



**ANNUAL FIRE SAFETY  
AND SECURITY REPORT**

**October 2021**

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**EMERGENCY PHONE NUMBERS**

**Safety and Security:**

Extension 3330 on campus

*or*

(585) 567-9333

**Fire Department/Ambulance:**

911

**Maintenance:**

Extension 4800

*or*

567-9480

Houghton College has a rich history as an accepting community that attracts the highest caliber students, faculty, staff and administration. This is demonstrated in a variety of ways. From the impact alumni (both many years past, and more recent) continue to have in an ever changing world, to the faculty who are widely published and respected in their fields, and to the staff and administration who provide an environment where experimentation and learning can take place, the quality of people who come to work and study here is confirmed over and over.

While perhaps more subtle, the personal integrity and character of the people who make up the Houghton College Community is also reflected in the safe atmosphere that results. Not only are the crime and accident rates exceptionally low, the students (as well as faculty and staff), consistently confirm that they feel safe here.

While this is certainly reason for gratitude, the safe community at Houghton doesn't just happen. Being diligent and wise, having plans and systems in place to address issues of crime, disrespect and disaster, and involving the entire community in awareness that each of us has a critical role in preventing and responding to the occasional unsettling things that can (and yes, do) happen even in this environment is absolutely essential in continuing to provide a safe campus for all.

That is why Houghton College's plans and preparations for dealing with conflict, disasters and crime have been constructed. Compliance with state and federal laws is certainly important and may impact how we prepare and present our safety procedures, but our primary goal has always been and will continue to be that of providing the safest environment we can for those who chose to work and study here as well as those who visit.

This report is designed to demonstrate the safe nature of this remarkable community we call Houghton as well as show that we are in compliance with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act

*Ray Parlett*  
*Director of Safety and Security*  
*Houghton College*

## **ANNUAL SECURITY REPORT**

### **PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS**

The Department of Safety and Security prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information gathered and/or maintained by the Safety and Security Department. Also included is information provided by other offices such as the Office of Student Life, Residence Life, The Title IX Coordinator, and other campus authorities, as well as information provided by local law enforcement agencies. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, or property owned, leased or controlled by Houghton College. Also contained in this report are institutional policies governing campus safety, such as policies regarding sexual assault, alcohol and other drugs.

Notice of this report is distributed by October 1 of each year to all members of the Houghton College community. This report may be viewed or printed at:

<https://www.houghton.edu/wp-content/uploads/2021/10/Annual-Security-Report.pdf>

A written copy of this is also available through the Director of Safety and Security.

### **REPORTING CRIMES AND OTHER EMERGENCIES**

Houghton College has an active prevention of crimes/campus security program. College employees are informed about security-related issues via the employee handbooks, their office supervisors, staff meetings, and Scoop articles, as well as utilizing campus e-mail. Residence hall staff attends training, in which there is emphasis on security and the need to take precautions to ensure personal safety, the safety of others, and to prevent loss. How and when to contact the Safety and Security Department is also emphasized. This information is then disseminated among the student body, through residence hall meetings, the student handbook, voluntary seminars, campus e-mail, posters and advertisements. It is also incorporated into the mandatory program for first year students.

## **Policy for Reporting Criminal Actions or Other Emergencies**

Each student and employee of Houghton College is expected to promptly report any criminal actions or other emergencies to the appropriate authorities. The Campus Safety and Security Office, Houghton Volunteer Fire Department and Houghton College Maintenance Department, as appropriate, will take immediate action to respond.

Residence hall directors or assistants act as the point of contact for all emergencies occurring within their residence hall.

Appropriate authorities will act immediately on any report of criminal action or other emergencies; will investigate, categorize, and report on each instance; and will involve outside police agencies as appropriate. All confirmed violent crimes will be investigated by the NYS Police.

## **Campus Law Enforcement**

The Safety and Security personnel of Houghton College are uniformed officers, employed by the college to protect Houghton College personnel and property. These officers have the authority to require identification, issue parking citations, and sign complaints with local and state police on behalf of Houghton College. They are on duty twenty-four hours a day, every day of the year.

## **Security and Access to Campus Facilities**

Houghton College is a private institution. During scheduled hours, its facilities are available for all current students, employees, and family members of employees. Guests accompanied by a current student or employee and those who have membership for specific areas, such as the physical education center and library, are also permitted use of college facilities during scheduled hours.

Residence halls are secured 24 hours/day through each semester. Safety and Security deficiencies are immediately acted upon by maintenance personnel 24 hours per day.

Students are responsible for keeping their rooms locked at all times and for keeping personal valuables and college equipment and furnishings secure at all times. They are also expected to keep all exterior doors and windows to residence halls secured during all non-open access hours and to report anything out of the ordinary to Safety and Security.

Safety and Security personnel perform routine security checks of college facilities. They also investigate and act as a catalyst to rectify security deficiencies.

Unless immediate danger exists, intruders and security risks in residence halls should be reported to the Resident Director or Resident Director Assistant, who will report to the Safety and Security Office. Immediate threats should be reported directly to Safety and Security at ext. 3330, or 585-567-9333 then to the RD/RDA.

## **Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs**

For more than a century Houghton College (and its predecessor, Houghton Seminary) has subscribed to a policy of abstinence regarding the use of alcohol and illicit drugs. The possession, use, and/or sale of alcoholic beverages and /or illegal drugs is strictly forbidden at Houghton College for all students and all college employees. Students and employees of Houghton College agree to a Statement of Community Living, committing themselves to abide by these and other standards of Christian conduct. Violation of this policy could subject the individual to immediate dismissal from school or employment, as applicable.

Students and employees of Houghton College will neither participate in nor tolerate the possession, use or sale of illegal drugs or alcoholic beverages on campus.

