

Annual Security & Fire Report 2024

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REPORT OVERVIEW

At Hilbert College, the safety and well-being of our students, faculty, staff, and visitors is our highest priority. Achieving a safe and secure environment requires the cooperation of all members of the campus community. This publication is part of our ongoing effort to ensure safety through successful collaboration and preventive measures. We encourage you to read it carefully and use the information to help foster a safe environment for yourself and others.

The Hilbert College Clery Compliance Team, under the direction of the Assistant Provost for Institutional Effectiveness and the Director of Campus Safety, is responsible for preparing and distributing the Annual Security and Fire Safety Report (ASR). This report was created to meet and comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998. Any questions regarding this report should be directed to Hilbert College's Campus Safety Director.

This report provides current and prospective students, faculty, and staff with pertinent campus safety information, including crime statistics, policy statements, and procedures to follow to report a crime. The report includes statistics from the previous three calendar years regarding crimes that occurred on the Hilbert College campus, including on public property within or immediately adjacent to and accessible to the campus premises. The report includes details on campus security and personal safety measures, covering topics such as crime prevention, fire safety, reporting policies, disciplinary procedures, and education and awareness programs.

The ASR is completed annually and made available to the public no later than October 1st of each year.

Current Students, Employees and the public may access the ASR on the <u>Hilbert College website</u>. Notices of the report's availability, its content and the opportunity to request a copy are communicated to current students and employees, and prospective students and employees by Hilbert College.

THE CLERY ACT

The Clery Act is a federal statute codified at 20 U.S.C. § 1092 with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 688.46. The law is named after Jeanne Clery, a 19year-old Lehigh University student who was raped and murdered in her dormitory in 1986—a crime that may have been prevented had the institution been proactive and transparent in alerting the community of the types, frequencies, and locations of crime on campus.

Thus, the Clery Act requires all institutions of higher education that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance with the Clery Act includes publishing an Annual Security Report (ASR) that discloses crime statistics for the prior three years and distributing it to current and prospective students and employees.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law applies to most institutions

of higher education, both public and private, and is tied to participation in federal student financial aid programs. It is enforced by the U.S. Department of Education.

HILBERT COLLEGE CAMPUS SAFETY

The Campus Safety Department, located in the lower level of the Campus Center, provides 24/7 protection to ensure a safe and secure environment for all members of the campus community including students, staff, administration, and visitors. Primary responsibilities of the department include actively patrolling the campus on foot, by gold cart, or in specially marked vehicles; aiding enforcement of federal, state and local laws; preventing crime; educating the community; regulating noncriminal conduct and preserving the peace.

Hilbert's Campus Safety Department is staffed by Campus Safety Officers (CSO) who are highly trained security professionals licensed in New York State (NYS). The department is operated as a professional hybrid model with the Director of Campus Safety, an employee of Hilbert College, overseeing a Campus Safety staff that is contracted through Allied Universal Services (AUS), a leading provider of security and facility services in North America.

Each Campus Safety Officer is registered with NYS as an Unarmed Security Guard and holds CPR certification. Security officers adhere to Article 7A of NYS General Business Law [§89-f (6)], which defines a security guard as an individual (other than an active police officer) employed in NYS to primarily perform various duties, including the protection of persons and property from harm, theft, or unlawful activity; the deterrence, observation, detection, and reporting of unlawful or unauthorized actions; patrol services; and responding to security or fire system alarms.

The Campus Safety Department offers ongoing training to all CSO's in areas of community policing, diversity and cultural sensitivity, professionalism, customer service, patrol techniques, defensive tactics, handcuffing certification, basic first aid, CPR and AED, Narcan training, and active shooter response protocols.

Campus Safety is tasked with enforcing Hilbert College policies as well as addressing NYS and local law violations on campus property and within the designated Clery geography. The department is a non-sworn law-enforcement security agency with very limited authorized NYS civilian arrest authority under NYS Criminal Procedure Law (CPL) sections §140.30, §140.35, §140.40, Sections §89N NYS General Business Law, and NYS CPL subdivision four of section §35.30.

The Campus Safety Department works closely with the Town of Hamburg Police Department, which assists them with incidents that may occur on and off campus but involve campus students or employees. An MOU with the Town of Hamburg Police Department was executed in 2019.

CAMPUS SECURITY AUTHORITIES

The Clery Act recognizes certain individuals on a college campus as Campus Security Authorities (CSA). If an individual does not feel comfortable reporting a crime to the Campus Safety Department or the local police, they may contact any official the College has designated as a CSA. At Hilbert, the following individuals have been designated as CSA's:

- Vice Presidents
- Student Affairs Staff

- Title IX Coordinator
- Deans, Division Chairs, and Directors
- Athletic Coaches
- Any faculty member responsible for supervising any activities or programs that include direct contact with students outside of the classroom
- Any staff member whose primary job description includes providing academic advice to students

CSA's are required to forward any report of a crime to the Campus Safety Department for inclusion in the ASR annual crime statistics—even if the victim of a crime elects not to make a formal report or is otherwise unable to make a report CSA's are obligated to disclose the instance of the crime having been alleged for statistical purposes.

CRIME REPORTING POLICIES AND PROCEDURES

The Campus Safety Department strongly advises reporting all crimes and emergency situations that occur on campus or in its vicinity immediately. Hilbert College actively supports and encourages the investigation of any crimes or incidents reported to Campus Safety. Additionally, members of the College community can choose to report criminal activity to a Campus Security Authority or local law enforcement. In the event of an emergency, individuals should first call 911.

Reports may be made in person at Campus Safety's Dispatch Center located in the lower level of the Campus Center (CC) building or by calling the duty phone at 716-479-1233. Red emergency phones are located in the Swan Lobby, first and second floor of Paczesny Hall, Bogel Hall lobby, first floor outside of Bogel 160, and on the second floor of Bogel. Additional emergency phones are located in the Lower Level of the Campus Center, the Hafner Recreation Center, and inside the Maintenance Building. By pressing the button on a station, users can immediately contact and communicate directly with our Campus Safety Dispatch Center. Criminal complaints can also be filed with the Town of Hamburg Police Department by phone at 716-648-5111 or in person at 6100 South Park Ave, Hamburg NY.

