

Safety and Security at Elmira College 2014-2015

Annual Security and Fire Safety Report
Information for Students and Staff of the College



Tompkins Hall

Safety and Security at Elmira College

At Elmira College, we are committed to providing a safe and secure campus for all members of the College community. Like many other campuses, Elmira College is not immune to crime. Through safety measures and education, the College and students can work together to maintain a high level of safety.

This brochure is a guide to policies and procedures that Elmira College employs to deter and respond to crimes. The information was prepared in compliance with the Crime Awareness and Campus Security Act of 1990 as amended in 1992, 1999, and 2000. The Director of Campus Security, Dean of Student Life and Director of Human Resources will gladly respond to any questions about safety.

The Elmira College Security Staff

The Elmira College Security Department is responsible for the safety and security of the entire Elmira College campus. This includes approximately 1,200 full-time students, another 1,000 evening students, and over 400 faculty members, administrators and staff.

The Director of Campus Security is assisted by five full-time certified security officers. The department is a non-deputized, unarmed service available to all members of the college community 24 hours a day throughout the year. Security personnel conduct frequent patrols of campus, lock buildings, provide escorts, and maintain order at various campus functions. Elmira College Campus Security does not have arrest authority.

Many Elmira College Security Officers have prior police or security experience, though such experience is not required by New York State. The College provides in-service training for its security officers in such areas as patrol procedures, emergency response, cardiopulmonary resuscitation, first aid, and other skills relating to the performance of their jobs. The officers also attend training programs sponsored by their professional associations. The department operates in compliance with all requirements of the New York State Security Guard Act of 1992 and is licensed as a Security Guard Training School.

Campus Policy Enforcement

As with any community, there is a need for responsible regulation of individual conduct so that all can enjoy institutional resources and an environment which supports the achievements of the College. The College's Security Officers are charged with the enforcement of College regulations and concern for campus safety. To meet this end, officers' requests and directions must be followed. Failure to respond to them will result in disciplinary action. When disagreements arise, students should first comply with the direction and appeal after-the-fact to the Director of Campus Security or the Dean of Student Life.

Elmira College does not have any non-campus student organizations and therefore does not utilize local police to monitor non-student organizations.

Law Enforcement

Students, employees and campus visitors are subject to all local, state, and federal government laws, as well as campus regulations. The security department maintains a cooperative working relationship with local and state police to ensure the enforcement of all laws. A formal Memorandum of Understanding (MOU) outlines the relationship between Elmira College and the Elmira Police Department. Copies of this MOU are available in the Office of Enrollment Management and Campus Security. Security Officers intervene in violations of college policy or law and may detain individuals for the Elmira Police Department when need dictates. Local police agencies also provide back-up assistance to the College for any emergency that might require additional police personnel or special services.

Law enforcement officers may come on campus when invited to do so by security or other authorized college staff. Local and state police can arrest students, staff, and visitors for violations of laws within their agencies' jurisdiction.

Advisory Committee on Campus Security

In compliance with article 129-A of New York State Education Law, Elmira College maintains an Advisory Committee on Campus Security. The committee consists of two students, two administrators, and two faculty members. Members of the college community who wish to bring issues to the Committee's attention may do so through either the Director of Campus Security or the Dean of Student Life.

Crime Prevention and Community Education

Just as Elmira College's various alcohol education programs aim to make individuals aware of the potential consequences of their actions and foster a positive sense of social responsibility, crime education efforts stress both good personal safety habits and the importance of community safety.

Since most campus crimes are "student-to-student," especially the most frequent crimes – theft and vandalism – good safety practices both inside and outside the dormitories and in general with personal property are important. The Office of Campus Security educates the campus community about the realities of crime through brochures about rape, theft, and other crimes against property or persons and through student publications. The Office of Campus Security offers campus safety programs such as Operation I.D., and a student managed escort service, all of which are free, and designed to protect the students and their property. Campus Security is also the place to check for lost and found items.

The Office of Residence Life also sponsors educational programs that promote safety, personal responsibility, and ethical standards. In the residence halls, Resident Assistants inform students about safety procedures. The hall programs include explanations for securing doors, the Resident Assistants' duties, guest policies, the role of Campus Security, and emergency procedures. Emphasis is placed on individual responsibility for hall security and on teaching students to be responsible for one another to maintain the safety of their campus home.

Reporting Crimes and Other Emergencies

Procedures for reporting criminal actions or other emergencies occurring on the campus apply to students and all other members of the College community alike and are well-publicized. All members of the College community are provided with the telephone number to call the Office of Campus Security in emergencies.

It is College policy to have a Campus Security Officer or Officers respond to every emergency call. The department has developed a manual outlining appropriate responses to campus emergencies. All incidents occurring on campus should be first reported to Campus Security. The responding Security Officer will call the City Police (for the student). With very few exceptions, ALL business between the City Police and the campus community is conducted in the Security Office. Students are asked not to call the City Police without notifying Campus Security first. Telephones are provided in numerous campus locations for local calls. Security can be reached by dialing 1777. These phones are located in Harris Hall, Kolker Science, Fassett Commons, Campus Center, Library, and McGraw.

The Residence Life staff also has set procedures to follow in securing help in response to criminal actions or other emergencies. As soon as possible, all emergencies and criminal actions involving students are brought to the attention of the Director of Campus Security or the Dean of Student Life, for appropriate College follow-up, support, or possible disciplinary action. It is Elmira College's policy to encourage that all crimes on campus are reported in an accurate and prompt manner.

Student Housing Options

During the academic year, Elmira College students live in College residence halls. Room changes are granted upon request when space is available. Standard window and door locks are used to secure each student room.

Student Resident Assistants and professional Residence Life Coordinators are assigned areas of responsibility in halls. They are trained in initial crisis intervention, first aid, CPR, peer counseling and emergency response. The Resident Assistant and Residence Life Coordinator staff are supported by the professional staff of the Office of the Director of Residence Life.

