights shall be provided to victims of alleged offenses:

- o The right to be fully informed of the applicable conduct codes and policies.
- o The right to have complaints be responded to quickly and with sensitivity.
- o The right to preservation of confidentiality, to the extent possible under the circumstances.
- o The right to be notified of available counseling, mental health or student services for victims, both on campus and in the community.
- o The right to be treated with dignity and respect by the Hearing Board and by all persons involved in the investigatory and appeal process.
- o The right to be informed by University officials of options to notify proper law enforcement authorities, including on-campus public safety and local police.
- o The right NOT to be discouraged by University officials from reporting a crime, especially crimes of sexual assault/violence, to both on and off campus authorities. The right to select an advisor. In sexual misconduct, stalking, domestic violence and relationship violence cases, this advisor may be an attorney. The advisor may not participate in the hearing.
- o The right to notification of options for and available assistance in changing academic, working and living situations after an alleged incident, if so requested by the victim and if such changes are reasonably available (no charges or investigation, campus or criminal, need occur before this option is available).
- o The right (student) to be notified of available counseling, mental health services available on campus.
- o The right to request a campus physical restriction or "keep-away" order against the respondent.
- o The right to NOT be subject to any type of retaliation. Violation of such instructions would constitute grounds for the University to take immediate and further action.
- o The right to submit an appeal and receive a written response in the proscribed time frame.
- o The right to participate in a campus hearing by means other than being in the same room with the respondent.
- o The right to hear all evidence, to rebut testimony and to have questions addressed to witnesses through the Chairperson.
- o The right to have the evidence presented be relevant, based in fact, and without prejudice, and the outcome of the complaint based solely on evidence presented during the investigatory or Hearing Board process.
- o The right to object to any member of the board for bias.
- o The right to request relevant witnesses and evidence be heard by the Hearing Board.
- o The right to make a victim-impact statement at the hearing and to have that statement considered by the Hearing Board in determining its sanction.
- o The right to be informed of the outcome and any sanctions resulting from the complaint, usually within 24 hours after the decision is made.

### **Rights of the Respondent**

When a member of the Alfred University Community has become the respondent of an alleged act of misconduct which violates this policy, the respondent should expect that the conduct system shall respond in a caring, sensitive manner which allows the respondent to utilize the policy's process unimpeded, while still maintaining the rights of the complainant. The following rights shall be provided to respondent of the alleged offenses:

- o The right to be fully informed of the applicable conduct codes and policies.
- o The right to have complaints of the sexual misconduct be responded to quickly and with sensitivity.
- o The right to be presumed not in violation of University policies unless and until determined in violation.
- o The right to preservation of confidentiality, to the extent possible under the circumstances.

- o The right to waive the investigatory or hearing process by admitting responsibility. In these cases, Dean of Students (students), the Provost (faculty), Human Resources Designee (employees, vendors, visitors) may determine an appropriate sanction.
- o The right (student) to be notified of available counseling, mental health services available on campus.
- o The right to be treated with dignity and respect by the Hearing Board, and by all persons involved in the investigatory and appeal process.
- o The right to hear all evidence, to rebut testimony and to have questions addressed to witnesses through the Chairperson.
- o The right to select an advisor; In sexual misconduct, stalking, domestic violence and relationship violence cases, this advisor may be an attorney. The advisor may not participate in the hearing.
- o The right to notification of options for and available assistance in changing academic working and living situations after an alleged incident, if so requested and if such changes are reasonably available.
- o The right to submit an appeal and receive a written response in the proscribed time frame.
- o The right to participate in a campus hearing by means other than being in the same room with the complainant.
- o The right to have the evidence be relevant, based in fact, and without prejudice, and the outcome of the complaint based solely on evidence presented during the investigatory or Hearing Board process.
- o The right to object to any member of the board for bias.
- o The right to request relevant witnesses and evidence be heard by to the Hearing Board.
- o The right to make a statement at the hearing and to have that statement considered by the Hearing Board in determining the case.
- o The right to be informed of the outcome and any sanctions resulting from the complaint, usually within 24 hours after the decision is made.

#### **POLICY AMENDMENT**

This policy may be amended from time to time as necessary including to comply with changes in laws and/or in accordance with other applicable Alfred University Policies.

#### **GRIEVANCE RESOLUTION BOARD – MEMBERSHIP**

The two Boards (one for students and one for faculty, employees, vendors and visitors) shall be composed of at least eight members and a non-voting Board Chairperson appointed by the President and will be composed of faculty, staff and/or administrators either paid by or affiliated with the University. Each year the current Chief Title IX Coordinator & Title IX Deputy Coordinators will solicit applications and nominations and will recommend members who will serve in the following year. Every effort will be made to maintain gender parity on the Board.

The Chief Title IX Coordinator and/or Title IV Deputy Coordinators shall arrange for all members to receive training prior to assuming their responsibilities.

#### **COORDINATION OF POLICIES**

The procedures in this policy will be followed for all complaints covered by this policy, notwithstanding the provisions of otherwise applicable personnel and student life policies. In the discretion of the appropriate Deputy Title IX Coordinator, any alleged act of misconduct may be investigated and decided in conjunction with an allegation of a violation of this policy (e.g., if a person is accused of sexual assault and also property damage in conjunction with the assault, the allegation of property damage may be adjudicated in accordance with this policy). In the case of faculty members, if the proposed sanction under this policy is termination of a faculty member with tenure or whose term appointment has not expired, then the applicable procedures in the Provisions of Faculty Appointment will be followed, except that the Faculty Hearing Committee shall accept the factual findings and conclusions of the Hearing Committee formed by this policy, as modified by any appeal to the President or his designee, as to whether a violation of policy occurred, and shall not conduct a new hearing on this issue.

#### **RETALIATION**

Retaliation against any person or persons, who report a violation of this policy, who participates in ending a harassing situation, and/or who participates as a witness in an investigation or appeal hearing, is strictly prohibited. Alfred University views retaliatory harassment and other retaliatory actions to be a serious breach of University policy and values. Any person who believes they have been subject to retaliation should immediately report the situation to the Chief Title IX Coordinator or approach the Dean of Students (students), the Provost (faculty), Human Resources Designee (employees, vendors, visitors) for further action. Title IX prohibits retaliation and the University may take responsive action. An allegation that retaliation has occurred in violation of this policy will be investigated and adjudicated in accordance with the procedures set forth in this policy.

#### **CONSENSUAL RELATIONSHIPS**

Sexual behavior that is welcome or consensual does not constitute sexual harassment under the law. However, romantic relationships in situations where one individual has greater power or authority over another frequently result in claims of harassment when the relationship ends and often gives the perception of favoritism while the relationship continues. Such relationships are inappropriate. A “consensual” relationship between a professor and his/her student, a supervisor and a subordinate, or a coach and team player are examples of inappropriate relationships. If a consensual relationship occurs, any situation of authority must be discontinued and appropriate action may be taken. It is the responsibility of the person in the relationship with the greater authority to disclose the relationship promptly to the Chief Title IX Coordinator and the appropriate Deputy Coordinator. Certain Departments and Divisions of the University may have policies or expectations that hold their members to more stringent standards than this policy and these higher standards will be the controlling document in such cases.

