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’s website: https://my.alfred.edu/student-policies/
Important Phone Numbers

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

Alfred Police Dept..................................1-911 or 1-607-587-8877
Alfred University Public Safety..........................1-607-871-2108
Ambulance ...............................................1-911
Counseling Services.....................................1-607-871-2300
Health Services..........................................1-607-871-2400
Dean of Students.........................................1-607-871-2132
Fire..............................................................1-911
New York State Police-Amity............................1-585-268-9030
Jones Memorial Hospital................................1-585-593-1100
St. James Mercy Hospital.................................1-607-324-8000

Connect with Public Safety to file a report with your RAVE Guardian app on your smartphone
or call 607-871-2108.
Go to My.Alfred.Edu or AU Report It to file a report.

Other University Phone Numbers

Liberal Arts & Science......................................607-871-2171
College of Business........................................607-871-2124
College of Art & Design....................................607-871-2441
College of Engineering.....................................607-871-2953
VP of Student Affairs.........................................607-871-2132
Dean of Students..........................................607-871-2132
Environmental Health & Safety............................607-871-2190
Alfred University

Contents

Important Phone Numbers ...................................................................................................................... 2
Other University Phone Numbers ............................................................................................................ 2
Equal Opportunity Policy ......................................................................................................................... 4
Vision, Mission and Code of Honor Statements ....................................................................................... 4
Introduction ............................................................................................................................................ 5
Public Safety ........................................................................................................................................... 5
Safety on Campus ................................................................................................................................... 8
RAVE/GUARDIAN ................................................................................................................................. 10
Reporting an Incident ............................................................................................................................ 10
Student Handbook ................................................................................................................................ 11
Environmental Health & Safety ............................................................................................................. 12
Animals on Campus ............................................................................................................................... 12
Working Together ................................................................................................................................... 12
Living On-Campus ................................................................................................................................ 13
SECURITY IN RESIDENCE HALLS ......................................................................................................... 13
CLERY .................................................................................................................................................... 17
Hate Crimes .......................................................................................................................................... 22
Parking on Campus ............................................................................................................................... 23
Inclement Weather Closing .................................................................................................................. 24
Health, Counseling, & Wellness ............................................................................................................ 26
Behavioral Assessment Team/BAT ......................................................................................................... 27
Alcohol & Drug-Free Policy .................................................................................................................... 27
AMNESTY POLICY ................................................................................................................................ 32
Drug Effects Chart ................................................................................................................................. 33
Discrimination, Harassment and Sexual Misconduct Policy ............................................................... 34
Student Bill of Rights ............................................................................................................................ 49
Downstate Program ............................................................................................................................... 51
Integrated Contingency Plan ................................................................................................................ 53
Fire Safety .............................................................................................................................................. 54
Fire Safety in the Residence Halls .......................................................................................................... 56
Fire Safety Education and Training ....................................................................................................... 58
Housing Fire & Safety Chart .................................................................................................................. 60
Evacuation Assembly Area Chart ......................................................................................................... 62

Revised October 2018
Equal Opportunity Policy

Alfred University, Alfred, NY, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee, student or applicant because of race, age, sex, color, sexual orientation, gender identification or expression, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, military or veteran status, domestic violence victim status, criminal conviction status, political affiliation or any other characteristic protected by applicable law. Protected veterans, minorities and women are encouraged to apply.

Vision, Mission and Code of Honor Statements

VISION
Alfred University will be an innovative leader in the delivery of academic excellence and enduring educational value, preparing all students for success in their studies and throughout life.

MISSION
The mission of Alfred University is to provide excellent quality and enduring value through academic and co-curricular programming that is both intellectually challenging and practically relevant. We are culturally diverse and student-centered, and aim to serve an ever-changing student population. We seek students with the aspiration and dedication to do well for themselves and for their greater communities. Thus, we prepare our students with the knowledge, skills, and life-habits that will enable them to succeed, and to live lives of continuous personal growth and service to others. These outcomes are achieved through a commitment, by the entire Alfred University community, to teaching and research, the pursuit of scientific and technical expertise, artistic creativity, and humanistic learning.

ALFRED UNIVERSITY’S STUDENT CODE OF HONOR
We, the students of Alfred University, will maintain an academic and social environment that is distinguished by Honesty, Integrity, Understanding and Respect. Every student is expected to uphold these ideals and confront any student who does not. Keeping these ideals in mind, we, the students, aspire to live, interact with and learn from one another in ways that ensure both personal freedom and community standards.
Introduction
From Chief of Public Safety, John Dougherty

CHIEF’S MESSAGE

Your safety on campus is vitally important to us, encompassing not only your personal security, but also the environment of mutual trust that is central to our educational mission.

Cooperation and collaboration is the key. The Office of Public Safety and many other offices at the University work together to deter crime and have increased the number and variety of proactive safety and security measures on and around our campus.

Faculty, staff members, and students work together to foster safety awareness. Information, education, and personal awareness are some of the most powerful tools you have to ensure the safety of yourself and others on campus.

The following pages provide students, staff, faculty, parents, and neighbors with a comprehensive summary of services and programs offered by the university. A common goal unites each program and service we provide: to protect and serve. The Office of Public Safety staff of nearly 20 law enforcement and administrative professionals is dedicated to protecting the Alfred University campus, to providing a safe community for academic growth, and to furthering the mission of our University. As the campus grows beyond traditional physical boundaries, so too does our commitment and service to the community.

We hope you will use the information provided in this handbook to make your experience at Alfred University the best it can be, and keep this handbook as a convenient reference for crime prevention programs, student guidelines, and important information on our campus safety reporting procedures.

Public Safety

OFFICE OF PUBLIC SAFETY - PURPOSE & OPERATIONS

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

Students are employed by the Office of Public Safety on a part-time basis and assume the position of the Public Safety Aides.

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

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

All members of the University community are encouraged to report criminal incidents, emergencies, and suspicious activity. The Office of Public Safety phone number is 607-871-2108 and should be used to report all crimes.

Incident Reports can be filled using AU Report It https://alfred-advocate.symphlicity.com/public_report/ Public Safety’s Anonymous Tip online form or by contacting either the Dean of Students or Chief of Public Safety. Reports may also be filed through Alfred Police Department at 607-587-8877.

Revised October 2018
The Alfred University Office of Public Safety encourages members of the AU community to promptly and accurately report crimes to the AU Office of Public Safety or the appropriate police agency. If a complainant files a report with the Alfred University Office of Public Safety, the information may not be able to be kept confidential. Although we encourage the reporting of campus criminal activity directly to the Office of Public Safety (607-871-2108), in some instances members of the campus community may choose to file a sexual assault, harassment or discrimination report, reports should be filed with one the following Campus Security Officers:

**Title IX Coordinator, Director of Human Resources**
Mark Guinan (all persons) 607-871-2909, guinan@alfred.edu

**Title IX Deputy Coordinator, Dean of Students**
Norm Pollard (students) 607-871-2132 pollard@alfred.edu

**Title IX Deputy Coordinator, Psychology Instructor**
Amy Button (faculty) 607-871-2860 button@alfred.edu

**Title IX Deputy Coordinator (staff) Human Resources Generalist**
Kayleigh Misner 607-871-2276 misner@alfred.edu

**Title IX Deputy Coordinator (students)**
Assistant Director, Athletics, Jessica Hurlbut 607-871-2916 hurlbut@alfred.edu

**Office of Public Safety, Chief of Public Safety,**
Chief Dougherty (all persons) 607-871-2108 dougherty@alfred.edu

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

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

Any student, faculty member, or employee may report crimes in progress and any other on-campus emergency to the Office of Public Safety by dialing campus extension x2108. There are 9 campus blue light phones located that provide direct telephone connection to the Office of Public Safety in the case of an emergency. Upon receipt of a call, a patrol will be immediately dispatched to the site of the complaint.

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

Members of the University community may report criminal incidents to the professional staff of Counseling Services. Counselors at the Wellness Center, who are informed by persons they are counseling of the commission of a crime, may also inform that person that crimes can be reported to the Office of Student Affairs that this can be done on a voluntary, confidential basis for inclusion in the University’s crime statistics only.
In the event of a major crime, emergency or an event which poses a threat to the campus community notification can be distributed via e-mail, AU text messages and voice-mail to all student, faculty, staff, and administrative accounts, and by paper copy when necessary.

DAILY CRIME 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.

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 Office of Communications. The warning will be issued through e-mail and/or the University text messaging system to student, faculty, and staff. In the event of a major emergency, or if there is an event which poses a threat to students, employees, or others, the “Timely Warning” will be prepared and distributed to:

- **WALF (campus radio station)**
- **Campus e-mail service**
- **Entrance door’s to academic and residence hall buildings**
- **Fiat Lux (campus newspaper)**
- **RAVE Alert**

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

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

The Chief of Public Safety/Incident Commander or designee will, upon confirmation of an emergency that necessitates evacuations, will order an evacuation or if the situation warrants instructions to “shelter in place”. The Chief of Public Safety is responsible for determining the level of an incident. In the absence of the chief, the officer on duty will make appropriate consults and level determination. If there were a serious, immediate threat to the health and safety of the campus community, the emergency response protocol would be enacted as appropriate to the situation. This can include activation of RAVE Guardian telephone, email and text notification, loudspeaker, and alert message in the My.Alfred portal and Alfred University. Notification to the greater campus community is coordinated between Public Safety and the Communications Office.

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

Revised October 2018
Safety on Campus

CAMPUS SAFETY ADVISORY BOARD
The Campus Safety Advisory Board’s responsibilities are: to advise the President and Chief of Public Safety and Directors 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.

BLUE LIGHTS
Campus Emergency “blue light” phones are located outside buildings throughout campus. The 9 emergency phones are illumined with blue lights at night to make them easily visible. These emergency phones are located outdoors and are accessible to anyone. Emergency Phone automatically connect to the Public Safety Office once the receiver is lifted and the red button is pushed. The phones are tested regularly to ensure proper functioning.

SHELTER IN-PLACE PLAN - Office of Public Safety – Alfred University 607-871-2108
Most of our community members are familiar with the “lockdown” concept practiced throughout the nation’s K-12 schools whenever there is a potential for violence on school property. That practice works well in the strictly controlled environment that operates on a universal, common schedule and has clearly defined physical boundaries. The “lockdown” concept is impractical for most of the country’s college campuses for that same reason. Most colleges and universities are open to visitors and seldom feature gates, fences or checkpoints. The Office of Public Safety offers the following practical suggestions to our community members to adapt to the principle of “Shelter in Place” rather than “lockdown”. If you are notified that an emergency is in progress and you receive the direction to “shelter in place,” please proceed as follows and wait for further instructions.

Hostile Intruder(s) in an Alfred University Building
Notification of a hostile person on a campus may come from a pre-recorded message on the campus phones, a text message, by runner, by e-mail, or by public alert through loud speakers on campus. These guidelines apply to any building on or near campus, including residence halls, academic buildings, administrative buildings, etc.

- Faculty/Staff should immediately close the doors to their classroom/office. Lock them if possible. If locks are unavailable, barricade doors unless there is an imminent need to be silent. Attempt to cover any door or classroom windows or openings that have a direct line of sight into the hallway.
- If communication is available, call 9-911 or 871-2108.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the windows.
- Stay away from the exterior and interior windows, if possible
- Turn off all audio equipment.
- Try to remain as calm as possible.
- Keep everyone together.
- Keep classrooms locked, insist that occupants remain until police arrive and give you directions.
- If you are in an open area such as a hallway or vestibule, try to get to a classroom or an office and then follow above procedures. Do not go outside, unless you feel comfortable that you can make it without harm.
- Stay out of open areas and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge, you have several options:
  - You can try to hide, but make sure it is a well-hidden space or the intruder may find you as the intruder moves through the building looking for victims.
  - If you think you can safely make it out of the building by running, then do so. If you decide

Revised October 2018
to run, do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc. between you and the hostile subject. When away from the immediate area of danger, summon help in any way you can and warn others.

- If the person(s) is/are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead, if other victims are around you.
- Your last option, if you are caught in an open area in a building, may be to fight back. This is dangerous but, depending on your situation, this could be your last option.
- If you are caught by the intruder and are not going to fight back, obey all commands and don’t look the intruder in the eyes.

- Once the police arrive, do not run toward them. Obey all police or emergency officer’s commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons. Once the police evaluate circumstances, they will give you further directions to follow.

Hostile Intruder(s) on the Grounds of Alfred University

When a hostile person(s) is actively causing death or serious physical injury or threatening imminent death or serious physical injury to person(s) on the University grounds, we recommend the following actions be taken:

- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line.
- Keep vehicles, bushes, trees and anything that could possibly block your view between the hostile person(s) and you while you are running.
- If you can get away from the immediate area of danger, summon help, CALL 9-911 or 871-2108, and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If the person(s) is/are causing death or serious physical injury to others, and you are unable to run or hide, you may choose to play dead, if other victims are around you.
- The last option you have, if caught in an open area outside, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eye and obey all commands.
- Once the police arrive, do not run toward them. Obey all police or emergency officers’ commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons. Once the police evaluate the circumstances, they will give you further directions to follow.

This action/procedure guide cannot cover every possible situation that might occur, but it is a tool that can reduce the number of injuries or deaths if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

SAFE RIDE SERVICES

Public Safety operates a Safe Ride Service on campus for any member of the University community who desires a ride. This ride may consist of a vehicle or walking escort. During busy periods, callers may experience a delay in the arrival of the escort. Rides are provided for safety, and for students, faculty and staff, and those who have physical disabilities. Escorts are not provided for groups of three or more on campus or for those who use the service for convenience purposes. The Alfred University’s Safe Ride Service is a service intended to provide a ride for persons who actually need assistance and do not wish to walk ALONE at night. To request a ride/escort call 607-871-2108. The escort service operators during business hours, and from 5 p.m. to 3 a.m. 7 days a week. 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. Walking escorts may be substituted for vehicle rides. The escort reserves the right to refuse an escort to anyone who does not meet the requirements.
RAVE/GUARDIAN
Download the App to your smart phone

THE RAVE/GUARDIAN
A mobile phone app enhances safety on campus through real-time interactive features that create a virtual safety network of friends, family, and Campus Safety. Features:

- **Panic Button** – Direct immediate connection to Campus Safety with GPS location and personal profile information.
- **Tip Texting** – Enables anonymous, 2-way, crime tip reporting through text and images.
- **Personal Guardians & Safety Timer** – Students can identify Campus Safety, friends, roommates, and family as “Guardians” when setting their Rave Guardian Safety Timer. During a timer session, Guardians and Campus Safety can check status of the student. If the Safety Timer is not deactivated before it expires, Campus Safety is automatically provided with the user’s Rave Guardian profile to proactively identify and check in on the individual.
- **Safety Profile** – Student-created Safety Profiles contain information such as residence details and medical conditions. When a student requires assistance – on or off campus – student Safety Profiles are displayed to Campus Safety and Smart911 enabled 9-1-1 centers nationwide.

Reporting an Incident

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

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

Title IX Coordinator, Director of Human Resources, Greene Hall, 607-871-2909 or 607-871-2276
VP for Student Affairs, Powell Campus Center, 607-871-2132
Dean of Students, Powell Campus Center, 607-871-2132
Residence Life, Bartlett Hall, 607-871-2186
Athletic Department, McLane, 607-871-2193
Center for Student Involvement, Powell Campus Center, 607-871-2175

Revised October 2018
If a community member wishes to report an incident of sexual harassment, sexual misconduct and/or sexual assault, they are encouraged to speak to a professional staff member of our Wellness Center – Counseling Services. AU professional counselors are encouraged to tell their clients about reporting procedures outlined in this document. Victims of sexual violence have the option of keeping their report in complete confidence, protecting their right to anonymity, when making a report through the AU Wellness Center – Counseling Services.

**CRIME AWARENESS & PREVENTION PROGRAMS**

Alfred University’s Office of Residence Life takes an active part in the education and support of the residential community. Office of Residence Life 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 open exterior residence hall doors. This is done each evening by RA staff members on call in each residence hall, seven days / week, 9 p.m. – 8 a.m., and during the day, as needed. Specifically on RA rounds, the “If I Were a Thief” program is utilized in that staff checks room doors and, if unlocked, leaves an “If I Were a Thief” tag on the door letting students know they left their door unlocked and to encourage them to lock it.

