



# Alfred University

1 Saxon Drive, Alfred New York 14802

## Annual Campus Safety Report 2009 and Annual Fire Report

Prepared June 2010 by:  
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*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) Any questions should be directed to the Office of the Dean of Students; hard copies can be obtained from the Student Affairs Office, 607-871-2132.*

### Alfred University Office of Public Safety

1 Saxon Drive, Alfred, New York 14802  
607-871-2108

### The Office of Environmental Health and Safety

1 Saxon Drive, Alfred, New York 14802  
607-871-2190

### Alfred Police Department

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## 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, now 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 presents 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 2009 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 an instance when a student is formally reported in writing to a University official for possible sanction. 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.

## Reporting

- “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 all special interest houses.
- “Non-campus buildings 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.

### Alfred University Statistics Disciplinary Actions: 2007, 2008, 2009

Disciplinary Actions	On Campus, including Residence Halls			On Public Property		
	'07	'08	'09	'07	'08	'09
Illegal Weapons possession	0	0	0	0	0	0
Drug law violations	52	71	59	2	3	0
Liquor law violations	202	202	101	5	6	1

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

### Crimes Reported-Criminal Offenses

	On Campus			On Campus Residence Halls			On Public Property		
	'07	'08	'09	'07	'08	'09	'07	'08	'09
<b>Crimes Reported—Criminal Offenses</b>									
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 Offenses (forcible)	2	0	0	1	0	0	0	0	0
Sex Offenses (non forcible)	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	2	0	1	0	4	10	0
Burglary	12	11	3	7	5	5	0	3	4
Motor Vehicle theft	0	0	0	0	0	0	2	0	0
Arson	0	0	0	0	0	0	0	0	0

### Hate Crimes

	On Campus			On Campus Residence Halls			On Public Property		
	'07	'08	'09	'07	'08	'09	'07	'08	'09
<b>Hate Crimes</b>									
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 Offenses (forcible)	0	0	0	0	0	0	0	0	0
Sex Offenses (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
Any other crimes involving bodily injury	0	0	0	0	0	0	0	0	0
Larceny-Theft*	X	X	0	X	X	0	X	X	0
Simple Assault*	X	X	0	X	X	0	X	X	0
Intimidation*	X	X	0	X	X	0	X	X	0
Damage/Vandalism of Property*	X	X	0	X	X	0	X	X	0

\*began collecting data in 2009 per CLERY Act Regulations

### Arrests

	On Campus			On Campus Residence Halls			On Public Property		
	'07	'08	'09	'07	'08	'09	'07	'08	'09
<b>Arrests</b>									
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0
Drug Law Violations	3	1	1	3	0	0	4	6	4
Liquor Law Violations	0	0	1	0	0	0	0	2	1

## Purpose and Operations of the Office of Public Safety

Alfred University Office of Public Safety is staffed by three full time professional staff, three part-time professional staff and one office manager. The Office of Public Safety is operational seven days per 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 Public Safety Aides. A significant number of the 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.

### IMPORTANT TELEPHONE NUMBERS

- Alfred Police Department 1-607-587-8877
- Alfred University Rescue Squad 1-607-871-2188
- Alfred University Public Safety 1-607-871-2108
- Ambulance 9-911
- Counseling Services 1-607-871-2300
- Health Services 1-607-871-2400
- Dean of Students 1-607-871-2132
- Fire 9-911
- Local Hospitals: Jones Memorial 1-716-593-1100  
St. James Mercy 1-607-324-8000
- New York State Police-Amity 1-585-268-9030

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 filed using AU Report It on-line survey <http://my.alfred.edu/index.cfm/fuseaction/safety.Makingitsafe1.cfm>, 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 filed through the Alfred Police Department at (607)587-8877. For medical emergencies, the University Rescue Squad may be requested by dialing (607)871-2188 or 9-911. Residential students should also report incidents and emergencies to their residence hall staff. All reports are logged and responded to appropriately.

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 18 campus blue light phones located throughout the campus which provide a 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 each residence halls and in each student room there is a telephone line. Emergency phone stickers are distributed annually for campus phones. Also, on the back side of 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 Central Student Affairs Office 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.

## Security in Residence Halls

The Alfred University Office of Residence Life is committed to providing a safe environment in the residence halls. Students are made aware of safety concerns as well as tips on prevention through residence hall building and floor meetings and presentations. While there are many safeguards 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 of 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 Emergency Response 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 and house residents. Public Safety and Alfred Police Department respond 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.

## Relationship with Local Police Agencies

Alfred University contracts with the Village of Alfred Police Department to provide law enforcement on campus when needed. They provide training for, and work in consultation with, 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 Sheriff are also available to assist.

## 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.

## Missing Persons

Students are encouraged to identify a person who University personnel should contact in the event they are determined to be "missing". Specific emergency contact information is obtained at the first residence hall meeting. Missing persons should be reported directly to Public Safety. **Do not wait** if you believe a student is missing. Federal law states that the campus is required to provide missing person notification to: 1) all local police agencies pursuant to the Memoranda of Understanding; 2) the student's designated contact person if provided and 3) parents of students under 18 years of age. 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. The sooner the investigation begins, the better chance of locating the missing person.

## 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 the e-mail and/or the University text messaging systems to students, 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, this "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)

NY-Alert (campus wide text message alert)

Standard notification procedures may be altered if in 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. Pursuant to its procedures, fire drills are not announced, and testing of the other emergency systems may be announced or unannounced.

**COMMUNITY MEMBERS ARE ADVISED TO SIGN UP WITH NY-ALERT TO RECEIVE EMERGENCY NOTIFICATIONS. GO ONLINE TO [HTTP://WWW.SUNY.EDU/SUNYALERTSEC](http://www.suny.edu/sunyalertsec) AND SELECT ALFRED UNIVERSITY -CERAMICS FROM THE DROP-DOWN MENU. USER ID AND PASSWORD IS YOUR ALFRED LOG-ON. SUBMIT AND LOG OFF.**

## 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.

## Alfred University Behavior Assessment Team

As a result of growing national trends 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). The BAT has been charged with increasing early intervention and prevention efforts to maintain a healthy environment for the entire Alfred University community.

### Mission:

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.

### Purpose:

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 include, 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

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 [studentaffairs@alfred.edu](mailto:studentaffairs@alfred.edu) or call 607-871-2132.

## Evacuation

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.

## Peer-to-Peer File Sharing

As almost everyone knows, distributing copyright protected materials such as music, videos, software and electronic games without permission, is a potential violation of copyright law and is also a possible violation of the Student Code of Conduct. Copyright violations can lead to both criminal and civil legal actions and penalties can run from \$750 to \$150,000 per infringement! Very large volume infringements have, in some rare circumstances, resulted in criminal investigations and prosecutions that included sentencing.

Content owners, such as the Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA), as well as network television such as Home Box Office (HBO), deploy detection services targeted to higher education networks such as Alfred University. In the past, the RIAA in particular has sued students for copyright infringement, with settlements costing students and their families thousands of dollars. While Alfred University has long objected to the targeting of higher education networks, and will not as a matter of policy monitor its network for content (as some schools do), we are both obligated by law to inform you of these kind of issues and want to let you know that special risks exist regarding the practice of file-sharing copyright protected materials on our network.

Alfred University does not sponsor an internal hosted music service, but we have located an excellent list of free music services that are available to college students. This list is available on a Cornell Web page at: <http://www.cit.cornell.edu/policies/copyright/music.cfm>

If you have questions about peer-to-peer technology and the implications of file sharing on the Alfred University network, please review the following document: [http://contribute.alfred.edu/its/policies/docs/File\\_Distribution.pdf](http://contribute.alfred.edu/its/policies/docs/File_Distribution.pdf) or contact the Helpdesk at x2222 or [helpdesk@alfred.edu](mailto:helpdesk@alfred.edu).

## Annual Fire Report

There was one reported fire during this reporting period.

Date	Location	Detail
8/27/09	Norwood Res. Hall	Stove "grease fire". Extinguisher used but no fire damage.

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

## Fire Safety

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.

## Fire Safety Education and Training

All faculty, staff, and students are expected to familiarize themselves with the evacuation plan for the buildings 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 procedures. Programs are also presented in residence halls on various safety issues, including fire safety. Students are reminded about fire evacuation procedures during all hall meetings, floor meetings, or after problems occur during fire drills and accidental activations of the 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. Any "illegal" item found during an inspection is confiscated and, in some instances, students may be referred to the office of Judicial Affairs.