Alleged instances of possession, use, and/or sale of alcoholic beverages and/or illegal drugs should be reported to the Safety and Security Office.

There are significant health risks associated with the use of illegal drugs and the abuse of alcohol. Additional information on health risks is available in the Health Center.

Houghton College will provide access to counseling services and to treatment for those college students and employees who seek help in their problems with alcohol and/or drugs and who desire to live a life of sobriety and abstinence. Services and treatment will be at the individual's expense. The contents of this section are included in accordance with the Drug Free School and Communities Act.

## **Monitoring and Reporting Off-Campus Student Criminal Activity**

Off-campus housing owned by Houghton College is treated the same as residence halls (Residence Coordinators are assigned). Other off-campus housing is owned by community individuals. These houses are expected to comply with the same standards as residence halls. Crimes occurring in these houses are reported by the householders to local police authorities and should also be reported to the Office of Student Life.

## **Crime Statistics**

Houghton College reports crime statistics to the federal registry annually. Tables of these statistics are included later in this report. The caliber of students at Houghton College is reflected by the absence of violent crimes such as rape and assault. Even minor crimes such as petty theft are very uncommon. For the complete report, please contact Safety and Security or go to the national campus crime registry online at:

<http://ope.ed.gov/security>

From this site, you can also compare statistics with other colleges nationwide.

## **Working Relationship with Local, State, and Federal Law Enforcement Agencies**

Houghton College maintains a close and ongoing relationship with both the New York State Police (NYSP) and the Allegany County Sheriff Dept.; the two departments with jurisdiction in this area.

We have a Memorandum of Understanding (MOU) with the NYSP that we will report and they will investigate any violent crimes, to include sexual assault, that occur on college property.

We also maintain relationships with the Allegany County Victims Advocate Services to provide necessary services in a safe environment for any who are the victims of crimes on or off campus.

## **Timely Warnings – Campus Alerts – Emergency Notifications**

In the event of a situation that presents an immediate or ongoing threat to the college community, the Houghton College Safety and Security Department in conjunction with the Office of Student Life will issue community notifications advising the college community of the situation and providing instructions on steps to take to best ensure everybody's safety.

Depending on the circumstances, the message may be sent by any or all of the following methods:

- Campus wide email
- Houghton Alert\* (Houghton's Wireless Emergency Notification System– WENS-)
- Bulletin boards
- Announcements (in Chapel, food service, classes, etc.)

These timely warnings will be issued when the community is at risk from accidents or natural disasters. We will also issue warnings in the event a violent crime has been committed in the area in which the perpetrator has not been apprehended, but is believed to be nearby and a continued threat.

Emergency notifications will be sent only after a threat has been verified either by multiple reports or personal observation of a college official. Once a threat has been reported and confirmed, the Director of Safety and Security in conjunction with the Vice President for Student Life will determine the message that needs to be communicated. In most cases these messages will be campus wide, but may be directed to smaller groups as deemed necessary by the specific circumstances.

\*Houghton College has contracted with Inspiron Logistics to provide an alternate off site location for emergency notification using WENS. We use an "opt out" feature which means that all students are automatically enrolled in the WENS system for emergency alerts and will need to actively opt out if they do not want these notifications.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Houghton College has an Emergency Preparedness Plan which is available through the college portal at:

- O:\Miscellaneous\Emergency Plan

This plan is designed to help the campus community best respond to emergencies or disasters on or near campus. The plan emphasizes responsibilities and agreements with area emergency responders (NYSP, Sheriff, Fire Dept., County Emergency Services, Red Cross, etc.) and is designed to allocate resources during and after an event. The goals are prioritized in the following order:

- Protect human life and minimize injury
  - Both to the college community and the surrounding area
- Protect/minimize damage to property and environment
- Put systems in place to restore normal operations

### **Drills, Exercises and Training**

In addition to the multiple fire drills conducted each year, Houghton College regularly conducts exercises to test or evaluate our emergency planning. The effectiveness of the plan is also reviewed after each drill or active implementation.

The drills may be a tabletop drill, local small scale test, or a large scale exercise. The college community will be notified in advance of any large scale exercise.

Annually, the College conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year-to-year, and include various campus departments and sometimes involve external public safety agencies. This experience ensures the College's emergency response capacity is maximized.

### **Security Policies, Crime prevention and Safety Awareness Programs**

The first and primary emphasis for education on crime prevention and safety awareness is directed toward new students and new employees, and other programs are in place to compliment these.

Human Resources Department has resources they actively provide to all new employees so each has information on the importance of everybody having a role in campus safety. Also included are resources available to those who are victims or witness something so they have a course of action.

During the first week even prior to classes, the Title IX coordinator has a formal session with all the new students. During this session various safety awareness tips and programs are presented with emphasis on our programs on sexual assault prevention and response.

Throughout the year there are numerous other systems to ensure campus safety. These include emails with safety reminders, dining hall table posters with safety tips, residence life programs, drills, Scoop (our weekly "newsletter") notices, etc.

## **MISSING STUDENT PROCEDURE**

A Houghton College student will be considered "missing" under the following conditions:

1. He or she has not been seen or heard from for a period of twenty-four hours, at a time when one would reasonably expect him/her to be present or at least to have been in contact with others.
2. Someone searching for another individual fails to locate that person following a preliminary search (phone calls, checking with friends, etc.) and there is good reason to believe his/her disappearance is unusual.
3. Other circumstances which warrant concern: If, for example, a student calls late at night and says she/he is in a certain building and is leaving to go directly to her/his residence, and fails to appear in a reasonable amount of time, such a situation would warrant an immediate action.

Before officially declaring a student as missing, the officer on duty will conduct and/or oversee a preliminary search of areas where the person might reasonably be expected to be found.