The Campus Safety Department's staff and the Title IX Coordinator are available 24/7 to provide immediate response to emergencies and to help make arrangements for counseling and other support services and resources.

CONFIDENTIAL REPORTING

Victims or observers of crimes can report incidents confidentially without revealing their identities or pursuing action. With permission, a Hilbert Campus Safety Officer or a designated CSA can file a report while keeping the reporter's identity anonymous, except in cases of sex offenses or sexual harassment, which must be reported to the Title IX Coordinator for victim support.

Confidential reports help ensure the safety of others and allow Campus Safety to track incidents, identify crime patterns, and inform the campus community of potential dangers. These reports are included in the institution's annual crime statistics.

Hilbert has a <u>Silent Witness reporting system</u> available on the Campus Safety website for voluntary, anonymous reporting. Concerns can also be discussed with the Campus Safety Department or the

Vice President for Student Life and Dean of Students. Hilbert's professional counselors are trained to inform individuals about procedures for confidential crime reporting. Professional counselors are not required to report confidential reports to Campus Safety or law enforcement for annual crime statistics or timely warnings.

MAINTAINING CONFIDENTIALITY

Public record-keeping does not include names or any other personally identifying information of impacted parties or respondents. Accommodations and protective measures are also protected by confidentiality. No information regarding the reason for the request of these is given to members of the Hilbert community. The Title IX Coordinator provides training for faculty and staff providing information about requests for these measures. They understand that when a reasonable request is made by the Title IX Coordinator, they are to accommodate that request.

SECURITY & ACCESS TO CAMPUS FACILITIES

RESIDENCE HALLS

Hilbert's residence halls are locked and secured 24/7, The entrances to Trinity and St. Joseph's Halls are monitored by staff from the Office of Residence Life. Only students with Resident ID cards and authorized guests may enter the residence halls by using the access-controlled ID card prox-reader card fob system.

Residence Halls are also secured using the proximity fobs for floor access. Rooms are secured utilizing a hard-key, master key system, and are retrofitted with numerous CCTV cameras.

An overnight and guest policy is enforced in all residence halls, which can be found in the Student Handbook.

GENERAL BUILDING SECURITY

Hilbert's Campus Safety Department monitors over 120 video camera feeds that cover the entire campus. This provides for general security across our campus.

Our Campus Safety department utilizes effective communication for additional security. Campus Safety Officers are equipped with radios on their person and in all patrol vehicles.

Hilbert's College's campus buildings use a combination of proximity reader-controlled doors and hardkey locked doors across campus. Points of access may be limited to specific buildings/entryways during non-business hours and holidays to increase security.

MAINTENANCE

The maintenance department is responsible for the campus buildings and grounds with a concern for safety and security. It inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards, such as broken windows and locks. Any concerns about the physical safety of the campus buildings and grounds should be brought to the attention of the Facilities or Campus Safety Department.

TIMELY WARNING AND EMERGENCY NOTIFICATIONS FOR REPORTED CRIMES

Hilbert College is responsible for issuing timely warnings about certain criminal activity that poses a serious or continuing threat to students or employees in compliance with the Clery Act. College administrators will continuously and diligently work to coordinate with the Campus Safety Department to address public safety concerns arising from criminal activity. Anyone with information warranting a timely warning should immediately report the circumstances by phone to 716-479-1233, or in person at the Campus Safety Department.

Timely Warnings alert the campus community about criminal activity that may pose a continuing danger in a way that does not compromise law enforcement efforts. The decision to issue timely warnings are decided on a case-by-case basis in compliance with the Clery Act and are made when all pertinent information is known. An Emergency Notification will be issued when a significant emergency or dangerous situation poses an immediate threat to the health or safety of students and employees who are on campus.

The decision for issuing an emergency message through the emergency notification system Omnilert will be made by the Director of Campus Safety in coordination with the Vice President for Student Life and Dean of Students using an internal decision chart and form. The college will document and retain the justification for determining whether to issue a Timely Warning Notice or an Emergency Notification.

The decision to issue an Emergency Notification will be made by the Director of Campus Safety in coordination with the Vice President for Student Life and Dean of Students, who will also immediately inform the President in cases where an Emergency Notification is being or has been sent out.

When a determination has been made that a Timely Warning should be issued, the Campus Safety Department will inform the campus community by taking one or more appropriate steps to ensure timely notification:

- Invoke Omnilert text system;
- Issue a siren alert;
- issue a broadcast email of the timely warning notice;
- distribute warning fliers around campus;
- post the warning on the campus broadcast monitors.

Such warnings may include but are not limited to the type of crime, date, time, and location of the incident, and suspect description.

If a situation arises on or off campus that is deemed by the Director of Campus Safety to pose an ongoing or continuing threat, a campus-wide emergency notification may be issued through the Omnilert system and/or a campus-wide email. Such notification may be titled, a Security Advisory to distinguish between Clery Timely Warnings and Clery Emergency Notifications

Campus community members may enroll to receive these notifications at https://hilbert.omnilert.net/.

EMERGENCY DRILLS, TESTING, AND EVACUATION PROCEDURES

Emergency drills, in addition to fire drills, are scheduled annually by the Campus Safety Department and/or the Crisis Management Team. Drills of various types will be used to test shelter-in-place responses, lockdowns or evacuations.

Tests are conducted annually to ensure the Omnilert system along with a simulated emergency drill are working and effective. Notifications will distinguish when a drill is being conducted.

The College has developed a Crisis Response Plan for its Crisis Management Team and Crisis Response Guidelines for employees and students, which provide guidelines for preparedness and emergency response programs for various situations that may potentially occur on campus. This team meets on a regular basis to review the emergency response policies and procedures. Extensive efforts are in progress to train students, faculty and staff in its implementation.