Illegal Drugs

Elmira College intends to provide and maintain a drug-free environment for all students and employees of the College. The unlawful dispensation, distribution, manufacture, possession, or use of controlled substance, unless legally prescribed, is prohibited on all Elmira College property. A student need only be present in a room where illegal drugs are being used to be in violation of this policy. Additionally, possession of drug paraphernalia is prohibited. Any student found possessing, manufacturing, consuming, providing, or selling drugs on or off campus is subject to suspension or dismissal by the College and possible referral to civil authorities. Misuse of prescription drugs is viewed to be illegal drug use and is covered by this policy.

The staff at Elmira College is available to any student who seeks assistance for personal issues associated with drug use. Students seeking this assistance should contact the staff of the Clarke Health Center - (607) 735-1750 or email clarkehealth@elmira.edu.

State, Local and College Alcohol Regulations

All members of the College community are subject to state and local laws pertaining to alcohol possession, consumption and sale. The College does not provide individuals or organizations with immunity from complying with all such ordinances and laws – including those governing sale, dispensing and use of alcoholic beverages by individuals or organizations. In addition, the College has established its own policies for the use of alcohol on campus. Violations are handled through College judicial procedures.

The legal age in New York for the purchase and consumption of alcoholic beverages is 21. Moreover, it is illegal to furnish or serve alcoholic beverages to any person under the age of 21. RAs and other staff refer students to the campus judicial system for violating New York State law on alcohol consumption by those under 21. It is also a violation of the conduct code for any student to possess an open container of alcohol in any campus public area.

Campus Safety

Each fall and spring, a lighting survey of the entire campus is conducted by the Director of Campus Security and the Director of Facilities Management. After these surveys, suggestions and recommendations for campus lighting are made. In recent years, many lighting improvements have been implemented in response to student recommendations and requests.

In general, campus lighting illuminates pathways and entrances. Efforts are made to trim shrubbery and trees to minimize shadowed areas. Students are encouraged to contact the Security Staff with suggestions. It is helpful to receive such suggestions in written form.

The College provides a student managed and staffed escort program for the campus community seven nights a week. Escorts work Sunday-Thursday, 9:30 p.m.-12:30 a.m. and Friday and Saturday nights, 10:00 p.m.-2:00 a.m. Requests for escorts can be made by calling ext. 1777. In addition, Campus Security Officers are available to escort students 24 hours a day.

College Guests

Policies regarding guests on campus are integrated with other policies relating to student housing, student conduct and access to facilities. Generally, students and other campus community members are held accountable for the actions and conduct of any of their guests while they are on campus. All guests are subject to the same College rules and regulations governing the conduct of students and other members of the College community. Visitors to the campus after regular business hours are required to be sponsored by a student, administrator, or faculty member and must be escorted by their sponsor while on campus. Such guests may not spend more than three days in residence in the residence halls

during a single visit. Repeat guests may be asked to limit their time on campus and in the residence halls so that their presence does not interfere with other students.

Campus Security Authorities

Elmira College annually notifies key campus officials of their responsibilities as Campus Security Authorities. These faculty members and administrators are informed of their responsibility to notify the Office of Campus Security when they have knowledge that a reportable crime has taken place. The list of Campus Security Authorities includes: Campus Security Officers, Residence Life Coordinators, Resident Assistants, Coaches, Club Advisors, Director of Multicultural & International Student Services, the Student Support Coordinator, the Director of Residence Life, Student Activities Assistant, the Coordinator of Student Life Operations, the Vice President of Athletics, the Senior Associate Director of Athletics, the Vice President of Enrollment Management and Director of Residence Life.

Securing Entrances

All residence hall exterior doors are locked 24 hours a day. This limits access to the buildings unless a key or proximity card has been distributed to the individual. Students are encouraged to carry their keys and proximity card at all times for their safety. All students are issued a key or proximity card to their room and building when assigned housing, and they must notify the Residence Life Coordinator immediately in the event of lost keys or proximity card. Students will be billed for lost room keys or a replacement proximity card.

Housing During Holidays

All College residence halls are closed during official College vacations, and students must request permission in advance if they intend to remain on campus during breaks. All College residence halls will be closed to all students during the December mid-year vacation. During holiday and vacation periods when housing is available, students approved to remain on campus will be assisted by Residence Life staff. During December break, proximity cards are disabled for each residence hall to prohibit access by anyone except those registered with Residence Life staff. Campus Security is notified of all students in residence during vacation periods, and all halls are checked regularly.

Fire Safety

Each student room and every hallway in the residence halls is equipped with smoke detectors. The City of Elmira maintains a full-time, professional fire department capable of rapid deployment if need arises.

Elmira College safety personnel, administrators and Student Life and Residence Life staff are glad to answer any questions or concerns about safety in residence halls or the campus in general.

Meier Hall is equipped with a sprinkler system.

Policy Against Gender Discrimination and Sexual and Other Misconduct

I. Overview and Policy Summary

As an educational institution, Elmira College is committed to promoting a campus environment where gender discrimination, including sexual harassment, sexual assault, and other inappropriate sexual contact, as well as dating violence, domestic violence and stalking, where it impacts or has the potential to impact the educational or employment environment of any member of the College community (collectively referenced for purposes of this policy as “Misconduct”) is not tolerated, and where survivors of Misconduct of all kinds are provided with support and avenues of redress. Many activities prohibited by this policy are unlawful, and all are antithetical to the mission of the College. Elmira College will take reasonable and appropriate remedial action to prevent Misconduct, eliminate a hostile environment, prevent its recurrence, and correct its discriminatory effects on the complainant and others.

Elmira’s process to address cases of alleged Misconduct is designed to:

- Consider the rights of the complainant, the rights of the respondent, the safety of the community, and applicable laws and College policies;
- Conduct a timely, fair, impartial, and equitable investigation and adjudication process with thoroughness and respect for all involved parties;
- Protect the privacy of all parties to the extent practical, while balancing the need to perform an investigation, follow the procedures outlined, comply with applicable law, and maintain campus safety;
- Hold those found to have violated Elmira College policies accountable for their actions and provide appropriate remedies to address the effects of Misconduct on the complainant and others.