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

**HARASSING PHONE CALLS/TEXT MESSAGES**

If you receive a series of harassing phone calls or text messages hang up immediately and save all messages. If text messages or email become harassing or threatening screen shot the texts, save the emails and file a report with Public Safety. In addition students may contact the Dean of Students, Norm Pollard for assistance 607-871-2132 or stop by the Office of Student Affairs on the 2nd floor of the Powell Campus Center located behind the Information Desk.

**BOMB THREATS**

If you receive a bomb threat by phone, remain calm and try to get as much information as possible from the caller. Call Public Safety or 911 IMMEDIATELY do not pull the fire alarm.

**THREAT OF PHYSICAL BEHAVIOR**

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

**Student Handbook**

Alfred University understands that a student code of conduct policies and procedures can be a strong powerful educational tool for encouraging a campus community in which students live and learn successfully. Each year under the supervision of the Dean of Students, all students are emailed a copy of the Student Life Policies & Procedures/General University Policy book. Hard copies can be obtained in the Office of Student Affairs located on the 2ndnd floor of the Powell Campus Center. Additional copies can be located in both libraries and in each Academic Deans Office. Policies may be updated during the academic year and the most up to date version can be located online: [https://my.alfred.edu/student-policies/](https://my.alfred.edu/student-policies/)
Environmental Health & Safety
https://my.alfred.edu/ehs/

The Environmental Health and Safety (EHS) assists the University to meet its responsibility to protect students, employees and the environment and to provide a safe and healthy place of employment and learning. Environmental Health and Safety provides occupational and environmental health and safety services to all faculty, students and staff, including maintaining compliance with federal, state and local laws and regulations related to occupational health and safety, environmental conservation and protection, and laboratory safety. Environmental Health and Safety also provides emergency response, technical support, information and training programs, and environmental health and safety consulting.

EHS Co-Coordinators located on the 1st floor of Myers Hall:
Mike Honeycutt  607-871-2190  honeycuttm@alfred.edu
Dean Perry  607-871-2196  perrydr@alfred.edu

Animals on Campus

Alfred University prohibits animals of any kind, with the exception of service animals while performing their duties (owners must properly dispose of their service animals’ waste) and aquarium fish that are in tanks and may not exceed 10 gallons, in campus buildings. Animals may be permitted elsewhere on campus so long as they are leashed, attended by the owner at all times, and not interfering with normal use of University facilities. The University prohibits the feeding of any stray animals in and around the residence halls or anywhere on campus. Stray animals found on campus will be removed.

Violations of the Animal Control Policy should be reported to the Chief of Public Safety.

While Alfred University enforces a no-pet policy in its residence halls (with the exception of fish, not exceeding 10 gallons) and campus facilities, it is acknowledged that some members may require the use of service or assistance animals. Set forth below are guidelines concerning the appropriate use of and protocols associated with Service Animals and Assistance Animals.
https://my.alfred.edu/student-policies/auserviceanimalassistanceanimalpolicy.cfm

Working Together

MOU-MEMORANDUM OF UNDERSTANDING WITH ALFRED VILLAGE POLICE DEPARTMENT
In accordance to the recently passed amendment Article 129-B to the NYS Education Law Alfred University’s Office of Public Safety and the Alfred Village Police Department have signed a Memorandum of Understanding to work cooperatively when necessary to protect the health, safety and welfare of the University’s students, employees and the Village community. The MOU acknowledges the shared interest between the Village and the University to promote and maintain a continued, harmonious working relationship and cooperative effort between the Village and the University.

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

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

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

Revised October 2018
ALFRED COMMUNITY COALITION

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

Accomplishments:

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

Living On-Campus

SECURITY IN RESIDENCE HALLS

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

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

Access to the individual residence halls is restricted to residents of each building who have Fob 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 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 which are not on our 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 responds to incidents at these locations.

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

EDUCATING FIRST YEAR & TRANSFER STUDENTS

• Orientation is a great time to begin educating students about our community values, but since research indicates that short, single-session programs do little to create long-term attitude or behavior change, we are not solely relying on one program/speaker. We use comprehensive, multi-pronged strategies that are interconnected in a planned way. Many of these tactics have been in place for years and some are new, but each will help us create a safer campus.
• Every incoming student is expected to complete two online education programs – Alcohol Wise and an additional module on Sexual Assault – during the summer, prior to the start of classes. In the past several years the majority of all students have successfully completed the courses.
• Over the summer there was a complete review and revision of our Discrimination, Harassment and Sexual Misconduct policy to ensure we are compliant with the federal and state regulations.
• Before the start of classes, every student is sent an electronic copy of our Code of Conduct. Additionally, they are invited to take five free online course titled: “Healthy Relationships & Dating Violence,” “Impressions,” “Intervene,” “Lasting Choices” and “Show Some Respect: Prevent Harassment.”
• The very first evening of orientation, the Dean of Students, Director of the Wellness Center, Chief of Public Safety and the Health and Wellness Educator host the first all-class meeting to discuss community expectations and information specific to sexual misconduct and other safety issues.
• Residence Life has instituted a Community Watch program with the Office of Public Safety.
• Office of Public Safety encourages all community members to use the Rave Guardian and Rave Alert app.
• September is National Campus Safety month, and Public Safety, Residence Life and the Wellness Center have partnered to offer a wide range of programs including a “No More” pledge drive, bystander awareness, shared spaced, consent and alcohol/substance abuse prevention.
• Over the course of the academic year, information about Sexual Misconduct, campus resources and community expectations is disseminated through a variety of social media/social networking platforms. Over the past several years we partnered with the “No More” campaign; our athletic teams created a video and L’il Alf appeared in a poster series.
• Specific training about Sexual Misconduct victim identification, support and response is provided to the Health Services, Counseling Services, Public Safety and Residence Life staffs, as well as hearing boards and investigators.
• During orientation, a theater group called Sex Signals performs.
• In 2015 the campus wide implementation of the “Green Dot” bystander intervention program began.
• We are a “Culture of Respect” and “It’s On Us” campus, dedicated to strengthening sexual violence prevention and response on college campuses
• We are a “JED Campus”, a nationwide initiative of The Jed Foundation designed to empower schools with a framework and customized support to promote the emotional well-being of students, reduce suicide and serious substance abuse and build communities where students can learn and thrive.

NON-EMERGENCY SERVICES
Concerning Emotional Behavior - During business hours, assist the student in receiving counseling services and offer to walk them to the Health & Wellness Center. Call x2300 to request an outreach, or fill out an online Student Alert, or contact the Student Affairs Office for guidance, 607-871-2132. After hours, contact the Public Safety Office to file a report.

NON-EMERGENCY MEDICAL TRANSPORTS (NEMT)
Contact the Public Safety Office 607-871-2108 or the Residence Life Office 607-871-2186, transportation can be arranged and the fee placed on your student account.
MISSING PERSONS

Do not wait if you believe a student is missing. Alfred University’s Public Safety Office conducts an immediate response to the report of any missing student. To file a report, contact the:
1. Office of Public Safety (24 hrs. a day) 607-871-2108
2. Alfred Police Department (24 hrs. a day) 607-587-8877
3. Office of Residence Life:
   a. Director of Residence Life
   b. Resident Director
   c. Resident Assistant
4. Student Affairs, 2nd floor of the Powell Campus Center 607-871-2132

Students are encouraged to identify a contact person who University personnel should contact in the event they are determined to be “missing”; the identified person’s contact information is maintained by the Office of Residence Life and remains confidential. The contact information will only be accessible to authorized campus officials, and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. Specific contact information is obtained by each student living on campus during the first residence hall meeting; transfer students moving onto campus for the first time provide the contact information to their Resident Director.

Alfred University’s Public Safety immediately conducts an initial investigation for all missing student reports. Missing students who reside in on-campus housing and are determined to be missing for 24 hours from initial notification, the following procedures will be followed:

1. Notification will be issued to the Village of Alfred Police Department and NYS Police in accordance to the Memoranda of Understanding
2. Notification (regardless of the age of the student) will be issued to the specified missing person contact person the student provided
3. Notification to the parents or the guardians of an un-emancipated student under 18 years of age, in addition to the contact person given by the student.

ANNUAL EDUCATION PROGRAMS

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

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

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

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

Bystander Intervention Program The role of the bystander is one component of sexual violence prevention that can be effective on college campuses. Common goals of bystander programs are to:
- Develop ways to increase awareness of sexual assault, such as learning to make observations and recognizing warning behaviors that may require intervention;
- Teach the appropriate skills to intervene safely and effectively, in both direct and indirect ways.
Effective bystander programs foster an encouraging environment for others to speak out against sexist
attitudes, rape myth beliefs, and sexual violence itself. Confronting sexual violence can help change the social norms of a community and society as a whole. Some of recent efforts include:
  o Bystander Intervention #SaxonsStandUp
  o Monthly workshops with select groups
  o "No More" campaign
  o Partnership with It's On Us

**Peer Education Program:** Peer Educators are students that encourage other students to consider the behaviors, attitudes, and actions that guide their lives. Peer Educators are student volunteers who promote health and wellness alongside the supervision of the Health & Wellness Coordinator. Peer Educators are concerned about people their own age and are willing to take a stand about issues that affect young people. There are two types of Peer Educators:
  • Wellness Reps
  • Sexual Assault Prevention Peer Educators (SAPPE)
INTRODUCTION TO CLERY - CAMPUS CRIME STATISTICS

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

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

<table>
<thead>
<tr>
<th>Offense</th>
<th>On-Campus</th>
<th>Off-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homicide</td>
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<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
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</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<tr>
<td>Weapon Law Violations</td>
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<tr>
<td>Drug Abuse Violations</td>
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<tr>
<td>Liquor Law Violations</td>
<td>6</td>
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<tr>
<td>Hate Crimes</td>
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</tr>
</tbody>
</table>

Prepared by Paul Griffith, Chief of Police, 7 W. University Street, Alfred, NY 14802

607-587-8877  https://www.alfredpd.org/
The crimes presented are based on disciplinary referrals filed with the following offices: Dean of Students, Chief of Public Safety, Director of Residence Life, Director of Athletics and Alfred Police Department. A disciplinary referral is a student whose conduct has been documented and is subject to Alfred University’s conduct process. Statistics are based on referrals; this does not differentiate whether or not the student was found in violation or not. Criminal offenses that if determined unfounded are not included within this report. As directed by the statutes of the federal government, Alfred University does not permit an officer, employee, student or agent of this institution, to retaliate, intimidate threaten, coerce, or otherwise discriminate against any individual reporting violations to the Clery Act.

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

https://nnedv.org/content/violence-against-women-act/

DEAR COLLEAGUE LETTER
Issued on July 22, 2015 by the US Department of Education detailing the VAWA Final Regulations. The letter summarizes the final regulations implementing statutory changes to the Clery Act Regulations.

NEW YORK STATE LAW ARTICLE 129-B
On June 14, 2015 the state of New York signed into law Article 129-B which requires all colleges and universities in the state to implement specific policies and procedures outlined in the law concerning sexual assault, dating violence, domestic violence and stalking prevention and response.

LOCAL LAW ENFORCEMENT STATISTICS 2016
The accompanying chart for APD Clery Act Stats for 2017 is provided by the Chief of Alfred’s Police Department, Paul Griffith.

REPORTING DEFINITIONS
“On-campus” offenses include all offenses which occurred in or on all University-owned property or buildings.
“Residence halls” are categorized as all residential housing owned by the University including special interest houses.
“Non-campus building or property” and “public property” includes property owned or rented by student organizations officially recognized by the University and those owned or rented by the University outside of the campus boundaries. The offenses presented also include statistics reported by the Alfred Police Department.
“Public property” represents the Village of Alfred, which includes thoroughfares, streets, sidewalks, parking facilities immediately adjacent to the campus.
The following chart represents “Other Locations” in accordance to the NEW developments and guidelines as established by the 2016 updated Clery Handbook concerned geography reporting requirements, detailing subsections Other Noncampus Considerations”, “Off-Campus Student Housing Considerations” and Repeated use of location for school sponsored trips, Short-stay “away” trips and Study abroad programs”. Good faith efforts have been made to the qualifying locations; please see the Dean of Students or the Chief of Public Safety for more information.
“Considerations for Trips to Off-Campus Locations: Field Trips, Overnight, school-sponsored trips

<table>
<thead>
<tr>
<th>Criminal Offenses</th>
<th>OTHER LOCATION</th>
<th>OTHER LOCATION</th>
<th>OTHER LOCATION</th>
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</thead>
<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
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<td>0</td>
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</tr>
<tr>
<td>Negligent Manslaughter</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offense (forcible)</td>
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</tr>
<tr>
<td>Sex Offense (non-forcible)</td>
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</tr>
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<td>Robbery</td>
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</tr>
<tr>
<td>Assault</td>
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<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
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<tr>
<td>Weapons Possession</td>
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<tr>
<td>Drug Violations</td>
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<tr>
<td>Liquor Law Violations</td>
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<tr>
<td>Actual Fires</td>
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<tr>
<td>Injury or Death From Fires</td>
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### Alfred University CLERY 2017

#### Criminal Offenses - On campus

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td><strong>Sex offenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rape</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Fondling</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Statutory rape</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>1</td>
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</tr>
<tr>
<td>Motor vehicle theft</td>
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</tr>
<tr>
<td>Arson</td>
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#### Criminal Offenses - On campus - in a Residence Hall

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sex offenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rape</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Fondling</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
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<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Burglary</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
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</table>

#### Criminal Offenses - Public Property

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Negligent manslaughter</td>
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<td>0</td>
</tr>
<tr>
<td><strong>Sex offenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
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<tr>
<td>Motor vehicle theft</td>
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</tr>
<tr>
<td>Arson</td>
<td>0</td>
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</table>

Individual statistics for Rape, Fondling, Incest and Statutory Rape were not collected prior to the 2015 data collection. Prior to the 2015 collection, Rape and Fondling statistics were combined under Sex offenses – Forcible, and Incest and Statutory Rape statistics were combined under Sex Offenses – Nonforcible.

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

Prior to the 2010 data collection, Simple assault statistics were reported as Any other crime involving bodily injury.

Larceny-theft, Intimidation, and Destruction/damage/vandalism of property statistics were not collected prior to the 2010 data collection. As of the 2010 data collection, negligent manslaughter is no longer a category because it cannot be a hate crime.

Individual statistics for Rape, Fondling, Incest and Statutory Rape were not collected prior to the 2015 data collection. Prior to the 2015 collection, Rape and Fondling statistics were combined under Sex offenses – Forcible, and Incest and Statutory Rape statistics were combined under Sex.
Offenses – Nonforcible. As of the 2015 data collection, statistics for Sex offenses - Forcible and Sex offenses - Non-forcible are no longer collected. The Gender Identity category of bias was added in the 2015 data collection.
As of the 2015 data collection, the Ethnicity/National origin category of bias was split into separate Ethnicity and National origin categories.

<table>
<thead>
<tr>
<th>VAWA Offenses - On Campus</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic violence</td>
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<td>0</td>
</tr>
<tr>
<td>Dating violence</td>
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<td>3</td>
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<td>Stalking</td>
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<td>5</td>
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<table>
<thead>
<tr>
<th>VAWA Offenses – In a Residence Hall</th>
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<th>2016</th>
<th>2017</th>
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</thead>
<tbody>
<tr>
<td>Domestic violence</td>
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<td>0</td>
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</tr>
<tr>
<td>Dating violence</td>
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<tr>
<td>Stalking</td>
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<table>
<thead>
<tr>
<th>VAWA Offenses - Public Property</th>
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</thead>
<tbody>
<tr>
<td>Domestic violence</td>
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<td>0</td>
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<tr>
<td>Dating violence</td>
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<td>Stalking</td>
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<table>
<thead>
<tr>
<th>Arrests - On Campus</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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</thead>
<tbody>
<tr>
<td>Weapons: carrying, possessing, etc.</td>
<td>0</td>
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<td>2</td>
</tr>
<tr>
<td>Drug abuse violations</td>
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<td>12</td>
<td>13</td>
</tr>
<tr>
<td>Liquor law violations</td>
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<td>0</td>
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2016: Bartlett kitchen

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

May of 2002 Greek life was disbanded; there are no off campus student organizations to report.
### Hate Crimes - On Campus

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### Hate Crimes - On a Residence Hall

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### Hate Crimes - On Public Property

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These hate offenses manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity / national origin.