## Fire Drills

Four drills were conducted in each building (academic and resident halls) per calendar year. In 2010 Public Safety will conduct five fire drills per building per year. All academic building drills are conducted during daytime work hours and resident halls are normally conducted during the evening hours. All drills are unannounced.

Fall 2009			Spring 2010	
Location	Date	Time	Date	Time
53 W. University			4/28/10	11:50 am
			1/28/10	5:14 am
9 Sayles	8/29/09	1:50 pm	4/4/10	1:50 p.m.
	12/10/09	1:04 pm	1/28/10	2:20 pm
	2/11/09	6:00 pm		
Ade Hall	9/2/09	4:05 pm	4/28/10	3:15 pm
	11/4/09	1:35 pm	1/27/10	3:15 pm
Alumni Hall	9/2/09	2:01 pm	4/28/10	1:55 pm
	11/4/09	3:33 pm	1/27/10	2:15 pm
	9/31/09	8:45 pm		
Ann's House	11/3/09	7:00 pm	4/22/10	2:30 pm
			1/28/10	9:00 pm
Art Barn	9/10/09	8:20 pm	4/30/10	8:20 am
	11/04/09	8:20 am	2/1/10	8:22 pm
Barresi	8/31/09	10:05 pm	4/28/10	9:00 pm
	10/29/09	9:00 pm	1/24/10	8:25 pm
Bartlett Hall	8/24/09	9:00 pm	4/28/10	2:55 pm
	9/2/09	3:55 pm	1/27/10	8:30 pm
	11/4/09	1:20 pm	1/26/10	6:00 pm
Binns-Merrill	9/10/09	9:10 am	4/30/10	9:10 am
	11/4/09	8:50 am	1/27/10	9:10 am
Brick	9/7/09	12:01 pm	1/30/10	3:15 pm
	11/24/09	3:05 pm	4/17/10	9:30 pm
Casting Center	11/4/09	1:30 pm	4/30/10	1:30 pm
	9/10/09	1:30 pm	2/1/10	1:30 pm
Cannon	9/1/09	8:30 pm	4/28/10	8:45 pm
	11/17/09	8:00 pm	1/27/10	9:00 pm
Carnegie Hall	9/2/09	1:20 pm	4/28/10	1:25 pm
	11/4/09	1:25 pm	1/27/10	11:40 am
Child F.S.	9/4/09	1:08 pm	4/28/10	3:20 pm
	11/4/09	1:36 pm	1/27/10	11:50 am
Cohen Gallery	9/10/09	9:05 am	4/30/10	8:16 am
	11/4/09	8:25 am	2/1/10	8:30 am

*Continued on next page*

Fall 2009			Spring 2010	
Location	Date	Time	Date	Time
Crandall Hall	9/2/09	1:30 pm	4/28/10	3:30 pm
	11/4/09	3:57 pm	1/27/10	2:15 pm
Crawford	9/1/09	9:00 pm	4/12/10	2:00 pm
	11/9/09	2:30 pm	1/27/10	5:45 pm
Davis Gym	9/2/09	1:00 pm	4/28/10	1:00 pm
	11/4/09	3:50 pm	1/27/10	11:25 am
Davis Hall	9/2/09	9:10 pm	4/30/10	12:45 pm
	11/16/09	12:45 pm	1/26/10	8:21 pm
ENS	9/3/09	9:00 pm	4/11/10	9:48 pm
	11/18/09	6:30 pm	1/24/10	5:45 pm
Equestrian Center	9/2/09	3:08 pm	4/28/10	11:45 am
	11/4/09	4:00 pm	1/27/10	12:03 pm
Fasano House	9/2/09	3:30 pm	4/28/10	11:15 am
	11/4/09	4:25 pm	1/27/10	12:20 pm
F.W. Olin Building	9/2/09	4:10 pm	4/28/10	3:50 pm
	11/4/09	1:25 pm	1/27/10	3:30 pm
Greene Hall	9/2/09	1:15 pm	4/28/10	3:35 pm
	11/4/09	12:50 pm	1/27/10	11:35 am
Hall of Glass	9/10/09	7:30 am	4/30/10	8:00 am
	11/4/09	8:00 am	2/1/10	8:00 am
Harder Hall	9/10/09	9:50 am	4/30/10	10:30 am
	11/4/09	10:30 am	2/1/10	10:50 am
Health Center	9/2/09	12:59 pm	4/28/10	3:25 pm
	11/4/09	12:40 pm	1/27/10	11:55 am
Heating Plant			4/28/10	12:00 pm
			1/27/10	5:10 pm
Herrick Library	9/2/09	1:55 pm	4/28/10	1:50 pm
	11/4/09	3:28 pm	1/27/10	2:10 pm
Hillel	8/31/09	8:05 pm	4/29/10	12:30 pm
	12/3/09	6:00 pm	1/10/10	12:30 pm
Honors House	8/2/09	4:26 pm	4/23/10	1:24 pm
	11/2/09	9:43 pm	1/19/10	2:29 pm
Howell Hall	9/2/09	2:10 pm	4/28/10	1:30 pm
	11/4/09	3:40 pm	1/27/10	2:20 pm
Joel's House	9/4/09	2:20 pm	4/28/10	6:53 pm
	11/07/09	5:40 pm	1/29/10	9:59 pm

*Continued on next page*

Fall 2009			Spring 2010	
Location	Date	Time	Date	Time
Kanakadea	9/2/09	1:49 pm	4/28/10	1:40 pm
	11/4/09	3:15 pm	1/27/10	2:00 pm
Kruson	9/7/09	12:10 pm	4/17/10	9:45 pm
	11/24/09	2:50 pm	1/30/10	3:00 pm
Kenyon Hall	9/2/09	9:20 pm	4/30/10	12:55 pm
	11/16/09	1:00 pm	1/26/10	8:34 pm
Language House	9/4/09	12:45 pm	4/16/10	12:05 0m
	12/6/09	6:25 pm	1/29/10	5:28 pm
Lower Ford St.	9/4/09	9:25 pm	4/29/10	6:00 pm
	12/3/09	8:40 pm	1/29/10	12:20 pm
McLane Center	9/2/09	3:40 pm	4/28/10	11:20 am
	11/4/09	4:15 pm	1/27/10	1:10 pm
McMahon Building	9/10/09	11:40 am	4/30/104/30/10	11:10 am
	11/4/09	11:10 am	2/1/102/1/10	11:10 am
Miller Perform.	9/2/09	4:00 pm	4/28/10	2:10 pm
	11/4/09	1:40 pm	1/27/10	3:25 pm
Motor Pool	9/2/09	12:30 pm	4/28/10	11:27 pm
	11/4/09	3:47 pm	1/27/10	12:35 pm
Myers Hall	9/2/09	2:36 pm	4/28/10	2:35 pm
	11/4/09	1:00 pm	1/27/10	2:50 pm
Norwood	9/1/09	8:04 pm	4/12/10	1:30 pm
	11/9/09	2:00 pm	1/27/10	5:15 pm
Com House	Unoccupied			
Openhym	8/27/09	8:50 pm	4/27/10	9:10 pm
	11/12/09	9:15 pm	1/27/10	9:05 pm
Perlman	9/2/09	2:50 pm	4/28/10	2:45 pm
	11/4/09	1:03 pm	1/27/10	3:00 pm
Phillips	9/1/09	8:20 pm	4/12/10	1:40 pm
	11/9/09	2:10 pm	1/27/10	3:25 pm
Physical Plant	9/2/09	12:10 pm	4/28/10	11:00 am
	11/4/09	12:15 pm	1/27/10	11:30 am
Powell Center	9/2/09	1:53 pm	4/28/10	1:45 am
	11/4/09	3:21 pm	1/27/10	2:05 pm
Reimer	9/2/09	7:30 pm	4/5/10	9:00 pm
	11/11/09	5:30 pm	1/25/10	9:45 pm

*Continued on next page*

Fall 2009			Spring 2010	
Location	Date	Time	Date	Time
Saxon Inn	9/2/09	1:57 pm	4/29/10	2:02 pm
	11/4/09	3:30 pm	1/27/10	2:33 pm
Scholes Library	9/10/09	1:10 pm	4/30/10	1:10 pm
	11/4/09	1:10 pm	2/2/10	1:10 pm
Science Center	9/2/09	2:55 pm	4/28/10	2:50 pm
	11/4/09	1:05 pm	1/27/10	3:00 pm
Seidlin Annex	9/2/09	1:44 pm	4/28/10	1:35 pm
	11/4/09	3:00 pm	1/27/10	1:55 pm
Seidlin Hall	9/2/09	1:39 pm	4/28/10	1:30 pm
	11/4/09	3:10 pm	1/27/10	1:50 pm
Shults	9/2/09	9:00 pm	4/30/10	12:30 pm
	11/16/09	12:30 pm	1/26/10	8:12 pm
Steinheim	9/2/09	2:16 pm	4/28/10	2:00 pm
	11/4/09	3:35 pm	1/27/10	2:25 pm
Tefft	8/26/09	9:45 pm	4/18/10	9:05 pm
	10/16/09	3:46 pm	1/25/10	7:46 pm
Tredenick	9/1/09	8:40 pm	4/12/10	1:50 pm
	11/9/09	2:20 pm	1/27/10	9:05 pm
Phillips	11/9/09	2:10 pm		
Upper Ford Street	9/4/09	8:05 pm	4/29/10	6:00 pm
			1/29/10	12.:35 pm

## Crime Awareness and Prevention Programs

Alfred University 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 reduction, and wellness topics.