#### **TIME FRAMES**

Alfred University endeavors to investigate and complete the grievance process within a 60 business day period. The investigatory stage should be completed within 30 days, and the appeal process, if any, should be completed 30 days thereafter. This may not always be possible, especially if there are multiple complaints and/or incidents involved and/or due to delays necessitated by University breaks or other reasons of unavailability. All parties to the process will be notified in writing if, during the process, it becomes necessary to extend the time frame to allow for a fair and complete examination and resolution of the issues.

#### **TRAINING**

The Chief Title IX Coordinator is responsible for ensuring that the Deputy Coordinators, Public Safety, the investigators and disciplinary board members receive appropriate annual training and all the procedures and policies are followed.

#### **DELEGATION OF AUTHORITY**

Any references in this policy to a specific title should be read to include “his/her designee”. Any person to whom this policy empowers to act may delegate his/her authority to any other appropriate University official. Delegation of authority may be necessary to avoid conflicts of interest or where time constraints or other obligations prevent a University official named in this policy from fulfilling his/her designated role.

## RECORDS

Records will be maintained confidentially and protected in accordance with legal requirements and Alfred University's Records Retention Policy.

## POLICY COMPLIANCE

Any person with a concern about the University's handling of a particular matter should contact the Chief Title IX Compliance Coordinator or a Deputy Coordinator.

The U.S. Department of Education, Office for Civil Rights is a federal agency responsible for ensuring compliance with Title IX. OCR may be contacted at 400 Maryland Avenue, SW, Washington, DC 20202-1100, (800) 421-3481.

## CLERY ACT COMPLIANCE

The University is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Names of individuals involved in incidents are not reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, the University will issue a timely warning to the campus. In such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the victim/complainant will not be disclosed.

## RESOURCES ON & OFF CAMPUS

- Wellness Center Counseling Services Open: Monday-Friday 8:30am-4:30pm Phone: 607-871-2300
  - Wellness Center - Health Services - Phone: 607-871-2400
  - Non-Emergency, Alfred Police Department – Phone: 607-587-8877
  - New York State Police - 585-268-9030
  - Allegany County Crisis Centers: Amy Maitland, Director - Victim Services Rape Crisis Program, Community Actions, Inc. 85 North Main Street, Wellsville, NY 14895 585-593-4685 Office / 888-945-3970 Toll-Free Hot Line or amaitland@ccaction.org
- July 2014

## HOW CITE STUDENTS CAN HAVE A SAFE SEMESTER POINTS OF CONCERN AND SUGGESTIONS FOR THE AU-CITE DOWNSTATE PARTICIPANTS

### Downstate CITE Program

The Downstate CITE Program is not considered a branch for purposes of annual reporting within the federal Clery Act. Any crime statistics will be found within the Alfred University campus annual Right-to-Know report within the non-campus category. The report is prepared by the Office of the Dean of Students and can be accessed at the Alfred University web address



#### CITE LOCATIONS - BROOKLYN

St. Joseph's High School  
80 Willoughby St. B  
Brooklyn, NY 11201

#### Emergency Information:

Police NYPD Precinct 90: (718) 963-5311  
Community Affairs: (718) 963-5309  
Community Policing: (718) 963-7427  
Crime Prevention: (718) 963-5367  
Domestic Violence: (718) 963-5321  
Youth Officer: (718) 963-5301  
Auxiliary Coordinator: (718) 963-5325  
Detective Squad: (718) 963-5368



#### OCEANSIDE, LONG ISLAND

CITE Offices  
3678 Oceanside Road West  
Oceanside, NY 11572

Oceanside Teachers Center  
145 Merle Ave.  
Oceanside, NY 11572

Oceanside High School  
3160 Skillman Ave.  
Oceanside, NY 11572

Ocean Side Middle School  
186 Alice Ave.  
Oceanside, NY 11572

Police coverage for all Oceanside locations: Nassau County  
Police Department  
1699 Broadway, Hewlett N.Y. 11557  
516-573-6400

NCPD Police Precinct 4: 911 or 516-573-8800  
Nassau County Crime Stoppers: 1-800-244-tips

Office of Student Affairs  
Norm Pollard, Dean of Students  
John Dougherty, Chief of Public Safety  
Amanda Charles, Admin. Assistant to the Dean of Students  
One Saxon Drive, Alfred, New York 14802  
studentaffairs@alfred.edu 607-871-2132

# ***FIRE REPORT***

## Emergency Evacuation

### Non Residence Hall buildings

Employees and students should familiarize themselves with the emergency evacuation procedures in their buildings. Special attention should be given to the evacuation procedures for persons with disabilities.

*A log of all campus fires are kept in the Office of Public Safety and can be inspected during normal business hours.*

**2013 - NO FIRES**

**Director of Public Safety  
Chief John Dougherty  
Public Safety Building 607-871-2108**

**Environmental Health & Safety Manager  
Cherise Haase Myers Hall  
Room 117 607-871-2190**

**Executive Director of Facility  
Operations & Legal Affairs  
Michael Neiderbach  
Physical Plant Building 607-871-2329**

## Fire Safety Management Policy and Procedures Policy Statement

This policy outlines the University's protocols for fire safety, including fire prevention, fire incidents, fire alarms system inspection and testing, fire drills, and life safety requirements for places of assembly.

### Reasons for the Policy

Fire in a University building has the potential to endanger lives and destroy property. The purpose of this policy is to promote the safety of the University community, prevent damage to University property and to comply with federal, state, city and University regulation and policy. Every member of the campus community is responsible for preventing and properly handling common fire hazards, and for familiarity with proper emergency procedures and phone numbers.

### Responsible University Office & Officer

The Environmental Health and Safety Office is responsible for the development, implementation and maintenance of this policy as it relates to fire and life safety. Public Safety is the responsible Office for fire and life safety. The Executive Director of Facilities and Legal Affairs is responsible for the maintenance of this policy as it relates to fire system service maintenance, testing, and fire systems.

Revision History - There is currently no revision history for this policy.

Who Is Governed By This Policy - All faculty, staff, affiliates, students and visitors of Alfred University are governed by this policy.

Who Should Know This Policy - All faculty, staff, affiliates, and students of the University.

Exclusions & Special Situations - None

### Policy Text

It is the University's policy to endeavor to protect all persons on its premises from the hazards of fire.

Specifically, the University endeavors to ensure:

- That adequate means of egress in case of fire exist for all persons on University premises.
- That all means of egress are correctly maintained, kept free from obstruction and available for safe and effective use at all times.
- That all fire detection and annunciation equipment required to give warning in the event of a fire is properly installed and maintained.
- That fire suppression equipment for containing or fighting fire is present and maintained in proper working order.
- That emergency response, management, notification and investigative management procedures are followed in responding to and in the aftermath of a fire.
- That appropriate fire safety training is developed and implemented to provide faculty, staff, administration and students with a working knowledge of fire and life safety practices and evacuation policy and procedures.
- That all premises owned or occupied by the University receive a fire and life safety inspection at reasonable intervals
- That measures are taken to mitigate potential risk in buildings, installations and equipment from fire that are commensurate with the risks and are appropriate to the value of teaching, research or commercial importance of those assets.