### SECURITY OF NON-RESIDENTIAL BUILDINGS

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

Revised October 2018
Parking on Campus

GENERAL RULES AND REGULATIONS

• For the purpose of these regulations, campus boundaries consist of all properties owned or controlled by Alfred University. These regulations apply to all operators of motor vehicle on the University campus.
• Operating a motor vehicle on University properties is a privilege and constitutes acceptance by the owner and/or operator of the responsibility to assure that his/her vehicle is neither parked nor operated in violation of University regulations.
• All employees, students, and visitors are required to obtain, learn and follow the campus parking rules and regulations.
• There is no parking or standing (even with flashers) on any campus roadways. All vehicles must be parked between designated parking line.
• Area not specifically designed for parking shall be considered “No Parking/Restricted” areas. The University, having marked approved spaces, is under no obligation to mark all areas where parking is prohibited.
• The responsibility for finding a legal space rests with the motor vehicle operator. Inability to locate a space or a convenient space is not an excuse for violating University parking regulations.
• Alfred University assumes no responsibility for a vehicle or its contents. This includes any damage caused by moving, towing and booting.
• The operation of motorcycles in areas other than those designated for all motor vehicles is prohibited. The operation of snowmobiles, all–terrain or unlicensed vehicles neither is nor permitted on campus.

PARKING PERMITS

All vehicles, including automobiles, truck, motorcycles, and other licensed vehicles to be operated or parked on University property, must be registered immediately upon bringing it to campus with the Office of Public Safety in the Physical Plant Building. Please note that having a permit DOES NOT guarantee a parking spot.

Student vehicle registration is $99.05 for the first vehicle, and $75.05 for each additional vehicle registered. A $5.95 permit fulfillment fee also applies to all permits. There will be no refunds issued after the first full week of classes. Each registered vehicle will be issued a decal that must be applied to the inside of lower left hand corner of the driver’s side rear window. Permits are issues to permanent, full-time, or part-time employees and will receive one permit with will be supplied in a form that can be transferred from one vehicle to another depending on the employees needs. If a second permit is requested, the employee will be charged $61.00. Temporary faculty/staff will be issued a special permit for periods required. Go to www.thepermitstore.com to purchase a parking permit online.

• Student veterans are eligible for reduced fee parking permits. Please inquire with the Chief of Public Safety for such discount before purchasing your permit at full price.
• Student workers or Graduate students are not authorized for regular or special faculty/staff permits and must purchase a student permit to park on campus.

The Office of Public Safety must be notified within 48 hours if there is a change of license plate number or vehicle. The employee must register the vehicle prior to using the current tag. Students must remove the permit or parts thereof, and be returned to the Office of Public Safety where a new permit will be issued free of charge. If the permit is lost/or stolen or otherwise unobtainable, individuals will be required to pay a non-refundable $25.00 fee for administrative processing. It is not the responsibility of the owner or person registering a vehicle to see that other drivers of his/her vehicle knows and adhere to these regulations.

SPECIAL PARKING PERMITS

An Alfred University Handicap permit will be issued to student and employees with a physical disability in order to park in a handicap parking spot. Proof of a permanent disability will be obtained with a copy of the driver’s license. Persons with a temporary disability must have a statement from their personal physician or the University Health Center indicating the length of time the permit will be required. Handicap parking spaces are located in close proximity to entrances to University buildings. The vehicle must also be registered with the Office of Public Safety. a. Students who have a motor vehicle on campus temporarily must obtain a special permit with a cost of $15.00 per week. b. Special parking permits for visitors or campus guests should be obtained from the Office of Public Safety and are only valid for 3 consecutive days. Visitors are subject to the same rules and regulations as a registered vehicle owner.
AUTHORIZED PARKING AREAS

Signs have been erected indicating parking areas as either student or faculty/staff areas. Faculty/staff parking as well as student and visitor parking are public parking from 5 p.m. until 7 a.m., unless signs identify specific parking areas as restricted at all times. Vehicles with student stickers may park in any student area at any time and may not park in faculty/staff parking until public parking takes effect.

Employees may park in any faculty/staff area at any time and may not park in student parking until public parking takes effect.

No one is permitted to park at any time in any pedestrian area, fire lane, or otherwise restricted parking spaces. Parking is prohibited at all loading docks, entrances to building, crosswalks, fire hydrants, and in any area where signs, yellow curbing, or lines restrict parking. Cars parked in these areas are subject to booting or towing at the owner’s expense. There are loading/unloading zones, (maximum of 10 minutes only), located at the north and south sides of Harder Hall, the southeast corner of the McMahon Building, south side of the Millar Performing Arts Building, the north side of the F.W. Olin Building, and within the area of Pine Hill and Ford Street; please use flashers to indicate loading/unloading. Parking in these areas for any and all appropriate fines and/or booting vehicle. If your vehicle is parked in a restricted area because of a flat tire, dead battery, etc., please notify the Office of Public Safety by calling X2108.

Inclement Weather Closing

INCLEMENT WEATHER PROCEDURE
Occasionally, emergency situations require that classes and/or activities to be cancelled. All decisions related to closing University offices and/or canceling classes and activities will be made by the President. The Chief of the Office of Public Safety and the Alfred University Supervisor of Grounds or designee will collaborate and advise the President of the inclement weather situation on and off campus. If the President determines activities need to be cancelled, he will notify the Chief of the Office of Public Safety who will in turn notify the Office of Communications to alert the campus through the means described below.

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

CLOSURE PRIOR TO THE START OF THE WORKDAY
When it is determined that classes and/or activities at the University be cancelled, essential staff of the Office of Public Safety, University Physical Plant will be asked to report. Dining Services will also be classified as essential when classes are in session. Other staff may also need to report based on the time of year and the specific situation. The decision will be conveyed using radio, email, voice mail and text messages.

Radio announcements will be conveyed to local radio stations. Announcements will normally occur several times between approximately 6:00 and 9:00 a.m.
E-mail messages will be sent to students, faculty and staff.
Voice mail messages will be sent as priority voice mail to all individual voice mailboxes. Voice mail subscribers may hear such messages by dialing (607)-871-2888 and following instructions for accessing one’s personal mailbox.
Text Messages will be sent to all those enrolled in the emergency alert program (RAVE alert).

CANCELLATION OF CLASSES/ACTIVITIES DURING THE WORKDAY
Should the President find it necessary to cancel classes or activities during the workday (with only essential staff being asked to report or stay), he will inform the Director of Communications, who will deliver all priority voice, text and e-mail messages as described earlier. In addition, the Director of Communications will notify the Office of Human Resources. From there, each office will utilize their internal office contact lists to ensure staff are aware of directives.

Revised October 2018
GENERAL INFORMATION
In weather-related emergency closings, Physical Plant Grounds and Heating Plant Staff personnel should report as usual. For all other types of cancellations, Physical Plant staff are asked to contact their supervisor for further instruction.

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

During an **official** (as implemented by the local Sheriff’s Office or State Law Enforcement) weather emergency issued travel ban, employees may not be able to report to work. When buildings are closed during these or other emergency evacuations (weather related storms, chemical exposures or fire drills), no admittance is allowed for any reason unless authorized and/or accompanied by Public Safety.

During an **official** (as implemented by the local Sheriff’s Office or State Law Enforcement) weather emergency issued travel ban, employees may not be able to report to work. When buildings are closed during these or other emergency evacuations (weather related storms, chemical exposures or fire drills), no admittance is allowed for any reason unless authorized and/or accompanied by Public Safety.
RADIO STATIONS TO RECEIVE CLOSING NOTIFICATIONS

<table>
<thead>
<tr>
<th>Radio Station</th>
<th>Dial</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSKG</td>
<td>90.9</td>
<td>Binghamton</td>
</tr>
<tr>
<td>WGR-AM</td>
<td>550</td>
<td>Buffalo</td>
</tr>
<tr>
<td>WKSE-FM</td>
<td>98.5</td>
<td>Buffalo</td>
</tr>
<tr>
<td>WNE-D-AM</td>
<td>970</td>
<td>Buffalo</td>
</tr>
<tr>
<td>WIVB-TV</td>
<td>Channel 4</td>
<td>Buffalo</td>
</tr>
<tr>
<td>WCBA-AM-FM</td>
<td>1350</td>
<td>Corning</td>
</tr>
<tr>
<td>WCCL-AM</td>
<td>1450</td>
<td>Corning</td>
</tr>
<tr>
<td>WQMM-FM</td>
<td>97.7</td>
<td>Corning</td>
</tr>
<tr>
<td>WDNY-AM</td>
<td>1400</td>
<td>Dansville</td>
</tr>
<tr>
<td>WDNY-FM</td>
<td>93.9</td>
<td>Dansville</td>
</tr>
<tr>
<td>WING</td>
<td>105.9</td>
<td>Elmira</td>
</tr>
<tr>
<td>WTHI-AM</td>
<td>1320</td>
<td>Hornell</td>
</tr>
<tr>
<td>WPKQ-FM</td>
<td>105.3</td>
<td>Hornell</td>
</tr>
<tr>
<td>WCKR-FM</td>
<td>92.1</td>
<td>Hornell</td>
</tr>
<tr>
<td>WLEA-FM</td>
<td>1480</td>
<td>Hornell</td>
</tr>
<tr>
<td>WPJG</td>
<td>95.7</td>
<td>Olean</td>
</tr>
<tr>
<td>WHDL</td>
<td>95.7</td>
<td>Olean</td>
</tr>
<tr>
<td>WHAM-AM</td>
<td>1180</td>
<td>Rochester</td>
</tr>
<tr>
<td>WWR-FM</td>
<td>100.5</td>
<td>Rochester</td>
</tr>
<tr>
<td>WBEE</td>
<td>92.5</td>
<td>Rochester</td>
</tr>
<tr>
<td>WBGF</td>
<td>93.3</td>
<td>Rochester</td>
</tr>
<tr>
<td>WERO-AM</td>
<td>93.3</td>
<td>Rochester</td>
</tr>
<tr>
<td>WLSV-AM</td>
<td>790</td>
<td>Wellsville</td>
</tr>
<tr>
<td>WJQZ-FM</td>
<td>103.5</td>
<td>Wellsville</td>
</tr>
<tr>
<td>WZKZ-AM</td>
<td>103.5</td>
<td>Wellsville</td>
</tr>
</tbody>
</table>

Health, Counseling, & Wellness

CAMPUS WELLNESS EDUCATION PROGRAMS
The goal of the Campus Wellness Education Program is to support the educational mission of the University by engaging AU students in learning opportunities to encourage the development of healthy habits, both individually and as a community.

One-on-one education sessions, online educational units, and other classes/workshops are designed as an educational alternative to punitive conduct sanctions for violations of the University Subsstance Use & Abuse Policy. Students are provided with the opportunity to gain new knowledge about the effects of alcohol and other drugs on one’s physical and mental health, academic performance, and college life, as well as to evaluate their personal risk factors. Students also discuss personal strategies to lower their risks. The purpose of this program is to encourage understanding and awareness related to individual health and to enhance skills in effort to increase protective factors, moving students towards a healthier lifestyle.

On-Campus Resources:
- Wellness Education Program.........................607-871-2300
- AU – Health Services..................................607-871-2400
- AU – Counseling Services.............................607-871-2300
- Office of Residence Life, Bartlett Hall............607-871-2186

RESOURCES

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

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

Revised October 2018
Behavioral Assessment Team/BAT

BEHAVIOR ASSESSMENT TEAM/BAT

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

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

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

Reasons for BAT Referral:

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

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

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

Alcohol & Drug-Free Policy

PHILOSOPHY

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

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

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

ALCOHOL
- No person (including students and employees) under the age of 21 may:
  - possess, purchase, consume, distribute or knowingly being in the presence of alcohol while under the age of 21 (with the exception of being in the presence of alcohol while attending University sanctioned events).
    - 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. Nor may alcohol be in the common area while the under 21 student(s) is present.
    - be in the presence of or in possession of empty alcoholic containers, paraphernalia, cans, bottles while being under the age of 21 while on University property.
  - Participating in an activity that encourages mass consumption of alcohol (games such as beer or water pong, quarters, flip cup, etc.) is prohibited.
  - 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:
    - events in locations in which an approved University alcohol event form has been obtained.
    - residence hall rooms, suites, or apartments assigned to students who are at least 21 years old and do not reside with a student under the age of 21.
  - The alcohol event request form will identify who will be responsible for the acquisition, distribution, and monitoring of alcohol held on University property.
  - The Office of Student Affairs may recommend or mandate the presence of an advisor, a member of public safety, 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 event form.
  - The duration of alcohol service during an “open bar” event is restricted to 4 hours.
  - 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.
  - Alcoholic beverage consumption or possession at University athletic facilities and surrounding property, including but not limited to Merrill Field, Connor’s Pavilion, McLane Center and the Walton & Joyce Center during scheduled athletic/non-athletic events is prohibited without explicit permission from the Office of Student Affairs. Any containers of alcoholic beverages will be confiscated at the entrances.
  - Alcohol cannot be purchased using individual department credit cards or cash advances and cannot be reimbursed through a check request.

Revised October 2018
• All alcohol for University catered events must be purchased through University authorized vendors.
• The organizer/responsible person for all other events where alcohol is provided must:
  a. specify exact quantities being served on the alcohol event form.
  b. state how and who will be monitoring those individuals under the age of 21.
  c. take responsibility for ensuring the attendees do not consume excessive amounts of alcohol.
  d. ensure the amount of alcohol at the event is proportional to the number of attendees.

DRUGS
No person shall possess, use, or distribute illicit drugs or drug paraphernalia on University property. Those persons found to possess or distribute will be subject to arrest and/or the University’s Student Conduct process.

• Students: Possession, use, distribution, or knowingly being in the presence of illicit drugs or drug paraphernalia (bongs, pipes, hookahs, etc.) is prohibited.
• Prescription Medications: Abuse, misuse, sale, and/or distribution of another person’s prescription medications or of the student’s/employee’s own prescription medications is prohibited.

PROCEDURES
• Any organization or individual(s) planning to sponsor a function with alcohol present on University premises must submit the University's alcohol event form for approval to the Office of Student Affairs/Dean of Students. Submission of the alcohol event form to the Dean of Students must be submitted four weeks prior to an event.
• For catered events being held on University property (excluding Susan Howell Hall or the Knight Club), a NYS Alcohol Beverage Control Board (ABC) permit is required and obtained through the VP of Business and Finance Office. A additional permit fee of $75 will be charged.
• The University alcohol event form may be obtained from the Office of Student Affairs/Dean of Students or online at https://my.alfred.edu/student-policies/docs/alcoholeventform.pdf
• The University alcohol event form 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 Office of Student Affairs will respond immediately to reported incidents of inappropriate alcohol use or distribution and to any illegal drug use or distribution. This response will follow current procedures and may be referred to local, state, or federal police agencies.
• Residence hall staff is authorized to monitor the use of alcohol or illicit drugs within the residence halls, confront inappropriate use, and report misuse according to the current internal procedures.
• University staff, including but not limited to public safety and residence life staff, is authorized to report violations of Alfred University’s Alcohol & Drug-free Policy to the appropriate office.

VIOLATION OF THE UNIVERSITY’S ALCOHOL & DRUG-FREE POLICY/ALCOHOL EVENT FORM
• The following sanctions are intended to promote learning and personal development while preventing individuals and groups from compromising the learning environment or the health and safety of themselves and others.
• If any organization or individual(s) are found to be in violation of the University alcohol event form agreement, the violator(s) will not be allowed to file for another alcohol event for a maximum of two years; length of time to be determined by the Dean of Students/Office of Student Affairs.
• If a student is found to be in violation of the University Alcohol & Drug-free Policy, that person will be subject to the Student Conduct action up to and including expulsion from school. If a student is held

Revised October 2018
responsible for a violation of this policy, the parent or legal guardian may receive a copy of the letter
sent to the student documenting outcome of a related Student Conduct hearing. Federal regulations
permit this notification without the student’s consent for those students who are under the age of
21. This notification will be mailed to the address of record of the parent or guardian.

• If an employee is found to be in violation of the University Alcohol & Drug-free Policy, that person
will be subject to the current disciplinary policies of the University up to and including termination of
employment.