## Education programs

*Project ID:* Each residence hall office is equipped with an engraver students can sign out to tag their electronic equipment, and a brochure for students to record their electronic equipment serial numbers in the event they are taken.

*Interactive Educational Bulletin boards:* Staff create bulletin boards three times each semester on a variety of topics on every floor in every residence hall, including safety related topics.

*Sex Signals Program:* Introduces the counseling center and their services to the students, This program is about date and acquaintance rape, performed each year at New Student Orientation.

*“Alcohol 101”:* Teaches students about the relationship between intoxication and unwanted sexual contact, including forced sex acts.

## Alfred Community Coalition

### Mission

The Alfred Community Coalition is comprised of members from Alfred University, Alfred State College and 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 and to educate 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 partnerships; 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

## Campus Wellness Education Program

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 judicial 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 substance use and abuse and move students toward a more healthful lifestyle.

## 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.

### Off-Campus

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

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

NYS Drug Info Line  
800-522-5353

MATCH Program, St. James Hospital  
Bethesda Drive  
N. Hornell, NY 14843 607-324-6925

National 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

### 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

## Safe Escort Services

Public Safety operates a Safe Escort Service on campus for any member of the University community who requires 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 some form of delay in the arrival of the escort. Escorts are provided for safety, and for students who have physical disability, not for convenience. Escorts are not provided for groups of three or more on campus.

To request an escort, call 871-2108.

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.

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. TILL 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.

PERSONS WHO ARE VISIBLY INTOXICATED OR DISORDERLY WILL BE REFUSED AN ESCORT BY THE DRIVER.

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

Remember, this service is designed to provide safe escorts to students who do not wish to walk alone at night. Thank you for your cooperation.

## Alfred University Campus Map



## Sexual Crimes Information

### Sexual Misconduct Policy

It is the policy of Alfred University, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, to view Sexual Assault and Sexual Misconduct as unacceptable behaviors, which are expressly prohibited.

Sexual Assault and Sexual Misconduct can be perpetrated either by a stranger or acquaintance and both women and men can be victims and/or perpetrators.

Alfred University defines Sexual Assault as any form of non-consensual sexual contact. Non-consensual sexual contact is defined as sexual touching of an individual without his/her Effective Consent. Non-consensual sexual contact may include the following forms of contact: kissing, fondling, recording of sexual or other private activity, or touching another's private body parts. Non-consensual sexual contact includes those instances in which the victim is unable to give Effective Consent because he/she is a minor, unconscious, asleep, or incapacitated due to alcohol, a drug or other substance.

Sexual Misconduct occurs when sexual contact is committed without intent to harm or exploit another and where, by failing to correctly assess the situation, a person has not met his/her responsibility to gain Effective Consent prior to such contact.

Situations involving physical force, violence, threat or intimidation fall under the definition of Sexual Assault, not Sexual Misconduct.

Alleged violations of this policy will be heard by the Sexual Assault and Sexual Misconduct Hearing Board pursuant to the process described under the Student Judicial Code Policies and Procedures.

Other unacceptable forms of behavior by or between students are addressed through other various University policies: [http://my.alfred.edu/index.cfm/fuseaction/student\\_policies.sexual\\_misconduct\\_0708.cfm](http://my.alfred.edu/index.cfm/fuseaction/student_policies.sexual_misconduct_0708.cfm).

Victims of sex crimes should contact the Student Affairs Office, ext. 2132, or the Wellness Center, ext. 2300, for additional information. It is important to note that the complainant and the accused are entitled to the same opportunities to have others present during a hearing. Both the complainant and the accused will be informed of the outcome of any campus sexual misconduct proceeding, including the sanction to be imposed. Such sanctions can include suspension or expulsion from the institution.

### **Procedures to follow if you are a victim of sexual assault**

\* Report the incident to the Dean of Students, 1-607-871-2132, Alfred University Office of Public Safety, 1-607-871-2108, or the Alfred Police Department, 1-607-587-8877. University personnel are available upon request to assist in such notification. Additionally, a friend or advocate may accompany you during the process. Filing a report does not necessarily obligate you to follow through with criminal prosecution. Contact the Counseling Service office to obtain confidential help from counseling staff who are available to assist in notifications to other authorities or medical services.

\* Go to a hospital emergency room as soon as possible, if the assault involved sexual penetration or other physical injuries. (Evidence can be collected several hours after an incident, but its value may be diminished.) Do not wash, change clothing, or otherwise "clean up." Bring a full change of clothing because the clothes you were wearing at the time of the attack may be kept as evidence.

\* Your follow-up medical care is critically important. You may need tests for sexually transmitted diseases and pregnancy.

\* No matter when or where the assault occurred, support and referral resources are available to help you. Contact the AU Counseling Service at 607-871-2300, AU Health Service at 607-871-2400 or the Dean of Students at 607-871-2132.

## Rights of the Alleged Victim

When an Alfred University student has been the alleged victim of an act of misconduct which violates the physical and/or mental welfare of an individual, the victim should expect that the judicial system shall respond in a caring, sensitive manner which allows the victim to utilize the judicial process unimpeded, while still maintaining the rights of the accused student. In cases including but not limited to sexual misconduct, physical assault, hazing, and harassment, the following rights shall be provided to victims of alleged offenses:

- The right to investigation and appropriate resolution of all credible complaints made in good faith to college administrators;
- The right to be treated with dignity and respect by the judicial body, and by all persons involved in the judicial process;
- The right not to be discouraged by college officials from reporting a crime, especially crimes of sexual violence, to both on- and off-campus authorities;
- The right to be informed of the outcome and sanction of any campus judicial hearing involving violence, usually within 24 hours of the end of the judicial hearing;
- The right to be informed of privacy laws that prohibit disclosure of campus judicial results that do not involve violence;
- The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus public safety and local police, and the option to be assisted by campus officials in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire;
- 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 make a victim-impact statement at the campus judicial proceeding and to have that statement considered by the board in determining its sanction;
- The right to request a campus physical restriction or "keep-away" order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others.
- The right to have the "keep-away" measures take effect immediately and remain in force until the close of the hearing proceedings: The victim may request that students, and third parties as appropriate, be instructed by University authorities not to attempt to retaliate against, harass, threaten, intimidate, or contact the other party. Violation of such instructions would constitute grounds for the University to take immediate and further action;
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by public safety and the campus judicial process;
- The right to preservation of confidentiality, to the extent possible and allowed by law;
- The right to a hearing closed to the public;
- The right to bring a victim advocate or advisor to all phases of their investigation and campus judicial proceeding;
- The right to give testimony in a campus hearing by means other than being in the same room with the accused student;
- The right to present relevant witnesses to the campus judicial bodies;
- The right to be fully informed of campus judicial rules and procedures, as well as the nature and extent of all charges contained within the complaint;
- The right to have college policies and procedures followed without material deviation;
- The right to notification of options for and available assistance in changing academic 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 have any unrelated past behavior excluded from the hearing process. The hearing officer shall determine what constitutes unrelated behavior.

## Substance Use & Abuse Policy

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, apartment or suite.
- 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:
  - 1) Events in locations that carry the appropriate reservations and an approved university alcohol permit.
  - 2) 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, apartment or suite.

- 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 judicial 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, are 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 others and themselves.

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 judicial 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 judicial 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.