Kanacadea Hall

## Fire Emergency Procedures

Every member of the University community should do his/her part to prevent fires from starting and to be prepared to take appropriate action in the event that a fire does occur.

Always know where the closest stairwell and exit is located and have a back-up plan in case that path is blocked.

Familiarize yourself with the gathering points for each building you may enter. This information can be found in your Orange Emergency Folder.

All alarms are real and must be treated that way. Get out of the building when you hear the alarm sound. Do not re-enter the building until emergency personnel or University Official has given permission to do so.

### IN CASE OF FIRE

1. Leave the building if the alarm sounds, unless it is unsafe to do so. Sound the alarm if conditions warrant.
2. Call 911 or Public Safety at 607-871-2186 when in a safe location.
3. Close all windows within your area to prevent cross drafts from entering the building, unless it is unsafe to do so.
4. Keep all interior and exterior fire doors closed to prevent cross drafts from entering the building; this will help reduce the spread of fire, unless it is unsafe to do so.
5. If your door is closed, place your hand (outer, not palm side) against the door. If it is warm or if you smell smoke, DO NOT OPEN THE DOOR. Follow the directions under "WHAT TO DO IF TRAPPED BY SMOKE OR FIRE."
6. Evacuate without unnecessary running. Avoid any action which might cause others to panic.
7. Do not use elevators for evacuation. Power failures can cause the elevator to stick between floors; smoke and fire can travel up through the elevator shaft.
8. Familiarize yourself with the locations of all available exits, including fire escapes. If an exit is blocked by smoke or fire, go to the next available exit. Give assistance and direction to those following after you, particularly the handicapped.
9. Use caution when approaching stairwell entrances; you may be merging with evacuees from other floors.
10. Travel downward on stairs, unless it is unsafe to do so.
11. After you have completely cleared your building, look back; someone may be signaling for assistance from a window. By alerting firefighters or other emergency personnel, you will help to speed their rescue.
12. Follow all instructions given by emergency personnel.

### WHAT TO DO IF TRAPPED BY SMOKE OR FIRE

1. If your door is closed and you suspect that a fire is located just outside, use any available material to seal any cracks or openings to prevent smoke from entering the room. If you find that you are trapped in an area while the door is open, use a coat, shirt, skirt, or similar material to close it, protecting your hand against possible burns from the

heated door or doorknob. Next, seal the cracks and openings to prevent smoke from entering the room.

2. Partially open a window and stay near it, keeping low and breathing fresher air supplied from outside.
3. If no telephone is available, use a coat, shirt or similar item to signal your location by waving the item outside of the window. Those evacuating the building may see your signal and alert rescue teams.
4. Remain as calm as possible, breathing normally only the fresher air supplied by the open window. Once your location has been determined, rescue efforts will begin.

### FIRE EXTINGUISHER USE

1. In the event of a fire, your primary responsibility is to follow the evacuation procedures for your building. Use a fire extinguisher only if you have been trained to use one or if by using the fire extinguisher is the only alternative option to exiting the building.
2. If it is necessary to put out a fire, the following information clarifies extinguisher type and use.
3. Pressurized water extinguisher is used for wood, paper, textiles, and ordinary combustible materials.

### NEVER USE WATER ON ELECTRICAL FIRES.

- Carbon dioxide (CO<sub>2</sub>) is used for flammable liquids, electrical wire or equipment.
- ABC dry chemical may be used for any of the above; most of the extinguishers on campus are ABC types.
- Misuse of fire extinguisher and other fire safety equipment is a violation of University policy as well as state law. Individuals who misuse fire safety equipment are subject to University judicial action.

### APPLIANCES

- No electrical appliances drawing more than 800 watts or incorporating unshielded heating elements (including but not limited to hotplates, heating coils, toaster ovens) may be used in student rooms. Electric grills or appliances that comply with this wattage restriction may be used only in designated kitchen areas of each residence hall facility.

### FIRE ALARMS & DRILLS

- All building occupants are expected to leave any building immediately when its fire alarm sounds. Student Violators will face University student judicial action and/or civil prosecution. Employee Violators will face disciplinary action as per the University's Employee Contract.

### FIRE HAZARDS

- Creating a fire hazard in a building is prohibited. This applies but is not limited to: candles, cut natural trees, halogen lights, incense.
- Certain Appliances including, but not limited to those drawing more than 800 watts, those with an open coil (e.g. toaster ovens, microwaves, etc.) are prohibited.
- Prohibited:
  - bottled gases in unauthorized locations (Residence Halls)
  - decorative hangings (paper or fabric) affixed less than 6 inches from the ceiling or floor or in stairwells
  - extension cords without a surge protector
  - behaviors
  - smoking
  - unattended cooking
  - use of candles, halogen lights or incense
  - storage of bottled gases
  - overloading outlets or extension cords (piggy-backing cords or running under carpeting/ appliances)
  - tampering with smoke alarms, fire alarms, fire extinguishers or sprinklers
  - blocking exits, stairways or electrical panels
  - storing excessive amounts of paper, wood or other combustibles
  - storing flammable or combustible chemicals/products in unauthorized locations (Residence Halls are off-limits for storing these items)

## Residence Hall Living

Alfred University offers students distinct living opportunities, as well as several "special interest housing" options, ranging from traditional, corridor-style residence halls to suites, apartments and houses. Several residence halls are co-ed by floor (a floor of men and a floor of women) and have open visitation. These are Cannon, Barresi, Tefft, Reimer, Openhym and Kruson. Bartlett and The Brick are co-ed by door with designated bathrooms by gender on each floor.

