

**JOAN AND SANFORD I. WEILL  
GRADUATE SCHOOL OF MEDICAL SCIENCES  
PHYSICIAN ASSISTANT PROGRAM OF  
CORNELL UNIVERSITY**

**2015 CAMPUS SECURITY REPORT AND FIRE SAFETY REPORT**

This report includes information concerning campus security and crime prevention for the Weill Cornell Graduate School of Medical Sciences Master of Science in Health Sciences Physician Assistant Program (“MSHS PA Program”). The majority of the course work for MSHS PA Program takes place at 575 Lexington Avenue and many of the facilities that support MSHS PA Program are located at the Weill Cornell Medical College (“WCMC”), which is located at 1300 York Avenue and other buildings identified herein. The following summary is provided to all students and employees, as well as applicants for admission and employment upon request, so that all members of the WCMC community are aware of campus security policies and procedures. The safety and well-being of students, faculty, and staff is a top priority at WCMC.

The WCMC Campus Security Report (“Security Report”) is prepared by Cornell’s Office of University Counsel, in cooperation with the Housing Department, the Office of Risk Management, the Department of Engineering and Maintenance, New York Presbyterian Hospital Security (“NYP Security”), which provides security services to WCMC, and the WCMC Advisory Committee on Campus Security (the Campus “Security Committee”). The Security Committee, which includes faculty, administration and student representatives, meets monthly to review campus crime prevention and related security matters at WCMC. The Security Committee also provides guidance in implementing new security procedures and campus awareness programs. Each member of the WCMC community receives an annual email providing the web address for the Security Report.

This Security Report includes information on procedures for reporting crimes and emergencies, policies and procedures for addressing crimes on the WCMC campus and crime statistics collected from local law enforcement authorities, NYP Security and the WCMC Housing Department. Crime statistics and information on procedures for reporting and addressing crimes and emergencies at the Weill Cornell Medical College in Qatar (“WCMC-Q”) are available at <http://qatar-weill.cornell.edu/current-students/campusSecurity.html>.

The Annual Fire Safety Report includes statistics for each on-campus student housing facility, including fire safety education and training programs, and evacuation drills conducted. The report also includes policies and procedures, rules and guidance concerning fire safety. The report is published annually along with the Security Report.

**I. Reporting Crimes and Emergencies**

Incidents of crime and other emergencies occurring on the Medical College campus that require immediate assistance should be reported to the New York City Police Department (“NYPD”) by dialing 911 and NYP Security at 212-746-0911. Reports may be made to NYP Security on a confidential basis.

An operator will ask you some routine questions such as your name, address, call-back number, and the nature of the incident you are reporting. Do not hang up until the operator tells you he or she has all the essential information. Information you can provide may be crucial to the safety of everyone involved in the call. If you believe you are in a hazardous situation and cannot remain on the call long, tell the operator this at the beginning of your call. The operator can then request the minimum information needed to get you help, and you can get to a safe place. The operator will need to know where you are and what happened so the appropriate help can be sent quickly.

A crime in progress can be reported anonymously by calling **911** and stating that you wish to remain anonymous. However, if you do give your name, or you file a police report, your report becomes part of public records, therefore the report of the crime cannot be held in confidence.

The Medical College encourages its students and employees to call NYP Security in the event of any crime or emergency or non-emergency security related matter. The following emergency telephone numbers listed below may also be used for certain emergencies or non-emergency security related matters.

**WCMC Emergency Telephone Numbers**

Weill Cornell Student Health Services	646-962-6942 (24-Hour Coverage)
Weill Cornell Student Mental Health Services	
NYP Psychiatry Emergency Department (any mental health emergencies including after hours)	212-746-0711
Student Mental Health, Dr. Barbara Milrod	212-746-5865
Medical students, also notify Dr. Joseph Murray	212-746-1058 (daytime) 646-436-1425 (evening/weekend)
Graduate Students, also notify Dr. Jonathan Avery	212-746-3738 (daytime) 212-517-1699 (evening/weekend)
Weill Cornell Medical College Housing Maintenance and Emergency Repairs	212-746-1001 (Monday – Friday, 9 a.m. - 5 p.m.) 212-746-1008 (Off-hours, weekends & holidays )
Employee Assistance Program (“EAP”) (counseling for employees)	212-746-5890
Weill Cornell Medical College Environmental Health & Safety	646-962-7233 or 646-WMC-SAFE ( 24-Hour Coverage)
Weill Cornell Medical College Engineering & Maintenance (For emergency repairs)	212-746-2288
Campus Security Committee	CampusSecurity@med.cornell.edu