# 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 associated with fires, injuries, and releases and spills of hazardous chemicals, hazardous and extremely hazardous substances, hazardous wastes, hazardous matter, and petroleum products (collectively referred to as "hazardous material"). Specifically, it describes:

1. The steps Alfred takes to prevent "hazardous material" incidents;
2. The emergency response actions Alfred employs to minimize or eliminate injuries to human health and the environment resulting from "emergency and non-emergency incidents" (defined in Chapter 6);
3. The remedial and corrective actions Alfred implements after a "hazardous material emergency incident" to reduce or eliminate the possibility of such incidents reoccurring in the future; and
4. 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 this 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. This 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 this ICP will be carried out immediately whenever there is a fire, explosion, or release or spill of hazardous material at or from Alfred, or a medical emergency which could threaten human health or the environment. See 6 NYCRR § 373-3.4(b)(2).

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

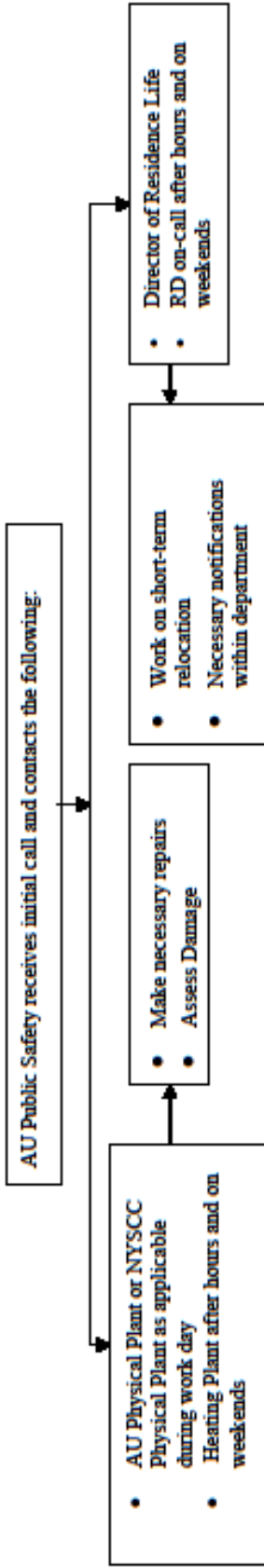
1. Prompt response to injuries to human health and damage to the environment;
2. Minimization of property damage and threats to the community; and
3. The prompt and safe resumption of University operations.

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

*Cherise Haase, Environmental Health & Safety Coordinator, 607-871-2190*

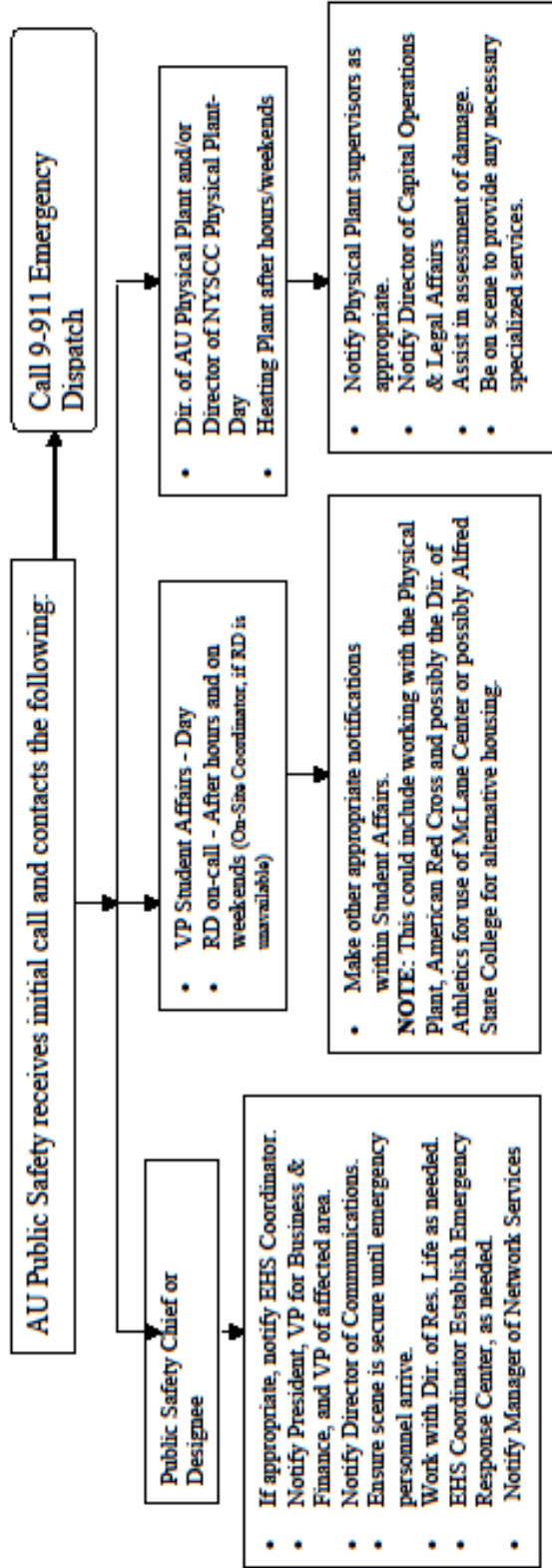
Emergency response and evacuation procedures are publicized annually campus wide for students and faculty. Emergency response and evacuation procedures will be tested on an annual basis.

**ALFRED UNIVERSITY RESPONSE ACTIVATION PROCESS**  
**LEVEL 0 - MINOR EMERGENCIES**



EXAMPLES: Automatic fire alarm; localized water pipe breaks affecting portion of building; localized undetermined odor problem (that is not natural gas); brownout; maintenance problem