- ANN'S HOUSE is our newest LEED certified residence hall which offers a unique living arrangement for upperclass students. The hallways are corridor style but contain 10 suites, housing 60 residents. Each space houses two single rooms with a shared bathroom and small hallway. The house is co-ed by door with a lounge area and flat screen TV on each floor. There is also a full kitchen, lounge area, and laundry room on the ground floor. Ann's House is located on the South side of campus, overlooking Alfred University and the town of Alfred.
- BARRESI is located closest to Ade Dining Hall, and is a designated first year student residence hall offering two floors of men and one floor of women. A large front lawn gives plenty of room for informal volleyball and football games. Barresi houses 79 students and is also home to "Alfred al Fresco" an exciting special interest community with emphasis placed on celebrating Alfred University's beautiful location and participating in many outdoor activities.
- BARTLETT is located on the North side of campus; Bartlett accommodates 88 upperclass students with predominately single occupancy rooms. A large fireplace lounge area is ideal for informal chats, a game of billiards, and movie nights. Bartlett also has newly remodeled bathrooms. The Office of Residence Life is located on the ground floor of Bartlett Hall.
- BRICK, The Brick is the oldest residence hall on campus, housing 98 new and returning students. Larger rooms and wide hallways are unique to the design of Brick Hall. The architecture of the building includes extremely high ceilings, newly renovated bathrooms, beautiful wood flooring throughout the building, and exposed wood beams.
- CANNON houses 79 students and is a "sister" building to Barresi, offering two floors of men and one floor of women. Cannon is designated 24/7 Quiet Study and is a mix of new and returning students. Residents of Cannon have a short walk to Ade Dining Hall, the academic buildings, as well as McLane Athletic Center, Merrill Field and the Pine Hill Trails.
- KRUSON is a traditional corridor-style building and houses 101 students. Kruson is a mix of upper-class students and new students (first-year and transfers). It is located on the South side of campus next to Brick Hall and across from Herrick Memorial Library.
- OPENHYM is located on the south end of campus and is our largest residence hall, housing 150 students (two floors of women, one floor of men). Openhym offers new and returning students spacious main lounges for community activities, billiards and a TV room, and a beautiful view of South Campus.
- REIMER has a total of 100 new and returning students occupying three traditional corridor-style floors. Elevated from the campus, Reimer offers a view of the campus and is close to Ade Dining Hall.
- TEFFT is located adjacent to Reimer Hall, and also has three floors of new and returning residents, housing a total

of 100 students. Tefft Hall has new bathrooms with floor to ceiling shower stalls and wood flooring throughout.

- JOEL'S HOUSE is designated "Alfred al Fresco" for upper-class students with a log cabin feel overlooking the picturesque village of Alfred. Located on the top of Pine Hill, Joel's House offers a quiet environment near walking trails, bike trails, and the Stull Observatory. The corridor-style, co-ed layout consists of two floors, mixed with single and double occupancy rooms. Both floors have a large lounge area for group meetings, study sessions, or hang-out time with access to a large patio. There is a full kitchen located on the ground floor with a laundry room available to Joel's House residents.
- KRUSON is a traditional corridor-style building and houses 101 students. Kruson is a mix of upper-class students and new students (first-year and transfers). It is located on the South side of campus next to Brick Hall and across from Herrick Memorial Library.

Alfred University offers three suite-style complexes on Pine Hill. Each building has the capacity to house 58 students. There are ten suites per building and each suite has three bedrooms, one bathroom, one kitchenette area and a living room. Each building has a laundry and lounge facility at the lower level. They are:  
LOWER PINE HILL (Davis, Kenyon, Shults)  
MIDDLE PINE HILL (Crawford & Tredennick)  
UPPER PINE HILL (Norwood & Phillips)

The Ford Street Apartments, located on the south side of campus are two or three bedroom units, which house four or six students. Athena, Pegasus, and Thor are the two bedroom apartments. Bacchus, Medusa, and Mercury are the three bedroom units. Each apartment is furnished and includes a living room area, bathroom, and full kitchen. "The Commons" is located near the Ford Street apartments and provides access to laundry facilities for Ford Street residents.

Alfred University also offers "Special Interest Housing" for upper-class students who meet the specific requirements for the living area. We have three academic houses that are sponsored by three different academic programs. They include the "Environmental Studies" house, the "Honors" house, and the "Language" house. We also have a house for our Jewish community, the "Hillel" house. As well, we offer an "International" house for our 21 and older International community.

The availability of single rooms for incoming first year and new transfer students is very limited. If you have a need for a single room, follow the instructions on the Housing Questionnaire and provide a letter of explanation and medical documentation. Your request for accommodations will be reviewed by a committee consisting of the University Physician, Director of the Wellness Center and the Director of Special Academic Services. Students will be notified via email regarding their housing assignment.



Evacuation procedures are posted in each building. In the residence halls, students are expected to leave the facility immediately after the fire alarm is activated. Staff members are expected to leave at the time of an alarm and make cursory checks of floors and wings as they progress downward to the main floor of a hall. Moreover, staff are responsible for securing the outside doors to prohibit students from reentering the hall as they wait for the fire department to determine the cause of the alarm activation. Staff members report to Public Safety and the local fire department any special needs or issues they observe while evacuating the facility. Once the facility is deemed safe, staff members check rooms to verify that evacuation protocol has been observed by students.

## Fire Drills

A minimum of four drills were conducted in each building (academic and residence halls) during the 2010 calendar year. All academic building drills are conducted during daytime work hours and residence halls are normally conducted during the evening hours. All drills are unannounced. A detailed copy of the fire drills are available upon request, see the Office of Public Safety.

## Housing Fire & Safety Chart

Name of Student Housing	Description of Structure	Sprinkler System	fire alarm	Smoke Detection	Fire Extinguishers	Evacuation Plans*	Fire Drills 2013	Reportable Fires 2011	Reportable Fires 2012	Reportable Fires 2013	Reportable Injuries 2011	Reportable Injuries 2012	Reportable Injuries 2013
Ann's House	4-floors R-2	yes	yes	yes	yes	yes	4	0	0	0	0	0	0
Barresi	4-floors R-2	yes	yes	yes	yes	yes	4	0	0	0	0	0	0
Bartlett	5-floors R-2	none	yes	yes	yes	yes	4	0	0	0	0	0	0
Brick	4-floors R-2	none	yes	yes	yes	yes	4	0	0	0	0	0	0
Cannon	4-floors R-2	yes	yes	yes	yes	yes	4	0	0	0	0	0	0
Crawford	3-floors R-2	laundry area	yes	yes	yes	yes	4	0	0	0	0	0	0
Davis	3-floors R-2	laundry area	yes	yes	yes	yes	4	0	0	0	0	0	0
Environmental Science House	2 story single family	yes	yes	yes	yes	yes	4	0	0	0	0	0	0
Ford Str. - Athena	3-floors R-2	none	yes	yes	yes	yes	5	0	0	0	0	0	0
Ford Str. - Mercury	3-floors R-2	none	yes	yes	yes	yes	5	0	0	0	0	0	0
Ford Str. - Bacchus	3-floors R-2	none	yes	yes	yes	yes	5	0	0	0	0	0	0
Ford Str. - Medusa	3-floors R-2	none	yes	yes	yes	yes	5	0	0	0	0	0	0
Ford Str. - Pegasus	3-floors R-2	none	yes	yes	yes	yes	5	0	0	0	0	0	0
Ford Str. - Thor	3-floors R-2	none	yes	yes	yes	yes	5	0	0	0	0	0	0
Hillel House	2 story single family	yes	yes	yes	yes	yes	4	0	0	0	0	0	0
Honor's House	2 story single family	yes	yes	yes	yes	yes	4	0	0	0	0	0	0
Joel's House	2-floors R-2	yes	yes	yes	yes	yes	4	0	0	0	0	0	0
Kenyon	3-floors R-2	laundry area	yes	yes	yes	yes	4	0	0	0	0	0	0
Kruson	3-floors R-2	yes	yes	yes	yes	yes	4	0	0	0	0	0	0
Modern Language House	2 story single family	yes	yes	yes	yes	yes	4	0	0	0	0	0	0
Nine Sayles	2 story single family	yes	yes	yes	yes	yes	4	0	0	0	0	0	0
Norwood	3-floors R-2	laundry area	yes	yes	yes	yes	4	0	0	0	0	0	0
Openhym	4-floors R-2	none	yes	yes	yes	yes	4	0	0	0	0	0	0
Phillips	3-floors R-2	laundry area	yes	yes	yes	yes	4	0	0	0	0	0	0
Reimer	4-floors R-2	none	yes	yes	yes	yes	4	3*	0	0	0	0	0
Shults	3-floors R-2	laundry area	yes	yes	yes	yes	4	0	0	0	0	0	0
Tefft	4-floors R-2	yes	yes	yes	yes	yes	4	0	0	0	0	0	0
Tredennick	3-floors R-2	laundry area	yes	yes	yes	yes	4	0	0	0	0	0	0