## **New York Presbyterian Hospital – Weill Cornell Campus**

NYP-WCMC Security	212-746-0911
NYP-WCMC Fire	212-746-3473 or 212-746-FIRE (activate the nearest fire alarm pull station)
NYP-WCMC Emergency Medical Care (including Sexual Assault)	212-746-5050
NYP Psychiatry Emergency Department (For Any Mental Health Emergencies incl. after hours)	212-746-0711
Social Work Department	212-746-4320
New York Presbyterian Hospital Switchboard	212-746-5454
New York Presbyterian Hospital Page	212-746-5020 (request administrator on call)
New York Presbyterian Hospital VIP (Victim Intervention Program)	212-746-9414

## **Medical College Deans and Administrators**

On weekends and in the evenings, the Offices of the Deans have answering machines. Students may also contact these administrators to report a crime or to share a personal concern:

Dr. Barbara Hempstead, Senior Associate Dean (Education)	212-746-2195
Dr. Joseph Murray, Associate Dean (Student Affairs)	212-746-1058 or 646-436-1425
Dr. Randi Silver, Associate Dean (For the Graduate School)	212-746-5006
Gerard Marciano, Ed.D, Program Director (For the Physician Assistant Program)	646-962-7277

All students should be familiar with the web site: [www.cornellemergency.org](http://www.cornellemergency.org). A link to this site is included as an app on all WCMC tagged phones and computers. It contains quick, easy-to-find, easy-to-read links to medical college policies and resources for mental health, medical health, sexual assault, etc.

## **II. Security and Access to Campus Facilities and Residences**

All Medical College faculty, staff and students are required to display a New York Weill Cornell Medical Center picture ID badge issued by NYP Security (obtainable at the Annex Building, 523 E. 70<sup>th</sup> Street) to gain entry to any Medical College or NYP facilities. Display of ID badges at all times is recommended and is a requirement in any patient areas of NYP. Badge checks are conducted at all WCMC building entrances.

In addition to the standard ID badge, residents of Medical College housing located in Olin Hall are required annually to obtain a special housing ID sticker, which is required to be appended to ID badges and displayed to the door clerk upon entry. At 575 Lexington Avenue building, PA Program students must display a building-specific ID to access the building. Residents of Medical College housing located in Lasdon House, Southtown and Peter Cooper Village Stuyvesant Town apartments, must use an electronic access card to gain entry to the residence. Residents of 442-444 East 77<sup>th</sup> Street have key control entry, and a door person governs access into 455 Main Street Condominium. Additional off-campus housing (Stahl Apartments) will become available in 2016 and will also have key control entry.

Outside contractors and vendors are also issued temporary ID badges for authorized entry. During certain periods, visitors to the Medical College may be issued passes by NYP Security at public entrances to the Medical College. All personnel and students are requested to report any person not displaying a valid ID badge or applicable visitor pass to the Medical College Housing Department or to NYP Security.

Emergencies may necessitate a reassessment of security concerns at a particular location. Security surveys are conducted on areas that are identified as problematic. Administrators from the Dean's Office, Engineering & Maintenance Department, the Housing Department and/or other concerned offices review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting and communications. Additionally, the Security Committee also addresses all security considerations in maintaining campus and off-campus facilities during its monthly meetings.

### **III. Campus Law Enforcement**

The PA Program is a master's program in the WCMC Graduate School of Medical Sciences of Cornell University and does not maintain a separate campus police force. All matters at 575 Lexington must be directed to building security or preferably NYPD. Special security services for residences and Medical College facilities are provided under contract with NYP. Private security guards who patrol Medical College residences and the Medical College portions of NYP are trained to provide security enforcement and protection. The Medical College Housing Department and NYP Security Department have a working relationship with the local 19th Precinct of the New York City Police Department as well as other local law enforcement officials such as the Manhattan District Attorney's office. While NYP Security personnel do not have authority to arrest suspects or criminals, they are trained to assist law enforcement officials when called by members of the WCMC community. Criminal incidents are referred to the NYPD. The Medical College also has a written memorandum of understanding between the Medical College and NYPD to report a violent felony or that a student is missing from the campus. There is no written memorandum of understanding between NYP Security and the NYPD.