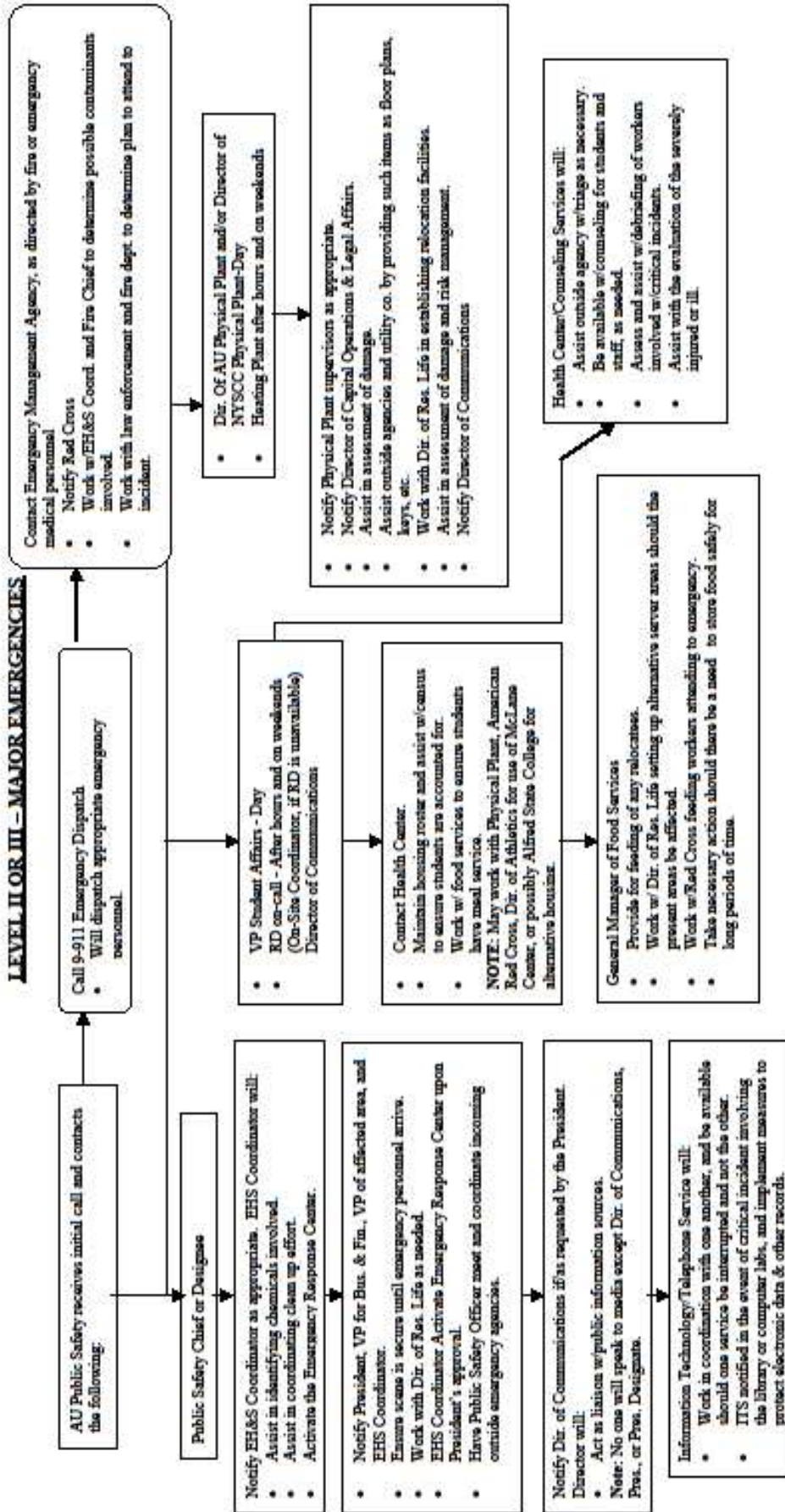
**LEVEL I - MID-LEVEL EMERGENCIES**



EXAMPLES: Residence hall room fire; death of a student; water main break involving most of a building or one that threatens critical service; odor requiring evacuation, e.g., natural gas leak; loss of heat or power to a building; HazMat spill causing the evacuation of one or more buildings.

# ALFRED UNIVERSITY RESPONSE ACTIVATION PROCESS

## LEVEL II OR III – MAJOR EMERGENCIES



**EXAMPLES:** Major fire in a residence hall affecting over 20% of the building; water main break affecting the entire residential building; loss of heat or power to multiple buildings; chemical release causing the evacuation of one or more buildings; explosions; large-scale weather-related emergencies.

## Alfred University Evacuation Assembly Area Table

<b>Building</b>	<b>Location Evacuated</b>	<b>Exit</b>	<b>Assembly Area</b>
Ade Hall	Ground Floor, First Floor	Ground Floor-Main Door (West)	Sidewalk in front of Ade (State Street)
Ade Hall	Second Floor	Second Floor-Southeast	Parking lot by loading dock
Allen Hall	First Floor-Rooms 4-8	First Floor-West Door	On Academic Alley in front of Allen
Allen Hall	First Floor-Rooms 2, 9-13	First Floor-East Door	Blacktop area between Myers and Allen
Allen Hall	Second Floor, Third Floor	Second Floor-East Door	Parking lot behind Allen
Alumni Hall	First Floor-North Wing, Third Floor-North Wing, North Mezzanine	First Floor-North Door	Quad area in front of Alumni
Alumni Hall	First Floor-South Wing, Second Floor, Third Floor-South Wing, South Mezzanine	First Floor-South Door	Parking lot in back of Alumni
Athena Hall	First, Second, Third Floor	First Floor	Grassy area
Bacchus	First, Second, Third Floor	First Floor	Grassy area
Barrisi Hall	First, Second, Third Floor	First Floor-West	Lawn to North end of Barrisi
Bartlett Hall	First, Second, Third, Fourth Floor	First Floor-West	Front lawn
Bartlett Hall	First Floor - Lounge, Residence Life Office	First Floor Front (Northwest)	Sidewalk on State Street
Bartlett Hall	First Floor - East Side	First Floor Back (East)	Parking lot in back of Bartlett
Brick Hall	Basement-South End, Dark Room, Fine Arts Studio	Basement-South	Parking Lot behind Kruson
Brick Hall	Basement-Northeast Display Area	Basement-East	Sidewalk in front of the Brick
Brick Hall	Basement-North End, Art Display Area	Basement-West	Parking lot in back of the Brick
Brick Hall	First, Second, Third Floor	First Floor-North	Lawn by Herrick
Cannon Hall	First, Second, Third Floor	First Floor-West	Front lawn
Carnegie Hall	Ground Floor	Ground Floor-East Door	Parking lot behind Carnegie
Carnegie Hall	Second Floor	Second Floor-West Door	Sidewalk in front of Carnegie (Academic Alley)
Carnegie Hall	Third Floor	Second Floor-West Door	Sidewalk in front of Carnegie (Academic Alley)
Crandall Hall	First Floor - Back	First Floor - Back	Sidewalk in front of Crandall Hall - East Exit
Crandall Hall	First Floor - Front	First Floor - Front	Sidewalk in front of Crandall Hall - East Exit
Crandall Hall	Second Floor	First Floor - Front	Sidewalk in front of Crandall Hall - East Exit
Crandall Health Center	Counseling Area	First Floor - Northwest	Grassy area outside the north exit door
Crandall Health Center	Exam Rooms, Offices	First Floor - Southwest	Grassy area outside the south exit door
Crandall Health Center	Treatment Area	First Floor - Back Door (East)	Parking lot in back of Health Center
Crawford	First, Second, Third Floor	First Floor-North	Grassy area
Davis Gym	First Floor	First Floor-East Door	Parking lot
Davis Gym	Second Floor	Second Floor-Front Door (South)	Sidewalk in front of Davis Gym
Davis Hall	First, Second, Third Floor	First Floor-North	Grassy area
Greene Hall	First Floor-Office Services	First Floor-West Door	Sidewalk in front of Greene
Greene Hall	First Floor-Payroll	First Floor-West Door	Sidewalk in front of Greene
Greene Hall	First Floor-Human Resources	First Floor-East Door	Parking Lot by Physical Plant
Greene Hall	First Floor-University Relations	First Floor-West Door	Sidewalk in front of Greene
Greene Hall	Second Floor	First Floor-West Door	Sidewalk in front of Greene
Heating Plant	First Floor-Boiler Room	First Floor-Northwest	Parking Lot
Heating Plant	First Floor-Storage, Plumbing Repair	First Floor-Southwest	Parking Lot
Heating Plant	Second Floor	Second Floor-East Door	Lawn behind Heating Plant

*Continued on next page.*

Herrick Library	First Floor, Second Floor	First Floor-North	Blue Light Phone
Herrick Library	Ground Floor-ITS, Collection Management	Ground Floor-West	Sidewalk on Park Street
Herrick Library	Ground Floor-Acquisition, Cataloging	Ground Floor-South	Sidewalk on Park Street
Howell Hall	First Floor-Center and North Wing	First Floor-West Door	Quad area in front of Howell
Howell Hall	First Floor-North Wing	First Floor-North Door	Quad area in front of Howell
Howell Hall	Second Floor	First Floor-West Door	Quad area in front of Howell
Kanakadea Hall	Basement	Basement-North	Grassy area behind the Heating Plant
Kanakadea Hall	First Floor-Room 104	First Floor-Fire Escape Door at North Exit	Grassy area behind the Heating Plant
Kanakadea Hall	First Floor-Rooms 103, 105, Second Floor	First Floor-Main Door (South)	Grassy area behind the Heating Plant
Kruson Hall	First, Second, Third Floor	First Floor-West	Front lawn
Maintenance/Automotive	First Floor	First Floor-West Door	Parking Lot
McLane Center	First Floor-Offices, Squash Court	First Floor-Northwest	Parking lot outside of North Exit
McLane Center	First Floor-Fitness Center, Training Room, Equipment Office, Locker Rooms, Laundry	First Floor-South	Grassy area outside South Exit
McLane Center	First Floor-Gymnasium	First Floor-Emergency Doors on North Side of Gym	Center of parking lot
McLane Center	Second Floor-Including Balcony	Second Floor-Main Doors (West)	Grassy area in front of Main Doors
Medusa	First, Second, Third Floor	First Floor	Grassy area
Mercury	First, Second, Third Floor	First Floor	Grassy area
Miller Performing Arts	Basement 002-011	Basement-Southwest	Near the Green Monster
Miller Performing Arts	First Floor-Theatre	Second Floor-Northeast	Sidewalk in front of Miller (State Street)
Miller Performing Arts	First Floor-Scene Shop, Hallway	First Floor-Southwest	Blacktop drive leading to the loading dock area
Miller Performing Arts	Second Floor-Costume, Box Office, Control Room	Second Floor-Northeast	Sidewalk in front of Miller (State Street)
Miller Performing Arts	Second Floor-Acting Studio, Classrooms	Second Floor-Southeast	Sidewalk in front of Miller (State Street)
Miller Performing Arts	Third Floor	Second Floor-Southeast	Sidewalk in front of Miller (State Street)
Myers Hall	First Floor-Rooms 112-118	First Floor-Southwest	Sidewalk in front of Myers (Academic Alley)
Myers Hall	First Floor-Rooms 107-111 and 120	First Floor-Northwest	Sidewalk in front of Myers (Academic Alley)
Myers Hall	Second Floor-Rooms 221-227	First Floor-Southwest	Sidewalk in front of Myers (Academic Alley)
Myers Hall	Second Floor-Rooms 213-220, 228 and 229	First Floor-Northwest	Sidewalk in front of Myers (Academic Alley)
Myers Hall	Third Floor-Rooms 333, 344-348	First Floor-Northwest	Sidewalk in front of Myers (Academic Alley)
Myers Hall	Third Floor-Rooms 335, 337-343	First Floor-Southwest	Sidewalk in front of Myers (Academic Alley)
Myers Hall	Third Floor-Room 334, 336	Fire Escape in Classroom	Sidewalk behind Myers
Olin	First, Second Floor	First Floor Northwest First Floor Southwest	Asphalt at the bottom of the stairs behind Olin
Olin	Third, Fourth Floor	Third Floor	Sidewalk in front of Olin (State Street)
Openhym Hall	First, Second, Third, Fourth Floor	First Floor-West	Front lawn
Pegasus	First, Second, Third Floor	First Floor	Grassy area
Physical Plant	First Floor	First Floor-South	Parking lot behind Carnegie
Powell Campus Center	First Floor -Multi-Cultural Room, Student Organization Suite	First Floor Front	On Academic Alley in front of Powell
Powell Campus Center	First Floor-WALF, Forest People, Mail Room	First Floor Loading Dock	On Academic Alley in front of Powell