\* all 3 reportable fires were small garbage can fires in a bathroom

## Fire Safety Education and Training

All faculty, staff, and students are expected to familiarize themselves with the evacuation plan for the building in which they occupy including the identified assembly places. Evacuation routes are posted in the hallways on every floor. In the residence halls, students are instructed at the opening meeting and other floor/wing meetings on evacuation procedure. Programs are also presented in residence halls in various safety issues, including fire safety. Students are reminded about fire evacuation procedures during hall meeting, floor meetings, or after problems occur during fire drills and accidental activations of alarm.

University staff routinely inspects fire extinguishers, exit signs, detectors, doors, pull stations, and emergency lights within each building and residence hall. Work requests are subsequently submitted to address items that require corrective action. Additionally, student rooms are thoroughly inspected during Thanksgiving, winter, and spring breaks. Incidentals such as misuse of extension cords, candles, and small appliances with automatic shut-off devices are scrutinized. No electrical appliances drawing more than 800 watts or incorporating unshielded heating elements (including but not limited to hotplates, heating coils, toaster ovens) may be used in student rooms. "George Foreman" type grills that comply with this wattage restriction may be used only in designated kitchen areas of each residence hall facility. Any "illegal" item found during an inspection is confiscated and, in some instances, students may be referred to the student conduct office.



Exit Key: 1=North; 2=East; 3=South and 4=West - Note: For multiple exits in same cardinal direction designation is 1a, 1b, etc.

Move away from bldg at least 100 feet-----EVACUATION ASSEMBLY AREAS

Building	Location Evacuated	Exit	Outdoor Assembly Area	Alternate Indoor Assembly Area
Ade Hall (4)	Ground Floor, First Floor	1, 3 & 4	Sidewalk in front of Miller #1 (3a)	Miller Theater #2 (3b) Lobby
Ade Hall (4)	Second Floor	1, 3 & 4	Sidewalk in front of Miller #1 (3a)	Miller Theater #2 (3b) Lobby
Alumni Hall (34)	First Floor North, Third Floor North, North Mezzanine	1	King Alfred statue	Herrick Library (35) Lobby
Alumni Hall (34)	First Floor South, Second Floor, Third Floor South, South Mezzanine	3	King Alfred statue	Herrick Library (35) Lobby
AU Motor Pool (59)	All areas	4	Parking lot.	AU Physical Plant (23)
AU Physical Plant (23)	Basement	2	Parking lot behind Carnegie.	Heating Plant (57)
AU Physical Plant (23)	First Floor	3	Parking lot behind Carnegie.	Heating Plant (57)
Career Development Center-Steinheim (28)	Basement & First Floor North Wing	2	Parking area	Powell Campus Center (27) Lobby
Career Development Center-Steinheim (28)	First Floor South Wing & Second Floor	4	Parking area	Powell Campus Center (27) Lobby
Carnegie Hall (25)	Ground Floor	2	East parking lot	Greene Hall (24)
Carnegie Hall (25)	Second & Third Floor	4	East parking lot	Greene Hall (24)
Child and Family Services (43) - Lea R Powell	All Floors	2, 4	West parking lot	Wellness Center (44) Lobby
Crandall Hall (38)	First & Second Floor	2	East sidewalk	Carnegie (25)
Confucius House (46)	All Floors	2	East sidewalk	Wellness Center (44) Lobby
Crandall Health & Wellness Center (44)	First Floor North	1	Parking lot	Powell Campus Center (27) Lobby
Crandall Health & Wellness Center (44)	First Floor East	2a, 2b	Parking lot	Powell Campus Center (27) Lobby
Crandall Health & Wellness Center (44)	First Floor South	3	Parking lot	Powell Campus Center (27) Lobby
Crandall Health & Wellness Center (44)	First Floor West	4a, 4b	Parking lot	Powell Campus Center (27) Lobby
Davis Gym (12)	Lower section	2, 4	West sidewalk Scholes Library	McLane Center (7) gymnasium
Davis Gym (12)	Upper section	3	West sidewalk Scholes Library	McLane Center (7) gymnasium
Environmental House (48)	All Floors	2	East sidewalk	Wellness Center (44) Lobby
Equestrian Center (56)	All areas	3	Far corner of parking lot	Powell Campus Center (27) Lobby
Gothic Chapel (41)	Chapel Area	1	Alumni Hall parkinglot	Saxon Inn (40) Lobby
Greene Hall (24)	First Floor Office Services	2	Parking lot south by Carnegie	Carnegie (25) first floor
Greene Hall (24)	First Floor Human Resources & Payroll	4	Parking lot south by Carnegie	Carnegie (25) first floor
Greene Hall (24)	Second Floor	4	Parking lot south by Carnegie	Carnegie (25) first floor
Heating Plant (57)	First Floor-Boiler Room	4a	Parking lot east by Carnegie	Physical Plant (23)
Heating Plant (57)	First Floor-Storage, Plumbing Repair	4b	Parking lot east by Carnegie	Physical Plant (23)
Heating Plant (57)	Second Floor	2	Parking lot east by Carnegie	Physical Plant (23)
Herrick Library (35)	Ground Floor	3	Parking lot south	Powell Campus Center (27) Lobby
Herrick Library (35)	First Floor	1	King Alfred statue	Powell Campus Center (27) Lobby
Herrick Library (35)	Second Floor	1	King Alfred statue	Powell Campus Center (27) Lobby
Honors House (45)	All Floors	2	East sidewalk	Saxon Inn (40) Lobby
International House (42)	All Floors	4	West sidewalk	Saxon Inn (40) Lobby
Judson Leadership Center (33)	All offices	1	Openhym parking lot	Alumni Hall (34) Lobby
Kanakadea Hall (26)	Basement	1a	Powell Campus Center west sidewalk	Powell Campus Center (27)Lobby
Kanakadea Hall (26)	First Floor	1b fire escape, 2, 3	Powell Campus Center west sidewalk	Powell Campus Center (27)Lobby
Kanakadea Hall (26)	Second Floor	1c fire escape	Powell Campus Center west sidewalk	Powell Campus Center (27)Lobby
Language House (47)	All Floors	2	East sidewalk	Wellness Center (44) Lobby
McLane Center (7)	First Floor-Offices, Squash Court	1c	Parking lot north	Davis Gym (12)
McLane Center (7)	First Floor-Fitness Center, Training Rm, Equip Office, Locker Rms, Laundry	2	Grassy area south	Davis Gym (12)
McLane Center (7)	First Floor-Gymnasium	1a, 1b	Parking lot north	Davis Gym (12)
McLane Center (7)	Second Floor including balcony	4	West sidewalk	Davis Gym (12)
Miller Performing Arts #1 (3a)	Basement	3	Ade Dining Hall sidewalk	Ade Dining Hall (4)
Miller Theater #2 (3b)	First & Second Floor North	1	Ade Dining Hall sidewalk	Ade Dining Hall (4)
Miller Theater #2 (3b)	First & Second Floor South	3	Ade Dining Hall sidewalk	Ade Dining Hall (4)
Music Annex (60)	First Floor	1	Carillon	Powell Campus Center (27) Lobby
Myers Hall (17)	First, Second, & Third Floor North	4a	Binns-Merrill sidewalk	Powell Campus Center (27) Lobby
Myers Hall (17)	First, Second, & Third Floor South	4b	Binns-Merrill sidewalk	Powell Campus Center (27) Lobby
Myers Hall (17)	Third Floor-Room 334, 336, 337	Fire Esc	Binns-Merrill sidewalk	Powell Campus Center (27) Lobby
Olin (9)	Level 1	1, 4a, 4b, 4c	Davis Gym parking lot	Davis Gym (12)
Olin (9)	Level 2	1, 4a, 4b, 4c	Davis Gym parking lot	Davis Gym (12)
Olin (9)	Level 3 & 4	2	Bartlett Hall sidewalk	Davis Gym (12)
Openhym Hall (32)	First, Second, Third & Fourth Floor	1, 4	West sidewalk	Alumni Hall (34) Lobby
Perlman Hall (16)	First Floor	2 & 4	Science Center parking lot	Science Center (15) 2nd Flr Lobby
Perlman Hall (16)	Second and Third Floors	2 - Fire Esc	Science Center parking lot	Science Center (15) 2nd Flr Lobby
Powell Campus Center (27)	First Floor	1a, 4	Sidewalk between Kanakadea and Seidlin	Herrick Library (35) Lobby
Powell Campus Center (27)	Second Floor	3	King Alfred statue	Herrick Library (35) Lobby
Powell Campus Center (27)	Third Floor	1b	Sidewalk between Kanakadea and Seidlin	Herrick Library (35) Lobby
Powell Campus Center (27)	Third Floor	2	King Alfred statue	Herrick Library (35) Lobby
Science Center (15)	First Floor	4a	Parking lot behind Perlman	Powell Campus Center (27) Lobby
Science Center (15)	Second Floor	4b	Parking lot behind Perlman	Powell Campus Center (27) Lobby
Science Center (15)	Third Floor North	4b	Parking lot behind Perlman	Powell Campus Center (27) Lobby
Science Center (15)	Third Floor South	2	East paved walk	Powell Campus Center (27) Lobby
Science Center (15)	Fourth Floor	2	East paved walk	Powell Campus Center (27) Lobby
Seidlin Annex/Engineering Laboratorys (22)	First Floor-Electrical Engineering	2a	Sidewalk between Myers Hall and Powell	Powell Campus Center (27) Lobby
Seidlin Annex/Engineering Laboratorys (22)	First Floor-Thermo Sciences	2c	Sidewalk between Myers Hall and Powell	Powell Campus Center (27) Lobby
Seidlin Annex/Engineering Laboratorys (22)	Electrical Engineering Labs, Materials Labs	4a, 4b, 4c - Fire Esc	Parking lot by STEP lab	Powell Campus Center (27) Lobby
Seidlin Annex/Engineering Laboratorys (22)	Second Floor	2b	Sidewalk between Myers Hall and Powell	Powell Campus Center (27) Lobby