The Emergency Lockdown procedures are posted in each classroom on campus as well as in the residence hall and other areas.

CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS

The Campus Safety Department holds educational programs each semester on a variety of topics including personal safety awareness and security, rape prevention awareness training, and anti-theft programs. Information on safety and security is provided on request to students and employees regularly via seminars, videos, posters, and brochures. Programs are also tailored to specific groups and events, such as new student orientation, new hire orientation, and various trainings geared towards student leaders.

Campus Safety training and services available on campus include campus escort, rape counseling, mental health services, emergency medical, and general crime prevention seminars. Services available through the Campus Safety Department throughout the year include vehicle jump-start, motor vehicle emergency entry assistance, Residence Hall lock out assist and lost and found. These services are available for all employees and students.

SEXUAL VIOLENCE AND ASSAULT

CAMPUS SEXUAL ASSAULT VICTIM'S 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 process and or criminal justice process free from pressure by Hilbert College.
- 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 College 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 College representatives as practicable and not be required to unnecessarily repeat a description of the incident.
- 8. Be protected from retaliation by Hilbert College, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of Hilbert.
- 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 judicial process including during all meetings and hearings related to such process.
- 11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial process of Hilbert College.

CONSENT

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. A prior relationship, existing relationship, prior sexual contact, or prior consent does not, alone, constitute affirmative consent to any continued or future sexual activity. Consent to engage in one sexual act (such as kissing or fondling) does not indicate consent to other sexual acts (such as intercourse).

Certain conditions prevent a person from being able to consent. Effective consent cannot be given if a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation can be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. An individual's mental disability may cause him/her to be unable to give affirmative consent to sexual activity. In New York, the statutory age of consent is 17 years old. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants (whether consumption was voluntary or otherwise) may be incapacitated and therefore unable to consent. A person initiating sexual activity is still responsible to obtain affirmative consent even if they are under the influence of drugs or alcohol. Affirmative consent cannot be given under coercion, force, or threat of physical harm or injury.

SEX CRIME REPORTING

All members of the Hilbert College community have the right to make a report to Campus Safety, local law enforcement, and/or state police or choose not to report; to be protected by the college from retaliation for reporting an incident; and to receive assistance and resources from Hilbert College. Upon becoming aware of a Sex Crime, the Campus Safety Officer will always notify the Campus Title IX Coordinator, in addition to the Director of Campus Safety.

A Students' Bill of Rights for cases involving sexual assault, domestic violence, dating violence, or stalking is available on the <u>Hilbert College website</u>.

An additional Statement of Rights for any individual reporting a sexual assault, domestic violence, dating violence, or stalking is also attached at the end of the <u>Sexual Misconduct Policy</u> found on the Hilbert College Campus Safety website.

SEX CRIME PREVENTION EFFORTS

Hilbert College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as defined by the Clery Act. Hilbert College officials, including the Title IX Coordinator, the Vice President for Student Life and Dean of Students, the Director of Counseling, the Director of Residence Life, and the Director of Campus Safety, work together to develop educational programs related to promoting awareness of personal safety and campus security specifically focused on sexual assault, domestic violence, dating violence, and stalking. These programs are offered to the campus community annually.

The campus education programs are intended to address the following:

- 1. Providing information during student orientation about rape and sexual assault, domestic and dating violence and stalking, including primary prevention.
- 2. Distributing educational information on definitions of sexual assault and possible penalties for assailants, including guidelines on how to avoid sexual assault.
- 3. Providing educational programs as part of curricular and co-curricular activities.
- 4. Providing information for on-campus and off-campus support services.

The Campus Safety and Security Committee, which is comprised of students, faculty, and administrative staff, is charged with the responsibility for reviewing and drafting appropriate policies in the area of personal safety, including rape and sexual assault.

BYSTANDER INTERVENTION

Bystanders play an important role in the prevention of sexual assault, dating and domestic violence and abuse, and stalking. Bystander intervention is a way for the whole community to ensure the safety of all its members. This means we can all make a difference by choosing to speak out, intervene, or do something when we hear disrespectful jokes or comments or witness disrespectful or harmful actions. Intervening is as simple as saying, "That's not funny," or as urgent as dialing 911 if you or someone else is in danger. Bystander intervention training is offered to students on an annual basis.

MEDICAL TREATMENT FOR VICTIMS OF SEXUAL ASSAULT

Individuals who have been the victims of sexual assault are encouraged to seek medical attention immediately. Whether or not you report the assault to the College or the police, you should have a medical examination immediately. The exam is confidential. Medical personnel will test for sexually transmitted diseases, look for physical injuries, and collect physical evidence. If you report the assault, Campus Safety or the police can provide transportation to the hospital and arrange for a Crisis Services Sexual Assault Advocate to meet you there. If you choose to go to the hospital without notifying Campus Safety or the police, the hospital can still collect physical evidence and contact a Crisis Services Advocate to meet you there, while protecting your anonymity, in case you later decide to prosecute. If you suspect that you may have been given a rape drug, such as Rohypnol and GHB, ask the hospital to take a urine sample, which will be preserved as evidence.

PRESERVING EVIDENCE

It is important to preserve evidence of any gender or sex-based offense, as such evidence may be necessary proof to prosecute the accused and may also be helpful in obtaining a civil protection order. To preserve evidence of sexual assault, please consider the following:

- 1. Forensic evidence collection (a sexual assault exam) should be sought within 72 hours of an assault and is best collected immediately following the incident. Technological advancements make it more likely that medical professionals can collect evidence even after 72 hours following an assault; however, it is important to remember that the more time passes between the incident and seeking an exam, the less likely it will be to collect physical evidence that may be very important to the prosecution of a criminal case. Locations where a sexual assault exam can be conducted by trained medical staff can be found in the resource section below.
- 2. Additionally, to preserve other evidence in the case of sexual assault, it is recommended that you do not shower or bathe, wash your hands, use the toilet, douche, eat, drink, smoke, brush your teeth, change clothing, or wash clothing or bedding before a medical exam or reporting to law enforcement. Even if you have already taken any of these actions, you are still encouraged to seek medical care and examination. Also, keep emails, text messages, social media postings, or any other digital information about the incident or other methods of contact from the accused that help document what happened.
- 3. If you wish to make a report to the police, or if you wish to have evidence collected so you can make this decision later, you may seek services by calling the local police dispatch number which the Town of Hamburg Police at 716-648-5111.
- 4. It is preferred that a police department facilitates the collection of other forensic evidence. However, if you are not sure if you want to report to the police or if it has been longer than 72 hours after the assault, you may wish to gather all clothing and bedding that may be used for evidence and place them into a clean paper bag or clean sheet. Items should be stored at room temperature until you decide whether or not you want to report to law enforcement. To protect the integrity of the evidence, do not store items in plastic bags or other similar, nonbreathable materials.