*Continued on next page.*

Powell Campus Center	Second Floor-Bookstore, Board Room, Kenyon, Lil' Alf Eating Area and Offices, Nevins Theatre Back Section, Technical Booth	Second Floor-Main Doors (South)	Quad area on the south side of Powell
Powell Campus Center	Second Floor-Allen and Davis	First Floor Loading Dock	On Academic Alley in front of Powell
Powell Campus Center	Second Floor-Lil' Alf Kitchen/Serving Area and Nevins Theatre Front Section and Stage	First Floor Northeast	Grassy area behind Myers Hall - north side of Powell
Powell Campus Center	Third Floor-Powell Dining Hall South Corner, Knight Club, Kitchen	Third Floor-Main Door (East)	Paver Walk in back of Powell where walks intersect
Powell Campus Center	Third Floor-Powell Dining Hall North Corner	First Floor Loading Dock	Loading Dock Area Near Myers Hall
Powell Institute (Child and Family Services)	All Floors	Main Building Entrance	Across street from building.
Reimer Hall	First, Second, Third, Fourth Floor	First Floor-North	Front lawn
Science Center	First Floor	First Floor-Northwest	Across parking lot next to pine trees
Science Center	Second Floor-Physics, Geology, Rooms 244-249	Second Floor-Main Doors	Grassy area beyond the sidewalk in front of the Science Center
Science Center	Second Floor-Rooms 252-254	Second Floor-Southwest	Grassy area beyond the sidewalk in front of the Science Center.
Science Center	Third Floor	Third Floor-East	Sidewalk by the stairs
Science Center	Fourth Floor-West Hallway	Third Floor-East	Top of stairs behind Science Center
Science Center	Fourth Floor-East Hallway	Fourth Floor-East	Asphalt area
Seidlin Annex	First Floor-Electrical Engineering	First Floor-Northeast	On Academic Alley in front of Seidlin
Seidlin Annex	First Floor-Thermo Sciences	First Floor-Southeast	Lawn behind Heating Plant
Seidlin Annex	First Floor-Electrical Engineering Lab, Materials Lab	First Floor-North Door	Parking Lot
Seidlin Annex	Second Floor-North End	First Floor-Northeast	On Academic Alley in front of Seidlin
Seidlin Annex	Second Floor-South End	First Floor-Southeast	Lawn behind Heating Plant
Seidlin Hall	Ground Floor	Ground Floor-West Door	Lawn behind Heating Plant
Seidlin Hall	First, Second Floor	First Floor-East Door	On Academic Alley in front of Seidlin
Steinheim	Basement	First Floor-Northeast	Grassy area behind Steinheim
Steinheim	First Floor-South Wing	First Floor-Southeast	Grassy area behind Steinheim
Steinheim	First Floor-North Wing	First Floor-Northeast	Grassy area behind Steinheim
Steinheim	Second Floor	First Floor-Northeast	Grassy area behind Steinheim
Tefft Hall	First, Second, Third Floor	First Floor-South	Front lawn
Thor	First, Second, Third Floor	First Floor	Grassy area
Binns-Merrill Hall	Sub-Basement Floor	South Door	Seidlin Hall Parking Lot
Binns-Merrill Hall	Sub-Basement Floor	Northwest Door	Harder Hall Loading Dock
Binns-Merrill Hall	Basement Floor	South Exit - Sub-basement Door	Seidlin Hall Parking Lot
Binns-Merrill Hall	Basement Floor	Northwest Exit - Sub-basement Door	Harder Hall Loading Dock
Binns-Merrill Hall	Basement Floor	East Door - First Floor	Myers Hall - Front
Binns-Merrill Hall	First Floor	First Floor - East Door	Allen Hall - Front
Binns-Merrill Hall	Second Floor	First Floor - East Door	Allen Hall - Front
Fabrication Shop	Shop Area	First Floor - South Door	Seidlin Hall Parking Lot
Hall of Glass Science & Engineering	Sub-Basement	West Door	Seidlin Hall Parking Lot
Hall of Glass Science & Engineering	Basement	West Door	Seidlin Hall Parking Lot
Hall of Glass Science & Engineering	First Floor	East Door	Myers Hall - Front
Hall of Glass Science & Engineering	Second Floor	East or West Door	Seidlin Hall Parking Lot
Harder Hall	First Floor - Sr Ceramics, Woodshop, Glaze, Kiln Rooms	South Door	Wood Kiln area

*Continued on next page.*

Harder Hall	First Floor - Jr & Sr Ceramics	Southwest Stairwell	Wood Kiln area
Harder Hall	First Floor	Northwest Door	Davis Gym - Front
Harder Hall	Second Floor - Photo; Aud Back Stage & Dressing Rooms	First Floor - North Door	Davis Gym - Front
Harder Hall	Second Floor - Electronic Arts	First Floor - Northwest Door	Davis Gym - Front
Harder Hall	Second Floor - Painting, Drawing, FF	First Floor - Southwest Door	Wood Kiln area
Harder Hall	Second Floor - Freshman Fdn	First Floor - South Door	Wood Kiln area
Harder Hall	Second Floor - Art Offices, Moca Joca,	First Floor - C148' East Door	Allen Hall - Front
Harder Hall	Third Floor - Printmaking North Side	Northwest Stairwell	Davis Gym - Front
Harder Hall	Third Floor - Aud/Gallery/Mus Storage	East Door	Allen Hall - Front
Harder Hall	Third Floor - Auditorium	SE and NW Doors	Allen Hall - Front
Harder Hall	Forth Floor-Art Hist/IEA	First Floor - Northwest Door	Davis Gym - Front
Harder Hall	Fifth Floor-Graphic Dsgn/Integrated Electronic Arts	First Floor - Northwest Door	Davis Gym - Front
McMahon Engineering Bldg	First Floor	First Floor - West Doors	Scholes Library - Front
McMahon Engineering Bldg	Second Floor Front Hall	First Floor - West Doors	Scholes Library - Front
McMahon Engineering	Second Floor - Back Wings	Second Floor - East Doors	Scholes Library - Front
McMahon Engineering Bldg	Third Floor - Front Hall	First Floor - West Doors	Scholes Library - Front
McMahon Engineering	Third Floor Back Wings	Second Floor - East Doors	Scholes Library - Front
Music Annex	First Floor	First Floor - North Door	Carillon
Outdoor WoodKiln	Outside Area	Westerly Direction	Support Services Machine Shop - Front
Scholes Library	Mechanicals	Sub-Basement Floor - West Door	Grass Lawn behind Davis Gym
Scholes Library	Basement - Mechanical Rooms, Storage	Sub-Basement Floor - West Door	Grass Lawn behind Davis Gym
Scholes Library	Ground Floor - Stacks	First Floor East Door	McMahon Building - Front
Scholes Library	Ground Floor - ITS	Ground Floor - South Door	McMahon Building - Front
Scholes Library	First Floor	First Floor East Door	McMahon Building - Front
Scholes Library	Second Floor	First Floor East Door	McMahon Building - Front
Scholes Library	Third Floor	First Floor East Door	McMahon Building - Front
Scholes Library	Sub-Basement	Sub-Basement Floor - West Door	Grass Lawn behind Davis Gym
Support Services	First Floor	Offices and Carpenter and Electrical	Harder Hall Loading Dock
Support Services	First Floor	Tractor and Motor Shops	Harder Hall Loading Dock
Support Services	Basement	Machine and Welding Shops	Harder Hall Loading Dock

# **Alfred University 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.

## **Responsibilities**

The Offices of Facility Operations, Environmental Health and Safety and Public Safety are responsible for all aspects of fire and life 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 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 and bells, gongs and horns.