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

POLICY REVIEW
This policy is reviewed on an annual basis. Comments or questions may be directed to the Office of Student
Affairs/Dean of Students. Contact: 607-871-2132 8:30 AM – 4:30 PM or studentconduct@alfred.edu

DISTRIBUTION
As directed by the 1989 Drug-Free Schools and Communities Act annually in August the Student Life Policies
& Procedures Handbook is distributed via email to every student by the Dean of Students. Annually each
October the Campus Safety & Fire Report is emailed to the entire campus community (students, faculty, staff)
Annually each January the handbook and the safety report (link or PDF) are emailed to all new and
transfer students by the Dean of Students. Human Resources is responsible for all new employees receiving
the Annual Campus Safety & Fire Report (link or PDF) upon employment.

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

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

On Campus
Alcohol and drug education - Wellness Center - Counseling Services 871-2300
Wellness Center – Health Services 871-2400
Office of Residence Life - Bartlett Hall 871-2186
Alcoholics Anonymous (716) 372-4800

Off Campus
The Allegany Council on Alcoholism & Substance Abuse
76 Park Ave, Wellsville, NY 14810 (585) 593-6738

The Steuben County Department of Alcoholism & Substance Abuse
115 Liberty Street, Bath, NY 14895 (607) 664-2156

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

Revised October 2018
SUMMARY OF LOCAL, STATE, AND FEDERAL LAWS

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

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

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

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

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

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

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

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

A note about criminal penalties - For alcohol and other drug violations, each criminal case is evaluated separately and individual penalties can vary to include greater or lesser fines and other sanctions including

Revised October 2018
community service, probation, and/or prison. The criminal justice process is separate from the Alfred
University Student Conduct process and both may occur simultaneously.

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

AMNESTY POLICY

POLICY FOR MEDICAL EMERGENCIES INVOLVING ALCOHOL OR OTHER DRUGS

The Alfred Amnesty Policy is designed to encourage students to call for assistance in an alcohol or other drug related
medical emergency.

This process is not intended to address possible violations of criminal laws or their consequences outside the University.

Alfred University is committed to the health, security, and welfare of all its students. Students are encouraged to look
out not only for their own health and welfare, but also for that of other community members. When a student’s health
or safety is threatened or appears to be in jeopardy, we hope bystanders would take immediate action to prevent
injury, illness or danger.

The Division of Student Affairs is concerned that, in a medical emergency involving alcohol or other drugs, students
may be reluctant to call for assistance because of the fear that to do so, might result in disciplinary action. To address
this concern, we have enacted the following policy for addressing possible disciplinary consequences when medical
emergencies result from the use of alcohol or other drugs.

Under the Amnesty Policy, formal disciplinary action for mere possession or use of alcohol or drugs will not be taken
against students for whom medical assistance is sought, or against those who seek medical assistance for themselves
or for others, provided that the student/group has not violated other University policies that warrant formal disciplinary
action. After the residence life or public safety staff has reviewed the incident report, a referral may be made to meet
with the Dean of Students. In addition, a student who receives medical assistance must then meet with the Health and
Wellness Educator and comply with any recommendations prescribed by such office. Students or student
organizations seeking medical assistance for another person during an alcohol or other drug-related emergency will not
face formal disciplinary action for the mere possession or use of alcohol or drugs as long as such individuals or
representatives from organizations meet with the health and wellness educator and comply with any recommendations
prescribed by such office.

Parents of students under the legal drinking age may be notified of the incident and completion of the amnesty
program in accordance with the University’s alcohol substance use & abuse policy

Medical amnesty applies only to alcohol or drug-related medical emergencies, but does not apply to other prohibited
conduct such as assault, property damage or distribution of illicit substances. In cases where an individual or
organization fails to seek emergency medical assistance when it is clearly indicated, formal student conduct action will
be taken against the individual(s) or organization.

The responsibility for determining applicability of this policy rests solely with the office of the Dean of Students.
### Drug Effects Chart

#### Narcotics

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Dependence Duration</th>
<th>Usual Possible Effects</th>
<th>Effects of Overdose Syndrome</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morphine</td>
<td>High</td>
<td>High</td>
<td>Yes 3-4</td>
<td>Drug craving, pain, anxiety</td>
<td>Nausea, vomiting, respiratory depression, cardiovascular collapse, delirium, possible death</td>
</tr>
<tr>
<td>Hydrocodone</td>
<td>High</td>
<td>High</td>
<td>Yes 3-6</td>
<td>Drowsiness, constipation, nausea, vomiting</td>
<td>Stupor, respiratory depression, cardiovascular collapse, delirium, possible death</td>
</tr>
<tr>
<td>Hydroxyzine</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes 8-12</td>
<td>Drowsiness, constipation, nausea, vomiting</td>
<td>Stupor, respiratory depression, cardiovascular collapse, delirium, possible death</td>
</tr>
<tr>
<td>Oxycodeine</td>
<td>High</td>
<td>High</td>
<td>Yes 3-12</td>
<td>Drowsiness, constipation, nausea, vomiting</td>
<td>Stupor, respiratory depression, cardiovascular collapse, delirium, possible death</td>
</tr>
<tr>
<td>Codeine</td>
<td>High</td>
<td>High</td>
<td>Yes 3-12</td>
<td>Drowsiness, constipation, nausea, vomiting</td>
<td>Stupor, respiratory depression, cardiovascular collapse, delirium, possible death</td>
</tr>
</tbody>
</table>

#### Depressants

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Dependence Duration</th>
<th>Usual Possible Effects</th>
<th>Effects of Overdose Syndrome</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbiturates</td>
<td>High</td>
<td>High</td>
<td>Yes 3-12</td>
<td>Drowsiness, constipation, nausea, vomiting</td>
<td>Stupor, respiratory depression, cardiovascular collapse, delirium, possible death</td>
</tr>
<tr>
<td>Other Depressants</td>
<td>High</td>
<td>High</td>
<td>Yes 3-12</td>
<td>Drowsiness, constipation, nausea, vomiting</td>
<td>Stupor, respiratory depression, cardiovascular collapse, delirium, possible death</td>
</tr>
</tbody>
</table>

#### Stimulants

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Dependence Duration</th>
<th>Usual Possible Effects</th>
<th>Effects of Overdose Syndrome</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caffeine</td>
<td>High</td>
<td>High</td>
<td>Yes 3-12</td>
<td>Drowsiness, constipation, nausea, vomiting</td>
<td>Stupor, respiratory depression, cardiovascular collapse, delirium, possible death</td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>High</td>
<td>High</td>
<td>Yes 3-12</td>
<td>Drowsiness, constipation, nausea, vomiting</td>
<td>Stupor, respiratory depression, cardiovascular collapse, delirium, possible death</td>
</tr>
</tbody>
</table>

#### Hallucinogens

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Dependence Duration</th>
<th>Usual Possible Effects</th>
<th>Effects of Overdose Syndrome</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMM</td>
<td>None</td>
<td>Low</td>
<td>No 0.5</td>
<td>No central nervous system depression</td>
<td>None</td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>None</td>
<td>Low</td>
<td>No 0.5</td>
<td>No central nervous system depression</td>
<td>None</td>
</tr>
</tbody>
</table>

#### Cannabinoids

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Dependence Duration</th>
<th>Usual Possible Effects</th>
<th>Effects of Overdose Syndrome</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>THC</td>
<td>High</td>
<td>High</td>
<td>Yes 3-12</td>
<td>Drowsiness, constipation, nausea, vomiting</td>
<td>Stupor, respiratory depression, cardiovascular collapse, delirium, possible death</td>
</tr>
<tr>
<td>Other Cannabinoids</td>
<td>High</td>
<td>High</td>
<td>Yes 3-12</td>
<td>Drowsiness, constipation, nausea, vomiting</td>
<td>Stupor, respiratory depression, cardiovascular collapse, delirium, possible death</td>
</tr>
</tbody>
</table>

#### Anabolic Steroids

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Dependence Duration</th>
<th>Usual Possible Effects</th>
<th>Effects of Overdose Syndrome</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testosterone</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown 14-10 days</td>
<td>Hyperglycemia, hypertension, hypercholesterolemia, acne, psychotic behavior</td>
<td>Unknown</td>
</tr>
<tr>
<td>Other Anabolic Steroids</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown Variable</td>
<td>Hyperglycemia, hypertension, hypercholesterolemia, acne, psychotic behavior</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

#### Inhalants

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Dependence Duration</th>
<th>Usual Possible Effects</th>
<th>Effects of Overdose Syndrome</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amyl Nitrite</td>
<td>High</td>
<td>High</td>
<td>Yes 1-3</td>
<td>Nervousness, hyperactivity, tachycardia, headache, fever, vomiting</td>
<td>None</td>
</tr>
<tr>
<td>Nitrous Oxide</td>
<td>Unknown</td>
<td>Unknown</td>
<td>No 1</td>
<td>Unintentional</td>
<td>None</td>
</tr>
</tbody>
</table>

#### Other Inhalants

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Dependence Duration</th>
<th>Usual Possible Effects</th>
<th>Effects of Overdose Syndrome</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ammonia</td>
<td>High</td>
<td>High</td>
<td>Yes 1-3</td>
<td>Nervousness, hyperactivity, tachycardia, headache, fever, vomiting</td>
<td>None</td>
</tr>
</tbody>
</table>

#### Alcohol

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Dependence Duration</th>
<th>Usual Possible Effects</th>
<th>Effects of Overdose Syndrome</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>High</td>
<td>High</td>
<td>Yes 1-3</td>
<td>Nervousness, hyperactivity, tachycardia, headache, fever, vomiting</td>
<td>None</td>
</tr>
</tbody>
</table>

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**Drug Effects Chart**

**U.S. Department of Justice | Drug Enforcement Administration**

**Revised October 2018**
INTRODUCTION
Alfred University’s Discrimination, Harassment and Sexual Misconduct Policy has been adopted to ensure that all students, faculty, staff and guests may work, study, and enjoy the society of the University community without being subjected to discrimination, harassment or any form of non-consensual sexual activity.

Alfred University’s Board of Trustees has entrusted the President of the University with the responsibility to appoint the appropriate personnel to oversee the administration and enforcement of the provision of this policy. The President has appointed Director of Human Resources to be the Title IX Coordinator and the person responsible for overseeing the administration of this policy. Mark Guinan, Director of Human Resources, is the Title IX Coordinator. He maintains an office on the campus in Greene Hall, located on Main Street, 1 Saxon Drive, Alfred, NY 14802 and may be contacted by phone at 607-871-2909 or by e-mail at guinan@alfred.edu. He has appointed the following as Title IX Deputy Coordinators

Norm Pollard, Dean of Students, for student complaints;
Amy Button, Assistant Professor of Psychology, for faculty complaints
Kayleigh Misner, Human Resources Generalist, for staff complaints
Jess Hurlbut, Assistant Director of Athletics, for student and athlete complaints.

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

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

POLICY COVERAGE
This policy sets forth behavioral expectations for all members of the Alfred University community: students, faculty and staff. Alfred University will not tolerate harassment or discrimination in the workplace, classroom, University facilities, and in other Alfred University-related settings, such as study-abroad programs and Alfred University-sponsored social functions and events. Non-community members (guests, alumni, vendors, parents, etc.) visiting our campus are also expected to abide by the behavioral expectations set forth here. Even conduct that takes place off-campus and not in connection with Alfred University programs may violate this policy if the conduct creates a threatening or hostile work or learning environment on campus or within an Alfred University program, or if the incident causes concern for the safety or security of Alfred University’s property. This policy applies regardless of an individual’s race, color, national origin, religion, creed, age, disability, sexual orientation, gender, gender identity, gender expression, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

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

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

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

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

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

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

Affirmative Consent
Alfred University expects that any sexual activity or contact will be based on mutual affirmative consent to the specific sexual activity or sexual contact. All references to consent in this policy will mean affirmative consent as defined in this section.

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or action, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

Past consent to sexual activity or consent to any sexual act does not necessarily constitute consent to the same or any other sexual activity in the future. Consent can be withdrawn at any time during sexual activity. When consent is withdrawn or can no longer be given, sexual activity must stop. Consent cannot be withdrawn after the fact.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in the sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of impairment, someone who is under the influence of alcohol, drugs or other intoxicants may be intoxicated and therefore unable to consent.

Consent is required regardless of whether the person initiating the sexual activity is under the influence of drugs or alcohol. Thus, a person who has been drinking or using drugs is still responsible for any violation of this policy that he/she commits. This means that, even if the accused was drunk or high and, as a result, he/she did not realize that the other person was not consenting to or was unable to consent to sexual activity, the person who committed the non-consensual act is still responsible for having violated this policy.

Revised October 2018
Sexual activity as the result of coercion is non-consensual. Coercion is undue pressure, force or threat, threat of harm or intimidation to engage in sexual activity.

**Responsible Employees**
All fulltime staff and faculty of Alfred University are required to promptly report information they have about possible sexual harassment or sexual misconduct, including but not limited to sexual assault, domestic or dating violence, and stalking to the designated Title IX Coordinator or Title IX Deputy Coordinator listed on page 4 of this document.

**Sex Offenses**
Alfred University expects that any sexual activity or contact will be based on mutual affirmative consent to the specific sexual activity.

**Sexual Assault**
Consistent with federal law, Alfred University defines sexual assault as including:

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

b. Non-Consensual Sexual Intercourse. Sexual assaults of this type can be sub-defined by the following:
   - **Rape**: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, forcibly or without affirmative consent or where the victim is incapable of consent due to mental or physical incapacity.
   - **Statutory Rape**: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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

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

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

**Respondent**
The term respondent refers to the person alleged to have committed the alleged discrimination, harassment, sexual misconduct or other violation of this policy.
SUPPORT FOR AFFECTED COMMUNITY MEMBERS

Any University community member who has been impacted by behavior that violates this policy has the right to make a report to the Office of Public Safety or one of the Title IX Coordinator’s listed below, local law enforcement, and/or the New York State Police, or choose not to report. If reported to Alfred University under this policy, a reporting individual will be protected from retaliation and will receive appropriate assistance and resources from Alfred University. A Student’s Bill of Rights for cases involving sexual assault, domestic violence, dating violence or stalking is set forth at the end of this policy. Our Center for Academic Success (607-871-2148) can assist persons with disabilities.

CONFIDENTIAL RESOURCES

Campus Resources

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

Wellness Center - Counseling Services - 607-871-2300 (calls received after office hours are forwarded to the counselor on call)
Wellness Center - Health Services - 607-871-2400

Professionals in Counseling Services and healthcare professionals at the Wellness Center (Health & Counseling Services) are the only Alfred University employees who can offer legally protected confidentiality. These Confidential Resources can provide assistance and information regarding medical assistance and treatment (including information about sexually transmitted infections, and sexual assault forensic examinations), and resources available through the New York State Office of Victim Services, academic and other campus support options, campus disciplinary proceedings and law enforcement options. The health and counseling services noted above are available to students free of charge. A report to a Confidential Resource is not a report to the University and will not result in remedial action or an investigation or disciplinary action. Information shared with the Alfred University’s Counseling Services and Student Health Services will not be shared with the Title IX/Deputy Title IX Coordinator. Any person who desires Alfred University to investigate for potential disciplinary action must make a report to one of the Responsible Administrators, listed below. Similarly, a confidential resource is not able to make other changes a complainant may desire to avoid the respondent, such as a change in housing assignment, class assignment, alternative means of transportation, different work assignment and so on. These requests should be made to a Responsible Administrator, listed below. Likewise, information shared at public awareness and advocacy events (such as “Take Back the Night”) does not create an obligation on the part of the University to investigate that information and/or take further action.

Off Campus Resources

In addition, there are off campus, community confidential resources that are available. Reports to these confidential resources will not constitute a report to the University and will not result in the University taking any action against the accused. These confidential resources, which may or may not charge services fees, include:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Action 24-Hour Hotline</td>
<td>1-888-945-3970</td>
</tr>
<tr>
<td>Rape Crisis of the Southern Tier</td>
<td>1-888-810-0093</td>
</tr>
<tr>
<td>NYS Police Sexual Assault Hotline</td>
<td>1-844-845-7269</td>
</tr>
<tr>
<td>NYS Domestic Violence Hotline</td>
<td>1-800-942-6906</td>
</tr>
<tr>
<td>NYS Office of Victim Services</td>
<td>1-800-247-8035</td>
</tr>
</tbody>
</table>

Non-Confidential Resources – Title IX Coordinator/Title IX Deputy Coordinator’s

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

Title IX Coordinator (all persons)
Director of Human Resources, Mark Guinan 607-871-2909 guinan@alfred.edu

Title IX Deputy Coordinator (students)
Dean of Students, Norm Pollard 607-871-2132 pollard@alfred.edu

Title IX Deputy Coordinator (staff)
Human Resources Generalist, Kayleigh Misner 607-871-2276 misner@alfred.edu

Title IX Deputy Coordinator (faculty)
Assistant Professor, Psychology, Amy Button 607-871-2860 button@alfred.edu

Title IX Deputy Coordinator (students)
Assistant Director, Athletics, Jessica Hurlbut 607-871-2916 hurlbut@alfred.edu

Office of Public Safety (all persons)
Chief John Dougherty 607-871-2108 dougherty@alfred.edu

Revised October 2018
If a report is made to anyone other than the Title IX Coordinator/Title IX Deputy Coordinator listed above, the complainant risks the possibility that the information will not come to the attention of the proper Alfred University officials and may, therefore, not be acted upon.