Seidlin Hall (18)	Ground Floor	4	Sidewalk between Myers Hall and Powell	Powell Campus Center (27) Lobby
Seidlin Hall (18)	First & Second Floor	2	Sidewalk between Myers Hall and Powell	Powell Campus Center (27) Lobby
Stull Observatory Classroom (49)	Classroom - Note: All domes single exits	2, 3, 4	Parking lot west	Alumni Hall (34) Lobby
Susan Howell Hall (30)	Ground Floor Banner Training	1	King Alfred statue	Powell Campus Center (27) Lobby
Susan Howell Hall (30)	Ground Floor remaining	4	King Alfred statue	Powell Campus Center (27) Lobby
Susan Howell Hall (30)	Second Floor	4	King Alfred statue	Powell Campus Center (27) Lobby
Welcome Center at Fasano House (52)	Basement & First Floor	2, 4	Bus stop shelter south across street	McLane Center (7) gymnasium
Welcome Center at Fasano House (52)	Second & Third Floor	3	Bus stop shelter south across street	McLane Center (7) gymnasium
Ann's House (55)	First Floor	4	Parking lot south	Judson Leadership Center (33) Lobby
Ann's House (55)	Second, Third Floors	2		Judson Leadership Center (33) Lobby
Bartlett Hall (8)	First Floor Residence Life Office	4c	West sidewalk	Olin (9) Lobby
Bartlett Hall (8)	Remaining First Floor	4b	West sidewalk	Olin (9) Lobby
Bartlett Hall (8)	Second Floor	4b	West sidewalk	Olin (9) Lobby
Bartlett Hall (8)	Third & Fourth Floor	2	West sidewalk	Olin (9) Lobby
Brick Hall (36)	Basement	3	Parking lot behind Kruson	Herrick Library (35) Lobby
Brick Hall (36)	First, Second and Third Floor	2	West sidewalk of Herrick Library	Herrick Library (35) Lobby
Joel's House (54)	All Floors	3, 4	Parking lot north	Judson Leadership Center (33) Lobby
Kruson Hall (39)	Ground Floor	4	Parking lot west	Herrick Library (35) Lobby
Kruson Hall (39)	First, Second & Third Floor	2, 3	Herrick west sidewalk	Herrick Library (35) Lobby
Pegasus (31 a) Ford St. Apts.	First & Second Floor	1	Grassy area	Judson Leadership Center (33) Lobby
Athena (31 b) Ford St. Apts.	First & Second Floor	1	Grassy area	Judson Leadership Center (33) Lobby
Mercury (31 c) Ford St. Apts.	First, Second & Third Floor	4	Grassy area	Judson Leadership Center (33) Lobby
Thor (31 d) Ford St. Apts.	First, Second & Third Floor	4	Grassy area	Judson Leadership Center (33) Lobby
Bacchus (31 e) Ford St. Apts.	First, Second & Third Floor	4	Grassy area	Judson Leadership Center (33) Lobby
Medusa (31 f) Ford St. Apts.	First, Second & Third Floor	4	Grassy area	Judson Leadership Center (33) Lobby
Norwood (5 a)	First, Second, Third Floor North	4a	Down the side ramp to parking lot.	Ade Dining (4) Lobby
Norwood (5 a)	First, Second, Third Floor South	4b	Down the side ramp to parking lot.	Ade Dining (4) Lobby
Phillips (5 b)	First, Second, Third Floor North	4a	In front of Shults	Ade Dining (4) Lobby
Phillips (5 b)	First, Second, Third Floor South	4b	In front of Shults	Ade Dining (4) Lobby
Tredennick (5 c)	First, Second, Third Floor North	4a	In front of Norwood	Ade Dining (4) Lobby
Tredennick (5 c)	First, Second, Third Floor South	4b	In front of Norwood	Ade Dining (4) Lobby
Crawford (5 d)	First, Second, Third Floor North	4a	In front of Davis	Ade Dining (4) Lobby
Crawford (5 d)	First, Second, Third Floor South	4b	In front of Davis	Ade Dining (4) Lobby
Shults (5 e)	First, Second, Third Floor North	2a	In front of Phillips	Ade Dining (4) Lobby
Shults (5 e)	First, Second, Third Floor South	2b	In front of Phillips	Ade Dining (4) Lobby
Davis (5 f)	First, Second & Third Floor South	2a	In front of Tredennick	Ade Dining (4) Lobby
Davis (5 f)	First, Second & Third Floor North	2b	In front of Tredennick	Ade Dining (4) Lobby
Kenyon (5 g)	First, Second, Third Floor North	2a	Back of Reimer	Ade Dining (4) Lobby
Kenyon (5 g)	First, Second, Third Floor South	2b	Back of Reimer	Ade Dining (4) Lobby
Reimer Hall (6 h)	First Floor	4	West sidewalk	Ade Dining (4) Lobby
Reimer Hall (6 h)	Second & Fourth Floors	1	West sidewalk	Ade Dining (4) Lobby
Reimer Hall (6 h)	Third Floor	3	West sidewalk	Ade Dining (4) Lobby
Tefft Hall (6 i)	First Floor	4	West sidewalk	Ade Dining (4) Lobby
Tefft Hall (6 i)	Second and Fourth Floors	1	West sidewalk	Ade Dining (4) Lobby
Tefft Hall (6 i)	Third Floor	3	West sidewalk	Ade Dining (4) Lobby
Barresi Hall (6 j)	First Floor	4	West sidewalk	Ade Dining (4) Lobby
Barresi Hall (6 j)	Second Floor	1	West sidewalk	Ade Dining (4) Lobby
Barresi Hall (6 j)	Third Floor	3	West sidewalk	Ade Dining (4) Lobby
Cannon Hall (6 k)	First Floor	4	West sidewalk	Olin (9) Lobby
Cannon Hall (6 k)	Second Floor	1	West sidewalk	Olin (9) Lobby
Cannon Hall (6 k)	Third Floor	3	West sidewalk	Olin (9) Lobby
Binns-Merrill Hall (19)	Sub-Basement Floor	3, 4	Parking lot next to STEP lab	Powell Campus Center (27) Lobby
Binns-Merrill Hall (19)	Basement Floor	2	Sidewalk between Myers and Perlman	Powell Campus Center (27) Lobby
Binns-Merrill Hall (19)	First and Second Floors	2	Sidewalk between Myers and Perlman	Powell Campus Center (27) Lobby
Cohen Arts Center (53)	Basement Level	4	East sidewalk	Harder Hall (13) Lobby
Cohen Arts Center (53)	First Floor	2	East sidewalk	Harder Hall (13) Lobby
Fabrication Shop (58)	Shop Area	2, 3	Parking lot next to STEP lab	Powell Campus Center (27) Lobby
Glass Science and Eng. (20)	Sub-Basement	4	Parking lot next to STEP lab	Powell Campus Center (27) Lobby
Glass Science and Eng. (20)	Basement	4	Parking lot next to STEP lab	Powell Campus Center (27) Lobby
Glass Science and Eng. (20)	First Floor	2	Sidewalk Myers Hall	Powell Campus Center (27) Lobby
Glass Science and Eng. (20)	Second Floor	2	Sidewalk Myers Hall	Powell Campus Center (27) Lobby
Harder Hall (13)	First Floor - Sr Ceramics, Woodshop, Glaze, Kiln Rooms	3	West parking lot Repro area	Olin (9) Lobby
Harder Hall (13)	First Floor - Jr & Sr Ceramics	4a, 4b	West parking lot Repro area	Olin (9) Lobby
Harder Hall (13)	Second Floor - Photo; Aud Back Stage & Dressing Rooms	1	Davis Gym sidewalk	Olin (9) Lobby
Harder Hall (13)	Second Floor - Electronic Arts	4b	West parking lot Repro area	Olin (9) Lobby
Harder Hall (13)	Second Floor - Painting, Drawing, FF offices	4a	West parking lot Repro area	Olin (9) Lobby
Harder Hall (13)	Second Floor - Freshman Foundations	2 - McGee Pavilion	West parking lot Repro area	Olin (9) Lobby
Harder Hall (13)	Second Floor - museum storage, Moca Joca, Supply Room	2 - First Floor	Sidewalk Perlman	Olin (9) Lobby
Harder Hall (13)	Third Floor - Printmaking North Side	1	Davis Gym sidewalk	Olin (9) Lobby
Harder Hall (13)	Third Floor -Holmes Aud/Gallery/Mus Storage	3a, 2 - McGee	Perlman sidewalk	Olin (9) Lobby
Harder Hall (13)	Third Floor - Holmes Auditorium	2 Holmes Aud	Perlman sidewalk	Olin (9) Lobby
Harder Hall (13)	Forth Floor-Art Hist/IEA, McGee Pavilion	1, 3b McGee	Davis Gym sidewalk	Olin (9) Lobby
Harder Hall (13)	Fifth Floor-Graphic Dsgn/Integrated Electronic Arts	1	Davis Gym sidewalk	Olin (9) Lobby
McMahon Engineering (10)	First Floor North	4a	Scholes Library sidewalk	Scholes Library (11) Lobby
McMahon Engineering (10)	First Floor South	4b	Scholes Library sidewalk	Scholes Library (11) Lobby
McMahon Engineering (10)	Second Floor West	4a, 4b	Scholes Library sidewalk	Scholes Library (11) Lobby