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the NYPD and NYP Security Office in a timely manner. To

report a crime or an emergency, first call 911, then call the NYP Security Office at extension 746-0911, or from outside the WCMC phone system, (212) 746-0911. You may also call the NYP Security Office to report a non-emergency security or public safety-related matter.

Weill Cornell Medical College in Qatar (WCMC-Q) is part of Cornell University and is located in Education City, Doha, Qatar. Crime and criminal incident/activity in Education City, Doha, Qatar are handled by Qatar Foundation Security. Information on campus crime statistics and security policies at WCMC-Q is available at <http://qatar-weill.cornell.edu/current-students/campusSecurity.html>.

#### **IV. Advisory Committee on Campus Security**

As mandated by Article 129-A of NYS Education Law §6431 (Regulation of Conduct on Campus and Other College Property Used for Educational Purposes), the Medical College has an Advisory Committee on Campus Security. The Security Committee meets approximately once per month from September-June during the academic year. The Security Committee has representation from the faculty, administration and students. Dr. Diane Felsen is the Chair of the Security Committee. Our tasks include: assisting with preparation of annual security report, assisting with compliance of obligations under the Clery Act, addressing security concerns from students, faculty or staff, addressing any other ongoing security concerns, obtaining monthly reports from all constituencies related to security, participating in preparation of timely warning notices, distributing security updates as needed. The Security Committee is proactive in addressing safety and security issues facing the Medical College community.

#### **V. Programs to Encourage Crime Prevention and Security**

The Medical College will, in a manner that is timely and that will aid in the prevention of crimes, inform the campus community of crimes, including hate crimes that are reported to institutional personnel, NYP Security, campus security authorities, or local police agencies that are considered by the institution to represent a threat to students and/or employees. The Housing Department maintains written records of incident reports affecting Medical College housing, which may be available for inspection upon request during regular business hours. Risk Management also maintains written records of all incidents affecting the campus for areas patrolled by NYP Security.

Information concerning campus security procedures and practices is included as part of student orientation sessions. Periodic updates as well as recurring or unusual security breaches are addressed at the Campus Security Committee meetings, which include student representatives. Security alerts are posted in affected areas and are distributed by broadcast e-mail. Additionally, a phone app (icon shown on page) and magnets with emergency contact information are made available to students and employees. These programs are designed to encourage faculty, staff and students to observe security precautions for their own security, and the security of others. A

common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

The Medical College community is encouraged to promptly report crime. If a crime occurs on or around campus, or in off-campus facilities, report it immediately to NYPD and call 911 or contact the building security.

Do not attempt to stop a crime in progress or get involved in any way. If you are safe, stay where you are until Security or the NYPD arrive. If you are not safe, move to a safe location.

When you report the crime to Security provide the following information:

- Type of crime
- Location of crime
- Description of person(s) involved (height, weight, sex, clothing)
- Type of weapons, if any, involved
- Your location and phone number
- Other helpful information

### **Prevention and Awareness Education - Sexual Violence**

Weill Cornell Medical College is also committed to providing sexual violence, domestic/intimate partner violence, and stalking prevention and awareness education to graduate/professional students, staff, and faculty in order to foster a positive, respectful, and safe climate for all members of our community.

All students who matriculated in 2015 attended an orientation program during their Fall Orientation that addresses the Violence Against Women Act, the Campus Save Act, and the requirements under Title IX to refrain from acts of sexual discrimination, harassment and violence. The session outlined how to report such incidents to the appropriate Title IX coordinators, get help, and prevent recurrences. Important information about resources and support services were reviewed. Similar educational programs are being rolled out for all currently enrolled students. Important information about the Medical College and PA Program's resources, support services, policies and prevention messages are provided in the Student Handbook and at the PA Program's offices.

### **Emergency Notification**

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Weill Cornell Medical College (WCMC) provides notification to the WCMC community in the form of **Crime Alerts** and **Emergency Mass Notifications (voice, text, email)** when a significant criminal incident occurs on campus or in an area surrounding campus that represents a continuing public safety threat.