In cases of dating or domestic violence or abuse, the resource you choose to report the behavior to (a doctor, the police, an advocate, etc.) may recommend ways to preserve evidence such as logging incidents, photographing injuries, seeking medical care, etc. If you do not want to report the abuse, keep records of incidents (pictures, journals, voice mail, text messages, and the like) in a secure location that cannot be accessed by your partner.

CONFIDENTIAL RESOURCES FOR SEXUAL ASSAULT

Hilbert College strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

A victim is encouraged to seek support for their emotional and physical needs. A person seeking confidential emotional or medical care may contact the Assistant Vice President for Counseling, Health and Wellness at716-926-8930, or by visiting the office in St. Joe's Residence Hall 1st Floor

These counseling, health, and crisis response services are confidential and free for all Hilbert College students. Immediate contact with a counselor can be arranged through Campus Safety if a situation occurs after hours or on weekends.

In addition, there are off-campus confidential resources available. These confidential off-campus resources, which may or may not charge services fees, include:

- Mercy Ambulatory Care Center 716-662-0500
- Mercy Hospital 716-822-3800
- Erie County Medical Center 716-898-3000
- Crisis Services (24 Hour Hotline) 716-834-3131
- NYS Domestic Violence Hotline 1-800-942-6906
- NYS Police Sexual Assault Hotline 1-844-845-7269

Contacting any of the confidential resources listed above does **NOT** constitute notifying Hilbert College.

REPORTING TO THE COLLEGE'S NON-CONFIDENTIAL RESOURCES

All reports of sexual misconduct should be made to any of the following specially trained nonconfidential individuals:

| Title IX Coordinator | Laura Edholm | 716-926-8843 | ledholm@hilbert.edu |
|--|-----------------|--------------|----------------------|
| Vice President for Student Life and Dean of Students | Dr. Todd Harris | 716-926-8935 | tdharris@hilbert.edu |
| Director of Residence Life and Community Standards | Grace Adams | 716-926-8928 | gadams@hilbert.edu |
| Director of Campus Safety | Keith Bova | 716-926-8925 | kbova@hilbert.edu |

These individuals have been trained to receive and respond to allegations of sexual misconduct. The College's main concern is that victims of sexual misconduct receive the help and guidance essential for beginning the process of healing, while giving special consideration to the welfare of the campus community. Campus Safety is available, upon request, to escort students during day or evening hours. There is no time limit for making a report of sexual misconduct.

INTERIM MEASURES AND ACCOMMODATIONS

Interim measures and/or accommodations may be made by the College in an effort to immediately respond to a situation. These interim measures and/or accommodations could include, but are not limited to: summary suspension; changes in class schedules; class assignments; residence hall/room assignments and/or restrictions from living on campus; adjustments to academic deadlines and course schedules; "No Contact" orders; attendant restrictions; all other restrictions outlined in the Student Code of Conduct under "Interim Sanctions"; altering work assignments for employees; any other interim restriction or sanction deemed appropriate by the College.

ADVISORS

In any investigatory meeting or disciplinary hearing, the Reporting Party and Respondent have the right to be accompanied by one advisor of their own choosing. In cases involving sexual assault, domestic violence, dating violence or stalking, the advisor may be an attorney or a parent/legal guardian.

INVESTIGATIONS

Hilbert College is committed to providing a prompt, fair and impartial investigation and resolution to all allegations of Clery Act Crimes, sexual harassment, sexual assault, domestic/dating violence, stalking and any other form of sexual misconduct. The College reserves the right to investigate and potentially discipline any violation of the Clery Act or Sexual Misconduct policy that comes to its attention.

DISCIPLINARY PROCEEDINGS

College disciplinary proceedings shall provide a prompt, fair and impartial resolution and are conducted by officials who receive annual training on the matters covered by this policy, including domestic violence, dating violence, sexual assault, and stalking. Upon request, Hilbert College will disclose the results of a disciplinary proceeding for a violent crime or non-forcible sex offense (incest, statutory rape) to the victim of such crime or offense or next of kin, if the victim is deceased.

This policy applies campus-wide and sets forth behavioral expectations for all. However, the applicable disciplinary procedure that will be applied in a particular case depends on whether the accused is a student, faculty member, staff member, or a non-community member. The following disciplinary procedures will apply:

- 1. A report by anyone against a student will be processed in accordance with the procedures set forth in the Student Code of Conduct contained in the Student Handbook, subject to the additional provisions set forth below.
- 2. A report by anyone against a College employee will be processed in accordance with the Employee Disciplinary Procedures below, subject to the additional provisions set forth below.
- 3. A report by anyone against a non-community member (e.g., a visitor, vendor, etc.) will be investigated but no formal policy or procedure applies. The College may opt to ban the non-community member from College property or take other appropriate responsive measures.

Disciplinary proceedings shall provide a prompt, fair and impartial resolution and are conducted by officials who receive annual training on the matters covered by this policy, including domestic violence, dating violence, sexual assault and stalking.