McMahon Engineering (10)	Second Floor East	2a, 2b	Science Center parking lot	Scholes Library (11) Lobby
McMahon Engineering (10)	Third Floor West	4a, 4b	Scholes Library sidewalk	Scholes Library (11) Lobby
McMahon Engineering (10)	Third Floor East	2a, 2b	Science Center parking lot	Scholes Library (11) Lobby
National Casting Center (51)	Main Floor	1, 2, 3	East sidewalk across street	McLane Center (7) gymnasium
NYSCC Support Services (58)	Basement	1	Glass Science & Eng. parking lot	Davis Gym (12)
NYSCC Support Services (58)	First Floor	2	Glass Science & Eng. parking lot	Davis Gym (12)
Scholes Library (11)	Sub-basement	4	Davis Gym parking lot	Olin (9) Lobby
Scholes Library (11)	Basement - Mechanical Rooms, Storage	4	Davis Gym parking lot	Olin (9) Lobby
Scholes Library (11)	Ground Floor East	2	McMahon sidewalk	Olin (9) Lobby
Scholes Library (11)	Ground Floor South	3	Davis Gym parking lot	Olin (9) Lobby
Scholes Library (11)	First Floor	2	McMahon sidewalk	Olin (9) Lobby
Scholes Library (11)	Second Floor	2	McMahon sidewalk	Olin (9) Lobby
Scholes Library (11)	Third Floor	2	McMahon sidewalk	Olin (9) Lobby