Decisions to disseminate a communication will be decided on a case-by-case basis in light of all the facts surrounding the crime and the continuing danger to the campus community. The

purpose of the notification is to aid in the prevention of similar crimes by alerting the community about the incident and providing information on what actions people can take to diminish their chances of being victimized.

### **Timely Warnings**

In the event that a situation arises, either on or off campus that constitutes a serious or continuing threat to students, faculty and staff or the greater institution community, a campus wide “timely warning” will be issued. The warning will be sent as a Crime Alert using the institution’s broadcast email system. It will also be posted after the initial mailing on the WCMC emergency web site <http://www.cornellemergency.org/> and emergency information hotline (212-746-WCMC).

These Crime Alerts contain a brief description of the incident; the date, time, and location of the incident; and precautions to take. They will not provide details of an incident as might be found in a press release or news article. The amount and type of information presented in the warning will vary depending on the circumstances of the crime. A warning that could jeopardize a criminal investigation will not be distributed. Significant criminal incidents that might elicit a timely warning include, but are not limited to, crimes of violence or patterns of property crimes. Anyone with information warranting a timely warning should report the circumstances to the NYP Security (212-746-0911).

The broadcast email system is used on a daily basis. Malfunctions are quickly identified and resolved by the Information Technologies & Services department.

### **Emergency Mass Notifications**

In the event that a situation arises, either on or off campus, that, in the professional judgment of the WCMC Incident Commander, constitutes a significant emergency or dangerous situation involving an immediate threat to the health or safety of the WCMC community, an Emergency Mass Notification (EMN) is written and distributed, *without delay*, to the WCMC community using one or many of the campus EMN systems. An emergency mass notification would not be distributed only if it could compromise efforts to contain the emergency.

Notification will be sent via Weill Cornell Alert (WCA), which sends Voice, SMS (text) messaging, and Email to all students, faculty, and staff. Redundant systems are in place to complete this notification. All messages will contain a brief description of the incident and precautions to take. Following the immediate notification from the above systems, the WCMC community is advised to go to a safe location and monitor 212-746-WCMC and <https://emergency.weill.cornell.edu/> and <http://www.cornellemergency.org/> for additional information and instructions.

Comprehensive tests are conducted quarterly for the Weill Cornell Alert system. An analysis is completed immediately after the test. Any gaps requiring action are identified and remedied immediately. Additional testing may be required after fixes are completed. Documentation of the usage and tests are retained by the Environmental Health and Safety office. The tests for 2015 completed were successful.

### **Emergency App and Desktop Shortcut**

All WCMC-supported student, faculty and staff smartphones and desktop computers are installed with the “WCMC Emergency App” (icon shown to right). The WCMC Emergency App provides direct access to the WCMC campus emergency status, contacts, procedures and other information readily available on <http://www.cornellemergency.org/> website.



### **Weill Cornell Alert**

*Students, Faculty and Staff:* Every student, faculty and staff is entered into Weill Cornell Alert (WCA). For more information, including enrollment verification and emergency contact updates, go to <http://cornellemergency.org/WCA>.

### **Crime Prevention Tips**

WCMC also includes crime prevention tips in its annual publication of the WCMC Student Handbook. Some of the tips include:

- Keep yourself, your residence, your office, and your car safe by incorporating safe behavior in your daily routine.
- When you leave your room or office, even for a moment, always keep your doors and windows locked.
- Never leave your purse, wallet, backpack, laptop or other property unattended, even for a moment.
- Be careful when people stop you for directions or money. Always reply from a distance; never get too close to the car or the person. If you feel uncomfortable about someone near you, head for a populated area and call the police or NYP Security.
- If you are out after dark, use only well-lit routes and travel in groups when possible. Although it seems courteous to open doors for others, especially persons carrying groceries or packages, do not open any doors for strangers.



## **VI. Campus Crime Statistics**

Federal regulations require that the Medical College collect and publish statistics concerning the occurrence of certain violent crimes and arrests for liquor law, drug abuse and weapons violations. The definitions of reportable crimes under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act can be found at: [http://www.cupolice.cornell.edu/annual\\_report/crime\\_definitions.cfm](http://www.cupolice.cornell.edu/annual_report/crime_definitions.cfm). Included in this report on page 19 is a table showing incidence of violent crimes and other offenses at various campus and non-campus locations.