Prior to the commencement of the disciplinary process the Vice President for Student Life and Dean of Students will thoroughly review the Investigation Report, including all incident reports. At any disciplinary proceeding held under this policy, both the Reporting Party and the Respondent shall receive notice referencing the specific provision of this policy alleged to have been violated and the possible sanctions. This notice shall also include the date, time, location and factual allegations concerning the alleged violation. In addition to charges being filed, in cases involving a student Respondent, the Vice President for Student Life and Dean of Students will also enclose an explanation of the Judicial Process, student's rights in the process, and the formal process for appeal promptly and within 24 hours if a suspension is required.

Notwithstanding anything to the contrary in the Student Code of Conduct, the Human Resources Manual, or any other policy or procedure, in all disciplinary proceedings regarding an alleged violation of this policy, the following shall apply:

- 1. The Reporting Party and Respondent have the right to be accompanied by one advisor of their own choosing. In cases involving sexual assault, domestic violence, dating violence or stalking, the advisor may be an attorney.
- 2. The Reporting Party and Respondent will have an equal opportunity to present relevant evidence and information subject to the terms and conditions set forth in this policy. While the College encourages Reporting Parties to put their allegation or report in writing, Hilbert College will proceed with an investigation and resolution of an allegation, regardless of whether it is reduced to writing.
- 3. The Reporting Party and Respondent have the right to raise any issues of conflict of interest related to individuals serving in official roles under this Policy, including, but not limited to those serving as decision-makers. The Title IX Coordinator will determine whether any such conflict of interest exists and, if so, the appropriate official to appoint as a replacement. If the perceived conflict of interest is with the Title IX Coordinator, the Provost and Executive Vice President will appoint an appropriate official as a replacement.
- 4. The standard for decisions in any disciplinary proceedings held under this policy is a preponderance of the evidence; meaning that it is more likely than not a violation of this policy occurred.
- 5. Both the Reporting Party and Respondent will be permitted to submit a written impact statement to the Title IX Coordinator after a finding of responsibility for violation of this policy and prior to the determination of an appropriate sanction(s).
- 6. Both parties will receive simultaneous written notice of outcomes of all disciplinary proceedings, to the extent permitted by law. The final outcome letter shall include factual findings supporting the determination, the decision and sanction, if any, as well as the rationale for the decision and sanction.
- 7. Time Frame for Notification and Appeal: Any charge should be submitted as soon as possible after the event takes place, preferably within 30 days. All charges shall be presented to the Respondent in written form. A time shall be set for a Campus Standards Board Hearing or Administrative Hearing, not more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling Campus Standards Board Hearings may be extended at the discretion of the Student Conduct Administrator. All charges of misconduct shall be presented to the Respondent in written form generally between three and 15 calendar days after the student has been notified. A decision reached by the Student Conduct Administrator or Campus Standards Board may be appealed by the Respondent or Reporting Party to the Dean of Students within three calendar days of the decision.

SANCTIONS (STUDENTS)

The potential sanctions for violations of Clery Act Crimes and the Sexual Misconduct policy include: written warning, disciplinary fines, work sanction, mandatory counseling, written assignments, disciplinary probation, loss of housing privileges, suspension, and/or expulsion.

SANCTIONS (EMPLOYEES)

The conduct of all personnel should be beyond reproach and the College's core values should be the foundation for our behavior. It is particularly important that employees conduct themselves so that their actions and words will not reflect negatively on themselves or the College. Employees who fail to maintain proper standards of conduct or violate any of the College's policies will be faced with corrective action. More specific information may be found in the college's Human Resources Manual.

SEX OFFENDERS

In accordance with the Adam Walsh Child Protection Act of 2006, information and photos of all registered sex offenders residing in the Hamburg area can be viewed on the <u>New York State Division</u> <u>of Criminal Justice Services website</u> and accessible in the Campus Safety Office.

MISSING STUDENT NOTIFICATION POLICY

The term missing student shall refer to any Hilbert College student living on campus who is reported missing from his or her campus residence. A student is presumed missing if they:

- Are overdue in reaching home or campus or another specific location for 24 hours past their expected arrival,
- If there are concerns for the safety of the student due to prior mental or physical health issues, or pertinent extenuating circumstances,
- A check of their residence supports this determination, or
- If additional factors lead Hilbert officials or other community members to believe they are missing.

Any Hilbert community member with information that a resident student may be missing must immediately report it to the Office of Campus Safety at 716-479-1233.

Campus Safety personnel, with Residence Life Professional Staff, will conduct a thorough and timely investigation to determine the person's whereabouts. Campus Safety, with Residence Life Professional Staff, will contact those close to the missing person, including the emergency contact on file for the student, for any student determined to be missing.

Hilbert College is required to notify a custodial parent or guardian, and any additional contact person(s) identified by the student when the missing resident student is under the age of 18 and not emancipated. Notification must be made within 24 hours of the determination that the student is missing.

Reports concerning missing commuters and off-campus students should be referred directly to the Town of Hamburg Police Department. The Office of Campus Safety will assist external authorities with these investigations as needed.

POLICY ON DRUGS, ALCOHOL, AND SUBSTANCE ABUSE

Hilbert College enforces all federal, state, and local laws regarding alcohol and drug possession, use or distribution. Furthermore, Hilbert College believes that the misuse of alcohol and drugs is detrimental to the entire college community. As a community, Hilbert College is not tolerant of the use of alcohol by persons younger than 21 years of age, the sale or distribution of alcohol to persons less than 21 years of age, the misuse of alcohol or the use, possession, sale, or distribution of other drugs, unless under current prescription by a physician. Students who violate the stated campus policies and state, federal and local laws are subject to judicial action, up to and including permanent separation from the college. Hilbert College is committed to providing educational programs and information designed to educate the community concerning alcohol and other drug abuse. Further information about student assistance programs may be found in the Wellness Center.

WEAPONS ON CAMPUS

Possession of any weapon is prohibited on College property and at College sponsored events. This policy applies to employees, students and individuals visiting or conducting business on College property. For purposes of this policy, College property includes any property owned or leased by the College, including College owned vehicles. This policy also applies to off campus College sponsored events.