Upon determining that a student is missing, the following people will be notified in this order: (In the event it is impossible to reach someone on this list, the next person(s) will be notified.) The family of a missing student is certainly the most critical notification on this list. It is imperative that they be notified in a timely fashion. It is also imperative that we have accurate information and not notify them prematurely in an effort to avoid undue stress.

- 1) Director of Safety and Security
- 2) Vice President for Student Life and/or President (who shall notify the Human Resources Department and/or RD) and other Vice Presidents as determined by Director of Safety and Security
  - a. After consultation with the Director and VP, the designated Vice President will contact the family, as determined by the VP, to involve them in the process of locating their son or daughter.
- 3) *New York State Police and Allegany County Sheriff Department and other police agencies as appropriate (e.g. the hometown police department of the student).*
- 4) Media Relations.
- 5) Local media as determined appropriate (In most cases the media will be contacted by Public Relations, but it is the responsibility of the officer on duty to be certain this is done.)

A full report will be completed by the officer on duty detailing actions taken and final disposition at the end of their shift.

# Houghton College Policy on Sex-Based Discrimination, Sexual Harassment, Sexual or Relationship Violence and Stalking

(rev. August, 2018)

## I. Policy Statement

### ***A. Introduction***

As a Christian learning community in the Wesleyan tradition, we pursue academic achievement, personal development and spiritual growth. We seek to create an educational environment that integrates faith, learning and living in a way that honors Christ, follows biblical principles, builds loving relationships, and develops whole Christians who will be active in serving Christ. To become this kind of community, it is essential that we share a set of values, convictions and commitments that guide our life together. The following document outlines protocols and procedures for the prevention of and response to violations involving sex-based discrimination, including sexual harassment, nonconsensual sexual misconduct, stalking and relationship violence. Please note that in addition to policies forbidding sexual harassment and sexual and relationship violence, the *Houghton College Statement of Community Responsibilities* holds all community members to standards of behavior based on the understanding that, in God's design, a relationship of lifelong commitment in marriage between a man and a woman is the appropriate context for full sexual expression.

### ***B. Statement of Nondiscrimination***

Houghton College is committed to providing a learning, working and living environment that is free from discrimination on the basis of sex, which includes all forms of sexual harassment and sexual violence. Therefore, acts of sexual harassment, stalking, relationship violence and non-consensual sexual misconduct are not tolerated in our community. Houghton College has additional policies regarding consensual sexual misconduct; please refer to the Student Guide and/or the Staff Handbook for policies and expectations. Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance, reads as follows: "No person in the United States shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any education program or any activity receiving Federal financial assistance. . ." (*Title IX of the Education Amendments of 1972, codified at 20 U.S.C. section 1681, and its implementing regulation at 34 C.F.R. Part 106*). Under Title IX, discrimination on the basis of sex can include sexual harassment; unwelcome sexual advances; or sexual violence, such as rape, sexual assault, sexual battery and sexual coercion. The Campus SaVE Act, federal legislation enacted in 2013, adds domestic violence, dating violence and stalking as categories of behavior that are expressly in violation of Title IX. Houghton College is

committed to keeping our community free of such conduct through education, training, clear policies and procedures, and appropriate consequences for those who violate this policy. When an instance of sexual discrimination is reported, the College will take action to promptly and equitably investigate the complaint, address its effects and prevent further discrimination or retaliation.

### ***c. Title IX Coordinator/Sexual Harassment Officer and Deputy Coordinators***

The College has, in accordance with Title IX, appointed a Title IX Coordinator who serves as the HC Sexual Harassment Officer and a team of Deputy Coordinators who assist the Title IX Coordinator. The College's Title IX Coordinator is the individual designated by the College President with responsibility for carrying out the College's responsibilities under Title IX, including receiving reports of alleged violations of Title IX, overseeing the College's response to Title IX complaints, and identifying and addressing recurring or systemic violations. The Coordinator has knowledge of the requirements of Title IX and the College's related policies and procedures. The Coordinator oversees compliance with all aspects of Title IX, including reviewing the College's disciplinary procedures to ensure a prompt and equitable adjudication of complaints, and coordinating education and training programs for all Houghton College constituents. In addition, the Title IX Coordinator evaluates a complainant's request for confidentiality and oversees regular climate assessments related to Title IX.

Questions related to this policy may be directed to Ms. Nancy Louk Murphy at 403 Chamberlain Center, or by calling (585) 567-9454 (x4540 on campus).

Please refer to the Houghton College [Title IX website](#) for additional information.

#### **Title IX Deputy Coordinators**

The following employees are designated as Deputy Title IX Coordinators and have responsibility for working with the Title IX Coordinator to ensure that the Houghton College community is sufficiently educated and trained in matters of the prevention of and response to all violations related to sex discrimination.

- Vice President for Student Life (585.567.9220)
- Dean of Students (585.567.9220)
- Director of Human Resources (585.567.9321)
- Athletics Department Senior Women's Administrator (585.567.9450)

## ***II. Definitions & General Information***

### **Affirmative Consent**

Affirmative consent is a clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent. Seeking and having consent accepted is the responsibility of the person initiating each specific sexual act regardless of whether the person initiating the act is under the

influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

### **Amnesty**

The health and safety of every Houghton College student is of utmost importance. The College administration recognizes that students who have been drinking or engaging in consensual sexual behavior at the time of an incident of sexual violence may be hesitant to report the incident for fear of the potential consequences for their own conduct. Students are strongly encouraged to report incidents of sexual violence to campus officials. A bystander reporting in good faith or a survivor reporting nonconsensual sexual misconduct to Houghton College officials or law enforcement will not be subject to campus conduct action for violations of relevant policies occurring at the time of the sexual violence.

### **Bystander**

An individual who witnesses or learns of violence or impending sexual or relationship violence, but who is not directly impacted as a survivor of the violence.