As a recipient of federal funds, Elmira College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. & 1681 et seq., which prohibits discrimination on the basis of sex in education program or activities. Pursuant to the Violence Against Women Act (“VAWA”), the College also prohibits domestic/dating violence and stalking where it impacts or has the potential to impact the educational or employment environment of a College community member. The College will advise complainants of their rights under Title IX and will take steps necessary to prevent harassment and to correct its discriminatory effects, as appropriate.

Misconduct, as defined in this policy, can violate Title IX and/or the VAWA. In compliance with Title IX and VAWA, the College provides a procedure for reporting, investigating, and adjudicating Misconduct.

This policy applies to all students, faculty, and staff of Elmira College. This policy applies to conduct on-campus and in connection with any College-sponsored program or activity, regardless of where it occurs. Additionally, off-campus conduct may violate this policy if the conduct creates a threatening or uncomfortable work or learning environment on Elmira’s campus or within any College program, or if the incident causes concern for the safety or security of the College’s campus. Non-community members (e.g., alumni, family of students, vendors, etc.) visiting campus or participating in

any College program or activity are expected to abide by the behavioral expectations in this policy.

Members of the campus community who experience any form of Misconduct discussed in this policy should contact one of the persons/offices identified in this policy for assistance. Some of these resources can provide confidential assistance while others will have a reporting obligation. You should carefully consider which resource you want to choose, and may choose both. These resources can assist you in recovering from the experience and in deciding among options that may be available, such as the criminal justice system and/or the College investigation and disciplinary process as described in this policy.

Individuals who are not members of the campus community and who believe that they have been the subject of a violation of this policy arising out of a College program or activity may report to the Director of Campus Security at (607) 735-1777.

II. Reporting to a Responsible Administrator

Any Elmira student, staff member, or faculty member who wishes to report a formal complaint of Misconduct against a member of the Elmira community may do so by contacting Campus Security, the Director of Residence Life, the Assistant Director of Residence Life, the Dean of Student Life, the Vice President of Enrollment Management, the Vice President of Athletics, or the Title IX Coordinator. These individuals all constitute Responsible Administrators under this policy and the impact of reporting to any of them is explained below.

Campus Security - Gary Miller - 607-735-1777 - gmiller@elmira.edu
Director of Residence Life - Stanley Mugeki - 607-735-1821 - smugeki@elmira.edu
Assistant Director of Residence Life - Franklin Chilaka - 607-735-1972 - fchilaka@elmira.edu
Dean of Student Life - David Williams - 607-735-1816 - dwilliams@elmira.edu
Vice President of Enrollment Management - Chris Coons - 607-735-1806 - ccoons@elmira.edu
Vice President of Athletics - Pat Thompson - 607-735-1730 - pthompson@elmira.edu
Title IX Coordinator - Dr. William Pruitt - 607-735-1908 - wpruitt@elmira.edu

These individuals have been trained to receive and respond to allegations of violations of this policy. Complaints can be made by those who have been the victim of a violation of this policy, by a third party on a victim's behalf or anonymously.

While certain other employees may also have a reporting obligation, if a complaint is made to anyone other than the Responsible Administrators listed above, the complainant risks the possibility that it will not come to the attention of the proper College officials and may, therefore, not be acted upon. For purposes of this policy, Faculty are NOT considered Responsible Administrators. In addition, unless a report is made to someone listed as a Confidential Resource, confidentiality cannot be assured.

Upon receiving a report, the Responsible Administrator to whom the report is made will discuss with the complainant available avenues and options. Options may include disciplinary action against the accused and remedial actions to ameliorate or correct the effects of the Misconduct. Other options may include interim changes in academic, residential, or working arrangements to separate the complainant and the accused or other measures to enhance the complainant's safety, such as escorts or increased monitoring of an area. The College will review the facts and circumstances of each case, as well as the complainant's wishes, in deciding whether and what steps are reasonable and appropriate.

A Responsible Administrator will share all information reported to him/her with the Title IX Coordinator and may share with other school administrators, as needed. A Responsible Administrator will similarly report Misconduct that he or she observes firsthand or learns about in any other manner.

A Responsible Administrator is not a confidential resource. Although a person may disclose information concerning an incident to a Responsible Administrator and request that no investigation or disciplinary action be taken, the College may decide not to honor that request, depending on the circumstances. If a complainant requests that his/her identity be kept confidential but that an investigation and review for disciplinary action occur, the College's decision will depend on whether the information provided by the complainant can be acted upon without revealing the complainant's identity. If a complainant requests that no action be taken against the perpetrator, the College will consider the seriousness of the offense, whether there was a single perpetrator or multiple perpetrators, whether the circumstances suggest a risk to the campus community, and similar considerations. The College retains the right to act upon any information that comes to its attention. Requests for confidentiality will be decided by the Title IX Coordinator. Even if a complainant requests and/or is granted confidentiality, he or she may still have access to appropriate remedies on an interim or other basis.

If an anonymous report is made to a Responsible Administrator, it will be investigated and appropriate action taken, to the extent practicable. Anonymity may impact the action the College may be able to undertake in response to the complaint.

In all cases, the College will take appropriate steps to protect against retaliation.

III. Confidential Resources

Students or other community members who are not sure whether they want to make a formal complaint can still seek help from the confidential resources listed in this section. Contacting any of these does not mean that the student must file an official report with the College or report the Misconduct to law enforcement, and in fact reporting to these confidential resources does not constitute reporting to the College (as a result, action by the College may not be taken) or to law enforcement. These resources are provided to offer non-judgmental support and information to help an individual decide what is best for him or her as he or she recovers.

