



Hamilton

Department of Campus Safety

***2011
Annual Safety, Security and
Fire Safety Report***



Hamilton

Department of Campus Safety

Francis A. Manfredo
Director

Wayne A. Gentile, Jr.
Assistant Director

Michael R. Jones
Assistant Director

Paul E. Colburn
Investigator

Campus Safety Building
Hamilton College
198 College Hill Road
Clinton, New York 13323

EMERGENCY: (315) 859-4000
Non-Emergency: (315) 859-4141
<http://www.hamilton.edu/college/safety>

Message from the Director of Campus Safety

Hamilton College attracts the nation's most talented students and scholars. College Hill is truly a special place, yet in today's society, the Hamilton College Campus Safety Department faces the same challenges as other schools across the country. Campus Safety is committed to providing a safe and secure learning and working environment for every student, faculty member, staff and visitor to Hamilton. Safety and well-being is our highest priority and my primary concern.

Campus Safety's dedicated and experienced staff is ready to assist the Hamilton community at all times. The security of our campus is a joint effort that involves us all. Your thoughts and ideas are important to the continuous advancement of our safe learning, working and living environment. By cooperating with each other, exercising good judgment and using basic crime prevention safety measures we can all be assured of the safest possible experience.

This handbook is designed to inform the Hamilton community of the programs and services Campus Safety will provide. In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. It is generally referred to as the Clery Act. We also hope it will influence and encourage safe behavior and inspire and invite others to partner with us in our mission to reduce criminal activity on and near our campus.

Cooperation is critical to the success of our mission. I ask all members of the Hamilton community to make responsible choices, discourage careless behavior, and to promptly report any suspicious activity. It is my pleasure to work with everyone collaboratively as we strive to achieve our goals.

Francis A. Manfredo
Director of Campus Safety

Campus Safety: Educators and Protectors

The Department of Campus Safety is dedicated to providing the highest quality of public safety services to the college community in support the College's academic mission.

Every encounter between a Hamilton community member and a Campus Safety officer is an educational opportunity. We strive to make all encounters positive, but confrontations are inevitable. By explaining the nature of campus policies and referring infractions to College administrators for follow-up discussions, Campus Safety officers attempt to make confrontations beneficial.

Campus Safety officers derive their authority from the New York General Business Law, Article 7-A. Our personnel are officials of the College with specific responsibilities for safety, security and traffic control enforcement. The officers of the Department currently do not have authority to affect an arrest but work closely with the Town of Kirkland Police Department in criminal cases and situations where arrests may be warranted.

The Department takes pride in its strong working relationship with the Town of Kirkland Police Department, as well as state and federal law enforcement agencies. We communicate directly with each other and cooperate in many investigations.

Contacting Campus Safety

EMERGENCY: 315-859-4000 (x4000)
Non-Emergency: 315-859-4141 (x4141), safety@hamilton.edu
Anonymous TIPS Line: 315-859-4640 (x4640)
Directory Assistance: 315-859-4444 (x4444)

The Department of Campus Safety is located in the ranch-style building south of Dunham Residence Hall. The office is open daily from 7:00 a.m. – 11:00 p.m.

At all other times, the communications center on the first floor of Bristol Campus Center is open. Campus Safety personnel are always on duty, 24 hours per day.

This handbook is produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It outlines the Department's services and resources that are available to everyone on College Hill. Hamilton College's crime stats are made available electronically on the Campus Safety webpage and in written form upon request.

Campus Security Authorities

Campus officials that have a significant responsibility for student and campus activities are considered to be *Campus Security Authorities* as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. The following list denotes the *Campus Security Authorities* for Hamilton College:

- Dean of Students Office
- Residential Life Office
- Resident Advisors
- Student Activities Office
- Advisors to Student Organizations
- Athletic Directors and Team Coaches
- Department of Campus Safety
- Contract Security of any Campus Office

Clery Policy Statement Addressing Counselors

Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary/confidential basis for inclusion into the annual crime statistics. Counselors are defined as:

- Pastoral Counselor is an employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as pastoral counselor.
- Professional Counselor is an employee of an institution whose official responsibilities including providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Campus Safety Leadership

Francis A. Manfredo, Director of Campus Safety

Fran Manfredo was appointed to the position of Director of Campus Safety in July, 2008 after an extensive nation-wide search. Director Manfredo joins the Hamilton community after completing over 23 years of service with the City of Utica Fire Department, retiring at the rank of Assistant Chief. During his service to the residents of the City of Utica, Fran has served in many capacities including the supervision of the day to day operational and administrative needs of a 129 member department.

In addition to his extensive background in the Fire Service, Director Manfredo is a graduate of the New York State Police Academy, has over 16 years of Law Enforcement experience and has been a member of the New Hartford Police Department for the past 14 years. He has served as a Patrol Officer, Juvenile Officer and School Resource Officer, which has provided him with specialized training into the unique needs of a campus community.

Director Manfredo earned Associates Degrees in Liberal Arts and Criminal Justice from Mohawk Valley Community College and dual Bachelor Degrees from Empire State College in Fire Service Administration and Emergency Management and a Master's degree in Public Administration from Marist College. Fran is also a graduate of the National Fire Academy’s Executive Fire Officer Program and holds numerous advanced certifications from the New York State Emergency Management Office, U.S. Department of Homeland Security and FEMA.

Wayne A. Gentile, Jr., Assistant Director

Following his service in the United States Marine Corps, Supervisor Gentile returned to Central New York and began serving Hamilton as a patrol officer in 1999. Wayne was appointed as an administrator in 2001 with the title of Evening Supervisor and was then appointed to the title of Assistant Director in 2002. He served in that capacity until assuming his current position in August of 2007. He is a graduate of the New York State Phase I Basic Course for Police Officers held at Cazenovia College. Supervisor Gentile is responsible for evening shift operations in the Campus Safety Department as well as Clery Act compliance and serves as our liaison to the Office of Residential Life. He earned an Associate Degree in Criminal Justice from Mohawk Valley Community College and has also completed specialized training in crime scene investigation, women's self-defense instruction, and is one of our training instructors. Wayne is a member of the Northeast Colleges and Universities Security Association.

Michael R. Jones, Assistant Director

Supervisor Jones joined the Department of Campus Safety as a patrol officer in 2000 and was promoted to the position of Patrol Supervisor in January of 2007. He served in that capacity until assuming his current position in August of 2007. He is a graduate of the New York State Basic Course for Police Officers and has extensive experience in law enforcement from his prior service as a New York State Park Police Officer and Town of Kirkland Police Officer. Mike has advanced training in DWI and Traffic Enforcement. Supervisor Jones is responsible for night shift operations in the Campus Safety Department as well as community service programming, administration of our bicycle patrol unit and also serves as the department Quartermaster. Mike is a member of the Northeast Colleges and Universities Security Association.

Paul Colburn, Investigator

Investigator Colburn was appointed to the position of Campus Safety Investigator in August 2011. Paul joins Hamilton College after completing 20 years of service with the New Hartford Police Department retiring at the rank of Sergeant. Paul is a graduate of the Mohawk Valley Police Academy and earned an associate degree in Business Management from Mohawk Valley Community College. In addition, Paul is a level 2 Fire Investigator, certified defensive tactics and general topics police instructor and holds certifications in crime scene investigation and evidence collection. Paul will be responsible for investigating all serious incidents occurring on campus.

Education and Outreach

The Department of Campus Safety promotes personal safety and responsibility and proactively deters crime on campus through the following campus outreach programs.

Rape Aggression Defense

This nationally-recognized basic self-defense class for women is offered through the Department of Campus Safety in collaboration with the Office of the President and the Harassment Grievance Board. Participants learn physical techniques for defending themselves against aggressors and participate in the culminating simulation experience where they can apply and hone their skills. This twelve-hour course is typically offered once or twice per year. While enrollment preference is given to students, all Hamilton women are able to participate in this program free of charge.

Basic Self-Defense

This class is offered to both men and women, and participants learn the same physical techniques as RAD for defending themselves against aggressors and participate in the culminating simulation experience where they can apply and hone their skills. This twelve-hour course is typically offered twice per year.

Fatal Vision

Using unique and specialized eyewear, Campus Safety instructors are able to simulate the disabling effects of alcohol consumption for student participants in this program. The students are asked to complete simple tasks while wearing the specialized eyewear that simulate varying levels of intoxication. This very popular program lasts about one hour and is offered in Hamilton's residence halls in cooperation with the Department of Residential Life and their staff of Resident Advisors (RAs). This program is offered at the beginning of the fall semester for presentation to all students. In addition, Fatal Vision can be presented at anytime, throughout the class year, for any community member interested in the program.

Crime Prevention and Fire Safety

Campus Safety officers are available to assist RAs with residence hall programming about personal safety issues and fire hazards. These programs are also offered in non-residential settings and are available to any member of the community. These programs are typically offered at the beginning of the fall semester but are available for presentation to any community member throughout the school year.

In addition to offering programs, the Department of Campus Safety takes an active role in assisting with the fire safety and inspection programs mandated by the State of New York. These mandates include performing fire drills, performing fire inspections of all college owned property, and actively monitoring conditions to prevent any potentially dangerous conditions that could lead to a fire.

The State of New York requires that four fire drills be performed, in every college owned building that is used as a residence hall, during the course of the school year. This is divided so that two drills are performed in the fall semester and two drills are performed in the spring semester. The drills are designed to give the building's occupants a sense of familiarity with procedures in the event of a real fire or emergency.

Academic and Administrative buildings are mandated to have three fire drills, per year, performed to assist the occupants with gaining familiarity with emergency procedures. These fire drills are spread out over the course of the academic year.

Reporting Emergencies, Crimes and Policy Violations (x4141 non-emergency, x4000 emergency)

Despite Campus Safety's best efforts, crimes and policy violations do occur on College Hill. Community members should promptly report all crimes, policy violations, and any suspicious behavior that they witness. Campus Safety will investigate all reports and activate the appropriate College judicial procedures. A dispatcher is always on duty to answer calls from concerned members of the Hamilton community. Campus Safety is ready to respond to all situations on campus and will coordinate with local agencies to ensure that the proper resources are available. All emergencies should be reported to the Department of Campus Safety; persons who dial 911 on a campus phone will be connected to Campus Safety. All members of the campus community are strongly encouraged to report any suspicious behavior or activity, crime, acts of violence against themselves or another or any circumstances that require attention. Campus Safety **cannot guarantee** the confidentiality of any reporting party.

TIPS Line (x4640)

Campus Safety maintains a "Taking Interest in your Personal Safety" (or "TIPS") phone line that gives community members the ability to provide Campus Safety with information about ongoing investigations or any information that may be beneficial to the community. To ensure privacy, this line is answered by a voice mail account. This phone line is not monitored by an operator and ***it should not be used to report crimes or emergencies in progress***. Any emergency or in-progress activity should be reported to Campus Safety by dialing extension 4000 or 911 on a campus phone or (315)859-4000 on a cell or off-campus phone.



Blue Light Emergency Phones

Several call box telephones are installed across campus and are indicated with signage and/or blue lights. These phones are directly connected to the Campus Safety dispatcher and are intended for emergency use only. Community members are strongly encouraged to utilize these emergency phones anytime they feel uncomfortable in a situation or require immediate assistance from the department.

There are ten blue light emergency phones located throughout the campus. They are located in the following areas:

North Lot
Woolcott House (Front)
Bristol Campus Center (Rear)
Martin's Way Bridge (South Entrance)
Root Parking Lot

Fieldhouse Lot
New Lot
The Little Pub
Root Extension Lot
Major/McIntosh/Minor

Available Resources

Many Hamilton offices and local agencies are available to assist members of the community in emergency and crisis situations.

Administrator on Call (dispatched through Campus Safety X4000)

An administrator from the Division of Student Life will be informed of all serious situations that occur on campus and will respond, when necessary, to emergency situations.

HCEMS (dispatched through Campus Safety X4000)

A squad of certified student Emergency Medical Technicians responds to all on-campus medical emergencies. This service is overseen by the Department of Student Health Services and maintains a strong working relationship with area EMS agencies such as Clinton Fire Rescue and Central Oneida County Volunteer Ambulance Corps.

Counselor on Call (dispatched through Campus Safety X4000) a professional counselor from Hamilton's Department of Counseling and Psychological Services is always available for emergency consultations. Non-emergency counseling is available to all students by contacting the Counseling Center (x4340) during business hours. Conversations with Hamilton's counselors are free of charge and confidential. During non-business hours a counselor can be contacted confidentially by first contacting the Department of Campus Safety dispatcher. The dispatcher will arrange for the counselor on call to contact the individual directly. All information will remain strictly confidential.