### **Clery Report**

In fulfillment of the Clery Act Annual Security Report, Houghton College reports specific crimes in an anonymized manner that neither identifies the specifics of the crime or the identity of the survivor. In addition, Houghton College is obligated to issue timely warnings of Clery Act crimes occurring within a relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when the warning may potentially compromise law enforcement efforts and when the warning could potentially identify the survivor).

### **Climate Survey**

Semi-annual survey to determine the level of students' awareness of policies and procedures related to conduct code violations involving sexual and relationship violence and stalking; incidence rates for these violations; and perceptions of the institutional follow-up and support when violations are reported.

## Complainant

A complainant is any person who is alleged to be the victim of sex-based discrimination including but not limited to any act of sexual violence or harassment. May also be referred to as a reporting individual.

## Confidential Resources

Complainants and bystanders may access confidential resources for support and/or for information in decision-making in the aftermath of an experience of sexual violence, stalking or relationship violence. These professionals and victims' advocates are trained to help a survivor understand the importance of follow-up care, including possible medical and legal follow-up in addition to emotional support. Individuals who are confidential resources will not report violations to law enforcement or to college officials without the complainant's written permission, except when exceptions to confidentiality are required by law.

### **ON CAMPUS:**

- Counseling Services (Business hours: 585.567.9622)
- Counseling Services after hours hotline (cell: 585-567-9278) or ext. 2780 on campus
- Health Center (Business hours: 585.567.9484)
- Dean of the Chapel (Business hours: 585.567.9228) **OFF CAMPUS:**
- Cattaraugus Community Action Office of Victims' Services (toll free 1-888-945-3970) Local Office: 85 N. Main Street, Wellsville, NY (585-593-4685)
- NY State Hotline for Sexual Assault and Domestic Violence (toll free 1-888-942-6906)
- Local hospitals with Sexual Assault Nurse Examiners: Jones Memorial Hospital, Wellsville, NY (585-593-1100); Olean General Hospital, Olean, NY (716-373-2600)

## Criminal and/or Civil Legal Action

Any Houghton College student or employee who is victimized by sex discrimination may pursue criminal and/or civil charges against the respondent concurrent to an on-campus investigation.

## False Complaints

Any complainant who knowingly makes false charges alleging violations of this policy will be subject to disciplinary action up to and including termination of employment or dismissal from the College.

## Interim Measures

During the investigation and until resolution of the complaint, interim measures may be issued by the Title IX Coordinator or the Coordinator's designee, including but not limited to: restrictions on contact between the complainant and the respondent, bans from areas of campus, and appropriate changes in academic schedules, campus housing or employment schedules. Failure to adhere to the parameters of any interim measure is a violation of policy and may lead to additional disciplinary action.

## **Investigation of Alleged Violation**

If those responsible for investigating violations of this policy, including the Vice-President for Student Life, the Assistant Dean for Residence Life and Programming, the Director of Human Resources and the Title IX Coordinator, become aware that a violation likely occurred, they will begin preliminary fact finding. The complainant will be asked for consent to move forward with the investigation; however, if those responsible for the safety and welfare of the Houghton College community (including the future safety of the complainant) determine that an investigation is required, it shall notify the complainant or reporting individual of this decision and take immediate action as necessary to protect and assist them. Factors that determine whether an investigation is required include whether the accused has a history of violent behavior, the increased risk that the accused will commit additional acts of violence and the use of a weapon or force.

## **Nonconsensual Sexual Contact**

Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without affirmative consent (see *Sexual Violence*).

## **Protection against Retaliation**

All persons are prohibited from taking any action against any other member of the Houghton College community either for alleging discrimination prohibited by Title IX or for cooperating in grievance proceedings related to such allegations, including but not limited to, the complainant, respondent or witness to an alleged incident of sex discrimination. Any person engaging in retaliatory action will be subject to a separate complaint and subsequent disciplinary action up to and including dismissal from the College or termination of employment. (Note: Discipline imposed on a respondent who is found to have engaged in sex-based discrimination under the policy does not constitute retaliation.)

## **Public Awareness/Advocacy Events and Disclosure of Sex Discrimination**

If a person discloses a situation through a public awareness event such as “Take Back the Night,” candlelight vigils, or other similar public events, the College is not obligated to begin an investigation (from *Questions and Answers on Title IX and Sexual Violence*, US Department of Education Office of Civil Rights, April 29, 2014). The College may use the information provided to determine the need for additional education and prevention efforts.

## **Relationship Violence**

Relationship violence may refer to dating or domestic violence. Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The term *domestic violence* includes behaviors that are used to control another person by

a current or former spouse of the complainant, or by a person with whom the complainant shares a child in common, or by a person who is cohabiting with or has cohabited with the complainant as a spouse, or by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of New York. Ways in which a domestic abuser gains and maintains control can include the following:

- Isolation – making it hard for the victim to see friends and family;
- Economic abuse – having complete control over the money;
- Verbal, emotional, psychological abuse – putting down and embarrassing the victim in front of others, criticizing the partner’s abilities as a partner or parent;
- Intimidation – making the victim afraid with a look, action or gesture;
- Coercion and Threats – threatening to cause harm to the victim or to commit suicide or injure friends or family members;
- Physical Abuse – pushing, grabbing, hitting, slapping, punching, kicking or choking; □ Sexual Abuse – forcing victim to engage in non-consensual sexual behavior;
- Using Children – undermining the victim’s authority as a parent or threatening to take the children away;
- Minimizing, Denying, or Blaming – the full negative impact of the violator’s actions is either minimized, denied outright or blamed on something or someone else.

## **Respondent**

A respondent is any individual who is alleged to have discriminated on the basis of sex as defined in this policy. Prior to an investigation, he/she may be referred to as *the accused*.