I. On Campus Confidential Resources

Reports to the Counselors and Registered Nurses in the Clarke Health Center are confidential by law. As such, personally identifiable information should not be subject to disclosure under any circumstances. Contact information for Clarke Health Center Counselors:

Margie Hitchcock - 607-735-1750 - mhitchcock@elmira.edu
Matt Montgomery - 607-735-1750 - mmontgomery@elmira.edu
Wendy Bell - 607-735-1750 - wbell@elmira.edu
Elmira College Counseling - 607-735-1750 - counseling@elmira.edu
Matthew D'Ortona, Psy.D. - 607-735-1750 - counseling@elmira.edu
Nancy VanCleave, MA, LMFT - 607-735-1750 - counseling@elmira.edu
Rena Carapella-Johnson, MS, NCC - 607-735-1750 - counseling@elmira.edu
Kevin Murphy, LCSWR - 607-735-1750 - counseling@elmira.edu
Johanna Webster, LMSW - 607-735-1750 - counseling@elmira.edu

Reports to the Office of Retention and Advocacy are also confidential, as a result of Elmira policy. Thus while personally identifiable information will not be disclosed by that office to campus officials without consent, it is possible that information may have to be disclosed in the course of legal proceedings and/or government investigations.

Jennifer DeCapria, Director of Retention and Advocacy - 607-735-1147 - retention@elmira.edu

Sarah Blasi, Student Success Coordinator - 607-735-1729 - retention@elmira.edu

Sunnie Smith, Student Success Coordinator - 607-735-1769 - retention@elmira.edu

Confidential resources can provide a member of the campus community with information on medical and counseling services that may be available; academic, housing, and other support services that may be available (although some services may not be available if an individual wishes to maintain complete confidentiality); information regarding and assistance with the filing of formal complaints under this policy; and/or information regarding and assistance with contacting law enforcement.

A report to a Confidential Resource is not a report to the College and will not result in an investigation or disciplinary action.

In addition, students or other members of the campus community may contact these resources on an anonymous basis, although anonymity may impact the assistance that can be provided.

2. Off-Campus Confidential Resources

There are also confidential off-campus resources which may be available to you; contacting the resources below does not constitute notifying the College. These resources include:

Sexual Assault Resource Center (SAR) - 888-810-0093 - sarcst.org - sarcst@ppsfl.org

Arnot Ogden Medical Center - 607-737-9194 - www.arnothealth.org/arnot-ogden-medical-center

Saint Joseph's Hospital - 607-737-7806 - www.arnothealth.org/st-josephs-hospital

Chemung County Health Department - 607-737-2028 - www.chemungcountyhealth.org

Planned Parenthood - 607-734-3313 - www.plannedparenthood.org

Clinical Social Work and Counseling Services - 607-734-1447 - www.cswcsfingerlakes.com

Crisis Program - 607-737-5369 - Chemung.ny.networkofcare.org/emergency-services

Suicide Hotline - 800-SUICIDE (734-2433)

IV. Amnesty from Student Discipline for the Reporting Party

Assisting students who are reporting Misconduct is the College's primary interest. In order to facilitate reporting, the Vice President of Enrollment Management may choose not to charge students who report Misconduct, and any material witnesses, with College policy violations for behavior that otherwise would be considered violations (for example consuming alcohol underage).

V. Protecting Students and Others Reporting Misconduct/Interim Relief

When a student or other member of the campus community reports Misconduct to a Responsible Administrator, that Responsible Administrator will work with the Title IX Coordinator to make sure that the reporting individual is protected (such as against further misconduct). Where non-confidential reporting has occurred, the Title IX Coordinator will also consult with the reporting party regarding interim protective measures such as changes in College housing and/or academic schedules, transportation arrangements, removing the student's information from the College directory, changes in work assignments, issuing a "no contact order," or other measures to enhance the complainant's safety, such as escorts or increased monitoring of an area. The College may also impose a suspension from the campus or part of the campus pending the outcome of an investigation and disciplinary proceeding. The Title IX Coordinator in conjunction with the Vice President of Enrollment Management will enforce protective measures under College policy.

VI. Definition of Sexually-Related Misconduct, Domestic/Dating Violence, Stalking, and Consent

The learning and community living environment of Elmira College requires that individuals treat one another with respect, dignity, and fairness. In an intimate relationship, these values are of paramount importance. Sexually-related misconduct, which is a form of Misconduct defined by this policy, includes a broad range of behavior such as inappropriate physical touching, sexual exploitation, and sexual intercourse without consent and forms of sexual and/or interpersonal violence. Some forms of sexually-related misconduct may be a crime.

The College is committed to maintaining an environment that is free from sexual violence and in which the freedom

to make individual choices regarding sexual behavior is respected by all. Sexual intimacy requires effective consent as defined later in the policy. Sexually-related misconduct by anyone is unacceptable and will be addressed in a timely fashion and with serious consequences by the College.

This policy and procedure are the College's procedures required by Title IX and VAWA. This policy and procedure are designed to provide students charged with Misconduct with the ability to present their information while ensuring a reporting party's protections under Title IX and VAWA, and providing prompt and equitable resolution.

Sexually-related misconduct, which is a form of Misconduct as defined by this policy, is a category of behavior that includes actual or attempted:

- 1) Sexual harassment
- 2) Non-Consensual sexual contact (including non-consensual sexual intercourse or sexual exploitation).

Sexually-related misconduct can occur between strangers or non-strangers, including people involved in an intimate or sexual relationship. Sexually related misconduct can be committed by males or by females, and it can occur between people of the same or different sex. Sexual violence is also a form of sexually-related misconduct.

Sexual Harassment – See Policy on Harassment and Sexual Harassment for further information. http://www.elmira.edu/campus/Offices_Resources/Student_Handbook.html

Non-Consensual Sexual Contact

Any non-consensual sexual activity or contact violates this policy. Non-consensual sexual acts include:

(i) Sexual Assault: : Sexual assault is sexual penetration, no matter how slight, 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.

(ii) Non-Consensual Sexual Contact: Any intentional touching, however slight, for purposes of sexual gratification or with sexual intent, with an object or body part, by a person upon another person that is without 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; acts of incest; engaging in sexual activity with another while knowingly infected with a sexually transmitted disease (STD) without informing the other person of such infection or exposing one's genitals in non-consensual circumstances.