Weapon is defined as:

- Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO2. This includes but is not limited to rifles, shotguns, handguns or other firearm, BB/pellet gun, flare gun, stun gun, air soft gun, dart gun, paintball gun and any ammunition for any such device. Any replica of the aforementioned is also prohibited.
- Any explosive device including fireworks, firecrackers and black powder.
- Any device that is designed or traditionally used to inflict harm including but not limited to nunchucks, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, throwing stars, dagger, razor or other cutting instrument the blade of which is exposed.

Weapons are not permitted to be stored on campus or in vehicles. Any weapon on campus that is in violation of this policy will be confiscated.

Violation of this policy by employees constitutes misconduct and may subject the offender to discipline including immediate termination.

Violation of this policy by students will be adjudicated in accordance with the Student Code of Conduct. Depending on the circumstances, violation of this policy may subject the offender to sanctions up to and including expulsion from the College.

Violation of this policy by individuals visiting or conducting business on College property will result in the individual being required to leave the College property or event as the case may be and may also result in the individual receiving a written directive to remain off of College property.

The College may refer any violation of this policy to appropriate law enforcement authorities.

Exceptions to this policy include:

- Any federal, state, or local law enforcement officer in the performance of his or her official duties.
- A weapon, real or replica, used in connection with drill, public ceremony or a theatrical performance. Prior written approval must be obtained from the Director of Hilbert College Campus Safety.
- Prior written approval from the Director of Campus Safety and the Provost and Executive Vice President must be obtained when a weapon will be used in a College sanctioned academic course or activity.

COLLECTING AND REPORTING CRIME STATISTICS

To prepare for the annual disclosure of crime statistics to the Hilbert community, the Director of Campus Safety obtains information from the following sources CSA's, proxy reports submitted by person who have confidential knowledge, and local law enforcement agencies.

The statistics in the ASR reflect all reported incidents occurring on both campus and non-campus properties, in campus residences, and on public property adjoining the campus for the three preceding calendar years. Terms defined by the FBI's National Incident-Based Reporting System and in accordance with guidelines from the FBI Uniform Crime Reporting (UCR) Handbook or as provided, otherwise, by the Clery Act. To access Hilbert's crime statistics on the U.S. Department of Education website, visit <u>http://ope.ed.gov/security</u>. To obtain a copy of the crime statistics, contact the Director of Campus Safety at 716-479-1233. The Director of Campus Safety and the Vice President for Student Life and Dean of Students distribute this ASR to all enrolled students and current employees, and, when requested, to any interested parties, including individuals making inquiries about admission or employment. Additionally, the Director of Campus Safety provides, upon request, all campus crime statistics as reported to the United States Department of Education.

DAILY CRIME LOG

The Campus Safety Department maintains a daily log of crimes and incidents that occur on campus, which is available to the public. This information is recorded by the date, time, general location, and disposition of the complaint. This daily log is available at the Campus Safety Department during office hours. Entries 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 all events are logged, the Campus Safety Department may determine that an incident is classified as "confidential" as to not jeopardize a criminal investigation or the identity of a victim. Hilbert College does not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official.

JURISDICTION

Campus Safety Officers are not police and lack conventional police authority. Their jurisdiction is limited to the Hilbert Clery Geographic boundary, where they observe and report Student Handbook violations or criminal offenses to college authorities or local law enforcement. The investigation of crimes committed on the campus falls under the jurisdiction of the Campus Safety department. Depending on the offense, investigations may be turned over to local law enforcement.

CRIME STATISTICS

In accordance with the Clery Act, a copy of the Crime Statistics Report is available to all members of the campus community. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the Hilbert College community obtained from the following sources: Hilbert College Campus Safety Department, Residence Life and Community Standards, and local police municipalities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year in which the crime was reported. All statistics are gathered, compiled, and reported to the Hilbert College community via this report. Hilbert College submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public on the ED website.

CRIMINAL OFFENSES – CRIME STATISTICS REPORTING TABLE

| CRIME CLASSIFICATIONS | | ON-CAI | MPUS | NON- CAMPUS | PUBLIC PROPERTY | TOTAL |
|--------------------------------------|-------|---------------------------------|------------------------|----------------|--------------------|-------|
| | | On-Campus Student Housing | On- Campus Total | | | |
| CLERY CRIMES | | | | | | |
| Murder/Non-Negligent Manslaughter | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses-Rape | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 1 | 1 | 0 | 0 | 1 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses-Fondling | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses-Incest | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses-Statutory Rape | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 4 | 4 | 0 | 0 | 4 |
| Motor Vehicle Theft | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| Arson | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| ALCOHOL, DRUGS, WEAPONS | ARRES | Г | | | | |
| Liquor Law Violation Arrest | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Violation Arrest | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| Weapons Law Violation Arrest | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |

| | 2021 | 0 | 0 | 0 | 0 | 0 |
|---|-------|---------------------------------|------------------------|----------------|--------------------|-------|
| ALCOHOL, DRUGS, WEAPONS | REFER | RAL | 1 | | | |
| Liquor Law Violation- Referred for Disciplinary Action | 2023 | 32 | 32 | 0 | 0 | 32 |
| | 2022 | 25 | 26 | 0 | 0 | 26 |
| | 2021 | 14 | 14 | 0 | 0 | 14 |
| Drug Law Violation- Referred for Disciplinary Action | 2023 | 2 | 2 | 0 | 0 | 2 |
| | 2022 | 2 | 2 | 0 | 0 | 2 |
| | 2021 | 8 | 8 | 0 | 0 | 8 |
| Weapons Law Violation- Referred for Disciplinary Action | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| RELATIONSHIP VIOLENCE | | | | | | |
| Dating Violence | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| CRIME CLASSIFICAT | IONS | ON-CAI | MPUS | NON- CAMPUS | PUBLIC PROPERTY | TOTAL |
| | | On-Campus Student Housing | On- Campus Total | | | |
| CLERY CRIMES | | | | | | |
| Stalking | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 1 | 0 | 0 | 1 |
| | 2021 | 3 | 3 | 0 | 0 | 3 |