## **VII. Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

The Medical College will, upon request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the Medical College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the Medical College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **VIII. Statement on Drug and Alcohol Abuse**

Attached is the Statement on Drug and Alcohol Abuse and Drug-Free Policy. The Statement requires strict compliance with all Cornell policies and regulations concerning the illegal possession, use, or distribution of illicit drugs and alcohol. Special requirements in the Drug-Free Policy relating to the reporting of a conviction apply to persons engaged in a Federal grant or contract, or students receiving Federal financial aid. For employees, the Medical College Human Resources Department conducts seminars and programs to make faculty and staff aware of available treatment and counseling programs. Professional staff and advisors are available to aid and direct students who seek help. Faculty, students, and employees are encouraged to carefully review the attached Statement, and not to hesitate to ask questions or pursue advice if necessary from supervisors and advisors.

## **IX. Statement on Sexual Assault**

Cornell University encourages compliance with institutional policies to prevent sexual assault, harassment, sexual abuse, rape, domestic violence, dating violence, stalking, sexual coercion, or other forms of sexual violence on campus and in the workplace, and with applicable procedures to follow when a sex offense occurs. University Policy 6.4 prohibits all members of the university community from engaging in sexual misconduct, sexual assault/violence.

**Sexual Assault** is (1) sexual intercourse or (2) sexual contact (3) without affirmative consent.

(1) Sexual intercourse means any penetration, however slight, with any object or body part, as follows: (a) penetration of the vulva by a penis, object, tongue, or finger; (b) anal penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

(2) Sexual contact means intentional sexual touching, however slight, with any object or body part, whether directly or through clothing, as follows: (a) intentional touching of the lips, breasts, buttocks, groin, genitals, inner thigh, or anus or intentionally touching another with any of these body parts; (b) making another touch anyone or themselves with or on any of these body parts; and (c) intentional touching of another's body part for the purpose of sexual gratification, arousal, humiliation, or degradation.

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

**Domestic violence** is any intentional act or threatened act of violence against the complainant committed by (1) a current or former spouse or intimate partner; (2) a person with whom the complainant shares a child; or (3) anyone who is protected from the respondent's acts under the domestic or family violence laws of New York. Domestic violence also includes behavior that seeks to establish power and control over the complainant by causing the complainant to fear violence to themselves or another person. Such behavior may take the form of harassment, property damage, intimidation, and violence or a threat of violence to one's self (i.e., the respondent) or a third party. It may involve one act or an ongoing pattern of behavior.

**Dating violence** is any intentional act or threatened act of violence against the complainant committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. Dating violence also may take the form of behavior that seeks to establish power and control over the complainant by causing the complainant to fear violence to themselves or another person. Such behavior may take the form of harassment, property damage, intimidation, and violence or a threat of violence to one's self (i.e., the respondent) or a third party. It may involve one act or an ongoing pattern of behavior.

**Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for their safety or the safety of others (b) or suffer substantial emotional distress.

## **New York State Law**

“Sexual offenses,” “family offenses,” and “stalking” are crimes in New York State. New York State (“NYS”) does not specifically define sexual assault. However, sexual offenses (including rape and sexual abuse) are criminal offenses under New York State law. Under NY penal code, lack of consent to a sex act results from (a) forcible compulsion, (b) incapacity to consent, (c) no express or implied acquiescence, where the offense charged is sexual abuse or forcible touching, or (d) clear expression of non-consent, where the offense charged is rape. NYS state law states that a person is incapable of consent when he or she is (a) under the age of 17, (b) mentally disabled, (c) mentally incapacitated, (d) physically helpless, or (e) committed to the care of the state. NYS does not specifically define domestic violence or dating violence. However, in NYS, “family offenses” are certain violations of the penal code, including but not limited to harassment, sexual abuse, stalking, and menacing, committed by a family member or intimate partner that have created a substantial risk of physical or emotional harm to a person or a person’s child. Under NYS penal code, stalking is an intentional course of conduct directed at a specific person who causes harm to the mental or emotional distress of that person, fear for their health, safety or property, or the health, safety or property of their family or acquaintances, or fear that their employment, business or career is threatened. To review specific crimes within the NYS penal code go to <http://www.nycourts.gov/judges/>.