**Responsible Employees (for incidents of sexual or relationship violence or stalking)** Those persons designated as responsible employees at Houghton College include all staff and faculty who are not bound by professional ethics guaranteeing confidentiality for their clients. Houghton College responsible employees include faculty; staff; Board of Trustee members; administrators; Student Life personnel, including Resident Directors and Resident Assistants; coaches, including student coaches; the Title IX Coordinator and all Deputy Coordinators; and contracted workers such as Metz dining and Sodexo facilities staff.

Houghton College offices and employees who cannot guarantee confidentiality (*see Confidential Resources*) will maintain the privacy of all parties involved to the greatest extent possible. The information provided to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.

### **What should a responsible employee tell a person who discloses an incident of sexual or relationship violence?**

A responsible employee should make every effort to communicate the following: the employee’s obligation to report the name of the alleged respondent (accused) and complainant (survivor), as well as relevant facts regarding the incident (including date, time and location); the complainant’s option to request that the Title IX coordinator consider maintaining his/her

confidentiality; and the complainant's ability to share the information confidentially with on-campus resources (Counseling, Health, Dean of Chapel) and/or with off-campus resources (Cattaraugus Community Action, NYS Hotline or area hospital).

**What information is a responsible employee obligated to report about an incidence of possible sexual or relationship violence?**

A responsible employee will need to share the names of the alleged respondent (if known), the student who experienced the alleged violation, other students who were present, as well as relevant facts including the date, time and location. All inquiries, complaints and investigations are treated with discretion. Houghton College is committed to protecting the privacy of all individuals involved in a report of sexual harassment, stalking, and sexual or relationship violence. All employees who are involved in the College's Title IX response, including the Title IX Coordinator, Deputy Coordinators, investigators and appeal review members, receive specific instructions about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report.

**Requesting Confidentiality during a Title IX Investigation:** If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or does not consent to the College's request to initiate an investigation, the Title IX Coordinator must weigh this request against the obligation to provide a safe, non-discriminatory environment for all members of the community (see Investigation of Alleged Violation).

## **Sex-Based Discrimination**

Sex-based discrimination is any behavior and/or action that denies or limits a person's ability to benefit from, and/or fully participate in, the educational programs or activities or employment opportunities based on the individual's sex. Examples of sex-based discrimination include sexual harassment; sexual and relationship violence; stalking; absence of equal opportunity in employment, education programs and co-curricular programs, including athletics; and discrimination based on pregnancy.

## **Sexual Exploitation**

Sexual exploitation occurs when an individual takes or attempts to take nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual harassment, stalking or sexual violence offenses.

## **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or participation in a College-sponsored educational program or activity;
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- such conduct has the effect of unreasonably interfering with an individual's employment or academic performance or of creating an intimidating, hostile or offensive working or educational environment.

**Sexual Violence** Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (see *Affirmative Consent*). Sexual violence can include a range of behaviors categorized broadly as *Nonconsensual Sexual Conduct* which include, but are not limited to: rape, sexual assault, sexual battery and sexual coercion.

## Stalking

According to the U.S. Department of Justice, stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking can include:

- Repeated, unwanted, intrusive and frightening communications from the violator by phone, mail and/or email;
- Repeatedly leaving or sending victim unwanted items, presents or flowers;
- Following or lying in wait for the victim at places such as home, school, work or recreation place;
- Making direct or indirect threats to harm the victim, the victim's children, relatives, friends or pets;
- Damaging or threatening to damage the victim's property;
- Harassing the victim through electronic means;
- Posting information or spreading rumors about the victim electronically, in a public place or by word of mouth; and
- Obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family, work or neighbors, etc.

## Survivor's Bill of Rights

Among the rights afforded to survivors of sexual and relationship violence are the right to receive confidential assistance (see *Confidential Resources*); the right to report the incident to the Title IX Coordinator or other on-campus resource (including, but not limited to, the Vice President for Student Life and the Director of the Office of Safety and Security) and the right to request that an investigation not be carried out or that the complainant remain anonymous. These requests will be considered and decided by the Title IX Coordinator. Additional rights include:

*the right to report the incident to the police the right to a Victim Specialist, available through 888-945-3970 the right to get a medical examination the right for legal consultation, available through 877-776-4126 the right to request immediate accommodations (see Interim Measures) the right to be protected from retaliation the right to expect that this incident will be reported to the Title IX Coordinator and that Houghton College will uphold its obligations to provide a safe environment.*

## **Transcript Notation**

For violations of the Student Guide that involve violence, including sexual violence, in which the student is found responsible (upon investigation and determination), the student may be suspended or expelled from the College. Notation on the transcript in such a case will read, “*suspended after a finding of responsibility for a code of conduct violation*” or “*expelled after a finding of responsibility for a code of conduct violation*”.

For the respondent who withdraws from the College while conduct charges are pending, the transcript notation will read, “*withdrew with conduct charges pending*”. A student who is suspended may appeal to have the transcript notation removed as early as one year from the conclusion of the suspension, while notations for expulsion will not be removed.

### **III. Reporting an Incident of Sex-Based Discrimination, Sexual Harassment, Sexual or Relationship Violence or Stalking**

A Houghton College student or employee who wishes to report an incident of sex-based discrimination, sexual harassment, sexual or relationship violence or stalking, may choose one or more of the following options:

- Discuss the incident confidentially with Houghton College professionals or off-campus resource persons who by law can maintain confidentiality and can assist in obtaining services (see *Confidential Resources*). In this case, no further action will be taken unless the complainant decides to do so, with the exceptions noted previously.
- Report the incident to a Houghton College official (see *Responsible Employees*) who can offer discretion and sensitivity to privacy but who may still be required by law or College policy to inform one or more additional College officials (including the Title IX Coordinator) about the incident. A Responsible Employee will communicate regarding his/her role and the limitations of confidentiality. In addition, he/she will explain what information may need to be communicated and the person with whom this information will be shared. The Responsible Employee will provide information about confidential sources of support.
- Contact the Title IX Coordinator. The Coordinator will provide information regarding supportive confidential services, will explain the limits of confidentiality and will consider requests for exemptions regarding confidentiality (see *Responsible Employees*); will provide information about the procedures Houghton College has in place to address violations of Title IX, including

sexual harassment procedures and/or investigations involving sexual and relationship violence and stalking (see Houghton College *Procedures for Addressing Violations*); will provide the “Survivor’s Bill of Rights” and explain other relevant protocols and practices, such as the provision of interim measures, and the retaliation and amnesty policies; and will inform the survivor that a criminal complaint may be filed simultaneous to an on-campus investigation.