Kirkland Police Department (853-2924 non-emergency)

Informational questions about local laws or reports of civil crimes can be directed to the Town of Kirkland Police Department by telephone. KPD will not respond to a campus call without informing the Department of Campus Safety. Campus Safety officers may request additional support from KPD. As the local police authority, KPD is the contact agency for questions relating to our local sex offender registry. Community members may also access the New York State Sexual Offender Registry at the following web address:

http://criminaljustice.state.ny.us/SomsSUBDirectory/search_index.jsp

The Hamilton College Department of Campus Safety (HCS) maintains a close working relationship with the Kirkland Police Department (KPD). The HCS staff also works with other law enforcement agencies, including the New York State Police and the Oneida County Sheriff's Department. Meetings are held between the leaders of these agencies on both a formal and informal basis. The Officers of HCS and KPD communicate regularly on the scene of incidents that occur in and around the campus area. Hamilton College Campus Safety Investigator works closely with the other outside agencies when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between Hamilton College Campus Safety Department and Kirkland Police Department.

| EMERGENCY COMMUNICATIONS On-Campus Emergency Contact Information | |
|--|--------------|
| Campus Safety (all emergency types) | x4000 |
| Campus Safety (non-emergencies) | x4141 |
| General Information | x4444 |
| Hamilton College Emergency Medical Services (HCEMS) | x4000 |
| Student Health Center | x4111 |
| Physical Plant/Maintenance Emergencies | x4500 |
| *Note—dialing 911 from on-campus phones directs you to the x4000 ext. | |

Planning & Preparedness

Hamilton College routinely operates in a manner which avoids emergencies. However, the College is not immune to critical incidents, and strives to plan and prepare for them through written plans and protocols, training, effective communication strategies, and regular meetings of the Hamilton Emergency Response Team (HERT). The HERT members are:

- Meredith Harper Bonham (Chair), Senior Associate Dean of Students
- Fran Manfredo, Director of Campus Safety
- Steve Bellona, Associate Vice President for Facilities & Planning
- Mike Debraggio, Executive Director of Communications
- Brian Hansen, Director of Environmental Protection, Safety & Sustainability
- Karen Leach, Vice President for Administration & Finance
- Dave Smallen, Vice President for Information Technology
- Steve Stemkoski, Director of Human Resources
- Nancy Thompson, Dean of Students
- Jeff Landry, Associate Dean of Students
- Vige Barrie, Senior Director of Media Relations

Emergency Notification Systems and Procedures

In the event of a serious incident which poses an immediate threat to members of the Hamilton College community, the college has various systems in place for communicating information quickly to those individuals. Upon confirmation by the Department of Campus Safety or a member of the HERT, of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the students or employees occurring on campus, some or all of these methods of communication will be activated. These methods of communications may include activating Blackboard Connect, an emergency notification system utilizing email, text messaging and telephone voice messaging. Phone numbers and email addresses of parents or other persons identified by students or employees in official college registrar or employee records as emergency contact persons will be included in the Blackboard Connect system and they may receive emergency messages as well.

Serious threats of this nature may involve weather, health, or personal safety situations. Based on the nature of the emergency the responsibility for assessing the severity of the threat begins with the HERT. Upon a determination by the Hamilton Emergency Response Team, that a significant threat exists, HERT will promptly make a decision regarding emergency notification. Staff from the Office of Communications and Development will generally have the responsibility for preparing and disseminating emergency messages and updates. In the event of confirmation of a threat involving imminent risk to personal safety any member of the HERT may activate Blackboard Connect immediately, prior to notifying the entire Hamilton Emergency Response Team.

Many factors are considered when assessing a situation to determine whether to activate one or more of the emergency communications systems and if so, the content of the message and whether to send the emergency message to all or some of the campus community. Among the factors to be considered is the nature and anticipated duration of the emergency situation and whether the emergency applies to a particular building or segment of the population or to the entire campus. The Hamilton Emergency Response Team will make a decision without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The HERT will provide regular updates to the Hamilton community as they become available through the Blackboard system. The Hamilton Emergency Response Team plans, publicizes and conducts a test of the

emergency response and notification system at least semi-annually and maintains a record documenting each test, including a description of the exercise, the date, time and whether it was announced or unannounced.

Timely Warnings

In the event of a serious incident which poses an immediate threat to members of the Hamilton College community, the college has various systems in place for communicating information quickly to those individuals. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the students or employees occurring on campus, one or more of the following methods will be activated: Blackboard Connect, an emergency notification system utilizing email, text messaging and telephone voice messaging. Any individual member the Hamilton Emergency Response Team may issue a timely warning to some or all of the Hamilton College Community. Phone numbers and email addresses of parents or other persons identified by students or employees in official college registrar or employee records as emergency contact persons will be included in the Blackboard Connect system and they may receive emergency messages as well.

The campus emergency alert system is composed of a siren based warning system in conjunction with a reverse 911-type system. The warning sirens issue an alert to provide the community of a pending warning or emergency. The reverse 911 system issues a pre-recorded message to email, text messaging systems, cell phones, and landlines advising of specific threats or conditions and containing instructions on how to proceed.

Evacuation Procedures

Initial Gathering Points

- All routinely occupied College facilities have an initial gathering point, which is a location selected by designated Building Coordinators and/or RA's where occupants should gather immediately following an evacuation signal (fire alarm) to await further instructions. Please contact your designated Building Coordinator or RA if you have not been advised of your building's initial gathering point.

Assembly Points

- All routinely occupied College facilities also have primary and alternate assembly points, which are secure locations of assembly and headcounting in the event of actual emergencies that necessitate building evacuations. Should such an incident occur, individuals should proceed from their initial gathering point to their primary assembly point (or alternate assembly point if the primary point is also affected by the incident), until either the emergency is terminated or further direction is provided. See the last section of this document for your building's primary and alternate assembly points.

Lockdown/Shelter-In-Place Procedures

In some emergency situations, evacuating the building/facility is not desired, and lockdown/shelter-in-place procedures are the best courses of action. A lockdown would typically be called for when some criminal element is threatening the campus, such as an active shooter, hostile intruder, or fugitive from justice. Shelter-in-place procedures would typically be called when some environmental element is threatening the campus, such as an airborne chemical plume or weather related event (like a tornado or ice storm). Despite these technical differences, the actions that personnel should take essentially remain the same. Once a lockdown or shelter-in-place command has been ordered, take the following actions:

- Stay inside the building you are in, even if you do not normally work or reside in that building.
- If you are in an outdoor location, proceed to the nearest building or other source of shelter.
- Close and lock exterior and interior doors to the greatest extent possible to maximize security. Also, close windows, blinds and drapes, and stay away from any objects that could fall or otherwise become projectiles.

- Terminate any on-going teaching activities (instruction, lab experiments, studio work, etc.), and turn off all local ventilation, fans, fume hoods, window air conditioners, etc.
- Be prepared to go to more secure locations, as directed by College personnel, and do not leave the building or secured area until and unless told to do so.

Community Services

Access to Campus Facilities

Access to campus buildings and grounds is a privilege extended to students, faculty members, staff members, and guests. With the exception of the residence halls, which are locked at all times, most campus facilities are normally open when classes are in session, or by special request coordinated with the Department of Campus Safety. When class is not in session and when the campus is officially closed, all buildings are secured and only faculty, staff and students with proper authorization are allowed access. The general public may attend cultural and recreational events on campus, however access is limited to the facility in which the event is being held.

Authorization for use of the campus grounds for assembly purposes must be obtained in advance from the Office of Student Activities or the Office of Summer Programs/Conference Services.

Escorts

Campus Safety will escort any student from one campus location to another if they contact the office and report feeling unsafe between the hours of dusk and dawn. These escorts may be given in a Campus Safety vehicle or on foot, by Campus Safety officers or student employees. The Department will provide vehicular escorts between campus locations to those physically disabled students whose disabilities have been certified by the Department of Student Health Services. Medical escorts are given at all times of day.

Lockouts

Students are strongly encouraged to lock their rooms at all times. If a student is accidentally locked out of their room, Campus Safety personnel will grant them admittance after checking their official room assignment and photo identification. After the first lockout call, a student will be charged \$10 per lockout. Students who lose their room keys should report the loss to the Department of Residential Life (x4023) so that their locks can be changed.

Deliveries

Off-campus delivery services are not permitted to enter any College buildings. All deliveries must be received at the Campus Safety office.

Campus Safety's Routine Responsibilities

Monitoring and Recording Off-Campus Crimes

Local law enforcement agencies regularly notify Campus Safety of off-campus crimes that involve members of the Hamilton community. The Department's role in off-campus investigations is limited, but information is often shared and cooperative work regularly takes place. The Hamilton College Code of Conduct prohibits violations of local, state, and federal laws; the College may take disciplinary action, independent of civil authorities, for

activities that take place off-campus when the interests of the College are adversely affected. In instances where crime reporting is necessary in Hamilton overseas locations those statistics will also be reported in compliance with the Jeanne Clery Act.

Building Checks

Prior to securing a building at night, Campus Safety officers will visually inspect its exterior, making note of any damage. Officers will also conduct an interior walk-through of all buildings in their entirety, ensuring that doors are secured, that fire safety equipment is present and in working order, and that there are no apparent safety, fire, or health hazards. This walk through includes mechanical rooms and a basic check of the building's heating and electrical systems.

All hazards and physical problems are referred to the Department of Physical Plant for action during the next business day. Physical Plant personnel can be called in after hours to address serious situations.

Parking and Traffic Enforcement

The Department of Campus Safety is responsible for regulating all vehicular traffic and parking on campus. Detailed information about the Department's current policies is available from the Campus Safety office or electronically on their website. All vehicles, including those belonging to temporary visitors, must be registered with the Department of Campus Safety.

Closed Circuit Video Monitoring System

Hamilton has installed an IP-based closed circuit television system in North and Root campus parking areas. The cameras record activity in the parking lots; activity is not monitored in real time. The purpose of this system is to deter crime and assist in the apprehension of people who commit vandalism or other criminal acts in these lots. Campus Safety personnel have received training to ensure that the system is utilized in a professional, ethical and legal manner consistent with the best practices.

MISSING PERSON POLICY

Designated Contact Person

Students have the option to register a confidential contact person to be notified in the case that the student is determined to be missing. The student may indicate that person to be a parent or guardian or another person if they choose. Use of that notification is for authorized campus officials, Campus Safety staff, and law enforcement, in furtherance of a missing person investigation.

In the case that a designated contact person is not registered the missing persons emergency contact information will be used.

Persons reporting missing students may make their first contact with the Department of Campus Safety, the Office of Residential Life, or the Office of the Dean of Students. Said reports may come from parents, fellow students, professors, Resident Advisors, or others. Regardless of the source or the office contacted first, the Department of Campus Safety will be immediately notified of all missing-student reports.

Upon receiving such notification, the dispatcher, with direction from a supervisor, will report via phone to the Kirkland Police Department that a student has been reported missing. Initially, however, the Department of Campus Safety will be fully responsible for the investigation.

If the student resides in an on-campus student housing facility and is determined missing for 24 hours, the following steps will be taken immediately:

- If the student has designated a contact person, notifying that contact person within 24 hours
- If the student is under 18 years of age and is not emancipated, notifying the student's custodial parent or guardian and any other designated contact person within 24 hours
- Regardless of whether the student has identified a contact person, is above the age of 18, or is emancipated minor, informing the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

Department personnel will interview any members of the Hamilton community who might have information about the missing student's whereabouts. Such interviewees may include, but will not be limited to, Resident Advisors, faculty and staff members, roommates, friends, and family members. Particular attention will be given to possible locations of the missing student and his/her most recent mental state and/or personal problems. The Department of Campus Safety has the right to enter student rooms in search of missing persons.

Campus Safety personnel will contact the Business Office to determine the last Campus Card transaction completed by the student in question and request to be alerted if any further transactions are attempted.

All missing student reports must be relayed promptly to both the Director of Campus Safety and the administrator-on-call. Periodic updates should be given to both the Director and the administrator. The Director will determine which other College officials need to be notified. The local police authorities will be regularly updated on the progress of the investigation and will become involved at their discretion. If it is determined by the local police or the Director of Campus Safety that the entire college community is at risk, the Department of Campus Safety will be responsible for communicating that danger to the campus via any medium that the Director shall deem appropriate.

After the situation is resolved, the Director will prepare a detailed report to be provided to both the municipal authorities and the Dean of Students.

General Policies

1. Persons 21 years of age and older may possess and consume alcohol in residence hall rooms, suites and apartments.
2. Open containers of alcohol are not permitted in public areas. Public areas include, but are not limited to, academic buildings, residence hall lounges and hallways, and outdoors. For purposes of this policy, suite lounges are not considered public areas.
3. Gatherings with bulk alcohol (defined as any quantity of beer in excess of two cases (48 twelve oz. cans), or the alcohol equivalent of wine or liquor) are not permitted in the residence halls (except where noted below). Kegs, beer balls and/or taps are not permitted in residence halls (except where noted below). Empty kegs may not be stored in residence halls.
4. Gatherings with bulk alcohol are permitted in College designated social spaces (Bristol Center Hub, Bundy Dining Hall, Beinecke Annex A & B, and Emerson Hall [ELS] basement). Social hosts are required to comply with the "Policy for Student-Sponsored Social Events," published here and in A Guide to Social Programming available in the Office of Student Activities.
5. The College reserves the right to notify the parents or guardian of a student who is transported to the hospital for an alcohol or drug-related overdose, and to require that the student participate in an educational program on alcohol and/or other drugs. The College may also choose to notify parents or guardian of any alcohol or drug-related violation

Drug and Alcohol Policies

Hamilton College has several regulations pertaining to the possession, use, and distribution of intoxicating beverages and illegal drugs; these policies are fully outlined in the Student Handbook. All students should carefully review these policies as the disciplinary penalties for violating them can be severe.

Hamilton College Alcohol Policy

I. Introduction

The Hamilton College alcohol policy and related educational programs are designed to promote responsible decision-making concerning the use of alcohol in this community. The College expects all members of the community to be respectful of the rights of others in order to contribute to an environment conducive to education and personal growth. Intoxication is never justification for behavior that violates the standards of conduct and expectations of the College.