HATE CRIMES/CLERY ACT CRIMES: Murder/Non-Negligent Manslaughter, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson

ADDITIONAL HATE CRIMES: Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property

HATE CRIME BIAS CATEGORIES: *Race, Gender, Gender Identity, Religion, Sexual Orientation, Ethnicity, National Origin, Disability*

* Starting in 2018 per US Dept. of Education/Jeanne Clery Act, the reporting of Clery Hate Crime & Hate Crime Bias Cetgories can be reported in Narrative form. See below entries:

| | 2023 | 1x intimidation | (Race) on-can | npus | | | |
|---|------|------------------------------|----------------------------------|------|-----|---|--|
| | 2022 | 1x intimidation (| 1x intimidation (Race) on-campus | | | | |
| | 2021 | None reported for this year. | | | | | |
| | | | | | | | |
| UNFOUNDED CRIMES: The Clery Center defines an unfounded crime as a reported crime that is investigated by law enforcement and found to be false or baseless. This means that the crime either did not occur or was never attempted. Only sworn or commissioned law enforcement personnel can unfound a crime | | | | | | | |
| | 2023 | n/a | n/a | n/a | n/a | 0 | |
| | 2022 | n/a | n/a | n/a | n/a | 0 | |
| | 2021 | n/a | n/a | n/a | n/a | 0 | |

ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act requires all institutions of higher education that provide residential student housing to record and track all reports of fire, accidental and arson, in residence halls each year. Hilbert College's Annual Fire Safety Report summarizes the college's fire-prevention policies and procedures and emergency evacuation and communication procedures. To obtain a printed copy of Hilbert College's Annual Fire Safety Report, please contact Campus Safety at 716-479-1233.

FIRE INSPECTIONS

Fire drills are held in compliance with New York State regulations. Annual drills are held three (3) times per year in all on-campus buildings and four (4) times in the on-campus student housing, with one of the four held after sundown. A New York State Fire Inspector performs an annual inspection of all rooms on campus, including the residence halls, and gives a report on any fire code deficiencies to the College's Fire Marshall. Once abated, the College receives a Certificate of Inspection which is kept on file in the Campus Safety Office.

FIRE PROTECTION EQUIPMENT AND SYSTEMS

All Hilbert campus buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by a 24/7 monitoring service in conjunction with the Campus Safety Department in the Campus Center Lower Level. Sprinkler systems are also located in all campus buildings. The alarm systems are comprehensive with immediate notification to a monitoring service, Fire Department, and Campus Safety.

As of the time of this report, Hilbert utilizes various vendors such as Great Lakes Building Systems to inspect fire equipment annually, and provides the following services:

| INSPECTION FREQUENCY REFERENCE CHART | | | | | | | | |
|--------------------------------------|----------------------------|-----------|--|--|--|--|--|--|
| Fire Protection System | Frequency | Code Ref. | | | | | | |
| Fire Alarm System | Semi-Annual | NFPA 72 | | | | | | |
| Detector Sensitivity | Call for details | NFPA 72 | | | | | | |
| CO2 System | Semi-Annual | NFPA 12 | | | | | | |
| Halon System | Semi-Annual | NFPA 12A | | | | | | |
| Clean Agent Systems | Semi-Annual | NFPA 2001 | | | | | | |
| Room Integrity Test | As Recommended | NFPA 2001 | | | | | | |
| Water-Based - Excerps NFPA | Frequency | | | | | | | |
| Waterflow Alarm Device | Quarterly | | | | | | | |
| Valve Supervision | Semi-Annual | | | | | | | |
| Anti-Freeze Solution | Annual | | | | | | | |
| Hydrants - Flow | Annual | | | | | | | |
| Fire Pump Performance Test | Annual | | | | | | | |
| Dry/Deluge Preaction Trip | Annual | | | | | | | |
| Obstruction Investigation | 5 Years | | | | | | | |
| Sprinklers - Dry Pendant | Every 10 years | | | | | | | |
| Sprinklers - Fast Response | 20 yrs then every 10 years | | | | | | | |
| Sprinklers - Standard Response | 50 yrs then every 10 |) years | | | | | | |

Tampering with, or purposely impeding or covering fire alarms and fire prevention, fire detection, and firefighting equipment is a violation of both the New York State Fire and Penal Code and is considered a conduct violation.

Fire alarms and firefighting equipment including (but not limited to) fire extinguishers, fire doors, heat and smoke detectors are for the protection of the community. Any tampering with or misuse of fire equipment is punishable by Hilbert College Code of Conduct and/or court action. Residents and/or their guests who tamper with or misuse firefighting or fire detection equipment in the residence halls will face disciplinary action.

PROCEDURES FOR STUDENTS AND EMPLOYEES IN THE EVENT OF A FIRE

An activated fire alarm signals potential danger, and all Hilbert College students and personnel must evacuate buildings immediately upon hearing an alarm. In the event one discovers a fire, pull the nearest fire alarm and follow standard evacuation procedures:

- 1. Evacuate all areas. Leave the building immediately using the nearest emergency exit.
 - Close doors and windows behind you.
 - Follow directional signs to fire exits.
 - Use stairs. Do not use elevators.
 - College employees: Identify any people with disabilities who need assistance and arrange for necessary aid in evacuation.
- 2. Call Campus Safety at 716-479-1233 when it is safe to do so.
- 3. Assemble in a designated area; if unsure where that area is, move away from the building by walking away and down the sidewalk to safety.
- 4. Wait to re-enter the building until officials say that it is safe to do so.