Effective Consent for Sexual Activity

Individuals choosing to engage in any form of sexual activity – from touching or kissing to intercourse – must obtain consent from their partner(s) prior to engaging in such activity. Getting consent is an active process that involves clearly communicating intentions and desires. Consent for sexual activity is based on the mutual understanding, and respect of all people involved for the desires and wishes of their partner(s).

Consent:

- Is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested an understandable agreement between them to do the same thing, in the same way, at the same time and with one another

- Is not merely the absence of a verbally stated “no”

- Is never final or irrevocable

- Is time-limited and situation-specific; even if someone obtained consent from a partner(s) in the past, this does not mean that consent is automatically granted again

- Can only be given by someone who is free from verbal or physical pressure, coercion, intimidation, threat, or force

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 is under the influence of alcohol or drugs is not relieved of his or her responsibility to have appreciated another's incapacity to consent.

Domestic Violence, Dating Violence, and Stalking

Domestic violence, dating violence, and stalking, where it impacts or has the potential to impact the educational or employment environment of a College community member, is also prohibited by this Policy.

Dating Violence is physical violence (hitting, punching, kicking, etc.) or threats of violence or acts of physical intimidation or coercion committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic Violence is physical violence, threats of violence or acts of physical intimidation or coercion 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.

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 includes but is not limited to repeated, intentional following, surveilling or observing another; or using “spyware” or other electronic means to gain impermissible access to a person’s private information.

VII. Formal Reporting, Investigation, and Disciplinary Procedures

Timing of Reports: As long as the College has authority over the potential violator, there is no time limit to invoking this policy in cases of alleged Misconduct. Nevertheless, complainants are encouraged to report alleged Misconduct as soon as possible in order to maximize the College’s ability to respond promptly and effectively.

When the potential violator is a degree candidate, the complainant is encouraged to consult with the Office of the Registrar concerning the potential violators intended date of graduation and to file a report in a timely manner in cases where authority over the student would otherwise be lost due to pending graduation. In no circumstances will the College permit an impending graduation to compromise its processes for resolution. The conferral of a degree may therefore be withheld, if necessary, until proper resolution of any Misconduct charges, provided that any disciplinary proceedings will be scheduled for the earliest practicable date that can accommodate the students and their witnesses.

VIII. Retaliation

It is a violation of College policy to retaliate against any person making a report of Misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of Misconduct. The College will not only take steps to prevent retaliation but will take strong responsive action if retaliation occurs and anyone engaging in retaliation is subject to disciplinary action, up to and including expulsion/termination. Retaliation includes intimidation, threats, or harassment against any such reporting party or third party. Retaliation should be reported promptly to Title IX Coordinator and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of sexual misconduct.

IX. Standard of Proof

The Department of Education’s Office of Civil Rights has interpreted Title IX to require schools to evaluate reports of alleged sexual misconduct under a “preponderance of the evidence” standard and that is the standard adopted by this Policy in connection with all allegations of Misconduct. A preponderance of the evidence exists when a reasonable person, after a careful balancing of available information, would conclude that it is more likely than not that a violation has occurred and the individual accused is responsible for the violation.

X. Sanctions/Discipline

A student found to have engaged in Misconduct is subject to a range of sanctions depending on the circumstances of each case. Those sanctions can include written warnings, educational programs, education assignment, mandatory referral to the Clarke Health Center (or other appropriate healthcare provider), a fine, suspension, expulsion, referral to other disciplinary bodies, and other sanctions as may be deemed reasonable by the College under the circumstances.

Any College employee found to have engaged in Misconduct is subject to a range of discipline depending on the circumstances of each case. That discipline can include termination, referral to other disciplinary bodies, or other sanctions as may be deemed appropriate by the College.

XI. Related Misconduct

In accordance with this Policy, if it is determined that a charged student or employee has engaged in other misconduct, including in addition to Misconduct as defined in this policy, appropriate discipline for that other misconduct may be imposed under this policy.

All persons participating in any investigation under this policy, whether as parties to the proceedings or as witnesses, are expected to provide truthful information.

XII. Effect of Criminal Proceedings

Because Misconduct, and especially sexually-related misconduct, may constitute both a violation of College policy and criminal activity, the College encourages persons to consider reporting alleged Misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. (If you have been a victim of sexual assault, it is important to preserve evidence.) Because the standards for finding a violation of criminal law are different from the standards for finding a violation of the policy, criminal investigations or reports are not determinative of whether Misconduct for purposes of this Policy has occurred. In other words, conduct may constitute Misconduct under this Policy even if it is not a crime or law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

The filing of a report of Misconduct under this policy, even in connection with sexually-related misconduct, is independent of any criminal investigation or proceeding, and (except that the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the reporting party and the College community, if necessary. Reporting to local law enforcement does not constitute filing a complaint under this policy, nor does filing a complaint under this policy constitute reporting to local law enforcement.

XIII. Procedures for Investigating Alleged Violations of this Misconduct Policy

1. The College's investigation of a complaint and final action will normally be completed within 60 days, unless the Title IX Coordinator grants an extension for good cause. Both parties will be kept informed of any scheduling delays.

2. The complainant and respondent will be permitted to have an advisor attend any investigatory interview/ meeting with him/her. Unless the matter involves a sexual assault, domestic or dating violence, or stalking, the advisor must be a non-attorney member of the campus community. An advisor's role is to consult with and support the party and may not disrupt or distract from the interview/meeting. The advisor is not permitted to speak or otherwise make any direct statements to the investigators or during any meetings. Each party is required to speak on their own behalf if he or she wishes to be heard and not through the advisor. Any advisor who fails to comply will be required to leave the meeting, and the meeting will proceed in the advisor's absence.

3. 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. Mediation is not available in cases of sexual assault or other violence or where a student is complaining of conduct by an employee in a position of authority over that student.