This policy reflects local and state laws governing the use and distribution of alcohol, recognizing the rights of individuals who are 21 years of age or older to consume alcohol in a legal manner. The College expects community members to abide by the laws of New York State and the policies of the College. Any member of the community, including resident advisors and Campus Safety personnel, may confront and detain students whose behavior is in violation of these policies. Sanctions, ranging from one judicial point to separation from the College, may be imposed upon students who violate this policy, or other policies of the College.

II. Summary of New York State Laws Governing Alcohol

Under New York State law it is illegal:

1. To provide alcohol to persons under the age of 21 or to persons who are visibly intoxicated. Providing alcohol to persons under the age of 21 is a Class A misdemeanor which is punishable by imprisonment for up to one year, a fine of not more than \$1,000 and/or 3 years probation;
2. To misrepresent the age of a person under the age of 21 for the purpose of inducing a sale of alcohol. Those found guilty of violating this law shall be punished by a fine of not more than \$200, or by imprisonment for not more than five days, or by both fine and imprisonment;
3. For a person under the age of 21 to possess alcohol with the intent to consume it. Those found guilty of violating this law shall be punished by a fine of not more than \$50 and/or required to complete an alcohol awareness program and/or required to provide up to 30 hours of community service;
4. For any person under the age of 21 to present or offer any written evidence of age which is false, fraudulent or not actually his own, for the purpose of purchasing or attempting to purchase alcohol. Those found guilty of violating this law shall be punished by a fine of not more than \$100, and/or required to complete an alcohol awareness program and/or required to provide up to 30 hours of community service. Additionally, if it is found that a New York State driver's license was the written evidence of age used for the purpose of the purchase or attempted purchase, the person's license to drive a motor vehicle may be suspended for 90 days. Lastly, alteration of the required forms of identification (driver's license, passport or armed forces ID card) may constitute "possession of a forged instrument... with intent to defraud," which is a Class D felony under New York State penal law.
5. To sell alcohol, including charging admission at the door of an event where alcohol is distributed free of charge, without an Alcoholic Beverage Control license. Under New York State civil law the provider of alcohol may be liable for any damages or injuries caused by an intoxicated person.

III. General Policies

1. Persons 21 years of age and older may possess and consume alcohol in residence hall rooms, suites and apartments.
2. Open containers of alcohol are not permitted in public areas. Public areas include, but are not limited to, academic buildings, residence hall lounges and hallways, and outdoors. For purposes of this policy, suite lounges are not considered public areas.
3. Gatherings with bulk alcohol (defined as any quantity of beer in excess of two cases (48 twelve oz. cans), or the alcohol equivalent of wine or liquor) are not permitted in the residence halls (except where noted below). Kegs, beer balls and/or taps are not permitted in residence halls (except where noted below). Empty kegs may not be stored in residence halls.
4. Gatherings with bulk alcohol are permitted in College designated social spaces (Bristol Center Hub, Bundy Dining Hall, Beinecke Annex A & B, and Emerson Hall [ELS] basement). Social hosts are required to comply with the "Policy for Student-Sponsored Social Events," published here and in A Guide to Social Programming available in the Office of Student Activities.
5. The College reserves the right to notify the parents or guardian of a student who is transported to the hospital for an alcohol or drug-related overdose, and to require that the student participate in an educational program on alcohol and/or other drugs. The College may also choose to notify parents or guardian of any alcohol or drug-related violation.

Educational Programs

The Coalition on Alcohol and Other Drugs is appointed by the President, and charged with finding ways to reduce the negative consequences associated with the abuse of alcohol and other drugs at Hamilton. Membership is open to any member of the College community.

AES (Alcohol Education Seminar) is a two-hour class focusing on drinking choices and realities for college students. Any Hamilton student who has been involved in a violation or risky incident related to drinking may be referred to AES.

Additional intervention and support programs are offered through the Office of Counseling and Psychological Services, the Student Health Center and the Dean of Students Office, as well as in the town of Clinton and surrounding communities. For further information, please refer to Section III of the Illegal Drugs Policy or contact the Office of Counseling and Psychological Services.

Illegal Drug Policy

Students who are involved with drugs are encouraged to seek assistance through the College health services, counseling services or other professional assistance. These services are completely confidential. Hamilton College is committed to the development and maintenance of a drug-free environment and, in accordance with the Drug-Free Workplace Act of 1988, will not tolerate the unlawful possession, use, manufacture, distribution or dispensation of a controlled substance in or on property owned or controlled by Hamilton College. Drug paraphernalia and waterpipes of all kinds are prohibited. The Judicial Board will normally hear cases involving the alleged possession, use, or distribution of illegal drugs. Students found responsible for possession, use, or distribution of drugs will be subject to appropriate disciplinary action, which may include separation from the College. The laws of New York State and the federal government prohibit the possession, use or distribution of illegal drugs. The penalties imposed on violators are severe. The College will offer no protection or immunity from prosecution by police agencies.

I. Legal Sanctions Pertaining to Drug Use

A. Legal Consequences of Operating a Vehicle While Under the Influence of Alcohol or Drugs

- 1. Operating a Motor Vehicle after Consuming Alcohol While Under Age 21.** Any person under age 21 who operates a motor vehicle after having consumed alcohol, as determined by a blood-alcohol content of at least .02%, may be referred to the Department of Motor Vehicles for license suspension or revocation, and a \$125 charge to be imposed by a hearing officer, although the violation is not to be considered as "a judgment of conviction for a crime or any other offense." V&T Law § 1192-a, 17.
- 2. Driving While Ability Impaired (DWAI) (more than .05% but less than .08% B.A.C.)**
First violation (Traffic Infraction): Mandatory \$300-\$500 fine; and/or imprisonment up to 15 days; mandatory 90 day license revocation.
Violations within 5 years of any convictions for DWI or DWAI (Traffic Infraction): Mandatory \$500-\$750 fine, and/or imprisonment up to 30 days. Mandatory 6-month minimum license revocation.
Violations within 10 years of any two or more convictions for DWI or DWAI (Misdemeanor): Mandatory \$750-\$1500 fine; and/or imprisonment up to 180 days. Mandatory 6-month minimum license revocation.
- 3. Driving While Intoxicated (DWI) (.08% B.A.C. or higher or while impaired by the use of a drug)**
1st Violation (Misdemeanor): Mandatory \$500-\$1,000 fine and/or 1 year imprisonment; Mandatory 6-month minimum license revocation.*
Two or more violations in 10 years (Felony): Mandatory \$1,000-\$5,000 fine and/or imprisonment up to 4 years. Mandatory minimum one-year license revocation.*
Two Convictions within 10 years involving personal injury (Felony): \$500-\$5,000 fine and/or imprisonment up to 4 years; 5 years involving probation is possible. Lifetime license revocation.

If you are under the age of 21 and charged with DWAI, or DWI, and you are convicted of such charges, your license will be revoked for a minimum of one year. If you drive while your license is suspended or revoked, or if you refuse a chemical test, you face a mandatory jail term of 7-180 days and a mandatory fine of \$500-\$1,000. *The Department of Motor Vehicles decides when the license will be returned. It is not automatic. You must reapply and take tests.

Responding to Sexual Harassment and Sexual Assault

Important Phone Numbers

EMERGENCY: 315-859-4000 (x4000)
Campus Safety Non-Emergency: 315-859-4141 (x4141)
Counseling Center: 315-859-4340 (x4340)
YWCA Rape Crisis Hotline: 315-797-7740 (x5000)
Administrator/Counselor on Call, after hours: 315-859-4000 (x4000)

Hamilton College affirms the principle that its students, faculty, staff and guests have a right to work study and enjoy the society of the College community without being subjected to sexual harassment or sexual assault.

Sexual assault is an act of violence prohibited, in separate ways, by New York State Law and Hamilton College policy. Hamilton College defines sexual assault as any sexual conduct without mutual consent. Sexual assault

includes, but is not limited to, situations where a person is unable to consent because of mental incapacity or physical helplessness due to drug or alcohol consumption, or unconsciousness.

The Counselor on Call is designated at Hamilton as the professional staff member best suited to coordinate services for survivors of a sexual assault and is available at all times by contacting the Campus Safety office.

The YWCA Rape Crisis Center is a private agency that will provide free and confidential advocacy services to sexual assault victims. They can be reached directly by dialing x5000 from any campus phone. This line is not intercepted or monitored by any Hamilton College department.

Students may report occurrences of sexual assault and harassment to Campus Safety, administrators in the Dean of Students' office, or members of the Harassment and Sexual Misconduct Board (www.hamilton.edu/hsmb/board). The Harassment and Sexual Misconduct Board procedures are available on-line at www.hamilton.edu/student-handbook/hsmp or the Dean of Students Office, the Dean of the Faculty Office or the Department of Campus Safety.

Harassment and Sexual Misconduct Policy

The Harassment and Sexual Misconduct Board exists to ensure that all students, faculty, staff and guests can work, study, and enjoy the society of the College community without being subjected to harassment or sexual misconduct.

Harassment is a type of discrimination prohibited by Hamilton College policy and by federal laws such as Title VII and Title IX. Hamilton College affirms every individual's right to freedom of expression, and fosters the culture of tolerance and civility necessary to fulfill its educational goals. The academic freedom of an educational institution can create a tension with the prohibition of harassing behaviors. Hamilton College is a community that values freedom of speech and expression. Hamilton College does not consider visual and/or aural demonstrations, depictions or conduct to be sexual harassment when there is a legitimate pedagogical context, such as material having an appropriate connection to course subject matter.

Hamilton College believes in a zero tolerance policy for harassment and sexual misconduct. When a respondent is found to have violated this policy, serious sanctions will be imposed. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Hamilton College Harassment and Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy serves as a means to determine, after the fact, if behaviors trespass on community values. By educating the Hamilton community about this policy and encouraging a clear understanding of the College's expectations for sexual communication, the Board also hopes to prevent violations.

Definition of Prohibited Conduct

A. Harassment

1. Hamilton College defines harassment as verbal or physical conduct based on a person's race, color, religion, creed, ethnicity, gender or gender identity, age, sexual and affectional orientation/associations, or mental/physical disabilities that is sufficiently severe, pervasive, persistent or patently offensive that it has the effect of unreasonably interfering with that person's work or academic performance, or that creates an intimidating, hostile, or offensive

working, educational, or living environment, from both a subjective (the complainant's) and an objective (any reasonable person's) viewpoint.

2. Hamilton College defines sexual harassment as unwelcome verbal or physical conduct of a sexual nature that has the effect of unreasonably interfering with an individual's work or academic performance or that creates an intimidating, hostile, or offensive working, educational, or living environment. A form of sexual harassment exists when submission to or rejection of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature results in adverse educational or employment action, or the threat of such adverse action, or limits or denies an individual's educational or employment access, benefits or opportunities.

Zero tolerance extends to those who retaliate for complaints of harassment. Hamilton College views retaliatory harassment to be just as severe as the initial harassment itself.

B. Sexual Misconduct

In order for individuals to engage in sexual activity of any type with each other, there must be clear consent. Consent is permission, freely given by word or action, by both participants in a sexual activity. Since two people may experience the same interaction in different ways, it is the responsibility of both parties to make certain that the other has consented before engaging in any sexual activity. Silence cannot be assumed to show consent. Consent to some form of sexual activity cannot be automatically taken as consent to any other sexual activity and consent may be withdrawn at any time. Persons using alcohol or other drugs are considered unable to give consent if they cannot appreciate the nature and implications of a sexual interaction. All individuals who consent to sex must be able to understand what they are doing. In order to give consent, one must be of legal age, which is 17 in New York State.

Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior in the type of pressure someone uses to get consent from another. When someone makes clear that he or she does not want sex, wants it to stop, or does not wish to go past a certain point of sexual interaction, continued pressure beyond that point is coercive.

Persons who have sexual activity with someone whom they know to be - or should know to be - mentally or physically incapacitated (substantially impaired by alcohol or other drug use or unconscious) are in violation of this policy. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of so-called "date rape" drugs. Possession, use and/or distribution of any of these substances (including Rohypnol, Ketamine, GHB, Burundanga and others) is prohibited, and administering any of these drugs to another for the purpose of inducing incapacity is a violation of this policy.

1. Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any body part or object, by a man or a woman upon a man or a woman, without effective consent.
2. Non-Consensual Sexual Intercourse is any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by a man or woman upon a man or woman, without effective consent.
3. Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of

sexual exploitation include, but are not limited to, prostitution, non-consensual video or audio-taping of sexual or other private activity, exceeding the boundaries of consent (e.g., permitting others to hide in a closet and observe consensual sexual activity, videotaping of a person using a bathroom), engaging in voyeurism, or engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of such infection.

Sexual misconduct is an act of violence prohibited, in separate ways, by New York State law and Hamilton College policy. Thus, offenders may be prosecuted under New York State criminal statutes and subject to disciplinary action by the College. The College may choose to pursue disciplinary action while criminal action is pending, or even if criminal justice authorities choose not to prosecute.

Choice of Actions in Response to Harassment and Sexual Misconduct

Individuals or groups who have been harassed, or are victims of sexual misconduct as defined above, have recourse through the grievance procedures of the College established by this Policy. These grievance procedures apply to complaints regarding incidents taking place either on the Hamilton College campus or at College-sponsored events off campus.