RESIDENCE HALLS

Each Hilbert College building has a prescribed evacuation plan with designated assembly points. For the residential facilities, the assembly areas for evacuation are as follows:

| Trinity Hall | St. Joseph Hall |
|--|-----------------------------------|
| Indoor: St. Joseph Hall | Indoor: Hafner Recreation Center |
| Front of Building Outdoor: Adjacent to St. Joseph's Hall | Outdoor: Center of Campus/outdoor |
| Rear of Building: Front Soccer Field | |
| Rufino House | St. Agnes House |
| Indoor: Trinity Hall | Indoor: Trinity Hall |
| Outdoor: Center of Campus/outdoor | Outdoor: Center of Campus/outdoor |
| St. Katherine House | Leo House |
| Indoor: Trinity Hall | Indoor: Trinity Hall |
| Outdoor: Center of Campus/outdoor | Outdoor: Center of Campus/outdoor |

Hilbert takes precautions to protect the health and safety of its student residents. Hilbert's student housing consists of 2 residence halls and 4 resident apartments: Trinity Hall, St. Joseph's Hall, Rufino House, St. Agnes House, St. Katherine House, and Leo House; no off-campus housing units are owned or controlled by the college.

Each room and apartment is fire resistant and equipped with an automatic door closer. Each building is equipped with full sprinkler systems, fire alarms, smoke, heat and carbon monoxide detection, and fire extinguishers. Fire alarm monitoring is provided by Campus Safety, and fire drills are performed four (4) times per calendar year.

For everyone's safety, tampering with or covering fire-detection equipment is strictly prohibited. Residence halls' rooms are inspected for health and safety each semester. To maintain a safe environment for all campus residents, the following items are not permitted in the residence halls:

- Candles, incense, and fragrance burners
- Non-surge protected extension cords
- Outlet splitters and outlet adaptors (such as an octo-head)
- Halogen lamps
- Lanterns, oil lamps, and flammable liquids
- Space heaters
- Live holiday decorations (trees, garlands, wreaths) and string lights
- Any cooking item with an exposed heating coil (toasters, toaster ovens, hot plates, etc.)
- Any electrical item that is not UL-rated

Fire safety policies and procedures are published in the <u>Hilbert College Student Handbook</u> and resident assistants (RAs) review those policies with the students living on the floor to which they are assigned.

POLICY STATEMENT ON SMOKING

In accordance with New York State's Smoke-Free Workplace law and recommendations from the federal level, Hilbert is committed to having a smoke-free and tobacco free campus. In creating a healthy environment for all members of our community, smoking and tobacco use is prohibited at all times on campus, which includes inside all buildings, outside all buildings, residence halls, and grounds. This includes the use of any type of lighted pipe, cigar, cigarette (including electronic cigarettes), or any other smoking or vaping equipment, whether filled with tobacco or any other type of material.

Safety personnel and other college employees will enforce the state laws and fines will be enacted for violators. Violations will be subject to disciplinary action and/or possible additional fines.

FIRE SAFETY TIPS

In The Event of a Fire or Fire Alarm:

- Do not panic.
- Do not assume an alarm is false, or only a drill.
- Shut all doors and windows in the vicinity of the fire.

- If you encounter smoke, stay low to the floor or ground, and if possible, cover your face with a wet cloth.
- When exiting a room or entering a stairwell, first feel the door and door handle. If they are hot, do not open the door.
- If forced to stay in a room, seal up any cracks around the door, call 911 or Campus Safety at 716-479-1233 and let them know of your location. Hang a sheet, towel, or article of clothing from a window to announce you are in the room.
- If you can exit a room, leave the building by the nearest safe stairwell. Do not use the elevators.
- Move away from the building to a safe area to allow for Fire and Rescue personnel to do their job.
- If you are unable to exit the building, go to the nearest exit stairwell or safe area and call 911 and Campus Safety 716-479-1233 to report your location.
- Always know two or more ways out of your residence hall, classroom, or office building.

Ways to help prevent fires:

- Cook with care. Never leave cooking unattended.
- Use caution with electricity.
- Never overload outlets with too many electronic devices. Use surge protectors for your electronic devices. Never wrap or bundle power cords together; doing so prevents the heat from dissipating.
- If using a space heater, plug it directly into an outlet; never use an extension cord or power strip.
- Do not sleep with devices that are charging, such as phones or tablets, under your pillow.
- Never use open flames such as matches or candles in the residence halls.
- Never allow anyone to smoke in the residence halls.

FIRE REPORTING STATISTICS

Reporting Year: 2023

| RESIDENCE/ HOUSING FACILITY | RESIDENCE ADDRESS | TOTAL FIRES | FIRE NUMBER | DATE/TIME | CAUSE OF FIRE | NUMBER OF INJURIES | NUMBER OF DEATHS | VALUE PROPERTY DAMAGE |
|-----------------------------------|---|----------------|----------------|-----------|------------------|--------------------------|------------------------|-----------------------------|
| Leo House | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |
| Rufino House | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |
| St. Agnes House | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |
| St. Joseph Hall | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |
| St. Katherine House | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |
| Trinity Hall | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |

Reporting Year: 2022

| RESIDENCE/ HOUSING FACILITY | RESIDENCE ADDRESS | TOTAL FIRES | FIRE NUMBER | DATE/TIME | CAUSE OF FIRE | NUMBER OF INJURIES | NUMBER OF DEATHS | VALUE PROPERTY DAMAGE |
|-----------------------------------|---|----------------|----------------|-----------|------------------|--------------------------|------------------------|-----------------------------|
| Leo House | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |
| Rufino House | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |
| St. Agnes House | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |
| St. Joseph Hall | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |
| St. Katherine House | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |
| Trinity Hall | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |

Reporting Year: 2021

| RESIDENCE/ HOUSING FACILITY | RESIDENCE ADDRESS | TOTAL FIRES | FIRE NUMBER | DATE/TIME | CAUSE OF FIRE | NUMBER OF INJURIES | NUMBER OF DEATHS | VALUE PROPERTY DAMAGE |
|-----------------------------------|---|----------------|----------------|-----------|------------------|--------------------------|------------------------|-----------------------------|
| Leo House | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |
| Rufino House | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |
| St. Agnes House | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |
| St. Joseph Hall | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |
| St. Katherine House | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |
| Trinity Hall | 5200 South Park Avenue, Hamburg, NY 14075 | 0 | 0 | n/a | n/a | 0 | 0 | \$0.00 |