Upon receiving a report, the Title IX Coordinator/Title IX Deputy Coordinator to whom the report was made will discuss with the complainant available avenues and options. Options may include reports to local law enforcement, initiating a disciplinary proceeding against the respondent and remedial actions to ameliorate or correct the effects of the discrimination, harassment, or sexual misconduct. Other options may include interim changes in housing assignment, class assignment, alternative means of transportation, different work assignment and so on to allow the complainant to avoid interacting with the respondent.

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

Alfred University may impose interim suspension or interim restrictions in order to protect the physical or emotional safety of any member of the community or ensure orderly operations. The imposition of interim restrictions, if any, will be determined by the Title IX Coordinator and the appropriate Title IX Deputy Coordinator.

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

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

Law Enforcement
A victim of a crime is encouraged to, but is not required to, report the incident to local law enforcement and pursue criminal charges.

Alfred Village Police Department, Emergency, Call 911; Non-Emergency, 607-587-8877
Allegany County Sheriff’s Department, New York Sheriffs’ Victim Hotline (VINE) For Offender information, call toll-free: 1-888-VINE-4-NY (1-888-846-3469) Statewide Victim Assistance and Notification 24 hours a day; New York State Police maintain a 24-hour hotline staffed by individuals trained to respond to sexual assault 1-844-845-7269.

The criminal process and Alfred University’s disciplinary processes are not mutually exclusive or dependent on each other, meaning that a person may pursue either a criminal complaint or University complaint or both. Any internal investigation and/or hearing process may be conducted concurrently with any criminal justice investigation and proceeding that may be pending. Temporary delays in Alfred University’s internal processes may be requested by local law enforcement authorities for the purpose of gathering evidence. Any requested temporary delay must be submitted to the Title IX/Deputy Title IX Coordinator and shall not last more than ten (10) days, except when local law enforcement authorities specifically request and justify a longer delay.

In criminal cases, the preservation of evidence is critical and must be done properly and promptly. If you are the victim of a crime, you are encouraged to call 911 immediately. To preserve evidence, it is best that you not change your clothes, shower or even brush your hair, as physical evidence may be lost. The Alfred Police Department, 7 West University Street, Alfred, NY 14802 607-587-8877 (or 911) can assist in filing a criminal complaint and in securing appropriate examination, including by a Sexual Assault Nurse Examiner.

Additionally, orders of protection and other forms of legal protection may be available to individuals who have experienced or are threatened with violence by an Alfred University community member or other person. In appropriate circumstances, an order of protection may be available that restricts the offender’s right to enter Alfred University’s property, and Alfred University will abide by a lawfully issued order of protection. University officials will, upon request, provide reasonable assistance to any member of the campus community in obtaining an order of protection or, if outside of New York State, an equivalent protective or restraining order, including providing that person with:
  o a copy of an order of protection or equivalent when received by the University and providing that person with an opportunity to meet or speak with a University representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the other person’s responsibility to stay away from the protected person or persons;
  o an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension; and
If an act of alleged assault or violence is reported to a Title IX Coordinator/ Title IX Deputy Coordinator, the victim will be encouraged to report the incident to local law enforcement. Alfred University also must also report statistics concerning the occurrence on campus of certain violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include any personally identifiable information concerning the victim or the accused.

Reporting individuals should understand that not all sexual misconduct under this policy is a crime and that the standard law enforcement employs in processing complaints is different than the University’s standard under this policy. Questions about whether incidents violate criminal laws and how the criminal process works should be directed to law enforcement officials or the Allegany County District Attorney.

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

**INTERIM MEASURES AND ACCOMMODATIONS**

Alfred University’s Title IX Coordinator/Title IX Deputy Coordinator will put in place reasonable interim measures and accommodations to protect safety, prevent retaliation, and ensure that the person reporting sexual assault, dating violence, domestic violence or stalking is not subjected to an ongoing hostile environment. Interim measures may include a no contact order or changes in academic, housing, employment, transportation or other circumstances. Alfred University will review the facts and circumstances of each case, as well the complainant’s wishes, in deciding whether and what steps are reasonable and appropriate.

The complainant or respondent may request review of the need for and the terms of any interim measures or accommodations imposed or requested that affect the individual directly and may submit evidence in support of her/his request. A request to add to, modify or eliminate an interim measure or accommodation may be made to the Title IX Coordinator/ Title IX Deputy Coordinator. Upon receipt of such a request, the Title IX/ Title IX Deputy Coordinator will inform the other party of the request and allow the other party to respond, including submitting evidence if desired. The Title IX Coordinator will consult with the appropriate Deputy Coordinator with regard to any such request for review. A decision will be made and shared with the complainant. Alfred University retains the right to act upon any information that comes to its attention.

When a respondent is accused of sexual misconduct and is determined to present a continuing threat to the health and safety of the campus community, he or she is subject to interim suspension. Both the respondent and as well as the subject of any such misconduct may be subject to interim suspension in accordance with Alfred University’s employment policies and practices.

**CHOICES OF ACTION TO TAKE**

**Filing a Report without Taking Action**

A complainant may make a report to a Title IX Coordinator/ Title IX Deputy Coordinator (see page 4) and request that Alfred University take no investigatory or disciplinary action. Alfred University endeavors to comply with complainants’ wishes with respect to whether responsive action is taken. However, that is not always possible.

If a complainant requests that no action be taken against the respondent, the Title IX Deputy Coordinator will notify the Title IX Coordinator. Alfred University’s decision will depend on the seriousness of the offense, whether there was a person accused or multiple accusations, whether there is reason to believe that the respondent(s) has engaged in this or similar conduct previously, whether the incident represents an escalation of past misconduct by the respondent(s), whether the respondent(s) threatened further violence against the victim or others, whether the sexual misconduct was perpetrated with a weapon or force, whether the complainant is a minor, whether the circumstances suggest an ongoing or future risk to the campus community or the complainant, whether Alfred University possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras, etc.), the overall safety of the campus community and other similar considerations. A decision will be made and shared with the complainant. Alfred University retains the right to act upon any information that comes to its attention.

Similarly, a complainant may desire to have investigatory and/or disciplinary action taken, but may wish to have his/her identity as the complainant kept confidential. Depending on the circumstances, this may or may not be possible. If any number of people could have reported the incident, it may be possible for the complainant’s identity to remain confidential and not shared with the respondent. However, in other cases, it may not be possible to proceed with investigatory or disciplinary action without revealing the identity of the complainant. If a complainant requests that his/her name be kept confidential, Alfred University’s ability to respond to the complaint may be limited. The Title IX Deputy Coordinator will consult with the Title IX Coordinator and a decision will be made and shared with the complainant. Alfred University retains the right to act upon any information that comes to its attention.

*Revised October 2018*
Even when confidentiality is not available, Title IX Coordinator/Title IX Deputy Coordinator and other University officials acting under this policy will maintain privacy to the greatest extent possible. Information provided to a non-confidential employee will be relayed only as necessary for the Title IX Coordinator/Title IX Deputy Coordinator, and those acting under this policy, to carry out the purposes of this policy.

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

Withdrawal of Complaint
Prior to the conclusion of the investigation the complainant may withdrawal the complaint. Withdrawal of the complaint in most cases will end the process. Alfred University has the right to move forward and complete the investigation process and submit a Finding Report to the Title IX Deputy Coordinator.

Mediation/Informal Resolution
In some cases, mediation or an informal resolution may be appropriate.

- **Mediation** is only permitted for reports that do not involve any physical contact or violence; mediation may be appropriate in instances of more minor acts of insensitivity or misunderstandings. In the event mediation is used, the appropriate Title IX Deputy Coordinator will select a mediator. The mediation must be conducted by a third-party; mediation between just the complainant and respondent is not acceptable. A campus mediator will begin mediation efforts promptly and will report to the Title IX Coordinator and the appropriate Title IX Deputy Coordinator that the mediation occurred. At any time during the mediation process the complainant or the respondent has the right to terminate the process and proceed to an investigation.

- A person who desires an **Informal Resolution** should consult with the appropriate Title IX Deputy Coordinator. Informal resolution must be agreed upon by both parties, and the Title IX Coordinator must agree that it is appropriate. At any time during the informal resolution process the complainant or the respondent has the right to terminate the process and proceed to an investigation.

If the parties reach agreement and this agreement is deemed appropriate, the informal resolution is considered successful. Both parties will sign a statement agreeing that the informal resolution was successful, and the matter will be considered resolved. If the informal resolution is unsuccessful, the complainant can proceed with a formal complaint. A copy of the signed statement will constitute the record of the informal resolution. If a party with obligations pursuant to an informal resolution fails in his/her obligations, the other party may ask Alfred University to enforce the terms of the resolution or may proceed with a formal complaint process. Serious sanctions, such as suspension, expulsion or termination, are not possible as a result of the informal resolution process, but lesser sanctions may be agreed upon.

Filing a Formal Complaint for Potential Disciplinary Action
Any individual may initiate a complaint (students may work with Counseling Services to draft the complaint) by reporting to a Title IX Deputy Coordinator.

When a complaint is reported involving a student under this policy which does not involve physical contact, the Title IX Deputy Coordinator, Dean of Students, may choose to refer the complaint to the Administrative Hearing procedure set out in Alfred University’s Student Life Policies and Procedures instead of the procedures below. The Title IX Deputy Coordinator, Dean of Students may refer the complaint back to the procedures in this policy if facts uncovered during the administrative hearing or other reasons indicate the complaint would be more appropriately handled by the procedures in this policy.

Withdrawal or Resignation while charges are pending:

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

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

*Revised October 2018*
INVESTIGATION, FINDING REPORT, SANCTIONING AND APPEAL HEARING

Investigation of Complaint
Upon receipt of a complaint and a desire by the complainant to move forward, or a determination by Alfred University that it is necessary to move forward with an investigation despite the wishes of the complainant, the investigation process will begin. The appropriate Title IX Deputy Coordinator will contact the complainant(s) and the respondent(s) to meet and review the investigation procedures, offer support of a counselor and outline the basis for the complaint. In extenuating circumstances Alfred University may utilize an external team solely or in conjunction with an internal investigation team. In cases alleging sexual misconduct, the complainant and respondent will be permitted to have an advisor of choice attend this meeting with her/him at her/his expense. In sexual misconduct, stalking, dating violence and relationship violence cases, this advisor may be an attorney. An advisor’s role is to consult with and support the party and may do so only in writing so as not to disrupt or distract from the meeting; the advisor is not permitted to participate or to speak or make a statement of any kind to the investigators. Any advisor who fails to comply will be required to leave the meeting, and the meeting will proceed in the advisor’s absence. Alfred University’s Center for Academic Success (607-871-2148) can assist persons with disabilities.

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

The investigation team uses the preponderance of the evidence standard, (i.e., it is more likely than not that a fact is true and/or that a violation of this policy occurred). At the conclusion of the investigation, the investigation team will issue a written report of the evidence and their finding as to responsibility, factual findings supporting the determination, as well as the rationale for the decision. The Finding Report will be available for review by both parties simultaneously by the Title IX Deputy Coordinator.

If the investigation team does not find a violation of this policy, no sanction(s) will be imposed under this policy, although Alfred University retains the right to address inappropriate behavior through other applicable personnel and conduct policies and procedures. When a finding of responsibility for violation of this policy is made, both the complainant and respondent shall have the opportunity to make a written impact statement to the appropriate Title IX Deputy Coordinator, prior to the determination of an appropriate sanction.

Finding Report
The investigation team will issue a Finding Report to the appropriate Title IX Deputy Coordinator which shall include a determination as to responsibility, factual findings supporting the determination, as well as the rationale for the decision. The Finding Report will be available for review by both parties simultaneously by the Title IX Deputy Coordinator.

If the investigation team does not find a violation of this policy, no sanction(s) will be imposed under this policy, although Alfred University retains the right to address inappropriate behavior through other applicable personnel and conduct policies and procedures. When a finding of responsibility for violation of this policy is made, both the complainant and respondent shall have the opportunity to make a written impact statement to the appropriate Title IX Deputy Coordinator, prior to the determination of an appropriate sanction.

Student Respondent: When the finding indicates a violation of this policy, as determined by a “preponderance of the evidence” standard, the Dean of Students will assign sanctions to the respondent. In making a determination regarding sanctions, the Dean of Students may consult with the Title IX Coordinator and other appropriate University officials.

Faculty and Employee Respondent: When the finding indicates a violation of this policy, as determined by a “preponderance of the evidence” standard, the appropriate Title IX Deputy Coordinator will assign sanctions to the respondent. In making a determination regarding sanctions, the appropriate Title IX Deputy Coordinator may consult with the Title IX Coordinator and other appropriate University officials.

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

**Appeals**

Both the complainant and the respondent, if a student, faculty member or employee, may file an appeal based on dissatisfaction with the finding of responsibility for a violation (or the lack of such a finding), or with the sanction imposed, or both. The grounds of appeal are limited to:

i. A procedural error occurred during the process that had a direct impact on the outcome;

ii. New evidence has come to light that has a direct impact on the outcome which could not have been discovered by a properly diligent person before or during the original proceeding;

iii. The sanction is too severe (appeal from respondent); or the sanction is too lenient (appeal from complainant);

iv. The decision is not supported by a preponderance of the evidence.

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

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

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

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

**Appeal Hearing Procedures**

An Appeal Hearing is held before a four (4) member Appellate Panel made up of administrators, faculty and/or staff members and a non-voting Chairperson, each selected from the Grievance Resolution Committee (GRC) (see below for a description of the committee). To be eligible to serve on the Appellate Panel, each member must have been appointed and participate in training by the Title IX Coordinator and/or the Title IX Deputy Coordinator. If any vacancy on the panel occurs during the academic year, or if the Chairperson determines that a legitimate conflict of interest exists between a member of the panel and a party to a complaint, the Chairperson may request that the Title IX Coordinator or the Title IX Deputy Coordinator find a replacement from those members of the Appellate Panel eligible to serve.

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

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

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

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

- Prior to the scheduled start of the hearing, the Appellate Panel will meet to review the submitted statements, reports, and supporting documentation and develop questions to ask the involved parties and witnesses.
The hearing is not recorded, and no party is permitted to make a recording of the hearing. During the hearing, the Chairperson will ask the questions developed by the panel.

The complainant and the respondent have the right to question the other party and any witnesses through questions posed to the Chairperson.

In his/her discretion, the Chairperson may decline to allow any question or evidence on the ground that it is irrelevant, unreliable, duplicative, or otherwise unnecessary or inappropriate.

The complainant or the respondent may request that accommodations be made to have separate rooms or a room partition, or may request an alternative arrangement in order to minimize potential trauma or stress, without depriving the other party of access to the evidence or testimony.

A hearing may proceed even though the complainant or respondent declines to participate. A complainant or respondent may choose to provide a written statement in lieu of attendance at the hearing and may choose to decline to participate at all.

The respondent/complainant will be given the opportunity to provide an opening and a closing statement.

The panel may of its own volition request that a witness appear if the panel believes the witness will provide useful information.

The Chairperson has the responsibility to ensure that a witness or a party is treated respectfully and sensitively.

If at any time during the hearing process a person’s behavior, including the complainant or respondent, is deemed as disruptive by the Chairperson, the Chairperson has the right to excuse or remove said person from the proceedings and continue the hearing without their participation.

The Chairperson may accept and use written witness statements as part of the hearing. Both parties will have access to any written witness statements made part of the hearing, subject to redaction as permitted and/or required by law.