### **Contacts:**

**Director of Public Safety: John Dougherty, Chief**

Public Safety Building

607-871-2108

**Environmental Health and Safety Manager: Cherise Haase**

Myers Hall Room 117

607-871-2190

**Executive Director of Facility Operations and Legal Affairs: Michael Neiderbach**

Physical Plant Building

607-871-2329

## Alfred University Fire Safety Training Employee Program New York State Guidelines for Fire Safety Training at Colleges and Universities

### Content:

1. Understanding the campus fire problem	5 Minutes
- Case studies	
- Statistical information on campus fire deaths, injuries, and property loss	
2. Fire behavior and characteristics	10 Minutes
- Fire behavior	
- Fire development, risks, and consequences	
- Inaccurate attitudes and perceptions	
3. Fire prevention	15 Minutes
- Electrical hazards	
- Fuel loading	
- Candles and open flame devices	
- Cooking	
- Halogen lighting	
- Live Christmas trees and vegetation	
- Impact of individual behaviors on the safety of others	
- Property preservation	
4. Fire protection systems and equipment	10 Minutes
- Building fire safety features	
- Fire doors	
- Sprinkler systems	
- Alarm systems	
- Impact of tampering	
- Drills	
5. Proper survival procedures	15 Minutes
- Knowledge of buildings occupied	
- Exits	
- Fire alarm pull stations	
- Proper evacuation procedures	
- The importance of not re-entering a building after evacuation	
- Reporting emergencies	
6. Off campus and Greek housing	5 Minutes
- Special prevention and evacuation considerations	
7. General fire safety awareness	5 Minutes
- Awareness of exits	
- Crowd characteristics	
- Fire potential of scheduled and peripheral activities	
8. Persons with disabilities	5 Minutes
- Special evacuation provisions	
- Evacuation assistance	
- The need for pre-planning	
- Personal awareness and planning	
9. Personal responsibility	5 Minutes
- Ultimate responsibility for fire safe behavior lies with the individual	
10. Specific college policies and procedures	15 Minutes
11. Local Fire Department Representation, Recruiting, key points and helpful tips, fire truck	15 minutes
12. Fire Safety Videos	30-45 minutes

TOTAL 1.5 hours-2.5 hours annually

Frequency: Campus fire safety training shall be repeated annually, as initial training for new employees or refresher training.

### Optional Training:

Fire Extinguisher training (open to all)

Smoke Training (call for appointment, with FD)

Potential Future Options: Bull-Ex Fire System Training, Dorm room burn (with FD), Operational Fire/Casualty Whole Campus Drill

**Alfred University**  
**Fire Safety Training Student Program**  
**NY State Guidelines for Fire Safety Training of College and University Students**

Content:

1. Fire Facts	5 Minutes
- Case studies	
- Statistical information on campus fire deaths, injuries, and property loss	
2. Fire behavior and characteristics	10 Minutes
- Fire behavior	
- Fire development, risks, and consequences	
- Inaccurate attitudes and perceptions	
3. Fire prevention	15 Minutes
- Electrical hazards	
- Fuel loading	
- Candles and open flame devices	
- Cooking	
- Halogen lighting	
- Live Christmas trees and vegetation	
- Impact of individual behavior on the safety of others	
- Property preservation	
4. Fire protection systems and equipment	10 Minutes
- Building fire safety features	
- Fire doors	
- Sprinkler systems	
- Alarm systems	
- Impact of tampering	
- Drills	
5. Proper procedures in the event of a fire	15 Minutes
- Knowledge of buildings occupied	
- Exits	
- Fire alarm pull-stations	
- Proper evacuation procedures	
- The importance of not re-entering a building after evacuation	
- Reporting emergencies	
6. Off campus and Greek housing	5 Minutes
- Special prevention and evacuation considerations	
7. General fire safety awareness	5 Minutes
- Awareness of exits	
- Crowd characteristics	
8. Persons with disabilities	5 Minutes
- Special evacuation provisions	
- Evacuation assistance	
- The need for pre-planning	
- Personal awareness and planning	
9. Personal responsibility	5 Minutes
- Ultimate responsibility for fire safe behavior lies with the individual	
10. College specific policies and procedures	15 Minutes
11. Local Fire Department Representation, Recruiting, Key Points and Helpful Tips, Fire Truck	15 minutes
12. Fire Safety Videos	30-45 minutes

TOTAL 1.5 hours-2.5 hours annually

Frequency: Campus fire safety training shall be repeated annually, as initial training for first year/new students or refresher training for returning students.

Optional Training:

Fire Extinguisher training (open to all)

Smoke Training (call for appointment, with FD)

Potential Future Options: Bull-Ex Fire System Training, Dorm room burn (with FD), Operational Fire/Casualty Whole Campus Drill

## **ALFRED UNIVERSITY 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 muster 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**

Leave the building if the alarm sounds, unless it is unsafe to do so.

Sound the alarm if conditions warrant.

- Call 911 or Public Safety at 607-871-2186 when in a safe location.
- Close all windows within your area to prevent cross drafts from entering the building, unless it is unsafe to do so.

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.

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."

Evacuate without unnecessary running. Avoid any action which might cause others to panic.

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.

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.

Use caution when approaching stairwell entrances; you may be merging with evacuees from other floors.

Travel downward on stairs, unless it is unsafe to do so.

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.

Follow all instructions given by emergency personnel

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

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.

Partially open a window and stay near it, keeping low and breathing fresher air supplied from outside.

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.

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**

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.

If it is necessary to put out a fire, the following information clarifies extinguisher type and use:

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:

##### Items

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.) in Residence Halls.

Bottled Gases in un authorized 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)

Alfred University  
Building Contacts and Safety Monitors

6/12/2010

	<b><i>Name</i></b>	<b><i>Building</i></b>	<b>Building Contact</b>	<b>Safety Monitor</b>
1	Lynch, Janet	Alumin Hall	X	
2	Pierce, Earl	Alumin Hall		X
3	Dietrich, John	Ade Hall	X	
4	Johnston, Tammy	Ade Hall		X
5	Horton, Tiffany	Binns-Merrill Hall	X	
6	Cindy Mullen	Binns-Merrill Hall		X
7	Poplawski, Jean	Carnegie	X	
8	Raub, Tammy	Carnegie		X
9	Kiefer, Dean	Carpenter/Key Shop	X	
10	Reynolds, Craig	Carpenter/Key Shop		X
11	Faherty, Ellen	Child & Family Services	X	
12	Sanford, Lisa	Child & Family Services		X
13	Elmore, Aubrey	Crandall Hall	X	
14	Niles, Beth	Crandall Hall		X
15	Rech, Michele	Crandall Health Center	X	
16	Clark, Mary	Crandall Health Center		X
17	Chester, Cathie	Crandall Health Center	X	
18	O'Rourke, Kim	Crandall Health Center		X
19	Van Winkle, Melissa	Fasano House	X	
20	Marble, Janet	Fasano House		X
21	Peck, Sue	Greene Hall		X
22	Clark, Deb	Greene Hall	X	
23	Bill Lacourse	Hall of Glass Sci & Engrg	X	
24	Istvan Szabo	Hall of Glass Sci & Engrg		X
25	Fredrickson, Dave	Harder Hall	X	
26	White, Linda	Harder Hall		X
27	Dodge, Brian	Heating Plant	X	
28	Latham, Ron	Heating Plant		X
29	Crandall, Steve	Herrick Library	X	
30	Roberts, Gary	Herrick Library		X
31	Kirschner, Denise	Howell Hall	X	
32	Dean Perry	Howell Hall		X
33	Ostrower, Gary	Kanakadea Hall	X	
34	Dibrell, Bill	Kanakadea Hall		X
35	Moretti, Jim	McLane	X	
36	Kernan, Jerry	McLane		X
37	Walter Schulze	McMahon Engrg Bldg	X	
38	Marlene Wightman	McMahon Engrg Bldg		X
39	Lambert, Coral	Metal Casting	X	
40	Tolbert, Chris	Metal Casting		X
41	Lantz, Lisa	Miller Performing Arts	X	
42	Freelove, Nancy	Miller Performing Arts		X
43	Hamm, Zach	Miller Performing Arts		
44	Benson, George	Mtr. Pool/150 N. Main Street	X	
45	Lorrow, Ken	Mtr. Pool/150 N. Main Street		X
46	Cartella, Beth	Myers	X	
47	Marvin, Wendy	Myers		X
48	Toot, David	Observatory	X	
49	Gagne, Kevin	Observatory		X
50	Lori Hollenbeck	Olin	X	