- Report the incident to local or New York State Police for the initiation of a criminal investigation.

#### **IV. Houghton College Procedures for Addressing Sex-Based Discrimination, Sexual Harassment and Sexual and Relationship Violence and Stalking**

Any member of the HC community who has experienced sex-based discrimination is encouraged to take action. The type of follow-up will depend upon the type of sex-based discrimination being alleged. The Title IX Coordinator and Deputy Coordinators, the Vice-President for Student Life and the Director of Human Resources are available to assist with decisions related to the most helpful and appropriate form of follow-up.

##### **A. Procedures for addressing complaints of sexual or relationship violence or stalking**

Any individual who has experienced sexual or relationship violence or stalking while participating in a Houghton College-sponsored program, or who is aware of a community member who has been harmed by such a violation, is encouraged to notify an authority. Houghton College has internal means of addressing such violations (see below) and also works with outside agencies, including the NY State Police and Cattaraugus Community Action Office of Victims Services, to ensure that violations are addressed appropriately and that survivors get appropriate follow-up care.

*When a violation of the Student Conduct Code alleging sexual or relationship violence or stalking is made against a student respondent (accused),* the Vice-President for Student Life is responsible for ensuring that procedures and protocols within the Student Guide are followed. Upon notification of a complaint, the Vice President of Student Life, in consultation with appropriate authorities (which may include the NY State Police, the Title IX Coordinator and the HC Office of Safety and Security), initiates appropriate protocols to ensure public safety. The preponderance of the evidence rule will be used in making decisions regarding accountability and an appeals process will be communicated in writing. The *Student Conduct Policy* outlines specifics related to investigative protocols, parity for the complainant and respondent in every aspect of the investigation, the *Survivor’s Bill of Rights*, interim measures, the appeals process, and the range of disciplinary sanctions which may be applied, up to and including academic dismissal.

*When a violation of the Student Conduct Code alleging sexual or relationship violence or stalking is made against an employee respondent (accused),* the Director of Human Resources and the Title IX

Coordinator oversee the College investigation, ensuring that it will occur in a timely fashion, that interim measures to protect the complainant are available, and that both the complainant and respondent are given equal opportunity and access at each phase of the investigation. Upon notification of a complaint, the Director of Human Resources, in consultation with appropriate authorities (which may include the NY State Police, the Title IX Coordinator, and the HC Office of Safety and Security), initiates appropriate protocols to ensure public safety. Interim measures during the investigation may include suspending the employee (respondent) with or without pay. The preponderance of the evidence rule will be used in making decisions regarding accountability and an appeals process will be communicated in writing. A range of disciplinary sanctions may be applied, up to and including termination of employment.

*When a violation of the Student Conduct Code alleging sexual or relationship violence or stalking is made against a contracted employee of HC, such as one working for Metz or Sodexo, the Director of Human Resources and the Title IX Coordinator will meet with the company's local management to monitor all aspects of the investigation. Upon notification of a complaint, the Director of Human Resources, in consultation with appropriate authorities (which may include the NY State Police, the Title IX Coordinator and the HC Office of Safety and Security), initiates appropriate protocols to ensure public safety. The Director of Human Resources and Title IX Coordinator ensure that the investigation is thorough and equitable with protocols that are sufficiently clear, fair and timely. If not satisfied with the procedures or outcome of the investigation, the Director and Coordinator will pursue the matter at a higher level of management and/or take direct action to ensure that the HC community is free of discriminatory and harmful behaviors.*

## **B. Procedures for addressing complaints of sex-based discrimination, including sexual harassment**

1. **Informal Process.** There are two options for handling complaints informally, but **note that informal options are not recommended for addressing complaints that include sexual or relationship violence or stalking.** The first is to express the concern to the person responsible for the alleged violation, either verbally or in written form. The second option is to use a mediator, a neutral person mutually agreed upon by the two parties. The Title IX Coordinator and Deputy Coordinators are available to assist with the informal process, upon request.
2. **Formal Process.** Any person who wishes to file a formal complaint of sex-based discrimination, including sexual harassment, can do so by contacting the Title IX Coordinator, the Vice President for Student Life or the Director of Human Resources. The complaint must be received within 1 year of the date of the latest incident. Action begins by the complainant signing a complaint report documenting the alleged incident(s). Upon receipt of the complaint report, the Title IX Coordinator will initiate a formal investigation based on procedures found above in *Procedures for addressing complaints of sexual or relationship violence or stalking.* When sexbased discrimination, including harassment, is substantiated, the respondent may be subject to such actions as:
  - a. Initial and sustained counseling by a professional counselor;
  - b. Letter of reprimand (a copy of which will become part of the personnel or student record);
  - c. Change in employment status, grade or rank (for employee) or dismissal (for student)

Failure to comply with any of the required sanctions will result in further action.

## **V. Training and Education**

The Title IX Coordinator works through specific departments on campus to ensure that all staff, faculty and students who have a role in investigating or responding to reports of sexual harassment, sexual violence, relationship violence and stalking receive adequate training for their responsibilities. These offices include those of Human Resources, Academic Dean, Dean of Students, Department of Residence Life, Department of Athletics, and Department of Safety and Security.