**Rev. EH&S 08/01/12 - Note: Number next to building name in parentheses designates building number from campus map**

## Integrated Contingency Plan

### Emergency Response Planning

An emergency situation can potentially arise at any time and from a variety of causes. The Integrated Contingency Plan is designed to minimize the possibility of an emergency occurring, and to provide for an organized and coordinated response to emergencies. The goal is to direct appropriate resources towards the mitigation, preparedness, response and recovery associated with an emergency incident. The procedures outlined in this plan are intended to enhance the protection of life, property and the environment, mitigate damage, and provide a rapid return to normal operations through effective use of University resources. The plan includes a chain of command, establishing the authority and responsibilities of various individuals. This plan is designed to provide for effective response and is subject to changes, updates and revisions as the environment of the University changes.

This plan describes how Alfred handles emergencies. Specifically, it describes:

- The steps Alfred takes to prevent "emergency" incidents;
- The emergency response actions Alfred employs to minimize or eliminate injuries to human health and the environment resulting from "emergency and non-emergency incidents";
- The remedial and corrective actions Alfred implements after a "emergency incident" to reduce or eliminate the possibility of such incidents reoccurring in the future;
- How Alfred complies with a number of state and federal environmental and employee safety laws and rules.

This plan is also designed to help protect lives and property through effective use of campus resources and communication networks.

Alfred is committed to conducting its operations in a safe and environmentally responsible manner. All faculty, staff and students are expected to promote and foster a safe work environment. Precautionary measures, including the adoption of the ICP, have been taken to minimize the potential occurrence of incidents which could result in emergencies.

The Alfred campus is maintained and operated to minimize the possibility of an explosion or any unplanned, sudden, or non-sudden release of hazardous material to air, soil, surface water or groundwater. The ICP is also designed to minimize hazards to human health and the environment potentially caused by fires, explosions, bomb threats, and any unplanned release of hazardous material to air, soil, surface water or groundwater at or from Alfred. See 6 NYCRR §§ 373-3.3(b) and 373-3.4(b).

The provisions of the ICP will be carried out immediately whenever there is an emergency in Alfred on campus or in the community.

The ICP contains guidelines to assist operating, maintenance and emergency response personnel in determining specific courses of action and responsibilities under foreseeable medical emergencies. Appropriate emergency response by all involved includes:

- Prompt response to injuries to human health and damage to the environment;
- Minimization of property damage and threats to the community;
- The prompt and safe resumption of University operations.

The President of Alfred fully supports the adoption and implementation of this plan.

Cherise Haase, Environmental Health & Safety Manager 607-871-2190

### Important Telephone Numbers

*\*when calling from a campus phone press 9 to access an outside line*

Alfred Police Dept.....1-607-587-8877  
 Alfred University Public Safety.....1-607-871-2108  
 Ambulance.....911  
 Counseling Services.....1-607-871-2300  
 Health Services.....1-607-871-2400  
 Dean of Students.....1-607-871-2132  
 Fire.....911  
 New York State Police-Amity.....1-585-268-9030

Local Hospitals: Jones Memorial.....1-716-593-1100  
 St. James Mercy.....1-607-324-8000

## PLACED ON RESIDENTIAL DOORS

### *For Residential Buildings with Sprinklers*

PLEASE TAKE NOTICE, that pursuant to Section 6438 of the New York Education Law, this building is equipped with a fire alarm system that automatically contacts 911 and has detectors in every bedroom. This building is equipped with a sprinkler system as defined in Section 155A of the New York Executive Law. Pursuant to Title 20 of U.S. Code Section 1092(i), the campus fire safety report on student housing may be accessed at either the Alfred University Office of Public Safety or the Alfred University Physical Plant Office, both of which are located in the Alfred University Physical Plant Building.

### *For Residential Buildings without Sprinklers*

PLEASE TAKE NOTICE, that pursuant to Section 6438 of the New York Education Law, this building is equipped with a fire alarm system that automatically contacts 911 and has detectors in every bedroom. This building is not equipped with a sprinkler system as defined in Section 155A of the New York Executive Law. Pursuant to Title 20 of U.S. Code Section 1092(i), the campus fire safety report on student housing may be accessed at either the Alfred University Office of Public Safety or the Alfred University Physical Plant Office, both of which are located in the Alfred University Physical Plant Building.

## Responsibilities

The Offices of Facility Operations, Environmental Health and Public Safety are responsible for all aspects of fire and line safety within Alfred University. Duties and responsibilities include but are not limited to:

- Development and implementation of all fire related training material for faculty, administration, staff and students.
- Development and dissemination of emergency response protocols and procedures.
- Development and dissemination of fire and related emergency evacuation protocols.
- Development and dissemination of policy and procedures for fire-related activities.
- Conducting required fire drills in all academic and residence hall buildings.
- Inspection and reporting of all fire and life safety deficiencies in University buildings.
- Reviewing construction project plans for code compliance.
- Acting as a liaison with the Department of New York State's Office of Fire Prevention and Control and all other agencies involved with the fire and life safety issues.
- Maintaining a repository for all fire and life safety data and statistics.

Facility Operations is responsible for the proper operation of all fire systems including testing, inspecting, maintenance and repairs to ensure reliability in case of fire or an emergency. Fire systems include fire doors, fire extinguishers, emergency lighting, OS & Y valves, fire alarm monitoring systems, sprinkler/standpipe systems, fire hoses and nozzles, fire pumps, pull stations, pre-action systems, Siamese connections, smoke and heat detectors, bells, gongs and horns.





*The Alfred University Annual Campus Safety report is required by the federal "Crime Awareness and Campus Security Act." The purpose of this report is to provide the University community and prospective members of the community with information about campus safety, including crime statistics and procedures to follow for reporting crimes. This report is prepared by the Office of the Dean of Students and can be accessed at the Alfred University web address [http://my.alfred.edu/index.cfm/fuseaction/student\\_policies.index.cfm](http://my.alfred.edu/index.cfm/fuseaction/student_policies.index.cfm)*

**Alfred University Office of Public Safety  
1 Saxon Drive, Alfred, NY 14802  
607-871-2108**

**The Office of Environmental Health & Safety  
1 Saxon Drive, Alfred, NY 14802  
607-871-2190**

September 30, 2014