The Harassment and Sexual Misconduct Board stands ready to respond to complaints in a variety of ways. Anyone who wishes to discuss a concern may approach any individual member of the Board. The privacy of all parties to a complaint of harassment or sexual misconduct must be strictly respected by the Board and by supervisory Senior Staff member, unless strict privacy interferes with the College's obligation to investigate fully the allegations and to record statistics in keeping with the law. Where extended disclosure is warranted, privacy will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint resolution procedure is not permitted. Campus clergy and professionals in the Counseling and Health Centers, including emergency medical technicians (EMTs), are the only Hamilton College employees who can offer legally protected confidentiality.

The College will not inform students' parents or guardians of their involvement in a complaint of harassment or sexual misconduct unless they are in major medical, disciplinary, or academic jeopardy, but students are strongly encouraged to inform their parents or guardians. College officials will directly inform a student's parents or guardians when requested to do so by the student.

For all complaints of harassment or sexual misconduct, the appropriate Senior Staff member will consult with the Chair of the Harassment and Sexual Misconduct Board. The Harassment and Sexual Misconduct Board lacks jurisdiction when a complaint involves an employee as respondent and that employee faces dismissal.

The complainant has the option of three levels of response by the Harassment and Sexual Misconduct Board, which are briefly described below.

A. Information

A member of the community may talk with any member of the Board about harassment or sexual misconduct. Complainants may, if they wish, have a friend or advisor accompany them when they discuss a problem with a Board member. Information about options available under this policy to

address allegations of harassment or sexual misconduct and their possible outcomes will be discussed. No written records will be kept. The Board member will report to the Chair only that someone sought information regarding harassment or sexual misconduct, and identities will remain private. However, if a threat or danger to the victim or community is apparent, the College has the obligation to investigate the report of an alleged violation of this policy.

B. Mediation

In the case of harassment, a complainant may request a referral to a campus mediator (e.g., a member of the Counseling Center staff) who will try to facilitate understanding of the nature of the complaint by the respondent, clear up misunderstanding, and resolve the complaint while maintaining confidentiality. Mediation is particularly appropriate when the complainant wants help in addressing the issue without pursuing formal action.

Allegations of non-consensual sexual intercourse will not be addressed through mediation, but may be addressed through a formal complaint.

A person who desires mediation should notify the Chair and/or the appropriate Senior Staff member in writing, outlining the complaint and requesting mediation. The Dean of Students or the Dean's designee will respond, with the Chair, to complaints brought by one student against another. The Dean of Faculty or the Dean's designee will respond, with the Chair, to complaints against members of the faculty. The supervising Senior Staff member will respond, with the Chair, to complaints brought against a member of the staff or administration. The Chair and Senior Staff member will meet with the complainant and refer the complaint to a trained campus mediator. A person seeking mediation must agree to be identified to the respondent. A campus mediator will begin mediation efforts promptly and will report to the Chair that the mediation occurred. Complainants are strongly encouraged not to discuss the complaint with other members of the community, except as required by the need for psychological counseling.

At the conclusion of a successful mediation, both parties will sign a statement agreeing that the mediation was successful and that no further action will be taken under this policy. If the mediation is unsuccessful, the complainant can proceed to a formal complaint and hearing within six months of the mediation. A copy of the signed statement will constitute the record of the mediation.

C. Formal Complaint

An individual may file a formal complaint by submitting to the Chair a signed written statement, including the time, place and nature of the alleged offense and the name of the respondent, at a minimum.

This will activate procedures outlined in the Harassment and Sexual Misconduct Board Procedures and will involve the Chair, the appropriate Senior Staff member, an investigation subcommittee of the Board, and the Hearing Committee of the Board. The Dean of Students or the Dean's designee will respond, with the Chair, to complaints brought by one student against another. The supervising Senior Staff member will respond, with the Chair, to complaints involving members of the faculty, staff, or administration.

A. Harassment and Sexual Misconduct Board Membership

The Harassment and Sexual Misconduct Board shall be composed of at least eight and no more than 12 members appointed by the College's Title IX Coordinator to staggered terms of two years in the case of student members and three years for non-student members. Each year the current Board will solicit applications and nominations and will recommend members who will serve in the following year. All members of the community may nominate individuals for Board membership provided the nominees are willing to serve if appointed. Every effort will be made to maintain a gender balance on the Board, which will include students and members of the faculty, administration, staff, and maintenance and operations. At least one member of the Board will be a tenured faculty member and at least one a student.

The Title IX Coordinator shall appoint new members to the Board and designate the Chair before the start of the fall semester. Normally, the Chair will be a tenured member of the faculty. The Chair shall arrange for the Board members to receive training in a timely fashion. The term of appointment for new members shall begin with the first meeting of the Board in the fall semester.

B. Hearing Committee

The Chair will annually appoint a three person hearing committee composed of at least one student and two other Board members to conduct hearings of the Board. The Chair is a non-voting member of the Hearing Committee who presides over the hearing. Normally, to be eligible to serve on the Hearing Committee, each member must have served for at least one year on the Board. The term of appointment to the Hearing Committee will be one year. If any vacancy on the Committee occurs during the academic year, or if the Chair determines that a legitimate conflict of interest exists between a member of the Committee and a party to a complaint, the Chair may request that the Board nominate a replacement from those members of the Board eligible to serve.

If, pursuant to a formal complaint, the respondent accepts responsibility for a violation of this policy, or if the Hearing Committee finds him or her responsible, various sanctions, ranging from a warning to permanent separation from the College, may be imposed. Individuals found responsible for violation of the College policy on Non-consensual Sexual Intercourse should expect to be separated from the College. Individuals are encouraged to bring complaints forward in a timely manner, as it becomes difficult to establish the facts of the complaint as time passes.

C. Investigation of Complaint

Unless the respondent accepts responsibility for the alleged violation or the facts are uncontested, Hamilton College uses an investigation model to resolve complaints of harassment and sexual misconduct. Upon receipt of a formal complaint, the Chair and appropriate Senior Staff member or designee will meet with the complainant and explain the investigation procedures that will be followed. The Chair and Senior Staff Member or designee will meet with the respondent to provide notification of the complaint and the procedures that will be followed.

All parties and witnesses will be interviewed and evidence collected by a two member subcommittee of the Board. All members of the Board receive special training, and subcommittees of two persons, who are not members of the Hearing Committee, will be appointed by the Chair for each complaint. The investigation subcommittee will usually have a male and female member. A third investigator from Campus Safety or another administrative office may be added at the discretion of the Chair.

In addition to interviewing and gathering written statements from the complainant and the respondent, the investigation subcommittee will interview and gather written statements from witnesses for the complainant and for the respondent who have information relevant to the investigation. The respondent must participate in all proceedings, and will be required to answer truthfully all of the questions posed during the investigation and any hearings.

It is the responsibility of the investigation subcommittee to take custody of, and arrange safekeeping for, any physical evidence to be used in making a finding, though evidence related to the commission of a crime will be handled by appropriate law enforcement authorities. At the conclusion of the investigation, the investigation subcommittee will issue to the Chair a written report of the evidence gathered and of its findings.

1. If the complainant and the respondent agree to the findings, and the findings indicate a violation by the College's "more likely than not" standard, the Senior Staff member will assign a sanction, determined in consultation with the Chair and/or Hearing Committee.
2. If the investigation subcommittee is unable to reach a finding or finds that the evidence does not meet the College's "more likely than not" standard, or if the investigation subcommittee finding is rejected by the complainant or the respondent, the complainant and/or respondent may request a hearing with the Hearing Committee. The Chair will issue a formal charge to the respondent, detailing each policy alleged to have been violated, the range of sanctions which might be imposed upon a finding of a violation, and the relevant procedures to be followed. The Chair will give formal notice to the complainant, the respondent, and relevant witnesses of the time, place and details of the hearing. The Hearing Committee will receive a copy of the investigation subcommittee report and may call on the investigation subcommittee as necessary during these proceedings. It will be the responsibility of the investigation subcommittee to arrange for and/or provide the Hearing Committee with expert sources of information as necessary.
3. If there is no evidence that a violation has occurred, the investigation subcommittee may recommend to the Chair and Senior Staff member that the complaint be dismissed. If the Senior Staff member and Chair agree with the investigation subcommittee, they will inform the complainant and respondent of a decision to dismiss the complaint on the basis of lack of evidence. If the Senior Staff member and Chair do not agree with the investigation subcommittee, they will convene the Hearing Committee.

In resolving all formal complaints of harassment and sexual misconduct, the complainant and the respondent will be notified in writing of the findings (material facts, evidence, credibility determinations and the reasons why the committee determined that the standard of evidence was or was not met) and any sanction(s). In some instances, the College may also choose to make a brief public announcement of the nature of the violation and the action taken, using no names. Certain college administrators (e.g., the College President and Director of Campus Safety) may be informed on a confidential basis. If an act of alleged harassment or sexual misconduct is reported to a Senior Staff member and there is evidence that a felony has occurred, local police will be notified. This does not mean that charges will be automatically filed or that a victim must speak with the police, but the College is legally required to notify law enforcement authorities. The College must also report statistics concerning the occurrence on campus of any of six major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include any personally identifiable information.

D. Rights of the Respondent and Complainant at Committee Hearings

1. Common Rights

In all complaints, each party has the right:

- a. to an investigation and appropriate resolution of all complaints of harassment and sexual misconduct deemed credible by the Chair and appropriate officer and made in good faith to College administrators;
- b. to receive the counsel and support of an advisor of his or her choice, who may be a designated member of the Board or another member of the Hamilton community, throughout the hearing process. Neither Hearing Committee members nor attorneys may serve as advisors. The advisor may consult with the advisee but may not speak on behalf of the advisee unless directed to answer questions raised by Committee members or to assist the advisee with questioning, as defined in the Hearing procedures (E.10 and 11);
- c. to the same opportunity to have others present in support or advisory roles during the hearing;
- d. to be notified of the finding and any sanction following any hearing involving harassment or sexual misconduct, usually within 24 hours of the end of the hearing;
- e. to seek the professional counsel of an attorney at his or her own expense and to have access to the attorney at every stage of the hearing process. The attorney will not be permitted to be present at the hearing itself, during conversations between the Senior Staff Member or Title IX Coordinator and Chair, or during interviews between members of the investigation subcommittee and the respondent or the complainant;
- f. to medical and emotional support (in the case of students) from the Student Health Service, the Counseling Center, and/or trained advocates;
- g. to an expeditious review of the complaint and timely hearing conducted in the manner described in the Harassment and Sexual Misconduct Board Procedures;
- h. to identify witnesses who may be called at the hearing;
- i. to have information concerning his or her sexual history, character, or incidents not directly relevant to the complaint, excluded from the hearing;
- j. to testify, orally and/or in a written document;
- k. to make an opening and closing statement in the event of formal proceedings;
- l. to submit a written impact statement and to have that statement considered by the Hearing Committee and/or the Chair and Senior Staff Member in determining the sanction;
- m. to review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- n. to be informed of the names of all witnesses who will be called to give testimony, at least 48 hours prior to the hearing;
- o. to preservation of privacy, to the extent possible and allowed by law;
- p. to a hearing closed to the public;
- q. to petition the Chair that any member of the investigation subcommittee or Hearing Committee be removed on the basis of demonstrated bias or conflict of interest;
- r. to appeal the finding and any sanction, in accordance with the standards for appeal established by the Harassment and Sexual Misconduct policy;
- s. to be fully informed of campus judicial rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- t. to have the College compel the presence at the hearing of student, faculty and staff witnesses, to ask questions, directly or indirectly, of witnesses (including the respondent or complainant), and to challenge documentary evidence;
- u. to be present for all testimony given and evidence presented before the Hearing Committee;

- v. to have complaints heard by Hearing Committee members who have received annual harassment and sexual misconduct adjudication training;
- w. to have College policies and procedures followed without material deviation;
- x. to be informed in advance of any public release of information regarding the complaint;
- y. to have any personal information about the complainant withheld from the public and not released without the complainant's consent;

2. Additional Rights of the Complainant

- a. To be informed by college officials of options to notify proper law enforcement authorities, and the option to be assisted by campus officials in notifying such authorities;
- b. To have limitations placed on the respondent regarding contact with the complainant while the complaint is being reviewed. These limitations may include, but are not limited to, a separation of the working, living, and/or academic arrangements of the complainant and the respondent;
- c. To bring an advocate or advisor to all phases of the investigation and hearing process;
- d. To give testimony in a campus hearing by means other than being in the same room with the respondent;
- e. To be informed of options for, and assistance in, changing academic and living situations after an alleged harassment or sexual misconduct incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:

- Change of a student's housing to a different on-campus location;
- Assistance from College support staff in completing the relocation;
- Exam (paper, assignment) rescheduling;
- Taking an incomplete in a class;
- Transferring class sections;
- Temporary withdrawal;
- Alternative course completion options.

3. Additional Rights of the Respondent

- 1. To waive the hearing process by admitting responsibility. The respondent must submit in writing, to the Senior Staff member and the Chair, 24 hours prior to the scheduled hearing, a decision to waive his/her right to a hearing. In those cases, the Senior Staff member, in consultation with the Chair, may determine an appropriate sanction.
- 2. To a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
- 3. To a fundamentally fair hearing;
- 4. To a hearing committee outcome based solely on evidence presented during the hearing. Such evidence will be credible, relevant, based in fact, and without prejudice.

E. Hearing Procedures

- 1. The Hearing Committee reviews all materials from the investigation privately prior to the hearing.
 - a. The committee notes any questions they have concerning the investigation subcommittee report.
 - b. The committee reviews written statements of the parties in response to the investigation findings, if available.
- 2. The Chair designates a committee member to keep minutes of the hearing.