The Title IX Coordinator works through specific departments to ensure that all staff, faculty and students are aware of policies, procedures and resources related to the prevention of and response to incidents of sexual harassment, sexual violence, relationship violence and stalking. All new first-year and transfer students receive education related to the prevention of and response to instances of sexual and relationship violence and stalking. Student leaders, including resident assistants and athletes, receive additional training. Student bystander training is conducted annually. Employees receive training appropriate to their professional responsibilities.

## **VI. Climate Assessment, Mandated Record-Keeping and Reporting**

The Title IX Coordinator oversees the periodic administration of a climate assessment survey to determine the prevalence of violations of Title IX policies, to measure awareness of policies and resources and to identify factors that may be inhibiting the reporting of Title IX violations.

The Title IX Coordinator will be responsible for keeping a written record of all complaints related to Title IX, including details related to the time and place of each incident and any other relevant facts, including the investigative process and outcome. The Title IX Coordinator works with the Office of Safety & Security to ensure that duties are fulfilled regarding the institution's responsibility to report data as mandated by the Clery Act. The Title IX Coordinator and the Advisory Committee on Campus Safety (also known as CHPP: Committee on Harassment Policy and Prevention) annually review, report on and make recommendations for change as specified by New York State law (see <http://codes.lp.findlaw.com/nycode/EDN/VII/129-A/6431>).

## Annual disclosure of Crime Statistics

### ***Definitions of Reportable Crimes:***

***The definitions used to determine if reports are included in the Clery report are as follows:***

**Murder/Manslaughter** – defined as the willful killing of one human being by another.

**Negligent Manslaughter** – is defined as the killing of another person through gross negligence.

**Sexual Assault** – is defined as an offense that meets the definition of rape, fondling, incest, or statutory rape.

**Rape** — is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** — is defined as touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** — is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** — is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Robbery** – is defined as taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** – is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** – is the unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** – is 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.

**Domestic Violence** – A felony or misdemeanor crime of violence committed--

- (i) By a current or former spouse or intimate partner of the victim;
- (ii) By a person with whom the victim shares a child in common;
- (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (i) Fear for the person's safety or the safety of others; or
- (ii) Suffer substantial emotional distress.

**Hate Crimes** – *includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below.*

**Categories of Prejudice:**

**Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

**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.

**Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**Gender Identity** – A preformed negative opinion or attitude toward a group of persons because of a person's internal sense of being male, female, or a combination of both.

**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.

**Ethnicity** - A preformed negative opinion or attitude toward a group of persons of the same race or cultural origin who share common or similar traits, languages, customs and traditions.

**National origin** – A preformed negative opinion or attitude toward a group of persons of the same race or national origins who share common or similar traits, languages, customs and traditions.

**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.

The following crimes are also considered hate crimes if they are committed based on any of these biases:

**Larceny/Theft**—includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

**Simple Assault**—an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Intimidation**—to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism or Property (except Arson)**—to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Crimes and disciplinary reports that meet these criteria are reported in the graphs below. We report statistics for three locations as follows:

- **Houghton College Main Campus**
  - located at One Willard Avenue in Houghton NY
- **Houghton College Buffalo**
  - Located at the Presbyterian Church at One Symphony Circle in Buffalo NY
- **Houghton College Utica**
  - Located at 310 Rutger Street, Utica, NY 13501
    - Houghton Utica opened in September of 2017 so there are no previous statistics for that campus.

## Houghton College Main Campus

<b>Houghton College Main Campus</b>									
	On Campus (including Housing)			Student Housing			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Rape	0	1	0	0	1	0	0	0	0
Sex Offenses - forcible fondling	0	0	0	0	0	0	0	0	0
Sex Offenses - Incest	0	0	0	0	0	0	0	0	0
Sex Offenses - Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	2	2	0	1	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	1	1	2	0	0	0	0	0	0
Hate Crimes	We did not experience any incidents that would be classified as hate crimes								

Houghton College Main Campus  
Drug, Weapons, and Liquor Law violations

Statistics	Calendar Year	Liquor Law Violations	Drug Law Violations	Illegal Weapon Possession
Arrests on Campus (including residence halls)	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
Arrests Residence halls only	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
Arrests Public Property	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
Conduct Referrals On campus (including residence halls)	2018	6	2	0
	2019	18	4	0
	2020	22	2	0
Conduct Referrals Residence Halls only	2018	5	0	0
	2019	18	4	0
	2020	19	1	0
Conduct Referrals Public Property	2018	0	0	0
	2019	0	0	0
	2020	0	0	0

# Houghton College Buffalo Campus

Houghton College Buffalo does not have any residence or non-campus facilities.

Houghton College Buffalo Campus						
	On Campus			Public Property		
	2018	2019	2020	2018	2019	2020
Murder/ non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex Offenses - Rape	0	0	0	0	0	0
Sex Offenses - forcible fondling	0	0	0	0	0	0
Sex Offenses - Incest	0	0	0	0	0	0
Sex Offenses - Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	1
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hate Crimes	Houghton College Buffalo did not experience any crimes that would be categorized as Hate crimes during this time frame					

**Houghton College Buffalo Campus  
Drug, Weapons, and Liquor Law violations**

Statistics	Calendar Year	Liquor Law Violations	Drug Law Violations	Illegal Weapon Possession
Arrests on Campus	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
Arrests Public Property	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
Conduct Referrals On campus	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
Conduct Referrals Public Property	2018	0	0	0
	2019	0	0	0
	2020	0	0	0

# Houghton College Utica Campus

Houghton College Utica does not have any residence or non-campus facilities.

Houghton College Utica opened in September of 2017. There are no stats applicable or available prior to that point.