A person who desires mediation should contact the Title IX Coordinator. Mediation must be agreed upon by both parties, and the Title IX Coordinator must agree that mediation is appropriate. 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 Title IX 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 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 College to enforce the terms of the resolution or may proceed with a formal complaint process.

4. Upon receipt of a complaint and a desire by the complainant to move forward with an investigation, or a determination by the College to move forward in the absence of a participating complainant, the investigation process will begin. Investigators appointed by the Title IX Coordinator will contact the complainant(s) and the respondent(s) to meet and review the investigation procedures, and outline the basis for the complaint. The investigation will normally be conducted by a team consisting of two members of Title IX Investigation Team. In extenuating circumstances the College may utilize an external team solely or in conjunction with an internal investigation team. The investigation process generally includes interviewing the persons involved, including witnesses, and gathering and considering relevant evidence. Normally, the investigation will be completed within 14 days of receipt of the complaint. 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. That decision is not appealable.

In most instances, both parties are advised to avoid unnecessary contact with the other and, in appropriate cases, an administrative "no contact" directive may be issued to the respondent.

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) in making its findings and recommendation. At the conclusion of the investigation, the investigation team will issue a written report of the evidence and their findings and recommended action to the person identified below.

Student Respondent: The Dean of Student Life will review the finding and recommendations of the investigatory team and make a final determination, including issuing appropriate sanctions. The Dean of Student Life may discuss the case and information provided with the investigatory team, with anyone interviewed as part of the investigation, or with any other person deemed relevant. Alternatively, the Dean of Student Life may request further investigation by the investigatory team.

Faculty Respondent: The Associate Dean of Faculty will review the findings and recommendations of the investigatory team and make a final determination, including issuing appropriate sanctions or referral to other procedures as may be required. The Associate Dean may discuss the case and the information provided with the investigatory team, with

anyone interviewed as part of the investigation, or with any other person deemed relevant. Alternatively, the Associate Dean may request further investigation by the investigatory team.

Other Employee Respondent: The Director of Human Resources will review the findings and recommendations of the investigatory team and make a final determination, including issuing appropriate sanctions. The Director of Human Resources may discuss the case and the information provided with the investigatory team, with anyone interviewed as part of the investigation, or with any other person deemed relevant. Alternatively, the Director of Human Resources may request further investigation by the investigatory team.

Vendor, visitor, or other non-student, non-employee Respondent: The Director of Campus Security or other College administrator (as designated by the Title IX Coordinator) will review the findings and recommendations of the investigatory team and make a final determination, including issuing appropriate sanctions. The Director may discuss the case and the information provided with the investigatory team, with anyone interviewed as part of the investigation, or with any other person deemed relevant. Alternatively, the Director may request further investigation by the investigatory team.

In all cases, the official reviewing the findings and recommendations may accept them, reject them, send the matter back for further consideration, or issue his/her own determination. Any determination is to be based on a preponderance of the evidence presented. Normally, the review of the investigatory report will be completed within 14 days of receipt.

If a determination is made that a violation of this policy did not occur, no sanction(s) will be issued under this policy. However, the College retains the right to address inappropriate behavior through other applicable College personnel and student life policies and procedures.

5. Each party will be notified in writing, at or about the same time, of the results of any decision by above identified persons, along with the rationale. Either party may appeal in writing within 10 days of the decision (except that a vendor, visitor, or other non-student, non-employee does not have a right of appeal.). Where the accused is a student, the appeal should be sent to the Vice President of Enrollment Management; where the accused is a faculty member, the appeal should be sent to Vice President of Academic Affairs; where the accused is a non-faculty employee, the appeal should be sent to the Vice President of Finance and Administration.

Appeals will be permitted only for claims of procedural error (including issues relating to the adequacy of any investigation), new evidence which was not reasonably available at the time of the investigation and decision, or because any sanction imposed (or the failure to impose a sanction) is claimed to be inappropriate. All grounds for appeal must be set forth in the written appeal statement. On appeal, the designated person reviewing the appeal may accept, reject, or modify any finding and/or sanction, or may return the matter for further consideration. The designated person reviewing the appeal may also, as part of this appeal process, speak directly with the investigatory team, the initial decision-maker, or otherwise directly (or through a designee) seek additional information from the parties or witnesses, if considered necessary. A written decision regarding an appeal (which will be based on a preponderance of the evidence standard) will generally be issued within 10 days.

6. Regardless of whether discipline is imposed, the College may offer other, non-disciplinary remedies to the complainant.

7. At all steps of the process, College officials may consult with the College's legal counsel.

8. Rights of the Complainant and the Respondent.

a. Rights of the Complainant

When a member of the campus 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. The following rights shall be provided to victims of alleged offenses:

- The right to be fully informed of the applicable conduct codes and policies.
- The right to have complaints of Misconduct responded to quickly and with sensitivity.
- The right to preservation of confidentiality, to the extent possible and appropriate under the circumstances.
- The right to be notified of available counseling, mental health or student services for victims, both on campus and in the community.
- The right to be treated with dignity and respect by all persons involved in the investigatory and appeal process.
- The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus public safety and local police.
- The right NOT to be discouraged by College officials from reporting a crime, especially crimes of sexual assault/violence, to both on and off-campus authorities.
- The right to an have advisor who, in cases which do not involve sexual assault, domestic/dating violence, or stalking, is a non-attorney member of the College community; this person has an advisory role only and may not directly participate in the investigatory/resolution process.
- 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).
- The right to request a campus physical restriction or "keep-away" order against the respondent.
- The right to NOT be subject to any type of retaliation. Violation of such instructions would constitute grounds

for the College to take immediate and further action.