3. The hearing is called to order with the complainant and the respondent present, with their advisors, unless alternative hearing procedures separating the parties are in place.
 - a. Witnesses are not present at this point, and are kept sequestered outside the hearing room.
4. Participants introduce themselves and their role in the hearing.
5. Rules of the hearing and hearing procedures are explained by the Chair.
 - a. Questions on procedural rules are solicited from the parties.
 - b. Rights of the parties are explained.
 - c. The Chair confirms that parties received copies of the complaint, response, witness lists and all available written evidence and documentation in advance of the hearing.
6. All participants are admonished that: (i) they are expected to be truthful (and may face consequences if they are not); (ii) no one may speak unless recognized by the Chair who has full authority over the proceedings; (iii) the proceedings are confidential and should not be discussed outside of the hearing room; (iv) information regarding sexual history, character or incidents not directly related to the complaint will be inadmissible.
 - a. Each witness called into the hearing room is instructed on the requirement of truthfulness.
7. The Chair introduces the formal charge (reads first section of charge) and identifies the policies allegedly violated.
8. The complainant is asked to make an opening statement. Specific comments should be directed to areas of agreement/disagreement with the investigation report.
9. The respondent is asked to make an opening statement. Specific comments should be directed to areas of agreement/disagreement with the investigation report.
10. The committee may ask questions of the complainant; the respondent may ask questions of the complainant. At the request of the respondent, with permission from the Chair, the advisor for the respondent may submit written questions to be asked of the complainant by the Chair.
11. The committee may ask questions of the respondent; the complainant may ask questions of the respondent. At the request of the complainant, with permission from the Chair, the advisor for the complainant may submit written questions to be asked of the respondent by the Chair.
12. The complainant may call witnesses.
13. The complainant's witnesses are questioned by the complainant, the committee, and the respondent.
14. The respondent may call witnesses.
15. The respondent's witnesses are questioned by the respondent, the committee, and the complainant.
16. Any witnesses who need to be recalled and re-questioned are called and then excused.
17. The complainant is given the opportunity to make a closing statement.
18. The respondent is given the opportunity to make a closing statement.
19. The Chair confirms that neither the committee, the complainant, nor the respondent has any further questions.
20. Any impact statements are submitted in writing at this point.
21. The hearing is adjourned. Only the committee members and the Chair will remain for deliberations.
22. The committee determines first, by majority vote, if the respondent is responsible for violation of the policies identified in the charge, by the "more likely than not" standard.
23. If the committee finds that the evidence supports a finding that the prohibited conduct more likely than not did occur, it will issue a finding that the respondent violated College policy. The "more likely than not" standard is met when evidence in favor of the finding of culpability outweighs the evidence against such a finding even by only a very small amount.
24. A finding of culpability will trigger the committee's consideration of sanctions. In weighing appropriate sanctions the committee may consider, among other things, the strength of the evidence supporting culpability.
25. The committee recommends any sanction(s) to the College Officer who makes a final decision. The committee provides a clearly articulated rationale based on findings and the committee's judgment on appropriate action.
 - a. In recommending a sanction, the committee will consider available precedent and similar complaint history.
 - b. The rationale will note the specific evidence that was and was not considered and why.

26. Within 48 hours after receiving the committee's recommendation, the Chair and the College Officer will convene the parties (without advisors) and orally report the finding and any sanctions, explain appeal options, and explain how sanctions will be implemented. The Chair will deliver to the complainant and the respondent a written summary report of the finding and any sanction.
27. A tape recording shall be kept of the hearing. This document is an internal College record to be made available to the Appeals Board or to the President by the College Officer. A student preparing an appeal will also be allowed to listen to the tape, under the supervision of the Dean of Student's designee. This tape is destroyed after adjudication or decision in any appeal.

Records

The Chair shall keep only such records as are needed for the Board's annual report. The Senior Staff member and the Title IX Coordinator shall keep on file in his or her office for six years from the date of the filing of the formal complaint, copies of the written statement of the complainant, the respondent, and the action taken by the Senior Staff member.

Annual Report

At the beginning of each academic year, the Board shall report on its activities during the past term. Its report shall include the number of individuals who came to Board members for help, the number of requests for mediation, the number of formal complaints that were lodged, and the kinds of behavior that gave rise to the complaints. The Board shall submit its report to the Title IX Coordinator, who shall make it public. The report shall not mention the name of any individual or identifying details of any case.

Policy Amendment

The Harassment and Sexual Misconduct Board and/or a Senior Staff member of the College may recommend modifications of this policy to the Title IX Coordinator.

Appeals Procedures

Appeals of a Harassment and Sexual Misconduct Board decision are heard by a two-member subset of the Appeals Board (Appeals Panel) consisting of the Chair of the Appeals Board and one other faculty member from the Appeals Board, determined by the Appeals Board Chair.

The Appeals Panel will not substitute its own judgment for that of the hearing committee and/or officer, nor will it concern itself with the possibility that others might have arrived at a different judgment. Its terms of reference extend only to investigation of the procedures by which the original judgment was reached. Decisions of the Appeals Panel are final.

Any party to a Harassment and Sexual Misconduct Board decision may appeal a decision within one week of being informed in writing of that decision. Respondents who accept investigation findings may only appeal on the basis of sanction. The appeal must be made in writing to the Chair of the Appeals Board, and must state in detail the reasons for the appeal. The Chair will inform the Senior Staff member and Chair of the Harassment and Sexual Misconduct Board that an appeal has been made and will invite the Senior Staff member and Chair to make written statements to the Appeals Panel. Where an appeal is requested by the respondent party, a written statement will also be solicited from the complainant. Where an appeal is requested by the complainant party, a written statement will also be solicited from the respondent.

Within one week of receipt of the appeal, the Chair will convene the Appeals Panel to determine whether the appeal will be considered. In making that decision, the Appeals Panel will have access to the written records of the case. Acceptable grounds for an appeal are limited to:

1. Sanction inconsistent with the severity of the violation or with stated community standards and precedents
2. Procedural irregularity that affected the outcome of the hearing
3. Prejudicial bias on the part of the hearing body

New evidence not available at the time of the original hearing that could be outcome determinative must be brought to the attention of the Harassment and Sexual Misconduct Board for consideration before the complaint can be presented on appeal.

If the Appeals Panel decides to consider the appeal, the Chair will schedule another meeting for consideration and disposition of the appeal. The Appeals Panel will have access to the records of the hearing. Normally, the parties, Senior Staff member and Chair will not appear before the Appeals Panel, though they may be summoned at the discretion of the Chair.

The Appeals Panel may decide:

1. To uphold the original decision.
2. To remand the complaint to Harassment and Sexual Misconduct Board for rehearing. This will normally be done when there is a procedural irregularity that could be corrected in a rehearing.
3. To remand the complaint to the appropriate Senior Staff member with a recommendation that the penalty be modified, together with an explanation of why the original penalty is deemed inappropriate.
4. To remand the complaint to an ad hoc hearing board. This will be done only in extraordinary cases when, in the considered opinion of the Appeals Panel, prejudicial bias or procedural problems would make it impossible for the appropriate body to reach a fair decision.
5. The parties and the Officer and Chair will be informed in writing of the decision and of the grounds for the decision.

Records

The record of the appeal will consist of the letter of appeal, the written statements from the parties, Senior Staff member and Chair; the written decision whether to hear the appeal and the outcome of the appeal. This record will be appended to the written record of the original decision and will be kept with it.

Portions of this policy were adapted from policies of NCHERM, SUNY University at Buffalo and Skidmore College

Sexual Assault

Hamilton College is committed to the personal safety of members and guests of the Hamilton community. Hamilton College informs incoming students about sexual assault prevention measures through campus programs that include workshops, discussion groups, and on-going orientation seminars. The purpose of these programs is to disseminate information about sexual assault, promote discussion, encourage reporting of incidents of sexual assault, and facilitate prevention of such incidents.

Sexual Assaults on College Campuses

College students are more vulnerable to sexual assault than any other age group. Nationally, the majority of reported victims and offenders are of college age, with the rate of victimization highest among 16 to 19 year olds. Women between 20 and 24 years of age experience the second highest victimization rate. Offender populations show a similar age distribution.

Traditionally aged college students are vulnerable to being victims of violence. They are typically in a new setting with a variety of environmental stressors, and away from direct parental supervision and past support systems. They are under peer pressure, their identities are not yet firm, their competence is not yet established, and they often have mistaken beliefs about their invincibility. They live among others who are experimenting with new freedoms. Thus, college students are a population at risk.

The most prevalent form of rape on college campuses is acquaintance rape. The acquaintance may be a date or friend of the victim, or someone the victim knows only casually, from a residence hall, a class, or through mutual friends.

Regardless of the relationship between them, if one person uses force to coerce another into submitting to sexual behaviors, or if the other party does not give consent, the act is unlawful. The same criminal laws and penalties apply in cases of acquaintance rape and stranger rape, and other forms of sexual assaults.

Many acquaintance rapes involving college students follow similar patterns. Acquaintance rapes often occur at parties or in residential settings. Frequently, the students involved in these assaults have been drinking heavily or using drugs. Detailed crime reports and prevention information can be obtained from the Office of Campus Safety.

Prevention

There are things you can do to reduce your chances of being sexually assaulted.

- When you go out, do so with people that you trust to look out for your safety. Be a good friend—keep an eye on your friends to make sure they are safe.
- When you are at a party, make sure that someone knows where you are at all times. Check on your friends to make sure they are safe too.
- Get your own drinks. Only accept beverages from people you trust and never drink out of a cup that has been left unattended.
- Never walk home alone from bars or parties. Have a friend walk with you, call Campus Safety for an escort, or let the Events Staff know that you need an escort. Walking home alone may make it easier for someone to isolate and assault you.
- Always lock your residence hall room door.
- Know your sexual desires and limits. You have a right to say 'no' to any unwanted sexual contact.
- Communicate your limits as clearly as possible. If someone starts to offend you, tell him or her early and firmly. Being polite is fine, as long as you are firm and assertive. Say "no" when you mean "no" and be prepared to repeat it.
- Since alcohol and drugs interfere with clear thinking and effective communication, avoid excessive use of these substances. It may not be safe to be intimate with someone if you or they have been drinking or using other substances.
- If you do not feel well and need to lie down, make sure that a friend stays with you to check on you.

- If you want to be intimate with someone, remember that you can still change your mind.

If you find yourself alone or in an unfamiliar place:

- Be aware of your surroundings.
- Walk with confidence. The more confident you look, the stronger you appear.
- Be assertive — don't let anyone violate your space.
- Trust your instincts. If you feel uncomfortable in your surroundings, leave.
- Don't prop open self-locking doors.
- Lock your door and your windows, even if you leave for just a few minutes.
- Watch your keys. Don't lend them. Don't leave them. Don't lose them. And don't put your name and address on the key ring.
- Watch out for unwanted visitors. Know who's on the other side of the door before you open it.
- Be wary of isolated spots, like underground garages, offices after business hours, and apartment laundry rooms.
- Avoid walking or jogging alone, especially at night. Vary your route. Stay in well-traveled, well-lit areas.
- Have your key ready to use before you reach the door — home, car, or work.
- Park in well-lit areas and lock the car, even if you'll only be gone a few minutes.
- Never hitchhike or pick up a hitchhiker.

Reporting and Obtaining Assistance

1. Professional help is available 24 hours a day, seven days a week. A member of the Hamilton College Counseling Center is on-call at all times. The Counselor On-Call (COC) can provide immediate crisis support and information about resources for survivors on and off campus. Contact the COC by calling 315-859-4340 during normal business hours. (315-859-4000 after hours). This is a completely confidential service. Upon request, the COC will come to campus immediately.
2. Immediate help is also available through YWCA Rape Crisis Services by calling 315- 797-7740. Rape Crisis volunteers are trained and available by phone or to accompany survivors to the hospital or the police. This service is also confidential and is not connected with the College.
3. Medical attention should be sought as soon as possible following a sexual assault or rape. Not all injuries are immediately apparent. Contact the Hamilton Student Health Service (8:30-4:30 M-F), Hamilton's Emergency Medical Technicians (315-859-4000), or go to the hospital Emergency Room for medical services. Transportation to the hospital can be arranged by request through the Office of Campus Safety or Student Health Service.
4. For any major injuries, as well as a rape examination (Physical Evidence Recovery Kit), go to the emergency room of Oneida Healthcare Center ([click here for directions](#)). The rape examination allows evidence to be collected in case prosecution is desired at a later time. The examination should be conducted within 72 hours of the incident. It includes a pelvic examination and semen analysis; sexually transmitted disease testing; and treatment for possible infection, which may include taking an antibiotic. Do not bathe, shower, change or wash clothes, or douche – important evidence may be lost. You may wish to take a change of clothes with you to the hospital. Upon request, a volunteer from the YWCA Rape Crisis Service (315- 797-7740) will accompany you and will assist in managing the process. The evidence kit can be kept secure at the hospital for 30 days while you decide whether or not you wish to prosecute. The police will be called only if you wish to seek prosecution.
5. The hospital will never refuse services, but is required to bill your insurance company. The New York State Crime Victims Board will reimburse medical expenses, counseling services, and damage to personal property if you choose to pursue criminal prosecution.
6. Reporting to police is your choice. While you may not be certain now that you wish to press charges, failure to involve police at an early stage may limit later choices. Contact the Kirkland Police Department by calling (315-853-3311) or call Campus Safety (315-859-4000) to request that the police come to campus to take a report. You may wish to request that a Rape Crisis advocate be present in order to

provide support through the process. You may choose to meet the police in the Counseling Center or Student Health Service to preserve confidentiality.