### *Reporting an Incident*

If you are a victim of sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Time is a critical factor for evidence collection and preservation. Evidence can be collected and stored by a hospital without filing a police report. If you wish to report a sexual assault, you can directly contact the NYPD by calling 911. You can also obtain assistance with reporting to law enforcement from hospital personnel.

You have the right to make a report to university police or campus security, local law enforcement and/or state police or choose not to report; to report the incident to Weill Cornell; to be protected by Weill Cornell from retaliation for reporting an incident; and to receive assistance and resources from Weill Cornell.

It is also strongly recommended that an assault be reported to the Medical College Student Health Service or Student Affairs. All reports will be taken seriously. Procedures for reporting incidents of sexual misconduct, harassment, and violence can be found at: [http://weill.cornell.edu/education/student/stu\\_campus\\_sec.html](http://weill.cornell.edu/education/student/stu_campus_sec.html).

Anyone who believes that he, she, or group has been affected by sexual misconduct, sexual assault/violence, domestic violence, dating violence, stalking may file a complaint with the Title IX Coordinator Dr. JoAnn Difede – (212) 746-9915 (Students), or constituent Title IX Coordinators, Dr. Rache Simmons - (212) 821-0870 (Faculty, Residents, Postdocs and Fellows) or Angela Charter Lent - (646) 962-3734 (Employees). The Title IX Coordinators can assist you

in notifying or filing a complaint with local law enforcement if you choose to do so. The Title IX Coordinators will provide information on resources for assistance and options to address concerns, including filing a complaint under applicable university policy and addressing your needs for safety, counseling, housing and educational accommodations even if you are unsure about whether to file a complaint. Those options will vary depending on the nature of the complaint, whether the complainant is a student, faculty or staff member, whether the complainant wishes to proceed informally or formally, and the wishes of the complainant regarding confidentiality. The Medical College strongly supports a complainant's interest in confidentiality in cases involving sexual misconduct and will honor a complainant's request for confidentiality if doing so does not impact the Medical College's ability to provide a safe and nondiscriminatory environment for all students, including the complainant. The Medical College will provide immediate support measures to stop prohibited conduct or prevent such conduct from reoccurring. These measures may include non-contact orders, change of housing or place of employment or schedule, change of class schedule, change of supervision, temporary suspension, information about visa/immigration related issues, or otherwise.

The sooner a complaint is filed the more likely all information and evidence about the circumstances and facts around the allegations can be obtained. All who may be involved in a complaint are warned against retaliation during the investigation. The Medical College will not accept or tolerate retaliation. The Title IX Coordinator(s) have exclusive responsibility for processing prohibited sexual misconduct complaints. The formal complaint procedure is comprised of an investigation, a review, and an appeal.

Once the matter is referred to the Title IX Investigator, the Title IX Investigator will keep the parties informed on the investigation's progress, as appropriate.

During the investigation, an appropriately trained investigator will gather information from the parties and other individuals who have relevant information, and gather relevant available evidentiary materials, including physical evidence, documents, communications between the parties, and other electronic records and media as appropriate. The parties will be interviewed separately and will not appear in the same room during the investigation. The parties will have the opportunity to review and comment on the information gathered by the investigator prior to the investigator submitting an investigative report and record to the Review Panel. Both parties will receive a copy of the investigator's report and record simultaneously. Throughout the investigative process, the complainant and respondent may seek the advice of personal attorneys and advisors. Such representatives may attend their own clients' or advisees' investigative interview, but may not respond to questions for their clients or advisees, and may not pose questions. All individuals involved in the investigation will be treated with sensitivity and respect and the investigation will be completed as expeditiously as possible.

Findings of responsibility and determinations regarding sanctions and remedies are made by a three member Review Panel. The panelists, as well as the investigators, will all be trained in the adjudication of sexual misconduct claims. Objections to Review Panel members must be raised

with the Title IX Coordinator. The panel will conduct such proceeding and apply a preponderance of the evidence standard in making their determinations. The panel may issue a determination that University Policy 6.4 has been violated or not violated. The panel shall issue a final determination in writing, simultaneously, to the complainant and the respondent. Disciplinary sanctions may be imposed if it has been determined that a violation of University Policy 6.4 has occurred, including warning/reprimand, disciplinary probation or suspension, dismissal, removal from housing, change of academic schedule and restricting access to Medical College facilities or PA Program facilities.