The respondent and the complainant will be informed in writing of the outcome of the hearing by the Chairperson.

**Appeal Outcomes**

The outcome of the appeal may be the following:

i. Affirm the finding(s) of no responsibility and, therefore, no sanction.

ii. Affirm the finding(s) of responsibility and the sanction(s).

iii. Affirm the finding(s) of responsibility and increase or reduce, but not eliminate, the sanction(s).

iv. Modify sanction(s): may increase or reduce but not eliminate the sanctions.

v. Reverse the finding(s) of responsibility and eliminate the sanction(s).

vi. Reverse finding of no responsibility and assign a sanction(s).

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

In the case of a tenured or tenured-track faculty member, if the proposed sanction under this policy is “termination of tenure” or “termination of employment”, then the applicable procedures in the Provisions of Faculty Appointment (8.5 of Faculty Handbook) will be followed, except that the factual findings and sanctions assigned at the conclusion of the appeal process by the Appellate Panel formed by this policy shall be accepted by the President for recommendations to the Executive Committee of the Board of Trustees.

**Sanctions**

The sanction(s) for a violation of this policy will be based on a consideration of all of the circumstances, including the severity of the conduct and the respondent’s disciplinary history. The sanction(s) imposed may be any one or more of the following:
Student:
day of service
disciplinary probation/1 semester
disciplinary probation/for the duration of active status
educational modules
expulsion
housing re-assignment
loss of privileges (housing)
mandated counseling assessment
mandatory counseling/twice a month for 1 semester
mandatory counseling/twice a month for 2 semester
mandatory counseling/twice a month for 3 semester
mandatory counseling/twice a month for 4 semester
no contact order (keep-away)/1 semester
no contact order (keep-away)/for the duration of active status
residence hall probation/1 semester
residence hall probation/for the duration of active status
restrictions from designated areas of campus
suspension/1 semester
suspension/2 semesters
suspension/3 semesters
suspension/4 semesters
University probation/1 semester
University probation/2 semester
University probation/3 semester
University probation/4 semester
University probation/for the duration of active status
written warning

Students who are no longer matriculating:
persona non-grata (ban from campus) for up to 10 years

Employee & Non-tenured Faculty:
verbal warning-document filed
written warning-document filed
final warning-suspension with pay/1 month
final warning-suspension with pay/2 month
final warning-suspension with pay/3 month
final warning-suspension without pay/1 month
final warning-suspension without pay/2 month
final warning-suspension without pay/3 month
restrictions from designated areas of campus/6 months
restrictions from designated areas of campus/12 months
restrictions from designated areas of campus/24 months
termination

Tenured/Tenure Track Faculty:
verbal warning-document filed
written warning-document filed
restrictions from designated areas of campus/6 months
restrictions from designated areas of campus/12 months
restrictions from designated areas of campus/24 months
tenure revocation
termination

Non AU community members:
persona non grata (ban from campus)
termination of contract/lawsuit for damages

For those crimes of violence that Alfred University is required by federal law to include in its Annual Security Report, the transcripts of students found responsible, if any, shall include the following notation:

- Withdrawn with conduct charges pending, or
- Suspended after a finding of responsibility for a code of conduct violation, or
- Expelled after a finding of responsibility for a code of conduct violation.

Transcript notations for suspensions may be removed, upon request, at the discretion of Alfred University one (1) year after the conclusion of the suspension. A request to have a suspension notation removed from one’s transcript should be submitted to the
Title IX Coordinator who will consult with the appropriate Title IX Deputy Coordinator and representatives from Alfred University’s Registrar office to determine whether removal of the notation is appropriate under the circumstances. Transcript notations for expulsion shall not be removed.

STUDENTS’ BILL OF RIGHTS

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by Alfred University;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by Alfred University, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of Alfred University;
9. Access to at least one level of appeal of a determination;
10. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of Alfred University.

PROCEDURAL RIGHTS FOR ALL REPORTING INDIVIDUALS

Anyone reporting an incident of sexual assault, domestic or dating violence or stalking has the right to:

A. Make a report to Alfred University’s Office of Public Safety, local law enforcement and/or state police;
B. Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual to provide information regarding:
   i. options to proceed, including the right to make a report to Public Safety, local law enforcement, and/or state police or choose not to report; to report the incident to Alfred University; to be protected by Alfred University from retaliation for reporting an incident; and to receive assistance and resources from the University, as set out in this policy,
   ii. where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible;
   iii. detailing that the criminal justice process utilizes different standards of proof and evidence and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney;
   iv. whether such University official is authorized to offer the reporting individual confidentiality or privacy; and
   v. the reporting individual’s other reporting options.
C. Disclose confidentially the incident to Alfred University representatives, who may offer confidentiality pursuant to applicable laws and can assist in obtaining services for reporting individuals;
D. Disclose confidentially the incident and obtain services from the state or local government;
E. Disclose the incident to Alfred University representatives who can offer privacy or confidentiality, as appropriate, and can assist in obtaining resources for reporting individuals;
F. File a report of sexual assault, domestic violence, dating violence, and/or stalking and the right to consult the Title IX Coordinator and other appropriate Alfred University representatives for information and assistance. Reports shall be investigated in accordance with Alfred University’s policy and a reporting individual’s identity shall remain private at all times if said reporting individual wishes to maintain privacy, subject to Alfred University’s ability to meet its obligation to provide a safe, non-discriminatory environment for all members of the community;
G. Disclose, if the accused is an employee of Alfred University, the incident to Alfred University’s human resources representatives or the right to request that a confidential or private employee assist in reporting to the appropriate human resources representatives; and
H. Receive assistance from appropriate Alfred University representatives in initiating legal proceedings in family court or civil court as provided in the University’s policies.
I. Withdraw a complaint or involvement from Alfred University’s at any time.
DEFINITIONS OF TERMS and PROCESSES

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

GRIEVANCE RESOLUTION COMMITTEE (GRC) – MEMBERSHIP
The Grievance Resolution Committee will be appointed by the President and will be composed of faculty, staff and/or administrators either paid by or affiliated with the University. Each year the current Title IX Coordinator & Title IX Deputy Coordinators will solicit applications and nominations and will recommend members who will serve in the following year. Every effort will be made to maintain gender parity on the Committee. Appointment of new members for the next academic year will be made on an annual basis. The Title IX Coordinator and/or Title IX Deputy Coordinators shall arrange for all members to receive training prior to assuming their responsibilities.

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

COORDINATION OF POLICIES
The procedures in this policy will be followed for all complaints covered by this policy, notwithstanding the provisions of otherwise applicable personnel and student life policies. In the discretion of the appropriate Title IX Deputy Coordinator, any alleged act of misconduct may be investigated and decided in conjunction with an allegation of a violation of this policy (e.g., if a person is accused of sexual assault and also property damage in conjunction with the assault, the allegation of property damage may be adjudicated in accordance with this policy).

In the case of a tenured or tenured-track faculty member, if the proposed sanction under this policy is “termination of tenure” or “termination of employment”, then the applicable procedures in the Provisions of Faculty Appointment (8.5 of Faculty Handbook) will be followed, except that the factual findings and sanctions assigned at the conclusion of the appeal process by the Appellate Panel formed by this policy shall be accepted by the President for recommendations to the Executive Committee of the Board of Trustees.

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

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

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

TRAINING
The Title IX Coordinator is responsible for ensuring that the Title IX Deputy Coordinators, Public Safety, the Grievance Resolution Committee Members receive appropriate annual training and all the procedures and policies are followed.

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

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

POLICY COMPLIANCE
Any person with a concern about Alfred University’s handling of a particular matter should contact the Title IX Coordinator or a Title IX Deputy Coordinator.

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

CLERY ACT COMPLIANCE
Alfred University is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Names of individuals involved in incidents are not reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, Alfred University will issue a timely warning to the campus. In such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the victim/complainant will not be disclosed.
Alfred University’s Discrimination, Harassment and Sexual Misconduct Policy Flow Chart

Grievance Resolution Committee (GRC) members are appointed by the President of the University to oversee the administration and enforcement for the provisions of Alfred University’s Discrimination, Harassment and Sexual Misconduct Policy. As a member of the committee they have the responsibility to participate in the following sub-groups when called upon:

- **Investigation Team** consists of 2 members of the GRC and a member of the Public Safety Office; the team conducts all investigations of complainants and submits the Finding Report to the appropriate Title IX/Deputy Title IX Coordinators
- **Appellate Panel** consists of 4 members of the GRC; 3 voting members and a non-voting chairperson
- **Advisor** may consist of a GRC member who assists either the complainant or respondent; an advisor can be any person of choice and does not have to be trained or a part of the GRC

### A REPORT IS FILED

The appropriate Title IX Coordinator meets with the complainant and the accused (discuss action)

- student requests no action to be taken (see full policy)
- possible interim measures assigned-notification sent to involved students
- law enforcement is notified if requested or require by law
- notice of investigation sent to involved persons

<table>
<thead>
<tr>
<th>Mediation/Informal Resolution (not permitted for reports involving physical contact, including sexual assault and sexual violence)</th>
<th>formal INVESTIGATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>complainant and respondent meet with the appropriate Title IX Coordinator to review:</td>
<td>appropriate Title IX Coordinator submits the complaint to the Chief of Public Safety &amp; Investigators to start the investigation</td>
</tr>
<tr>
<td>a mediator is assigned</td>
<td>↓</td>
</tr>
<tr>
<td>mediation is NOT successful and the complainant or respondent requests a formal investigation</td>
<td>the completed FINDING REPORT is submitted to the appropriate Title IX Coordinator for review and possible sanctioning</td>
</tr>
<tr>
<td>mediation is successful</td>
<td>↓</td>
</tr>
<tr>
<td>agreement is signed</td>
<td>FINDING REPORT - complainant and respondent ACCEPT the outcome/sanctioning</td>
</tr>
<tr>
<td>process ENDS</td>
<td>the appropriate Title IX Coordinator meets with the complainant and the respondent to review the FINDING REPORT and discuss the appeal process, redacted copy of the report is distributed</td>
</tr>
</tbody>
</table>

**AGREEMENT FORM** is signed - **process ENDS**

**NOT IN AGREEMENT WITH THE FINDING REPORT** - appeal

appeal request form is received by either the complainant or respondent

appropriate Title IX Coordinator notifies the Appeal Hearing Chairperson of the appeal and submits all of the paperwork to the Chairperson

- **NOT IN-violation** (no supporting evidence)
- **IN-violation** (supporting evidence)

**COMPLAINANT** may:

- may appeal the decision of the FINDING REPORT

**RESPONDENT** or **APPEAL the**:

- **FINDING** only the SANCTIONS

appeal process begins - an Appellate Panel will be formed and a hearing scheduled

all decisions made by the Appellate Panel are **final**

**process ENDS**
Student Bill of Rights

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by Alfred University;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by Alfred University, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of Alfred University;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of Alfred University.

For questions or concerns please contact the Dean of Students, Norm Pollard 607-871-2132 or email pollard@alfred.edu
How to Obtain Information about Sex Offenders Living in Your Neighborhood.

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

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

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

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

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

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

The Sexual Offender Registration Act

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

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

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

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

Crime Definitions From the Uniform Crime Reporting Handbook

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

Weapon Law Violations - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnish deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
Downstate Program

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

DOWNSTATE PROGRAM

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

- Center for Integrated Training and Education – 50 Count St., Suite 111 - Brooklyn, NY 11201
- St. Francis College – 180 Remson St. – Brooklyn, NY 11201
- St. Joseph’s High School – 80 Willoughby St. – Brooklyn, NY 11201
- Bishop Loughlin – 181 Lincoln Place – Brooklyn, NY 11201

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

- Oceanside High School – 3160 Skillman Ave. –Oceanside, NY 11572
- Center for Integrated Training and Education – 3678 West Oceanside Rd., #202 – Oceanside, NY 11572
- Oceanside Middle School - 186 Alice Ave. – Oceanside, NY 11572
- Oceanside Teacher Center – Merle Ave. – Oceanside, NY 11572

Emergency Information: All Oceanside locations
  Nassau County Police Department: (516) 573-6400
  Nassau County Police Department Precinct 4: (516)573-8800
  Nassau County Crime Stoppers: (800) 244-tips

- Tuckahoe High School – 65 Siwanoy Blvd –Eastchester, NY 10709

Emergency information: Tuckahoe Police Headquarters (914) 961-3100

- Martin Luther King High School – 1 South Broadway Hastings-on-Hudson, NY 10706

Emergency Information: Village of Hastings-on-Hudson Police Department , 7 Maple Avenue – Hastings-on-Hudson, NY (914)478-2344

- 1199 SEIU Manhattan Training Center – 310 West 43rd St. – NY, New York

Emergency Information: NYPD Midtown South Precinct:
  Precinct: (212) 239-9811
  Community Affairs: (212) 239-9846
  Community Policing: (212) 239-9805
  Crime Prevention: (212) 239-9835
  Domestic Violence: (212) 239-9863
  Youth Officer: (212) 239-9817
Auxiliary Coordinator: (212) 239-9836
Detective Squad: (212) 239-9856

- 1199SEIU Bronx Training Center – 2501 Grand Concourse – Bronx, NY 10468
  Emergency Information: NYPD 52nd Precinct:
  - Precinct: (718) 220-5811
  - Community Affairs: (718) 220-5824
  - Crime Prevention: (718) 220-5818
  - Domestic Violence: (718) 220-5857
  - Youth Officer: (718) 220-5822
  - Auxiliary Coordinator: (718) 220-5818
  - Detective Squad: (718) 220-5819

- 1199SEIU Brooklyn Training Center – 25 Elm Pl. – Brooklyn, NY 11201
  Emergency Information: NYPD 84th Precinct:
  - Precinct: (718) 875-6811
  - Community Affairs: (718) 875-6850
  - Crime Prevention: (718) 875-6363
  - Domestic Violence: (718) 834-4579
  - Youth Officer: (718) 875-6816
  - Auxiliary Coordinator: (718) 875-6368
  - Detective Squad: (718) 875-6687

- Corning Community College – 1 Academic Drive – Corning, NY 14830
  Emergency Information: Corning Police Department (607) 962-0340

- SUNY Orange County Community College – One Washington Center – Newburgh, NY 12550
  Emergency Information: Newburgh Police Department (845) 561-3131

- Borough of Manhattan Community College -199 Chambers St. --New York, NY 10007
  Emergency Information: NYPD 1st precinct:
  - Precinct: (212) 334-0611
  - Community Affairs: (212) 334-0640
  - Crime Prevention: (212) 334-0603
  - Domestic Violence: (212) 334-0607
  - Youth Officer: (212) 334-0609
  - Auxiliary Coordinator: (212) 334-0618
  - Detective Squad: (212) 334-0635
Integrated Contingency Plan

INTEGRATED CONTINGENCY PLAN

Emergency Response Planning

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

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

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

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

Alfred is committed to conducting its operations in a safe and environmentally responsible manner. All faculty, staff and students are expected to promote and foster a safe work environment.

Precautionary measures, including the adoption of the ICP, have been taken to minimize the potential occurrence of incidents that could result in emergencies.

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

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

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

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

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

<table>
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<tr>
<th>FIRE - On Campus</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
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<tr>
<td>Total FIRE</td>
<td>3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Fire - in a Residence Hall</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

2015: Fryer in Midnight, stove top flame, lighting a can of glade/torch
A log of all campus fires are kept in the Office of Public Safety and can be inspected during normal business hours.

FIRE SAFETY MANAGEMENT POLICY & PROCEDURES
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

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.
FIRE EMERGENCY PROCEDURES
Every member of the University community should do his/her part to prevent fires from starting and to be prepared to take appropriate action in the event that a fire does occur. Always know where the closest stairwell and exit is located and have a back-up plan in case that path is blocked. Familiarize yourself with the gathering points for each building you may enter. This information can be found in your Orange Emergency Folder.