7. Police will ask questions to establish facts and, if possible, to apprehend the suspect. Police or Rape Crisis Services staff can explain your legal options and provide information about likely consequences of legal actions.
8. If the assailant is a Hamilton College student, you may choose to file a complaint with the Harassment and Sexual Misconduct Board Chair, Prof. Joseph Mwantuali (315-859-4334) or Nancy Thompson, Dean of Students (315-859-4020). This can be done in conjunction with criminal prosecution or instead of it. The Chair, Board member, or Dean will explain the various options for on-campus follow-up. If you choose to file a formal complaint, the Dean and the Chair will meet with you to discuss the complaint and explain the process. If the respondent is found responsible for having violated the Harassment and Sexual Misconduct policy, the Committee will recommend a sanction that could range from a warning to permanent separation from the College.
9. Counseling is available on a free and confidential basis through Hamilton's Counseling and Psychological Services (315-859-4340).
10. Incidents of sexual misconduct reported to any College employee, with the exception of Counseling Center and Health Center personnel, will be anonymously reported to the College and included in the College's annual crime statistics.
11. If the incident represents a serious threat to the community at large, the Dean of Students will issue a warning to the campus community, preserving the survivor's anonymity.

Bias Crimes Compliance Statement

Hamilton College seeks to prepare all students to thrive as fully engaged citizens of a diverse and increasingly complex world. In keeping with this goal, Hamilton is duly committed to distinguishing itself as a living and learning community that values and exemplifies the inclusion of diverse persons and perspectives. However, no college or community is immune to problems that arise as a result of various forms of bias. As part of the College's commitment to an inclusive campus community, a Bias Incident Response Team and protocol has been developed to address incidents that occur on-campus or at any Hamilton-sponsored off-campus event. We urge all community members to familiarize themselves with the reporting protocol found in this document and to report promptly any incidents that violate the standards that we as a community seek to uphold.

What is a bias incident?

A bias incident is an action that violates college policy and is motivated, in whole or in part, by the perpetrator's bias or attitude against an individual or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability.

Examples of bias incidents include harassment, intimidating or threatening comments or messages, vandalism of personal or college property, and defacing posters or signs. Bias incidents affect not only the individual victim or target of a specific action, but often make an entire group or community feel vulnerable and unwelcome. This is unacceptable at Hamilton College and will be treated as a serious offense that could include separation from the College.

What is a hate crime?

A hate crime, also called a bias crime or bias-related crime, is criminal activity motivated, in whole or in part, by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. In addition to the victim, members of the victim's group and the community as a whole can feel victimized by a hate crime.

Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal

Hate/Bias Crime Reporting Act of 1990 and the New York Penal Law 485.05 ([Penal Law Article 485](#)).

A person commits a hate crime when he or she commits a specified offense and either:

- *intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or*
- *intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.*

Examples of specific crimes identifiable as hate crimes include murder, manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, forcible and non-forcible sex offenses, intimidation, destruction, damage or vandalism of property in which the victim is intentionally selected because of the actual or perceived protected category.

What are the penalties for committing hate crimes?

For most crimes, when a person is convicted of a hate crime, the crime is deemed to be one category higher than the specified offense the defendant committed, and the person is sentenced accordingly.

Penalties for hate crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. For specific information on sentencing, refer to [Penal Law Article 485](#).

Hate crimes are prohibited, in separate ways, by New York State law and Hamilton College policy. Thus, offenders may be prosecuted under New York State criminal statutes and subject to disciplinary action by the Hamilton College. The College may pursue disciplinary action while criminal action is pending, or even if criminal justice authorities choose not to prosecute. In addition to any criminal penalties, students found responsible for a hate crime are subject to disciplinary action and penalties, which may include, among other penalties, separation from the College.

Reporting a Bias Incident or Hate Crime

All members of the Hamilton community are urged to report promptly any bias incident directed against a Hamilton community member or group that occurs on-campus or at any Hamilton-sponsored off-campus event.

To report an incident or crimes in progress call the Campus Safety emergency line at 315-859-4000 immediately.

To report a bias incident or hate crime, please complete the Bias Incident Report Form. A Bias Incident Report may be filed via an [on-line form](#) which, upon submission, is automatically directed to the Office of Campus Safety. Alternatively, the report form may be printed and submitted to the Office of Campus Safety, the Dean of Students, or any member of the Bias Incident Response Team.

Upon receipt of a report, the Director of Campus Safety (or designee) will contact the Dean of Students or appropriate college officer, depending upon the whether the complainant is a student or college employee, and the Bias Incident Response Team will be convened.

Prior to and during the process of filing a bias complaint, the complainant may receive the counsel and support of an advisor of his or her choice. The advisor may be any member of the Hamilton community (faculty, staff, coach or peer) and will provide support and guidance throughout the process. Neither Bias Incident Response Team members nor attorneys may serve as advisors. While the complainant may choose any Hamilton community member as an advisor; the list below is of faculty and staff who have volunteered to serve as advisors and who have specific knowledge of the Bias Incident Reporting process.

- [Phyllis Breland](#) - Director of Opportunity Programs/Director of Opportunity Pathways
- [Todd Franklin](#) - Associate Professor of Philosophy
- [Joseph Mwantuali](#) - Associate Professor of French-On Leave
- [Steve Orvis](#) - Professor of Government
- [Sam Pellman](#) - Lenord C. Ferguson Professor of Music
- [Nancy Rabinowitz](#) - Margaret Bundy Scott Professor of Comparative Literature
- [Peter Rabinowitz](#) - Professor of Comparative Literature
- [Steve Yao](#) - Associate Professor of English

The Bias Incident Response Team consists of the:

- Nancy Thompson, Dean of Students– 315-859- 4020
- Allen Harrison, Associate Dean of Students for Diversity and Accessibility – 315-859-4021
- Jeffrey Landry, Assistant Dean of Students – 315-859-4022
- Francis Manfredo, Director of Campus Safety – 315-859-4141 (315-859-4000 in case of emergency)
- Robert Kazin, Director of the Counseling Center (or designee) – 315-859-4340
- Donald Carter, Chief Diversity Officer and Professor of Africana Studies - 315-859-4582
- Madeleine Lopez, Director of the Cultural Education Center - 315-859-4408
- Joseph Mwantuali, Chair, Harassment and Sexual Misconduct Board – 315-859-4334

The Bias Response Team will respond in the following ways:

- review the report and ensure that an investigation is initiated in a timely manner
- a member of the team will be designated to ensure that the complainant is provided with appropriate support and referrals to resources on and off-campus and relevant updates concerning the investigation and resolution.
- work with college administrators, to determine how best to mitigate campus tensions arising from a complaint, whether or not that incident rises to the level of a policy violation
- collect and disseminate to the campus community information about reported bias incidents

Resources

Hamilton College

- Counseling and Psychological Services – 315-859-4340
- Dean of Students Office – 315-859-4020
- Student Health Services – 315-859-4111
- Residential Life Office – 315-859-4023
- Harassment and Sexual Misconduct Board – 315-859-4334
- Campus Safety – 315-859-4141 or 315-859-4000 if an emergency

Off-Campus

- Kirkland Police – 911 or 315-853-2924 for general information
- State Police – 315-366-6000

- Oneida County Sherriff 315-768-7804
- Hospitals and Urgent Care facilities
 - St. Luke's emergency department – 315-624-6112
 - St. Elizabeth's emergency department – 315-798-8111

Please note: the reporting system does not create a new category of prohibited behavior or a new process for members of the Hamilton community to be disciplined or sanctioned. The BIR Team has no authority to discipline any student or member of the faculty or staff. Reported conduct that may be a violation of college policy will be referred for action through existing disciplinary or judicial procedures. Reported conduct that may be a violation of law may also be referred to local law enforcement agencies.

Portions of this policy were adapted from policies of NCHERM, SUNY University at Buffalo and Skidmore College.

Crime Statistics policy and procedures

Policy and Procedures for preparing the annual disclosure of crime statistics can be found as Appendix 1 of this document.

General Definitions for Reported Statistics

The following definitions are used to report crimes listed in accordance with the Federal Bureau of Investigation Uniform Crime Reporting Guidelines.

- *Murder and Non-Negligent Manslaughter:* The willful (non-negligent) killing of one human being by another.
- *Negligent Manslaughter:* The killing of another person through gross negligence.
- *Robbery:* The taking or attempting to take anything of value from the care, custody or control of another person or persons by force or threat of force or violence and/or 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. Some examples of severe or aggravated bodily injury are wounds requiring stitches, broken bones and internal injuries.
- *Burglary:* The unlawful entry of a structure to commit a felony or a theft.
- *Motor Vehicle Theft:* The theft or attempted theft of a motor vehicle.
- *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.
- *Reportable Hate Crimes:* Any of the above crimes and any other crime involving bodily injury if the crime is motivated by hate. Hate crimes are defined as being those crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.
- *Illegal Weapons Possession Violations:* The violations of laws and ordinances dealing with weapons offenses.
- *Drug Abuse Violations:* Violations of Federal, State and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs or marijuana.

Liquor Law Violations: The violations of State laws or local ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places, furnishing liquor to a minor; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

Sexual Assault Definitions for Reported Statistics

- *Sex Offenses – Forcible*: Any sexual act directed against another person, forcibly and/or against that person's will, where the victim is incapable of giving consent.
- *Forcible Rape*: The carnal knowledge of a person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- *Forcible Sodomy*: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- *Sexual Assault With An Object*: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- *Forcible Fondling*: The touching of private body parts of another person for the purpose sexual gratification, forcibly and/or against the person's will, or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes "indecent liberties" and "child molesting."
- *Sex Offenses – Nonforcible*: Unlawful, nonforcible sexual intercourse includes the following:
 - *Incest*: Nonforcible sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited.
- *Statutory Rape*: Nonforcible sexual intercourse with a person who is under the statutory age of consent

Hate Crime Statistics

The College reports hate crimes precipitated against individuals or groups when the motivating reason, in whole or part, can be attributed to race, gender, religion, sexual orientation, ethnicity, or disability bias. In addition to murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson, the College also reports hate crimes attributed to larceny, simple assault, intimidation, and criminal mischief.

A **hate crime** is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. **Bias** is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Although there are many possible categories of bias, under Clery, only the following six categories are reported:

- **Race**. A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (eg., Asian, blacks, whites).
- **Gender**. A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g. Catholics, Jews, Protestants, atheists).
- **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (eg. Gays, lesbians, heterosexual).
- **Ethnicity/national origin.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (eg., Arabs, Hispanics).
- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For Clery purposes, hate crimes include any offense in the following two groups that is motivated by bias.

| <i>Categories of hate crime offenses</i> |
|---|
| <ul style="list-style-type: none"> • Murder and Non-negligent manslaughter • Forcible sex offenses • Non-forcible sex offenses • Robbery • Aggravated assault • Burglary • Motor vehicle theft • Arson • Larceny-theft* • Simple assault* • Intimidation* • Destruction/damage/vandalism of property* |
| <ul style="list-style-type: none"> • * Denotes offenses that were added in 2011 |

This information was taken directly from the U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting*, Washington D.C., 2011.

Hamilton Campus Hate Crime Statistics

2010: Two on-campus vandalism incidents characterized by religion

*2009: One on-campus vandalism incidents characterized by religion
Two on-campus intimidation incidents characterized ethnicity*

2008: No hate crimes were reported that met Clery requirements

Hamilton Campus Crime Statistics Clinton, NY

| OFFENSE | YEAR | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES | NONCAMPUS PROPERTY | PUBLIC PROPERTY |
|--|-------------|--------------------|--------------------------------------|--------------------|-----------------|
| MURDER / NON-NEGLIGENT MANSLAUGHTER | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| NEGLIGENT MANSLAUGHTER | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| SEX OFFENSES, FORCIBLE | 2008 | 2 | 2 | 0 | 0 |
| | 2009 | 3 | 3 | 0 | 0 |
| | 2010 | 7 | 7 | 0 | 0 |
| SEX OFFENSES, NON- FORCIBLE | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ROBBERY | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| AGGRAVATED ASSAULT | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| BURGLARY | 2008 | 16 | 16 | 0 | 0 |
| | 2009 | 22 | 17 | 0 | 0 |
| | 2010 | 18 | 18 | 0 | 0 |
| MOTOR VEHICLE THEFT | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 1 | 0 | 0 | 0 |
| ARSON | 2008 | 1 | 1 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC. | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC. | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: DRUG ABUSE VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS | 2008 | 57 | 57 | 0 | 0 |
| | 2009 | 73 | 73 | 0 | 0 |
| | 2010 | 46 | 46 | 0 | 0 |
| ARRESTS: LIQUOR LAW VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS | 2008 | 90 | 90 | 0 | 0 |
| | 2009 | 124 | 124 | 0 | 0 |
| | 2010 | 122 | 122 | 0 | 0 |

Hamilton Abroad China Crime Statistics

| OFFENSE | YEAR | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES | NONCAMPUS PROPERTY | PUBLIC PROPERTY |
|--|-------------|--------------------|--------------------------------------|--------------------|-----------------|
| MURDER / NON-NEGLIGENT MANSLAUGHTER | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| NEGLIGENT MANSLAUGHTER | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| SEX OFFENSES, FORCIBLE | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| SEX OFFENSES, NON- FORCIBLE | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ROBBERY | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| AGGRAVATED ASSAULT | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| BURGLARY | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| MOTOR VEHICLE THEFT | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARSON | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC. | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC. | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: DRUG ABUSE VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: LIQUOR LAW VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |

Hamilton Abroad France Crime Statistics

| OFFENSE | YEAR | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES | NONCAMPUS PROPERTY | PUBLIC PROPERTY |
|--|-------------|--------------------|--------------------------------------|--------------------|-----------------|
| MURDER / NON-NEGLIGENT MANSLAUGHTER | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| NEGLIGENT MANSLAUGHTER | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| SEX OFFENSES, FORCIBLE | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| SEX OFFENSES, NON- FORCIBLE | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ROBBERY | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| AGGRAVATED ASSAULT | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| BURGLARY | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| MOTOR VEHICLE THEFT | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARSON | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC. | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC. | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: DRUG ABUSE VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: LIQUOR LAW VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |

Hamilton Abroad Spain Crime Statistics

| OFFENSE | YEAR | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES | NONCAMPUS PROPERTY | PUBLIC PROPERTY |
|--|-------------|--------------------|--------------------------------------|--------------------|-----------------|
| MURDER / NON-NEGLIGENT MANSLAUGHTER | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| NEGLIGENT MANSLAUGHTER | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| SEX OFFENSES, FORCIBLE | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| SEX OFFENSES, NON- FORCIBLE | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ROBBERY | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| AGGRAVATED ASSAULT | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| BURGLARY | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| MOTOR VEHICLE THEFT | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARSON | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC. | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC. | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: DRUG ABUSE VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: LIQUOR LAW VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |

Hamilton College New York City program Crime Statistics

| OFFENSE | YEAR | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES | NONCAMPUS PROPERTY | PUBLIC PROPERTY |
|--|-------------|--------------------|--------------------------------------|--------------------|-----------------|
| MURDER / NON-NEGLIGENT MANSLAUGHTER | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| NEGLIGENT MANSLAUGHTER | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| SEX OFFENSES, FORCIBLE | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| SEX OFFENSES, NON- FORCIBLE | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ROBBERY | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| AGGRAVATED ASSAULT | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| BURGLARY | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| MOTOR VEHICLE THEFT | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARSON | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC. | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC. | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: DRUG ABUSE VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: LIQUOR LAW VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |

Hamilton College Washington DC program Crime Statistics

| OFFENSE | YEAR | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES | NONCAMPUS PROPERTY | PUBLIC PROPERTY |
|--|-------------|--------------------|--------------------------------------|--------------------|-----------------|
| MURDER / NON-NEGLIGENT MANSLAUGHTER | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| NEGLIGENT MANSLAUGHTER | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| SEX OFFENSES, FORCIBLE | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| SEX OFFENSES, NON- FORCIBLE | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ROBBERY | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| AGGRAVATED ASSAULT | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| BURGLARY | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| MOTOR VEHICLE THEFT | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARSON | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC. | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC. | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: DRUG ABUSE VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| ARRESTS: LIQUOR LAW VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS | 2008 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 |

Personal Safety Tips

Traveling Off-Campus

- Park in well-lit heavily populated areas
- Trust your instincts when something doesn't feel right
- Be aware of your surroundings
- If you have a cellular phone have it turned on and easily accessible
- Do not leave valuable items visible in your vehicle
- Walk with others whenever possible
- Check the back seat of your vehicle before entering
- Report all suspicious behavior to local law enforcement authorities

In the Event of Fire

- Remain calm
- Dress warmly, get your keys, and evacuate the building promptly
- Activate the building fire alarm or notify Campus Safety immediately
- If a door is warm, do not open it
- If you are trapped in a room, seal the door and signal from a window.

PREVENT System

- ***P***revention is the most effective means of fighting crime
- ***R***ecord the description of suspicious persons, do not confront them yourself
- ***E***scape is the primary objective if you are in a dangerous situation
- ***V***alue your safety and the safety of others
- ***E***mploy common sense and awareness in your day-to-day activities
- ***N***otify Campus Safety if you are the victim of a crime or witness one
- ***T***elephone x4000 for any on-campus emergency

Annual Fire Safety Report

Fire Safety

Fire safety is one of the most important "safety" considerations on any college/university campus, in part because it is not just some minor program managed by a single administrative department. Rather, it is a complex system that concerns itself with both the design/maintenance of the many structures that make up the Hamilton College campus proper, as well as the behaviors of every student, employee and visitor. While the January 2000 Seton Hall dormitory fire was a momentous tragedy, the tangible result of this incident in New York State was new legislation and inspection/enforcement activities to hold all NYS colleges/universities accountable to full conformance with the fire code on an annual basis.

The New York State Office of Fire Prevention & Control (OFPC) conducts annual "wall-to-wall" inspections of the entire Hamilton College campus each September, and assists the College with a number of student and employee training programs. While an effective fire safety program is not necessarily measured by the College successfully getting through an annual inspection without having to pay monetary penalties, it is nonetheless important for the Hamilton College community to understand what the OFPC is looking for. The following document is provided as an education tool to communicate the most frequent issues found during these annual inspections, and it also lays out some of the most noteworthy policy obligations that apply in our residences and work stations.

Fire Drills

The conduct of fire drills is one of the College's many fire safety obligations. By NYS law, Hamilton must conduct at least 4 fire drills in each residence hall and 3 fire drills in all other non-residential facilities on an annual basis. Additional fire drills are required during the summer months for student and camp housing. Cumulatively, that's more than 200 fire drills Hamilton College must perform on an annual basis. Please be sure to evacuate your space promptly for every fire alarm signal you detect, and know the location of your initial gathering points. Employees should contact their respective Building Coordinators and students should contact their respective RA's for initial gathering point information. See the Emergency Planning & Preparedness link for additional information.

Fire Safety Systems in Student Housing

| Hamilton College Residence Hall | Proprietary Fire Alarm Systems | Full Sprinkler Systems | Smoke Detection | Fire Extinguishers | Evacuation Plans posted | Number of evacuation (Fire) drills each academic year |
|---------------------------------|--------------------------------|------------------------|-----------------|--------------------|-------------------------|---|
| Dunham * | X | X | X | X | X | 4 |
| South * | X | X | X | X | X | 4 |
| Kirkland * | X | X | X | X | X | 4 |
| North * | X | X | X | X | X | 4 |
| Carnegie * | X | X | X | X | X | 4 |
| Eells * | X | X | X | X | X | 4 |
| Ferguson * | X | X | X | X | X | 4 |
| Woolcott * | X | X | X | X | X | 4 |
| Rogers * | X | X | X | X | X | 4 |
| Skenandoa * | X | X | X | X | X | 4 |
| Wertimer * | X | X | X | X | X | 4 |
| Wallace Johnson * | X | X | X | X | X | 4 |
| Bundy East * | X | X | X | X | X | 4 |
| Bundy West * | X | X | X | X | X | 4 |
| Root Farmhouse * | X | X | X | X | X | 4 |
| Milbank * | X | X | X | X | X | 4 |
| Babbitt * | X | X | X | X | X | 4 |
| Major * | X | X | X | X | X | 4 |
| McIntosh * | X | X | X | X | X | 4 |
| Minor * | X | X | X | X | X | 4 |
| Root * | X | X | X | X | X | 4 |
| Keehn * | X | X | X | X | X | 4 |
| Saunders * | X | X | X | X | X | 4 |
| Griffin Rd Apt 1000 | X | X | X | X | X | 4 |
| Griffin Rd Apt 2000 | X | X | X | X | X | 4 |
| Griffin Rd Apt 3000 | X | X | X | X | X | 4 |
| 3994 Campus Rd | X | X | X | X | X | 4 |
| 4002 Campus Rd | X | X | X | X | X | 4 |
| 100 College Hill Rd | X | X | X | X | X | 4 |

X=equipped

*= have an address of 198 College Hill Road

2010 Fire Drills

| Residence Hall | 1 st Drill | 2 nd Drill | 3 rd Drill | 4 th Drill |
|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Dunham * | 8/22/2010 | 11/4/2010 | 2/23/2011 | 5/2/2011 |
| South * | 8/22/2010 | 10/26/2010 | 2/15/2011 | 4/21/2011 |
| Kirkland * | 9/2/2010 | 11/4/2010 | 2/23/2011 | 5/2/2011 |
| North * | 8/22/2010 | 11/4/2010 | 2/23/2011 | 5/2/2011 |
| Carnegie * | 9/2/2010 | 11/4/2010 | 2/23/2011 | 5/2/2011 |
| Eells * | 9/14/2010 | 10/26/2010 | 2/15/2011 | 4/21/2011 |
| Ferguson * | 9/14/2010 | 10/26/2010 | 2/15/2011 | 4/21/2011 |
| Woolcott * | 9/14/2010 | 10/26/2010 | 2/15/2011 | 4/21/2011 |
| Rogers * | 9/14/2010 | 10/26/2010 | 2/15/2011 | 4/21/2011 |
| Skenandoa * | 9/14/2010 | 10/26/2010 | 2/15/2011 | 4/21/2011 |
| Wertimer * | 8/22/2010 | 10/26/2010 | 2/15/2011 | 4/21/2011 |
| Wallace Johnson * | 9/14/2010 | 10/26/2010 | 2/15/2011 | 4/21/2011 |
| Bundy East * | 9/14/2010 | 10/26/2010 | 2/15/2011 | 4/21/2011 |
| Bundy West * | 9/14/2010 | 10/26/2010 | 2/15/2011 | 4/21/2011 |
| Root Farmhouse * | 9/2/2010 | 11/4/2010 | 2/23/2011 | 5/2/2011 |
| Milbank * | 9/21/2010 | 11/10/2010 | 3/9/2011 | 5/3/2011 |
| Babbitt * | 9/21/2010 | 11/10/2010 | 3/9/2011 | 3/9/2011 |
| Major * | 8/22/2010 | 11/10/2010 | 3/9/2011 | 3/9/2011 |
| McIntosh * | 8/22/2010 | 11/10/2010 | 3/9/2011 | 3/9/2011 |
| Minor * | 8/22/2010 | 11/10/2010 | 3/9/2011 | 3/9/2011 |
| Root * | 8/22/2010 | 11/10/2010 | 3/9/2011 | 3/9/2011 |
| Keehn * | 8/22/2010 | 11/10/2010 | 3/9/2011 | 3/9/2011 |
| Saunders * | 9/2/2010 | 11/4/2010 | 2/23/2011 | 5/2/2011 |
| Griffin Rd Apt 1000 | 9/2/2010 | 11/4/2010 | 2/23/2011 | 5/2/2011 |
| Griffin Rd Apt 2000 | 9/2/2010 | 11/4/2010 | 2/23/2011 | 5/2/2011 |
| Griffin Rd Apt 3000 | 9/2/2010 | 11/4/2010 | 2/23/2011 | 5/2/2011 |
| 3994 Campus Rd | 9/14/2010 | 10/26/2010 | 2/15/2011 | 4/21/2011 |
| 4002 Campus Rd | 9/14/2010 | 10/26/2010 | 2/15/2011 | 4/21/2011 |
| 100 College Hill Rd | 9/14/2010 | 10/26/2010 | 2/15/2011 | 4/21/2011 |

*= have an address of 198 College Hill Road

FIRE SAFETY AT HAMILTON COLLEGE “A LAYMAN’S GUIDE”

FIRE SAFETY is not just some service provided by an on-campus office or the local Fire Department, nor is it something that is purely tied to a building’s design (i.e. smoke/heat detectors, sprinklers, fire extinguishers, etc.). Rather, it is a combination of these **AND** each employee’s and student’s behaviors with regard to controlling/minimizing fire hazards in the first place. In other words, policies can be written, appropriate engineering and design practices can be implemented, and drills can be performed, but this is all irrelevant if the Hamilton College community fails to act in a responsible manner with regard to fire safety issues. This “layman’s guide” is not designed to be a formal policy document that outlines all of the fire safety compliance obligations on behalf of the College and its many constituents. Rather, it is a communication tool that hopes to bridge the gap between those compliance obligations and our collective behaviors as an institution, so as to 1—both minimize our susceptibility to fire safety hazards, and 2—improve our performance during the state mandated campus-wide fire safety inspections held each September.

- 1. Building Detection/Suppression/Protection Equipment** Individual buildings on campus, and their occupants, are protected from fires through 2 general strategies. The 1st is the equipment designed to detect and suppress fires, including smoke, heat, and carbon monoxide detectors, as well as sprinkler systems and fire extinguishers. Beyond the incredible amount of effort that goes into maintaining the thousands of detectors and hundreds of sprinkler/extinguisher systems on campus, there is much that the community can also do to keep these systems maximally operable:

Smoke/Heat Detectors

These devices must be free to monitor ambient air conditions without obstruction.

They should never be touched or tampered with, in a fashion that impairs their monitoring capabilities.

Be careful when generating dusts (like vacuuming) or mists (like using hairspray or taking long showers) since detectors may interpret fine aerosols as smoke.

Sprinkler Systems/Heads

These devices—heads and associated piping—must not be obstructed in any fashion (like by hanging objects);

Further, nothing should be stored (like boxes/papers on shelving) within 18” of a sprinkler head.

Fire Extinguishers

These devices must not be obstructed in any fashion (like by staged objects in front of cases, or on the extinguisher itself).

Further, these devices should only be used by properly trained personnel, and are only intended to respond to “incipient” fires, not full scale fire fighting.