- The right to submit an appeal and receive a written response in the proscribed time frame.
- The right to participate in the investigatory/resolution process by means other than being in the same room with the respondent.
- 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/review process.
- The right to assert an objection to any member of the investigatory team or to any decision-maker under this policy, for reasons of demonstrated bias.
- The right to present relevant witnesses and evidence.
- The right to make a victim-impact statement and to have that statement considered in determining any sanction.
- The right to be informed in writing of the outcome and any sanctions resulting from the complaint, usually at or about the same time as the respondent.

b. Rights of the Respondent

When a member of the campus 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:

- The right to be advised of the nature of the allegations against him/her.
- The right to be fully informed of the applicable conduct codes and policies.
- The right to have complaints of Misconduct responded to quickly and with sensitivity.
- The right to be presumed not in violation of College policies unless and until determined to be in violation under a preponderance of the evidence standard.
- The right to preservation of confidentiality, to the extent possible and appropriate under the circumstances.
- The right to waive the investigatory or review process by admitting responsibility. In these cases, the Dean of Student Life, Assistant Dean of Faculty, or Director of Human Resources, as appropriate, may determine an appropriate sanction.
- The right to be notified of available counseling, mental health, or student services available on campus.
- The right to be treated with dignity and respect by all persons involved in the investigatory and appeal process.
- The right to an have advisor who, in cases which do not involve sexual assault, domestic/dating violence, or stalking, is a non-attorney member of the College community; in all cases this person has an advisory role only and may not directly participate in the investigatory/resolution process.
- 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.
- The right to NOT be subject to any type of retaliation. Violation of such instructions would constitute grounds for the College to take immediate and further action.
- The right to submit an appeal and receive a written response in the proscribed time frame.
- The right to participate in the process by means other than being in the same room with the complainant.
- 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/review process.
- The right to assert an objection to any member of the investigatory team, or to any decision-maker under this policy, for reasons of demonstrated bias.
- The right to present relevant witnesses and evidence.
- The right to make a statement and to have that statement considered in determining the outcome of the case.
- The right to be informed in writing of the outcome and any sanctions resulting from the complaint, usually at or about the same time as the complainant.

9. Resolution of Procedural Issues

In the event procedural issues arise under this policy which are not explicitly addressed, the Title IX Coordinator shall have the authority to resolve those issues.

XIV. Multiple Complainants/Respondents/Claims

In cases where there are multiple complainants and/or multiple respondents, the College reserves the right to handle the cases individually or jointly. Further, in cases where there are allegations of a violation of this Policy and collateral allegations of other policy violations (e.g., an allegation of a sexual assault and minor property damage), the College reserves the right to have allegation(s) of violations of this Policy and the collateral allegation(s) investigated and adjudicated pursuant to this Procedure. In cases where the individual has more than one status with the College (such as a student who is also employed with the College, or any employee who takes courses at the College), the College will determine in its discretion which status is primary; in such a situation, sanctions imposed may include both sanctions related to each status.

XV. Recordkeeping

Records generated in connection with reports, investigations and resolutions are maintained in confidential files maintained by an appropriate office, which may be the Title IX Coordinator, the Dean of Students, Human Resources,

and/or the Registrar (for records concerning disciplinary outcomes), and only those with a right and need to know are permitted access.

XVI. Training

Responsible Administrators, persons assigned as investigators, and individuals determining violations of this policy will receive annual training on relevant topics, including discrimination, harassment, sexual misconduct, stalking, domestic violence and dating violence, and how to conduct investigations and disciplinary proceedings that protect the safety and respectful treatment of all parties and promote accountability to the College community.

XVII. Academic Freedom

Elmira College is an academic institution at which academic freedom is necessary and valued. The College will not construe this policy to prevent or penalize a statement, opinion, theory, or idea offered within the bounds of legitimate, relevant, and responsible teaching, learning, working, or discussion.

XVIII. Clery Act Compliance

The College 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 College 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.

XIX. Coordination with Other Policies

A particular situation may potentially invoke one or more College policies or processes. The College reserves the right to determine the most applicable policy or process and to utilize that policy or process. This policy does not apply to decisions relating to requests for reasonable accommodation due to a disability. Academic disability accommodations are handled by the Disability Accommodation Office 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.

XX. Designation of Authority

Any College administrator or official who this policy empowers to act may delegate his/her authority to any other appropriate College official. Delegation of authority may be necessary to avoid conflicts of interest or where time constraints or other obligations prevent a College official named in this policy from fulfilling his/her designated role.

XXI. Policy Compliance

Any person with a concern about the College's handling of a particular matter should contact the College's Title IX Coordinator, Professor William Pruitt - 607-735-1730. 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.

XXII. Amendments

This Policy may be amended, in writing, by the President and notification of Student Government.

Campus Crime Statistics

The following statistics are provided in accordance with the Crime Awareness and Campus Security Act of 1990 and subsequent amendments, and as part of Elmira College's commitment to informing the College community about campus safety and security. The Statistics reported are those incidents that occurred on the Elmira College campus in the calendar years of 2011, 2012, 2013 that were reported to Campus Security. They are listed under the category in which they were originally reported.

Campus crime statistics include all crimes reported directly to Campus Security or to any of the staff in the Office of Student Life, Residence Life, and Enrollment Management. The Office of Campus Security also keeps in close contact with the local law enforcement agencies (Elmira City Police, Sheriff's Office, and State Police) in order to ensure that crimes that occur on public property (as defined by law) immediately adjacent to and accessible from the campus are included in the College's campus crime statistics.

Elmira College Crime Statistics

Offense	On Campus			Residential Facilities*			Non-Campus			Public Property		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
	Murder/Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Manslaughter (negligent)	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses—Forcible	1	2	2	1	2	2	0	0	0	0	0	0
Sex Offenses—Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime (harassment & criminal mischief)	0	0	3	0	0	3	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	1	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	29	14	30	29	14	30	0	0	0	1	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	6	8	10	6	8	10	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referral for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Total	36	24	45	36	24	45	0	0	1	1	0	0

Crimes reported in the Residential Facilities are included in the On Campus category as well

DEFINITIONS

Crimes

Aggravated Assault—An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Note that an unsuccessful attempt to commit murder would be classified as an aggravated assault.

Arson—Willful or malicious destruction of property by fire or explosion with or without intent to defraud.