Houghton College Utica Campus						
	On Campus			Public Property		
	2018	2019	2020	2018	2019	2020
Murder/ non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex Offenses - Rape	0	0	0	0	0	0
Sex Offenses – forcible fondling	0	0	0	0	0	0
Sex Offenses – Incest	0	0	0	0	0	0
Sex Offenses – Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hate Crimes	Houghton College Utica did not experience any crimes that would be categorized as Hate crimes during this time frame					

**Houghton College Utica Campus  
Drug, Weapons, and Liquor Law violations**

Statistics	Calendar Year	Liquor Law Violations	Drug Law Violations	Illegal Weapon Possession
Arrests on Campus	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
Arrests Public Property	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
Conduct Referrals On campus	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
Conduct Referrals Public Property	2018	0	0	0
	2019	0	0	0
	20	0	0	0

## **Fire Safety Report:**

An effective fire safety program requires sufficient resources to attain code compliance, education of the campus community in fire safety practices, and enforcement to correct fire safety violations. Beyond basic life safety code compliance, fire safety should be a primary component in the design and construction of new or renovated campus buildings. Equally important are the inspection, testing and maintenance of alarm systems, sprinkler systems, emergency signs and lighting, inspection of smoke detectors, and maintenance of fire suppression equipment. Fire risk analysis and fire prevention programs are also key components of a comprehensive fire safety program.

The Houghton College Fire Safety Plan is designed to provide guidelines for identifying, monitoring, and addressing fire safety issues at Houghton College. The plan describes emergency procedures, fire safety equipment, drills, inspections, training and procedures that reduce the possibility of fires. This plan is evaluated annually and revised as needed by the Director of Facilities and the Director of Safety and Security.

The rules, regulations, and recommendations in the plan are in conformity with codes established by the National Fire Prevention Association (NFPA), The New York State Office of Fire Prevention and Control (OFPC), the New York State Education Code, and the Occupational Safety and Health Administration (OSHA).

The full plan is available for community members at:  
O:\Miscellaneous\Emergency Plan

### **Reporting**

All building fires will be reported to both the New York State Department of Fire Prevention and Control and included in the annual report with the Federal crime and fire registry as appropriate.

## ***Fire Detection and Warning Equipment***

### **Fire alarms**

Manual pull-stations are located along the means of egress, usually at exit doors, to provide a means to alert occupants to a hazardous condition. All alarms in academic buildings and auxiliary buildings are connected to the Safety and Security Office. To reduce malicious alarms, some stations may be equipped with covers (STOPPERS) that sound an internal alarm when the cover is removed.

**Testing.** Fire alarm systems are installed, repaired, and tested by Houghton College Department of Facilities as well as some outside contractors. All horns are checked for operation. In accordance with NFPA regulations, an outside contractor tests the alarms in the Residential Halls annually. Problems are corrected as quickly as possible. Records are maintained in the maintenance office concerning all tests.

**False Alarms.** Persons who knowingly cause a false fire alarm endanger the lives of others and may cause damage to the persons and equipment responding to the false alarm. This is a violation of New York State law and could result in fines and/or jail terms. Persons maliciously activating fire alarms or fire detection equipment will be severely disciplined which may include dismissal from student residence, expulsion from school, and/or criminal prosecution.

**Investigations.** The Department of Safety and Security and a Houghton Volunteer Fire Department Line Officer will investigate all fire alarms to determine the cause and to prevent recurrence. A fire incidence report is completed by the Resident Director in Residence Halls and forwarded to the Safety and Security Office for review. In buildings with safety coordinators, those individuals are responsible for assisting the Safety and Security Office in preparing those reports.

### ***Smoke Detectors***

Smoke detectors respond to both visible and invisible products of combustion and sense fire at the earliest practical detection stage. Smoke detectors are used for numerous fire alarm functions ranging from warning occupants to automatically closing doors.

**Residential buildings** have detection/suppression equipment as follows:

<b>Building</b>	<b>System in common areas</b>	<b>Building/HVFD alerted</b>	<b>System in sleeping areas</b>	<b>Building/HVFD alerted</b>
Gillette	Hard wired smoke	Yes	Battery operated	No
Lambein	Hard wired smoke	Yes	Hard wired smoke	Yes
Roth	Hard wired smoke heat w/ sprinkler	Yes	Hard wired smoke heat w/ sprinkler	Yes
Shen	Hard wired smoke	Yes	Battery operated	No
Equestrian	Battery operated	No	Battery operated	No
Flats	Hard wired smoke heat w/ sprinkler	Yes	Battery operated	No
Hazlett	Hard wired smoke up Battery op. down	Yes No	Battery operated	No
LH	Hard wired smoke up Battery op. down	Yes No	Battery operated	No
Perkins	Hard wired smoke up Battery op. down	Yes No	Battery operated	No
Randal	Hard wired smoke up Battery op. down	Yes No	Battery operated	No

Battery powered and hardwired smoke detectors are also located in certain academic buildings and off-campus buildings. Some smoke detectors are connected to the fire alarm system and provide many functions such as shutting down air handler units, elevator recall, and release of magnetic door holders. These detectors are powered by the building fire alarm power source.

## Summary of Fires in student housing:

Name of Facility	2018			2019			2020		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Gillette Hall	0	0	0	0	0	0	0	0	0
Lambein Hall	0	0	0	0	0	0	0	0	0
Rothenbuhler Hall	0	0	0	0	0	0	0	0	0
Shenawana Hall	0	0	0	0	0	0	0	0	0
College Flats	0	0	0	0	0	0	0	0	0
Hazlett	0	0	0	0	0	0	0	0	0
Leonard Houghton	0	0	0	0	0	0	0	0	0
Perkins	0	0	0	0	0	0	1	0	0
Randall	0	0	0	0	0	0	0	0	0
College Farm House	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>