The 2nd type of fire protection equipment maintained by college buildings includes those devices which serve to 1—notify occupants that a potential fire/fire condition exists, 2—direct occupants to their evacuation routes, and 3—control the spread of the fire/fire conditions. These include fire alarm pull stations, audible/visual alarms, exit/egress signage, and fire/smoke doors.

Audible/Visual Fire Alarms

These devices must not be obstructed in any fashion (like by staged/hanging objects).

Evacuate whenever the alarm system is initiated.

Fire Alarm Pull Stations/Panels

These devices must not be obstructed in any fashion (like by staged/hanging objects).

Use the pull station if you see or suspect that there is a fire or fire condition, or in any other circumstance where emergency responders (Campus Safety) is needed, and other means of communication are unavailable.

Exit/Egress Signage

It is critically important (especially to those not familiar with a building) for exit/egress signage to be visible, unobstructed, and not tampered with, as they direct evacuating personnel to a means of egress.

Fire Doors

Fire doors are normally on self-closing devices, and they may or may not have magnetic hold opening devices that keep the doors open during non-emergency conditions.

You can also tell if your door is a fire door by a small metal template on the inside door jamb.

Never prop or obstruct a fire door, thereby impairing its ability to close during a fire.

Smoke Doors

Unlike fire doors, smoke doors exist merely to minimize the spread of smoke during a fire.

Smoke door are usually signified by the presence of a self-closing device, and sometimes a magnetic hold open as well.

Similar to fire doors, smoke doors may not be propped or otherwise obstructed from closing.

2. Combustible/Other Storage Practices Anything that can burn, from clothing to books to boxes on a shelf, is considered a combustible. While no one expects every dorm room, office space and storage area to be neat and

completely devoid of “clutter” at all times, a number of practices routinely result in fire safety violations, as follows:

Office Practices

Offices which store combustible material (like paper work, books, boxes, etc.) beyond the capacity of existing shelving space, are citable fire safety violations if such practices either:

- constitute an excessive fire load to the space, or
- would impede an occupant’s ability to evacuate in the event of a fire/alarm signal.

Minimize combustible storage on office floors, or find more suitable storage locations outside of your office.

Dorm Room Practices

Decorative wall or ceiling hangings (like tapestries, tie-dye fabrics, flags, cloth articles, beer banners, etc.) that are combustible in nature, are forbidden from being staged in a student’s living quarters or common spaces.

The only acceptable decorative wall/ceiling hangings include simple paper posters, or any of the articles from above which are either non-combustible by design (with a stamp/label to prove it) or those that are made non-combustible by shielding within a glass picture case.

Other Storage Practices

Miscellaneous materials, whether they are combustible or not, may never be stored in such a way as they obstruct or block an emergency exit/egress.

Further, combustible materials may never be stored in mechanical spaces, such as boiler rooms, electrical panel closets, and attics with air handling equipment/ductwork.

3. Electrical Equipment/Devices/Appliances

While saying that all electrical equipment/devices/appliances must be UL listed and otherwise in good working condition is generally sufficient in many commercial/industrial settings, the unique nature of the academic world (especially in NYS) obligates the college to restrict a number of items for either code compliance or policy reasons. Although the examples/lists that follow are not exhaustive, they do address the most routine fire safety considerations relative to equipment/devices/appliances that arise at Hamilton.

Electrical Power/Connection Equipment—Extension Cords

To the greatest extent possible, electrical power should be drawn directly from existing AC power outlets. Where this is not possible or is otherwise not feasible, consider the following:

Light Duty Extension Cords

Light duty extension cords (typically yellow, white or brown) that are either single plug varieties or multi-plug adapters are forbidden on campus in any venue or location.

It does not matter how long they are in use, or whether they are personally owned or owned by the college. If they run a radio in an office or student residence, they are a fire safety violation.

Heavy Duty Extension Cords

Heavy duty extension cords (typically orange or yellow) are permissible **ONLY** if they are for temporary purposes.

Examples of approved uses of this type of cord are to run power tools or a fan to clean up a spill.

It is not appropriate to use this type of cord for a computer workstation, desk lamp, TV or stereo equipment. These items are intended to be stationary, and the use of heavy duty cords in this manner will result in a fire violation.

Protected Outlet Strips

Protected outlet strips (with “trip” breakers) are the only approved device to provide electrical connection power on a less than temporary basis.

These devices should never be “piggy-backed” one to another, and care should be taken to ensure they are not overloaded.

Only 1 outlet strip is permitted per duplex outlet. Outlet strips with 15-20 foot cords are available as needed.

Electrical Devices/Appliances

Electrical Devices

The following devices are restricted from use in living and working spaces, as specified:

Small air conditioning units (unless specifically approved/installed by the Physical Plant);

Space heaters (again, unless specifically approved by the Physical Plant for a heat related problem associated with the facility/building).

Electric blankets;

Multi-plug adapters/gang boxes; and

Specialty lighting, including halogen lights, lava lamps, and sun/heat lamps;

***Special note on multi-colored lamps—see pictures/box below:**

Multi-Colored Lamps

These lamps types may only be used with bulbs at approved/UL listed wattages.

Electrical Appliances (Related to Food Cooking/Cooling/Preparation)

All students and employees are encouraged to eat and/or prepare food in established dining halls or other building/dormitory kitchenettes specifically designed for food preparation. The types of approved/unapproved devices in this category are dependent upon location, as follows:

Student Suites and Administrative Buildings with Kitchenettes:

○ Since these locations are “designed” for food cooking activities, the only additional electrical appliances that are approved for use (beyond those that are provided for and maintained by the college) include blenders, coffeemakers, griddles, popcorn poppers, toaster ovens, and toasters. These approved devices **MUST** be used and staged in the kitchenettes themselves **AT ALL TIMES**. Student Living Quarters and All Other Building/Facility Locations:

○ The only other approved electrical appliances for locations without kitchenettes include small combination microfridges/microwaves (as in the picture below), and coffeemakers/coffee pots with automatic shutoffs. These devices are approved since they are food “warming/cooling” appliances, as opposed to food cooking appliances.

Other Generally Approved Electrical Appliances (If UL Listed):

○ The following appliances/devices are generally approved is UL listed and used safely:

- Radios, stereos, electric razors, small portable televisions with self-contained antennas, personal computer with a rating of less than 200 watts, clocks, portable hair dryers, VCR/DVD players, fax machines, small fans and desk lamps. Electric hair curlers and hot combs should be used with caution (only one should be plugged in at a time).

Restricted Electrical Appliances Regardless of Location

○ The following appliances are restricted from use in any college dormitory, or academic/administrative facility whatsoever:

- Broilers, crock pots, electric frying pans, griddles, heating coils, hot plates, large microwave ovens (over 1000 watts), large refrigerators, deep fryers and George Foreman grills.

4. Other Hazardous Articles/Materials

Restricted Hazardous Articles

The following hazardous articles are restricted from use/storage in all living and working spaces on campus:

Candles or incense (whether lit or for decorative purposes only);

Real Christmas trees;

Holiday lights (the kinds that can be plugged in); and

Excessive combustible material (as per the above).

Restricted Hazardous Materials

Restricted hazardous materials generally include those materials which are flammable and/or explosive by their very nature, or are otherwise regulated by the NYS fire code. The specific types of hazardous materials which are restricted from use/storage in all living and working spaces on campus include the following:

Fireworks;

Firearm ammunition;

Flammable/combustible liquids associated with cooking/painting/fuels, such as gasoline, kerosene, propane, aerosol paint cans, paint thinner, varnish, sterno, and camping fuels:

- Any of these chemicals must be used/stored in designated areas, such as academic labs/studios or cooking areas;

- Exception—Personal care products with flammable propellants (hair spray) are permissible.

Propane/charcoal grills:

- Regarding propane powered grills with attached propane tanks:

- Such devices are forbidden from being used or stored within any living/working space, or upon covered porches/balconies/patios;

- They should be both used and stored at least 10 feet away from any building structure, or upon uncovered decks external to a building.

- Regarding charcoal fired grills:

- Small, portable charcoal grills (with legs less than 12 inches in length and a cooking surface no larger than 250 square inches) may be used external to buildings upon covered porches/balconies/patios so long as there is a non-combustible surface underneath (like a brick or stone catchment).

- For charcoal grills larger than the above, they are forbidden from use upon covered porches/balconies/patios, and should observe the same 10 foot building clearance that applies to propane powered grills during use.

- The use and possession of lighter fluid is prohibited. Only EZ-light type charcoal is permitted with a maximum of one bag allow to be stored by residents. Charcoal must always be kept dry to prevent spontaneous combustion, and should only be stored indoors or in a dry, enclosed area.

- All spent coals/embers must be thoroughly extinguished prior to disposal.

- Charcoal grills that are free of charcoal, coals, and ashes, may be stored indoors, upon covered porches/balconies/patios, or uncovered decks.

Smoking is prohibited inside all campus buildings/facilities by NYS law.

5. Responses to Fire Alarms (In General)

Although the college spends considerable time and resources to maintain and upgrade its fire detection and suppression equipment on campus, errant alarms will occur. They may be false alarms (where a detector or pull station is accidentally or purposefully activated), or they may be true alarms for errant reasons (where a smoke detector activates following exposure to steam). Further, the college is required to perform up to 4 fire drills every year, depending upon the building design and its occupancy type.

While the department's of Campus Safety and Physical Plant work very hard to minimize the number of false and errant alarms, it is very important for all students and employees to react to each and every fire alarm as if it's the "real thing". For fire alarms where the cause is not known, adhere to the guidance contained in this section. If the fire alarm is for a true fire or smoke condition, follow the guidance in the next section.

RA's and Students

RA's must communicate to the students they are advising as to where their respective "initial gathering points" are (building specific) so that a common muster point is identified for accountability purposes.

Building Coordinators and Employees

Similarly, Building Coordinators must communicate to the employees they represent as to where their respective “initial gathering points” are (building specific) so that a common muster point is identified for accountability purposes.

Students/Employees Occupying Spaces Other Than Where They Principally Live/Work

Faculty teaching classes of students, and faculty/administrators/staff supervising students or other employees, frequently perform such activities in buildings/facilities other than where all involved parties are principally accounted for as per the above. It is incumbent upon the employees in charge of the academic or administrative function to determine the building’s “initial gathering point” and communicate the location accordingly to those students/employees in their care/supervision.

6. Responses to True Fires or Smoke Conditions Indicative of a Fire

Immediately report the fire to Campus Safety—x4000 by on-campus phone, 859-4000 by cell phone—or activate a nearby fire alarm pull station if one is accessible.

Remain calm, turn lights on, and dress appropriately.

If your door is cool to the touch:

- First close any open windows in your room, then open door slowly.
- Evacuate the building via designated emergency egress routes. Do not use elevators!
- If there is smoke or heat, crawl on your hands and knees.

Proceed to the INITIAL GATHERING POINT to await further instructions.

If door is warm, DO NOT OPEN IT!

- Seal the space under the door with a towel.
- Open window, hang a sheet or towel out of the window, and close it.
- Open window at regular intervals to announce your location, and then close it.

7. Responsibility for Fire Safety, and Conclusions

As alluded to above, fire safety at Hamilton College is the responsibility of every student and employee. Adherence to no one single fire safety strategy is capable of eliminating every fire hazard. Only by a combination of design/engineering controls, safe working/learning/living practices, and appropriate student/employee behaviors, may the greater Hamilton College community minimize its collective risks to fire hazards in the first place.

Failure to follow the guidance contained in this document puts your lives and the lives of your fellow students and co-workers at risk. Additionally, non-conformance with the NYS Fire Code may result in formal violations/citations against the college. While the purpose of this document, again as noted, is to be educational and informative regarding fire safety considerations, every employee and student should realize that the college is legally and morally obligated to promote and manage fire safety accordingly. While “engineering and education” is the preferred methodology for achieving this goal, the college must take appropriate action against those who purposefully or willfully disregard fire safety, including but not limited to the following:

Disciplinary action up to and including expulsion for students and termination for employees who tamper with or otherwise disregard the fire safety equipment, policies and training they are afforded;

Departmental, professional, and personal financial responsibility for fire safety citations and penalties in certain situations where the violations in their living/working areas were easily correctable and communicated, but were not corrected within the time frames granted by NYS.

Smoking Policy

Smoking, defined as the burning of a lighted cigar, cigarette or pipe, is not permitted in any campus facility or entranceway. This policy applies to all student residences, including all rooms, lounges, and public spaces. By the NYS Indoor Air Quality Act, smoking is **prohibited** in all College buildings and facilities. As a further courtesy, smokers should stay at least 20 feet from any building entrance or air intake manifold.

Open Flame

Sources of open flame such as incense and candles are not permitted in residence hall rooms at any time.

Fire Statistics for On-Campus Student Housing 2010

| Unintentional Fires | Total Fires by Cause | | |
|----------------------------|-----------------------------|-------------|-------------|
| Year | 2008 | 2009 | 2010 |
| Cooking | 0 | 0 | 0 |
| Smoking Materials | 0 | 0 | 0 |
| Open Flames | 0 | 0 | 0 |
| Electrical | 0 | 0 | 0 |
| Heating Equipment | 0 | 0 | 0 |
| Hazardous Products | 0 | 0 | 0 |
| Machinery / Industrial | 0 | 0 | 0 |
| Natural | 0 | 0 | 0 |
| Other | 0 | 0 | 0 |
| Intentional Fire | 0 | 0 | 0 |
| Undetermined Fire | 0 | 0 | 0 |