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

IN CASE OF FIRE
1. Leave the building if the alarm sounds, unless it is unsafe to do so. Sound the alarm if conditions warrant.
2. Call 911 or Public Safety at 607-871-2108 when in a safe location.
3. Close all windows within your area to prevent cross drafts from entering the building, unless it is unsafe to do so.
4. Keep all interior and exterior fire doors closed to prevent cross drafts from entering the building; this will help reduce the spread of fire, unless it is unsafe to do so.
5. If your door is closed, place your hand (outer, not palm side) against the door. If it is warm or if you smell smoke, DO NOT OPEN THE DOOR. Follow the directions under “WHAT TO DO IF TRAPPED BY SMOKE OR FIRE.”
6. Evacuate without unnecessary running. Avoid any action which might cause others to panic.
7. Do not use elevators for evacuation. Power failures can cause the elevator to stick between floors; smoke and fire can travel up through the elevator shaft.
8. Familiarize yourself with the locations of all available exits, including fire escapes. If an exit is blocked by smoke or fire, go to the next available exit. Give assistance and direction to those following after you, particularly the handicapped.
9. Use caution when approaching stairwell entrances; you may be merging with evacuees from other floors.
10. Travel downward on stairs, unless it is unsafe to do so.
11. After you have completely cleared your building, look back; someone may be signaling for assistance from a window. By alerting firefighters or other emergency personnel, you will help to speed their rescue.
12. Follow all instructions given by emergency personnel.

WHAT TO DO IF TRAPPED BY SMOKE OR FIRE
1. If your door is closed and you suspect that a fire is located just outside, use any available material to seal any cracks or openings to prevent smoke from entering the room. If you find that you are trapped in an area while the door is open, use a coat, shirt, skirt, or similar material to close it, protecting your hand against possible burns from the heated door or doorknob. Next, seal the cracks and openings to prevent smoke from entering the room.
2. Partially open a window and stay near it, keeping low and breathing fresher air supplied from outside.
3. If no telephone is available, use a coat, shirt or similar item to signal your location by waving the item outside of the window. Those evacuating the building may see your signal and alert rescue teams.
4. Remain as calm as possible, breathing normally only the fresher air supplied by the open window. Once your location has been determined, rescue efforts will begin.

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

NEVER USE WATER ON ELECTRICAL FIRES.
- Carbon dioxide (CO2) is used for flammable liquids, electrical wire or equipment.
- ABC dry chemical may be used for any of the above; most of the extinguishers on campus are ABC types.
- Misuse of fire extinguisher and other fire safety equipment is a violation of University policy as well as
state law. Individuals who misuse fire safety equipment are subject to University judicial action.

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

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

FIRE HAZARDS
- Creating a fire hazard in a building is prohibited. This applies but is not limited to: candles, cut natural trees, halogen lights, incense.
- Certain Appliances including, but not limited to those drawing more than 800 watts, those with an open coil (e.g. toaster ovens, microwaves, etc.) are prohibited.
- Prohibited:
  - bottled gases in unauthorized locations (Residence Halls)
  - decorative hangings (paper or fabric) affixed less than 6 inches from the ceiling or floor or in stairwells
  - extension cords without a surge protector
  - 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).

Fire Safety in the Residence Halls

RESIDENCE HALL LIVING
Alfred University offers students distinct living opportunities, as well as several “special interest housing” options, ranging from traditional, corridor-style residence halls to suites, apartments and houses. Several residence halls are co-ed by floor (a floor of men and a floor of women) and have open visitation. These are Cannon, Barresi, Tefft, Reimer, Openhym and Kruson. Bartlett and The Brick are co-ed by door with designated bathrooms by gender on each floor.
- ANN’S HOUSE is our newest LEED certified residence hall which offers a unique living arrangement for upper-class students.
  It is located on the south side of campus, elevated behind the Ford St. apartments, on the back road of campus, not far from the Stull Observatory. The hallways are corridor style but contain 10 suites, housing 60 residents. Each space houses two single rooms with a shared bathroom and small hallway. The house is co-ed by door with a lounge area and flat screen TV on each floor. There is also a full kitchen, lounge area, and laundry room on the ground floor.
- BARRESI is located closest to Ade Dining Hall, and is a designated first year student residence hall offering two floors of men and one floor of women. A large front lawn gives plenty of room for informal volleyball and football games. Barresi houses 79 students and is also home to “Alfred al Fresco”, an exciting special interest community with emphasis placed on celebrating Alfred University’s beautiful location and participating in outdoor activities.
- BARTLETT accommodates 88 upper-class students with predominately single occupancy rooms. A large fireplace lounge area is ideal for informal chats, a game of billiards, and movie nights. Bartlett also has newly remodeled bathrooms. The Office of Residence Life is located on the ground floor of Bartlett Hall. Bartlett is located on the North side of campus, next to the McMahon building, across from the Olin building.
- THE BRICK is the oldest residence hall on campus, housing 98 new and returning students. Larger rooms and wide hallways are unique to the design of Brick Hall. The architecture of the building includes extremely high
ceilings, recently renovated bathrooms, beautiful wood flooring throughout the building, and exposed wood beams.

- **CANNON** houses 79 students and is a “sister” building to Barresi, offering two floors of men and one floor of women. Cannon is designated 24/7 Quiet Study and is a mix of new and returning students. Residents of Cannon have a short walk to Ade Dining Hall, the Olin, McMahon and Miller academic buildings, as well as McLane Athletic Center, Merrill Field and the Pine Hill Trails.

- **KRUSON** is a traditional corridor-style building and houses 101 students. Kruson is a mix of upper-class students and new students (first-year and transfers). It is located on the South side of campus next to Brick Hall and across from Herrick Memorial Library and the Saxon Inn.

- **OPENHYM** is located on the south end of campus and is our largest residence hall, housing 150 students (two floors of women, one floor of men). Openhym offers new and returning students a beautiful view of South Campus, billiards and a TV room on the main floor, and additional spacious main lounges on each individual floor for community activities, and recreation.

- **REIMER** is located on the north side of campus, elevated behind Cannon Hall. It is a traditional corridor-style hall, consisting of three floors, co-ed by floor, and has a total of 100 new and returning students. Reimer offers a nice view of north campus and is close to Ade Dining Hall, the Miller Performing Arts Center, Merrill Field and the McLane Athletic Center.

- **TEFFT** is located adjacent to Reimer Hall, and also has three floors, co-ed by floor, of new and returning residents, housing a total of 100 students. Tefft Hall has recently renovated bathrooms with floor to ceiling shower stalls and wood flooring throughout.

- **JOEL’S HOUSE** is located near Ann’s House, slightly further up the hill on the back road of campus. Joel’s House is designated “Alfred al Fresco” for upper-class students with a log cabin feel overlooking the picturesque village of Alfred. Its location offers a quiet environment near walking trails, bike trails. The corridor-style, co-ed layout consists of two floors, mixed with single and double occupancy rooms. Both floors have a large lounge area for group meetings, study sessions, or hangout time with access to a large patio. There is a full kitchen located on the ground floor with a laundry room available to Joel’s House residents.

Alfred University offers three suite-style complexes on Pine Hill. Each building has the capacity to house 58 students. There are ten suites per building and each suite has three bedrooms, one bathroom, one kitchenette area and a living room. Each building has a laundry and lounge facility at the lower level. They are:

- **LOWER PINE HILL** (Davis, Kenyon, Shults)
- **MIDDLE PINE HILL** (Crawford & Tredennick)
- **UPPER PINE HILL** (Norwood & Phillips)

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

Alfred University also offers “Special Interest Housing” for upper-class students who meet the specific requirements for the living area. We have three academic houses that are sponsored by three different academic programs. They include the “Environmental Studies” house, “Honors” house, “Language” house “Hillel” house (for our Jewish community), the “International” house (for our 21 and older International community), and two graduate student houses (15 Terrace and 53 West University).

The availability of single rooms for incoming first year and new transfer students is very limited. If you have a need for a single room, please provide a letter of explanation and medical documentation to the Alfred University Office of Residence Life. Your request for accommodations will be reviewed by a committee consisting of the University Physician, Director of the Wellness Center and the Director of Special Academic Services. Students will be notified via email regarding their housing assignment.
Fire Safety Education and Training

FIRE SAFETY EDUCATION & TRAINING

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

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

FIRE DRILLS

A minimum of four drills were conducted in each building (academic and residence halls) during the 2017 calendar year. All academic building drills are conducted during daytime work hours and residence halls are normally conducted during the evening hours. All drills are unannounced. A detailed copy of the fire drills are available upon request, see the Office of Public Safety.

EMERGENCY EVACUATION

Non Residence Hall buildings

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

PLACED ON RESIDENTIAL DOORS

For Residential Buildings with Sprinklers

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

For Residential Buildings without Sprinklers

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

EVACUATION PROCEDURES

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.
# Housing Fire & Safety Chart

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

EVACUATION PROCEDURES
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.

EMERGENCY EVACUATION - Non Residence Hall buildings
Employees and students should familiarize themselves with the emergency evacuation procedures in their buildings. Special attention should be given to the evacuation procedures for persons with disabilities.