Both parties may appeal the panel's determination or recommended sanctions or remedial measures (or lack thereof) from a complaint of alleged sexual misconduct within 10 business days of the determination. Appeals are decided by a panel including the Senior Associate Dean (Education) or designee, the Dean of the Graduate School or designee, and the Managing Director of Human Resources or designee. No appeal shall be heard by a Medical College official who is a respondent, and in such cases, an appropriate college official will be designated by the Dean. The appeal is not a new fact-finding process. It is a written appeal on the record only. If there is no appeal, or at the conclusion of the appeal, the panel's determination becomes final and will not be subject to further appeal.

Representatives of the Human Resources Department (**646-962-3734**) and Office of Equal Opportunity Programs (**212-746-1058**) are available to provide assistance and/or referrals to professionals in dealing with important issues such as preserving evidence for the proof of a criminal offense and reporting the alleged offense. Information can also be provided concerning a student's option to notify proper law enforcement authorities. Institutional personnel will assist a student in handling notification to such authorities if requested. The choice of whether or not to file a complaint under Medical College procedures or report to law enforcement is yours.

## **X. Resources for Victims**

Victims of sexual offenses and assault may also obtain assistance through the Victim Intervention Program (VIP), at New York Presbyterian Hospital, which provides adult crimes victims (age 12 and over) with crisis intervention services, as well as Office of Victim Services claims assistance, help navigating the criminal justice system, advocacy and information and referral. Short term counseling services as well as follow-up telephone counseling services are provided by licensed professional social workers. In the hospital Emergency Department, free twenty-four hour services to survivors of rape and sexual assault is available. Sexual Assault Forensic examiners provide compassionate care to adult and adolescent survivors of rape and sexual assault by obtaining medical histories, collecting forensic evidence and offering preventative medications. Trained volunteer advocates are also available in the emergency Department to provide support, crisis-counseling, advocacy and information. The VIP program can be reached at (**212-746-9414**). Emergency care is available at the NYP Emergency Department (**212-746-5050**). Cornell's Victim Advocacy Program is available at (**607-255.1212**).

In addition to the VIP program, the Medical College Student Health Service (**646-962-6942**) and Student Mental Health Service (**212-746-5775**) can provide assistance to students who are victims of sex offenses as well as information concerning off-campus services that may also be available.

The PA Program will change a victim's academic or living situation after an alleged sexual offense if requested by a student and reasonably available. Disciplinary action in the case of an alleged sexual misconduct/offense may be available under various policies and procedures including the Medical College's procedures for sexual misconduct, Student code of conduct, and the employee and academic grievance procedures. The complaint process under the Medical College's procedures for sexual misconduct is confidential and involved parties are directed to maintain confidentiality. The complainant and the respondent will each be permitted the same opportunities to have others present during a disciplinary proceeding. Additionally, both the complainant and the respondent will be informed of any outcome of any institutional disciplinary proceeding involving a sexual misconduct/offense.

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In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Medical College is providing a link to the New York State Division of Criminal Justice Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In New York State, convicted sex offenders must register with the Sex Offender Registry maintained by the Department of State Division of Criminal Justice. Additional information about the Sex Offender Registry may be obtained by visiting: [http://www.criminaljustice.ny.gov/SomsSUBDirectory/search\\_index.jsp](http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp).

## **XI. Reporting on Bias and Hate Related Crimes**

New York State law requires Weill Cornell Medical College to inform students about the Hate Crimes Prevention Act of 2000 and how hate crimes (also known as bias-related crimes) can be prevented on campus.

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 State Hate Crimes Act of 2000 (Penal Law Article 485).

Hate crimes are criminal activity motivated 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.

Bias-related behavior includes any action that discriminates against, ridicules, humiliates, or otherwise creates a hostile environment for an individual (female or male) or group protected under this law.

### *Penalties for Hate/Bias-Related Crime*

Penalties for bias-related 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. Hate/bias crime incidents that rise to a felony level are reported to the district attorney. Non-felony hate/bias crime incidents may be adjudicated through the Standards of Conduct stated in the Student Handbook. Sanctions imposed by the College may include suspension, expulsion or other measures depending on the severity of the crime.