Burglary—The unlawful entry into a building or other structure with the intent to commit a felony or theft. Note that forced entry is not a required element of the offense if the entry is unlawful (constituting a trespass). Burglary may be accomplished via an unlocked door or window and includes unsuccessful attempts to commit burglary where force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

Motor Vehicle Theft—The theft or attempted theft of a motor vehicle.

Murder or Negligent Manslaughter—The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter—The killing of another person through gross negligence.

Robbery—The taking, or attempting to take, of anything of value under confrontation circumstances from the control, custody, or care of another person or person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Sex Offenses—Forcible—Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Sex Offenses—Non-Forcible—Unlawful, non-forcible sexual intercourse.

Disciplinary Action

Alcohol Violation—Elmira College adheres to all New York State laws regarding alcoholic beverages. Alcoholic violations in this section violate either New York State law, College policy, or both.

Drug Related Violations—Elmira College adheres to all New York State and Federal laws regarding drugs. The possession, use, manufacture, purchase, distribution, or sale of prohibited and controlled substances, including without limitation, illegal drugs without a prescription, is prohibited and cause for disciplinary action.

Illegal Weapons Possession—College policy and New York State law prohibit the possession of any type of weapon, including tasters, fireworks and spring-loaded or gas-powered pellet, BB, or paint-ball guns. Minor violations are handled through the College's disciplinary system.

Arrests

Alcohol Violations (Liquor Law)—Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages (with exceptions of drunkenness and driving under the influence of alcohol.)

Drug Abuse—Violations of laws prohibiting the production, distribution, and-or use of certain controlled substances and the equipment of devices used in their preparation and-or use.

Weapons Possession—Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Hate Crimes Statistics

A hate crime is defined as any of the crimes listed in the previous listed crime charts or any other crime involving bodily injury reported to the police or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Elmira College Dormitory Fire Statistics

Dormitory	Intentional Fires			Undetermined Fires			Fire Related Deaths			Fire Related Injuries			Value of Property Damaged			Number of Annual Drills		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Alumni Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	4
Anderson Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	4
Benjamin Cottage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	4
Columbia Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	4
Langdon Cottage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	4
Lent Cottage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	4
MacKenzie Cottage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	4
Meier Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	4
Perry Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	4
Tompkins Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	4
Twin Towers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	4

Dormitory	Unintentional Fires																											
	Cooking			Smoking Materials			Open Flames			Electrical			Heating Equipment			Hazardous Products			Machinery Industrial			Natural			Other			
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	
Alumni Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Anderson Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Benjamin Cottage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Columbia Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Langdon Cottage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lent Cottage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MacKenzie Cottage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Meier Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Perry Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tompkins Hall	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Twin Towers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Emergency Response and Evacuation Procedures

Upon the confirmation of a significant emergency or dangerous situation, the College will immediately notify the campus community using the Emergency Notification System. This system includes a public address alert from the Reinstein Bell Tower, a text message to all members of the campus community who have registered with e2Campus, an email to every elmira.edu email address, and a message on all college owned computers.

The College is committed to, without delay, and taking into account the safety of the community determining the content of emergency notifications and initiating the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

In the event of a significant emergency on campus, the President of the College, or an administrator designated by him will confirm the emergency and mobilize the emergency response team. The team will determine who is to be notified as well as the content of the notification.

The members of the emergency response team responsible for carrying out this process are; the Vice President of Enrollment Management, the Director of Campus Security, the Director of Residence Life, the Dean of Student Life, Chief of Staff, the Director of Network Services, and the Chief Information Officer.

The College will test the notification procedures a minimum four times annually with one test being unannounced to the general campus population. Documentation of the annual tests will reside in the Office of Campus Security.

Missing Student Procedure

Information based upon the concern that a student is missing should be immediately reported to a member of the Campus Security or Residence Life Staff. An investigation begins to determine whether the student is missing and when and with whom the last contact with the student was made. Instructors, friends, dining records, hall entry records, and all other available resources will be used. If the whereabouts of the student remains unknown the student's parents will be notified for dependent students. Concurrently, a report will be made to civil authorities through the Elmira Police Department. This notification will be immediate if the investigation determines that the student has been missing for 24 hours and in less time whenever possible. Students may provide confidential emergency contact information to the Director of Campus Security in his office on the Terrace Level of Tompkins Hall. This information should be placed in a sealed envelope with the student's name prominently displayed on the front of the envelope and will be opened only if the student in question is reported missing.

Fire Safety Policies

The College strictly prohibits electrical appliances with open coil heating systems in residence halls. In addition smoking is prohibited in all campus buildings. Candles and other open flames are prohibited in residence halls as well. The only exceptions are approved fireplaces in which small wood fires may be built.

Fire Alarm Evacuation Procedures

All fire alarms should be considered fire alerts, and the building must be evacuated immediately. In case of fire, a student should sound the fire alarm in his or her area and call Campus Security at ext. 1777 or (607) 735-1777. All students should evacuate the building immediately, knocking on room doors to notify fellow residents of the fire evacuation. Whether a fire, a drill, or a false alarm, the building must be evacuated immediately. The following procedures should be followed:

- Wear or carry clothing suitable for the weather.
- Close and lock your room door.
- Leave the building via the stairway, do not use elevators.
- Do not obstruct passageways for fire fighters.

Remain outside and at least fifty feet away from the building until the signal to return is given. Any student remaining in the building during an evacuation is subject to a \$50 fine. Evacuation procedures will be made available to students at the beginning of each academic year.

All fires should be reported to the Director of Campus Security who will inform the Director of Residence Life, the Dean of Student Life, and the Vice President of Enrollment Management.

Fire Safety Education

Each year Resident Assistants conduct an educational program regarding fire safety with their floors. In addition all Residence Life Staff receives fire safety training from the New York State Office of Fire Prevention and Control. This training includes a hands on tutorial of using a fire extinguisher to put out an actual fire. Individuals who have questions or concerns should feel free to call any of the following individuals:

Director of Campus Security, 735-1776
Director of Residence Life, 735-1821
Dean of Student Life, 735-1815
Vice President of Enrollment Management, 735-1806
Office of Human Resources, 735-1812

Notes



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