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

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

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

ALFRED UNIVERSITY

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

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

<table>
<thead>
<tr>
<th>Building</th>
<th>Location Evacuated</th>
<th>Exit</th>
<th>Outdoor Assembly Area</th>
<th>Alternate Indoor Assembly Area</th>
</tr>
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<tbody>
<tr>
<td>Ade Dining Hall (4)</td>
<td>Ground Floor, First Floor</td>
<td>1, 3 &amp; 4</td>
<td>Sidewalk in front of Miller #1 (3a)</td>
<td>Miller Theater #2 (3b) Lobby</td>
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<tr>
<td>Ade Dining Hall (4)</td>
<td>Second Floor</td>
<td>1, 3 &amp; 4</td>
<td>Sidewalk in front of Miller #1 (3a)</td>
<td>Miller Theater #2 (3b) Lobby</td>
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<tr>
<td>Alfred Ceramic Art Museum (13a)</td>
<td>Level 1</td>
<td>1</td>
<td>East parking lot</td>
<td>Scholes Library (12) Lobby</td>
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<tr>
<td>Alfred Ceramic Art Museum (13a)</td>
<td>Level 2</td>
<td>3</td>
<td>East parking lot</td>
<td></td>
</tr>
<tr>
<td>Alumni Hall (34)</td>
<td>First Floor North, Third Floor North,</td>
<td>1</td>
<td>King Alfred statue</td>
<td>Herrick Library (35) Lobby</td>
</tr>
<tr>
<td></td>
<td>North Mezzanine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumni Hall (34)</td>
<td>First Floor South, Second Floor,</td>
<td>3</td>
<td>King Alfred statue</td>
<td>Herrick Library (35) Lobby</td>
</tr>
<tr>
<td></td>
<td>Third Floor South, South Mezzanine</td>
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<tr>
<td>Ann's House (55)</td>
<td>All Floors</td>
<td>2, 4</td>
<td>Parking lot north</td>
<td>Judson Leadership Center (33) Lobby</td>
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<tr>
<td>AU Motor Pool (61)</td>
<td>All areas</td>
<td>4</td>
<td>Parking lot.</td>
<td>AU Physical Plant (23)</td>
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<tr>
<td>AU Physical Plant and Public</td>
<td>Basement</td>
<td>2</td>
<td>Parking lot behind Carnegie.</td>
<td>Heating Plant (59)</td>
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<td>Safety Office (23)</td>
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<td>AU Physical Plant and Public</td>
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<td>Heating Plant (59)</td>
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<td>Safety Office (23)</td>
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<tr>
<td>Barresi Hall (6 j)</td>
<td>First Floor</td>
<td>4</td>
<td>West sidewalk</td>
<td>Ade Dining (4) Lobby</td>
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<tr>
<td>Barresi Hall (6 j)</td>
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<td>West sidewalk</td>
<td>Ade Dining (4) Lobby</td>
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<td>Barresi Hall (6 j)</td>
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<td>West sidewalk</td>
<td>Ade Dining (4) Lobby</td>
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<td>Bartlett Hall (9)</td>
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<td>Olin (10) Lobby</td>
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<td>Bartlett Hall (9)</td>
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<td>Bartlett Hall (9)</td>
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<td>Bartlett Hall (9)</td>
<td>Third &amp; Fourth Floor</td>
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<td>West sidewalk</td>
<td>Olin (10) Lobby</td>
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<td>Binns-Merrill Hall (19)</td>
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<td>3, 4</td>
<td>Parking lot next to STEP lab</td>
<td>Powell Campus Center (27) Lobby</td>
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<td>Location</td>
<td>Floor(s)</td>
<td>Sidewalk/ Parking Area</td>
<td>Nearby Location</td>
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<td>2, Sidewalk between Myers and Perlman</td>
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<td>Binns-Merrill Hall (19)</td>
<td>First and Second Floors</td>
<td>2, Sidewalk between Myers and Perlman</td>
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<td>Brick Residence Hall (36)</td>
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<td>3, Parking lot behind Kruson</td>
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<td>Brick Residence Hall (36)</td>
<td>First, Second and Third Floor</td>
<td>2, West sidewalk of Herrick Library</td>
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<td>Cannon Hall (6 k)</td>
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<td>4, West sidewalk</td>
<td>Olin (10) Lobby</td>
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<td>Second Floor</td>
<td>1, West sidewalk</td>
<td>Olin (10) Lobby</td>
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<td>Cannon Hall (6 k)</td>
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<td>3, West sidewalk</td>
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<td>Career Development Center - The Robert R. McComsey (28)</td>
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<td>Confucius House (46)</td>
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<td>Shop Area</td>
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<td>Judson Leadership Center (33) Lobby</td>
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<td>Ford St. Apts. - Bacchus (31e)</td>
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<td>Ford St. Apts. - Medusa (31f)</td>
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<td>Ford St. Apts. - Pegasus (31a)</td>
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<td>Ford St. Apts. - Thor (31d)</td>
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<td>Gothic Chapel (41)</td>
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<td>Carnegie (25) first floor</td>
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<tr>
<td>Greene Hall (24)</td>
<td>First Floor Human Resources &amp; Payroll</td>
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<td>Carnegie (25) first floor</td>
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<tr>
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<td>Carnegie (25) first floor</td>
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<tr>
<td>Grounds Storage Annex (58)</td>
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<td>Carillon</td>
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<td>Hall of Glass Science and Eng. (20)</td>
<td>Sub-Basement</td>
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<td>Hall of Glass Science and Eng. (20)</td>
<td>Basement</td>
<td>4</td>
<td>Parking lot next to STEP lab</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Hall of Glass Science and Eng. (20)</td>
<td>First Floor</td>
<td>2</td>
<td>Sidewalk Myers Hall</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Hall of Glass Science and Eng. (20)</td>
<td>Second Floor</td>
<td>2</td>
<td>Sidewalk Myers Hall</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Harder Hall (13)</td>
<td>First Floor - Sr Ceramics, Woodshop, Glaze, Kiln Rooms</td>
<td>3</td>
<td>West parking lot Repro area</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>First Floor - Jr &amp; Sr Ceramics</td>
<td>4a, 4b</td>
<td>West parking lot Repro area</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>Second Floor - Photo; Aud Back Stage &amp; Dressing Rooms</td>
<td>1</td>
<td>North sidewalk across street</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>Second Floor - Electronic Arts</td>
<td>4b</td>
<td>West parking lot Repro area</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>Second Floor - Painting, Drawing, FF offices</td>
<td>4a</td>
<td>West parking lot Repro area</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>Second Floor - Freshman Foundations</td>
<td>2 - McGee Pavilion</td>
<td>West parking lot Repro area</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>Second Floor - museum storage, Moca Joca, Supply Room</td>
<td>2 - First Floor</td>
<td>Perlman sidewalk</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Location</td>
<td>Floor</td>
<td>Section</td>
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<tr>
<td>Harder Hall (13)</td>
<td>Third Floor - Printmaking North Side</td>
<td>1</td>
<td>North sidewalk across street</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>Third Floor - Holmes Aud/Gallery/Mus Storage</td>
<td>3a, 2 - McGee</td>
<td>Perlman sidewalk</td>
<td>Olin (10) Lobby</td>
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<td>Harder Hall (13)</td>
<td>Third Floor - Holmes Auditorium</td>
<td>2 Holmes Aud</td>
<td>Perlman sidewalk</td>
<td>Olin (10) Lobby</td>
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<td>Harder Hall (13)</td>
<td>Fourth Floor - Art Hist/IEA, McGee Pavilion</td>
<td>1, 3b McGee</td>
<td>North sidewalk across street</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>Fifth Floor - Graphic Dsgn/Integrated Electronic Arts</td>
<td>1</td>
<td>North sidewalk across street</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Heating Plant (59)</td>
<td>First Floor - Boiler Room</td>
<td>4a</td>
<td>Parking lot east by Carnegie</td>
<td>Physical Plant (23)</td>
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<tr>
<td>Heating Plant (59)</td>
<td>First Floor - Storage, Plumbing Repair</td>
<td>4b</td>
<td>Parking lot east by Carnegie</td>
<td>Physical Plant (23)</td>
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<tr>
<td>Heating Plant (59)</td>
<td>Second Floor</td>
<td>2</td>
<td>Parking lot east by Carnegie</td>
<td>Physical Plant (23)</td>
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<td>Herrick Memorial Library (35)</td>
<td>Ground Floor</td>
<td>3</td>
<td>Parking lot south</td>
<td>Powell Campus Center (27) Lobby</td>
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<tr>
<td>Herrick Memorial Library (35)</td>
<td>First Floor</td>
<td>1</td>
<td>King Alfred statue</td>
<td>Powell Campus Center (27) Lobby</td>
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<tr>
<td>Herrick Memorial Library (35)</td>
<td>Second Floor</td>
<td>1</td>
<td>King Alfred statue</td>
<td>Powell Campus Center (27) Lobby</td>
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<td>Honors House (45)</td>
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<td>2</td>
<td>East sidewalk</td>
<td>Saxon Inn (40) Lobby</td>
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<tr>
<td>Howell Hall (30)</td>
<td>Ground Floor Banner Training</td>
<td>1</td>
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<td>Ground Floor remaining</td>
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<td>King Alfred statue</td>
<td>Powell Campus Center (27) Lobby</td>
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<td>Howell Hall (30)</td>
<td>Second Floor</td>
<td>4</td>
<td>King Alfred statue</td>
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<td>International House (42)</td>
<td>All Floors</td>
<td>4</td>
<td>West sidewalk</td>
<td>Saxon Inn (40) Lobby</td>
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<tr>
<td>Joel's House (54)</td>
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<td>3, 4</td>
<td>Parking lot south</td>
<td>Judson Leadership Center (33) Lobby</td>
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<tr>
<td>Joyce &amp; Walton Center (7)</td>
<td>All Floors</td>
<td>2</td>
<td>Parking lot east</td>
<td>Olin (10) Lobby</td>
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<td>Judson Leadership Center (33)</td>
<td>All offices</td>
<td>1</td>
<td>Openhym parking lot</td>
<td>Alumni Hall (34) Lobby</td>
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<tr>
<td>Kanakadea Hall (26)</td>
<td>Basement</td>
<td>1a</td>
<td>Powell Campus Center west sidewalk</td>
<td>Powell Campus Center (27) Lobby</td>
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<tr>
<td>Building</td>
<td>Floor</td>
<td>Exit</td>
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<tr>
<td>Kanakadea Hall (26)</td>
<td>First Floor</td>
<td>1b fire escape, 2, 3</td>
<td>Powell Campus Center west sidewalk</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Kanakadea Hall (26)</td>
<td>Second Floor</td>
<td>1c fire escape</td>
<td>Powell Campus Center west sidewalk</td>
<td>Powell Campus Center (27) Lobby</td>
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<tr>
<td>Kruson Residence Hall (39)</td>
<td>Ground Floor</td>
<td>4</td>
<td>Parking lot west</td>
<td>Herrick Library (35) Lobby</td>
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<td>Kruson Residence Hall (39)</td>
<td>First, Second &amp; Third Floor</td>
<td>2, 3</td>
<td>Herrick west sidewalk</td>
<td>Herrick Library (35) Lobby</td>
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<tr>
<td>Language House (47)</td>
<td>All Floors</td>
<td>2</td>
<td>East sidewalk</td>
<td>Crandall Wellness Center (44) Lobby</td>
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<tr>
<td>Marlin Miller Performing Arts Center (3)</td>
<td>Basement</td>
<td>3</td>
<td>Ade Dining Hall sidewalk</td>
<td>Ade Dining Hall (4)</td>
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<td>Marlin Miller Performing Arts Center (3)</td>
<td>First,Second and Third Floors</td>
<td>2a, 2b</td>
<td>Ade Dining Hall sidewalk</td>
<td>Ade Dining Hall (4)</td>
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<tr>
<td>McLane Physical Education Center (8)</td>
<td>First Floor-Offices, Squash Court</td>
<td>1c</td>
<td>Parking lot east</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>McLane Physical Education Center (8)</td>
<td>First Floor-Fitness Center, Training Rm, Equip Office, Locker Rms, Laundry</td>
<td>2</td>
<td>Grassy area south</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>McLane Physical Education Center (8)</td>
<td>First Floor-Gymnasium</td>
<td>1a, 1b</td>
<td>Parking lot east</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>McLane Physical Education Center (8)</td>
<td>Second Floor including balcony</td>
<td>4</td>
<td>West sidewalk</td>
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<tr>
<td>McMahon Building (11)</td>
<td>First Floor North</td>
<td>4a</td>
<td>Scholes Library sidewalk</td>
<td>Scholes Library (12) Lobby</td>
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<tr>
<td>McMahon Building (11)</td>
<td>First Floor South</td>
<td>4b</td>
<td>Scholes Library sidewalk</td>
<td>Scholes Library (12) Lobby</td>
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<tr>
<td>McMahon Building (11)</td>
<td>Second Floor West</td>
<td>4a, 4b</td>
<td>Scholes Library sidewalk</td>
<td>Scholes Library (12) Lobby</td>
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<tr>
<td>McMahon Building (11)</td>
<td>Second Floor East</td>
<td>2a, 2b</td>
<td>Science Center parking lot</td>
<td>Scholes Library (12) Lobby</td>
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<tr>
<td>McMahon Building (11)</td>
<td>Third Floor West</td>
<td>4a, 4b</td>
<td>Scholes Library sidewalk</td>
<td>Scholes Library (12) Lobby</td>
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<td>McMahon Building (11)</td>
<td>Third Floor East</td>
<td>2a, 2b</td>
<td>Science Center parking lot</td>
<td>Scholes Library (12) Lobby</td>
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<tr>
<td>Miller Theater (3a)</td>
<td>First &amp; Second Floor North</td>
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<td>Ade Dining Hall sidewalk</td>
<td>Ade Dining Hall (4)</td>
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<tr>
<td>Miller Theater (3a)</td>
<td>First &amp; Second Floor South</td>
<td>3</td>
<td>Ade Dining Hall sidewalk</td>
<td>Ade Dining Hall (4)</td>
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<tr>
<td>Moskowitz Hall (6h)</td>
<td>First Floor</td>
<td>4</td>
<td>West sidewalk</td>
<td>Ade Dining (4) Lobby</td>
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<td>Number</td>
<td>Exit Type</td>
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<tr>
<td>Moskowitz Hall (6h)</td>
<td>Second &amp; Fourth Floors</td>
<td>1</td>
<td>West sidewalk</td>
<td>Ade Dining (4) Lobby</td>
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<tr>
<td>Moskowitz Hall (6h)</td>
<td>Third Floor</td>
<td>3</td>
<td>West sidewalk</td>
<td>Ade Dining (4) Lobby</td>
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<tr>
<td>Myers Hall (17)</td>
<td>First, Second, &amp; Third Floor North</td>
<td>4a</td>
<td>Binns-Merrill sidewalk</td>
<td>Powell Campus Center (27) Lobby</td>
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<tr>
<td>Myers Hall (17)</td>
<td>First, Second, &amp; Third Floor South</td>
<td>4b</td>
<td>Binns-Merrill sidewalk</td>
<td>Powell Campus Center (27) Lobby</td>
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<tr>
<td>Myers Hall (17)</td>
<td>Third Floor-Room 334, 336, 337</td>
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<td>Fire Esc</td>
<td>Powell Campus Center (27) Lobby</td>
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<td>National Casting Center (51)</td>
<td>Main Floor</td>
<td>1, 2, 3</td>
<td>East sidewalk across street</td>
<td>McLean (8) gymnasium</td>
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<tr>
<td>NYSCC Physical Plant (57)</td>
<td>Basement</td>
<td>1</td>
<td>Glass Science &amp; Eng. parking lot</td>
<td>Harder Hall (13) Lobby</td>
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<td>NYSCC Physical Plant (57)</td>
<td>First Floor</td>
<td>2</td>
<td>Glass Science &amp; Eng. parking lot</td>
<td>Harder Hall (13) Lobby</td>
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<tr>
<td>Olin Building (10)</td>
<td>Level 1</td>
<td>1, 4a, 4b, 4c</td>
<td>West parking lot</td>
<td>McLean (6) gymnasium</td>
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<tr>
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<td>Level 2</td>
<td>1, 4a, 4b, 4c</td>
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<td>Olin Building (10)</td>
<td>Level 3 &amp; 4</td>
<td>2</td>
<td>Bartlett Hall</td>
<td>McLean (6) gymnasium</td>
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<td>Openhym Residence Hall (32)</td>
<td>First, Second, Third &amp; Fourth Floor</td>
<td>3, 4</td>
<td>West sidewalk</td>
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<td>Perlman Hall (16)</td>
<td>First Floor</td>
<td>2 &amp; 4</td>
<td>Science Center parking lot</td>
<td>Science Center (15) 2nd Flr Lobby</td>
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<td>Perlman Hall (16)</td>
<td>Second and Third Floors</td>
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<td>Science Center parking lot</td>
<td>Science Center (15) 2nd Flr Lobby</td>
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<tr>
<td>Pine Hill Suites - Crawford (5d)</td>
<td>First, Second, Third Floor North</td>
<td>4a</td>
<td>In front of Davis</td>
<td>Ade Dining (4) Lobby</td>
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<tr>
<td>Pine Hill Suites - Crawford (5d)</td>
<td>First, Second, Third Floor South</td>
<td>4b</td>
<td>In front of Davis</td>
<td>Ade Dining (4) Lobby</td>
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<tr>
<td>Pine Hill Suites - Davis (5f)</td>
<td>First, Second &amp; Third Floor South</td>
<td>2a</td>
<td>In front of Tredennick</td>
<td>Ade Dining (4) Lobby</td>
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<tr>
<td>Pine Hill Suites - Davis (5f)</td>
<td>First, Second &amp; Third Floor North</td>
<td>2b</td>
<td>In front of Tredennick</td>
<td>Ade Dining (4) Lobby</td>
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<tr>
<td>Pine Hill Suites - Kenyon (5g)</td>
<td>First, Second, Third Floor North</td>
<td>2a</td>
<td>Back of Reimer</td>
<td>Ade Dining (4) Lobby</td>
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<tr>
<td>Pine Hill Suites - Kenyon (5g)</td>
<td>First, Second, Third Floor South</td>
<td>2b</td>
<td>Back of Reimer</td>
<td>Ade Dining (4) Lobby</td>
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<td>Pine Hill Suites - Norwood (5a)</td>
<td>First, Second, Third Floor North</td>
<td>4a</td>
<td>Down the side ramp to parking lot.</td>
<td>Ade Dining (4) Lobby</td>
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<td>Down the side ramp to parking lot.</td>
<td>Ade Dining (4) Lobby</td>
<td>Pine Hill Suites - Phillips (5b)</td>
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<td>4a</td>
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<td>Pine Hill Suites - Phillips (5b)</td>
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<td>In front of Shults</td>
<td>Ade Dining (4) Lobby</td>
<td>Pine Hill Suites - Shults (5e)</td>
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<td>2a</td>
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<td>Pine Hill Suites - Shults (5e)</td>
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<td>2b</td>
<td>In front of Phillips</td>
<td>Ade Dining (4) Lobby</td>
<td>Pine Hill Suites - Tredennick (5c)</td>
<td>First, Second, Third Floor North</td>
<td>4a</td>
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<td>Pine Hill Suites - Tredennick (5c)</td>
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<td>In front of Norwood</td>
<td>Ade Dining (4) Lobby</td>
<td>Powell Campus Center (27)</td>
<td>First Floor</td>
<td>1a, 4</td>
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<td>Powell Campus Center (27)</td>
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<td>King Alfred statue</td>
<td>Herrick Library (35) Lobby</td>
<td>Powell Campus Center (27)</td>
<td>Third Floor</td>
<td>1b</td>
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<td>2</td>
<td>King Alfred statue</td>
<td>Herrick Library (35) Lobby</td>
<td>Scholes Library (12)</td>
<td>Sub-basement</td>
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<tr>
<td>Scholes Library (12)</td>
<td>Basement - Mechanical Rooms, Storage</td>
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<td>West parking lot</td>
<td>Olin (10) Lobby</td>
<td>Scholes Library (12)</td>
<td>Ground Floor East</td>
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<td>Ground Floor South</td>
<td>3</td>
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<td>Scholes Library (12)</td>
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<td>2</td>
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<td>Second Floor</td>
<td>2</td>
<td>McMahon sidewalk</td>
<td>Olin (10) Lobby</td>
<td>Scholes Library (12)</td>
<td>Third Floor</td>
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<td>Science Center (15)</td>
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<td>4a</td>
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<td>Science Center (15)</td>
<td>Second Floor</td>
<td>4b</td>
<td>Parking lot behind Perlman</td>
<td>Powell Campus Center (27) Lobby</td>
<td>Science Center (15)</td>
<td>Third Floor North</td>
<td>4b</td>
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<td>2</td>
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<tr>
<td>Seidlin Annex/Engineering Laboratories (22)</td>
<td>First Floor-Electrical Engineering</td>
<td>2a</td>
<td>Sidewalk between Myers Hall and Powell</td>
<td>Powell Campus Center (27) Lobby</td>
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<td>Seidlin Annex/Engineering Laboratories (22)</td>
<td>First Floor-Thermo Sciences</td>
<td>2c</td>
<td>Sidewalk between Myers Hall and Powell</td>
<td>Powell Campus Center (27) Lobby</td>
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<td>Seidlin Annex/Engineering Laboratories (22)</td>
<td>Electrical Engineering Labs, Materials Labs</td>
<td>4a, 4b, 4c - Fire Esc</td>
<td>Parking lot by STEP lab</td>
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<td>Seidlin Annex/Engineering Laboratories (22)</td>
<td>Second Floor</td>
<td>2b</td>
<td>Sidewalk between Myers Hall and Powell</td>
<td>Powell Campus Center (27) Lobby</td>
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<tr>
<td>Seidlin Hall (18)</td>
<td>Ground Floor</td>
<td>4</td>
<td>Sidewalk between Myers Hall and Powell</td>
<td>Powell Campus Center (27) Lobby</td>
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<td>Seidlin Hall (18)</td>
<td>First &amp; Second Floor</td>
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<td>Sidewalk between Myers Hall and Powell</td>
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<tr>
<td>Stull Observatory Classroom (49)</td>
<td>Classroom - Note: All domes single exits</td>
<td>3, 4</td>
<td>Parking lot west</td>
<td>Alumni Hall (34) Lobby</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tefft Hall (6i)</td>
<td>First Floor</td>
<td>4</td>
<td>West sidewalk</td>
<td>Ade Dining (4) Lobby</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tefft Hall (6i)</td>
<td>Second and Fourth Floors</td>
<td>1</td>
<td>West sidewalk</td>
<td>Ade Dining (4) Lobby</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tefft Hall (6i)</td>
<td>Third Floor</td>
<td>3</td>
<td>West sidewalk</td>
<td>Ade Dining (4) Lobby</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Advancement (52)</td>
<td>Basement &amp; First Floor</td>
<td>2, 4</td>
<td>Bus stop shelter south across street</td>
<td>McLane Center (7) gymnasium</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Advancement (52)</td>
<td>Second &amp; Third Floor</td>
<td>3</td>
<td>Bus stop shelter south across street</td>
<td>McLane Center (7) gymnasium</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wellness Center (44)</td>
<td>First Floor North</td>
<td>1</td>
<td>Parking lot</td>
<td>Powell Campus Center (27) Lobby</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wellness Center (44)</td>
<td>First Floor East</td>
<td>2a, 2b</td>
<td>Parking lot</td>
<td>Powell Campus Center (27) Lobby</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wellness Center (44)</td>
<td>First Floor South</td>
<td>3</td>
<td>Parking lot</td>
<td>Powell Campus Center (27) Lobby</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wellness Center (44)</td>
<td>First Floor West</td>
<td>4a, 4b</td>
<td>Parking lot</td>
<td>Powell Campus Center (27) Lobby</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rev. EH&S 09/03/18 - Note: Number next to building name in parentheses designates building number from campus map on Alfred web site (https://www.alfred.edu/about/map/map-files/_docs/campus-map-7.2018.pdf)