Alfred University  
 Building Contacts and Safety Monitors

(Continued)

6/12/2010

	<b>Name</b>	<b>Building</b>	<b>Building Contact</b>	<b>Safety Monitor</b>
51	Greil, Larry	Olin		X
52	Freivald, Meghanne	Perlman Hall		X
53	Wellington, Susan	Perlman Hall	X	
54	Moore, Kelly	Phys. Plant.	X	
55	McDermott, Lena	Phys. Plant.		X
56	Debertolis, Trish	Powell Campus Center	X	
57	Napolitano, Dan	Powell Campus Center		X
58	Karl, Kristen	Saxon Inn	X	
59	Spellecy, Francis	Saxon Inn		X
60	Mark Smith	Scholes Library	X	
61	LaCourse, Pat	Scholes Library		X
62	Gagne, Kevin	Science Center	X	
63	Dave Toot	Science Center		X
64	Ohara, Deb	Seidlin Hall	X	
65	Sills, Terri	Seidlin Hall		X
66	Rosiczkowski, Joe	New Engineering Lab Bldg	X	
67	DiRaimondo, Rosalie	New Engineering Lab Bldg		X
68	Meacham, Susan	Steinheim	X	
69	Williams, Nancy	Steinheim		X
70	Rosiczkowski, Joe	STEP Lab	X	
71	Bellows, Ken	STEP Lab		X
72	Babcock, Jamie	Support Services Bldg	X	
73	Greene, David	Support Services Bldg		X

5/3/2010

## Downstate CITE Program

### Crime Statistics for the Downstate CITE Program

The Downstate CITE Program is not considered a branch campus for purposes of annual reporting within the federal *Clergy 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 [www.alfred.edu/academic/html/crime.pdf](http://www.alfred.edu/academic/html/crime.pdf).

### HOW CITE STUDENTS CAN HAVE A SAFE SEMESTER

#### POINTS OF CONCERN AND SUGGESTIONS FOR THE AU-CITE DOWNSTATE PARTICIPANTS

#### Locations of Facilities

St. Francis College  
180 Remsen Street  
Brooklyn, NY 11201

St. Francis is a one building undergraduate college. Students are required to show ID and sign in at the front desk. Security monitors the only entrance into the building.

**Emergency Information:**

**Police** – NYPD 84<sup>th</sup> Precinct

**Precinct:** (718) 875-6811

**Community Affairs:** (718) 875-6850

**Crime Prevention:** (718) 875-6363

**Domestic Violence:** (718) 834-4579

**Youth Officer:** (718) 834-4581

**Auxiliary Coordinator:** (718) 875-6368

**Detective Squad:** (718) 875-6687

**Website:** [http://www.nyc.gov/html/nypd/html/precincts/precinct\\_084.shtml](http://www.nyc.gov/html/nypd/html/precincts/precinct_084.shtml)

CSA  
16 Court Street  
Brooklyn, NY 11201

CSA is the union headquarters for the School Supervisors union in NYC. Students are required to show ID and sign in at the front desk. Security monitors the only entrance into the building

**Emergency Information:**

**Police** – NYPD 84<sup>th</sup> Precinct

**Precinct:** (718) 875-6811

**Community Affairs:** (718) 875-6850

**Crime Prevention:** (718) 875-6363

**Domestic Violence:** (718) 834-4579

**Youth Officer:** (718) 834-4581

**Auxiliary Coordinator:** (718) 875-6368

**Detective Squad:** (718) 875-6687

**Website:** [http://www.nyc.gov/html/nypd/html/precincts/precinct\\_084.shtml](http://www.nyc.gov/html/nypd/html/precincts/precinct_084.shtml)

Oceanside Teachers Center  
145 Merle Ave  
Oceanside, NY 11756

This is the administration building for the Oceanside School District. An Oceanside staff member is on premises while classes are in session. Students do not officially sign in.

**Emergency Information:**

**Police-** County of Nassau Police Department 4th Precinct

1699 Broadway

Hewlett, NY 11557

Website: [http://www.police.nassaucountyny.gov/4th\\_pct.htm](http://www.police.nassaucountyny.gov/4th_pct.htm)

*Location of facilities continued:*

Cobble Hill School  
347 Baltic Street  
Brooklyn, NY 11201

**Emergency Information:**

**Police** - NYPD 76<sup>th</sup> Precinct  
**Precinct:** (718) 834-3211  
**Community Affairs:** (718) 834-3207  
**Community Policing:** (718) 834-3203  
**Crime Prevention:** (718) 834-3203  
**Domestic Violence:** (718) 834-3204  
**Youth Officer:** (718) 834-3218  
**Auxiliary Coordinator:** (718) 834-3218  
**Detective Squad:** (718) 834-3221  
Website:[http://www.nyc.gov/html/nypd/html/precincts/precinct\\_076.shtml](http://www.nyc.gov/html/nypd/html/precincts/precinct_076.shtml):

School for International Studies  
284 Baltic Street  
Brooklyn, NY 11201

**Emergency Information:**

**Police** - NYPD 76<sup>th</sup> Precinct  
**Precinct:** (718) 834-3211  
**Community Affairs:** (718) 834-3207  
**Community Policing:** (718) 834-3203  
**Crime Prevention:** (718) 834-3203  
**Domestic Violence:** (718) 834-3204  
**Youth Officer:** (718) 834-3218  
**Auxiliary Coordinator:** (718) 834-3218  
**Detective Squad:** (718) 834-3221  
Website:[http://www.nyc.gov/html/nypd/html/precincts/precinct\\_076.shtml](http://www.nyc.gov/html/nypd/html/precincts/precinct_076.shtml)

Oceanside High School  
3160 Skillman Avenue  
Oceanside, NY 11572

**Emergency Information:**

Police- County of Nassau Police Department 4th Precinct  
1699 Broadway  
Hewlett, NY 11557  
Website: [http://www.police.nassaucountyny.gov/4th\\_pct.htm](http://www.police.nassaucountyny.gov/4th_pct.htm)

## The Sex 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.

Please see page 12 of this report for How to Obtain Information about Sex Offenders Living in Your Neighborhood.

(search the web for a specific area [www.familywatchdog.us](http://www.familywatchdog.us))

**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....

There are 4 ways to obtain information about sex offenders in New York State:

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 upon request.



has the subdirectory available for the public to view

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.

To learn more about the New York State Sex Offender Registry please visit:

**[www.criminaljustice.state.ny.us](http://www.criminaljustice.state.ny.us)**

Please Note: As a result of the ongoing federal litigation in Doe v. Pataki, certain sex offenders cannot be included in the Subdirectory. Additionally, as a result of this continuing litigation, additional information regarding certain level 1 sex offenders will not be available via the DCJS 800# and law enforcement cannot perform community notification on them.

March 2007

\*Source: [http://www.criminaljustice.state.ny.us/nsor/sorinfo\\_brochure.doc](http://www.criminaljustice.state.ny.us/nsor/sorinfo_brochure.doc)

# 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 (nonnegligent) 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; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Continued on next page.

Continued:

#### *Drug Abuse Violations*

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

#### *Liquor Law Violations*

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

### **Sex Offenses Definitions From the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program**

#### *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.

*A. Forcible Rape*-The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

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

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

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

#### *Sex Offenses-Nonforcible*

Unlawful, nonforcible sexual intercourse.

*A. Incest*-Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*B. Statutory Rape*-Nonforcible sexual intercourse with a person who is under the statutory age of consent.

- *Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210.*