### *Reporting a Hate/Bias-Related Crime*

An individual who believes that she or he has been a target of a bias-related crime is encouraged to immediately report an incident to NYP Security, the Associate Dean for Students Affairs, the Senior Associate Dean for Education, or the Affirmative Action Officer (in Weill Cornell Medical College's case this would be Dr. Joseph Murray, the Associate Dean for Student Affairs). The incident will be reviewed and investigated, and a determination will be made as to how the allegation will be handled.

### *Availability of Counseling and Other Support Services*

Counseling and personal support is available to victims of hate/bias-related crime through the Student Affairs Office at 110 Olin Hall. Another source of assistance is through the Victims Assistance Center located at 100 Centre Street, Room 231. The Center is open Monday through Friday, 8:00 a.m. to 8:00 p.m., and Saturdays and Sundays, 9:00 a.m. to 5:00 p.m. The staff can be reached at 212-335-9040.

## **XII. Missing Person Procedures**

Cornell University provides the campus community members with the opportunity to confidentially provide emergency contact information of the person who should be notified in the event that member is officially reported as missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. NYP Security and either the Dean of Students for each of the Medical College and the Graduate School will accept any report, including a telephone report, of a missing Cornell student.

If NYP Security and the Dean of Students of the appropriate school determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours the department will:

- Notify the individual identified by the student to be contacted in such circumstances.
- If the student is under 18 years old, notify a parent or guardian.
- In cases where the student is over 18 and has not identified a person to be contacted, notify appropriate local law enforcement officials.

Nothing herein precludes implementing these procedures in less than 24 hours if the circumstances so warrant.

## **XIII. Crime Statistics and Incident Data 2013-2015**

Federal regulations require that the Medical College collect and publish statistics covering the last three calendar years for incidents occurring on- and off-campus and at contiguous, neighboring and public locations of violent crimes (homicide, sex offenses, robbery, domestic violence, dating violence, stalking, etc.) and hate crimes; and of arrests and referrals for disciplinary action for liquor, drug and weapons law violations.

The following map provides a general orientation including WCMC Residential Buildings, WCMC Non-Residential Buildings; non-WCMC buildings where teaching, training and student activities may occur such as the Memorial Sloan-Kettering Cancer Center, Rockefeller University, and the Hospital for Special Surgery;<sup>1</sup> non-campus properties, and the public property locations (thoroughfares, streets and sidewalks) of WCMC:

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<sup>1</sup> These properties are not owned or controlled by the Medical College.



442 • 444 EAST 77TH STREET



575 LEXINGTON AVE

407 EAST 61ST STREET

252 1ST AVENUE

SOUTHTOWN AND  
RIVER WALK  
ROOSEVELT ISLAND

CORNELL UNIVERSITY WEILL MEDICAL COLLEGE  
OFFICE OF SPACE MANAGEMENT

This data herein is CONFIDENTIAL and intended only for the use and/or review by individuals to whom WCMC has granted access privileges. Any unauthorized use, dissemination, distribution, disclosure or copying is strictly prohibited.

- WEILL CORNELL MEDICAL COLLEGE
- MEDICAL COLLEGE RENTAL SPACE
- NEWYORK-PRESBYTERIAN HOSPITAL
- MEMORIAL SLOAN-KETTERING CANCER CENTER
- ROCKEFELLER UNIVERSITY
- HOSPITAL FOR SPECIAL SURGERY

SCALE: NTS  
ATLAS-A 9/16/16

SITE  
PLAN

## Sources and Explanation of Statistical Table

The following provides overall totals by crime or incident for the calendar years 2013-2015 for on-campus locations including the Medical College Residential and Non-Residential (Medical Center) Buildings and non-campus properties.

Data for Residential Buildings are compiled from a review of incident reports submitted to the Housing Department for student residences at Lasdon House, Olin Hall, 442-444 East 77th Street and Southtown. Data for Non-Residential Buildings are from NYPH Security incident reports for Medical College facilities at the Medical Center main building, Kip's Bay and the "S" Buildings.

The following locations comprise Campus Residential, Non-Residential and Non Campus Building:

### “Campus Residential”

<b>LH</b>	Lasdon House	420 East 70 <sup>th</sup> Street
<b>Olin</b>	Olin Hall	445 East 69 <sup>th</sup> Street
<b>R1</b>		442-4 East 77 <sup>th</sup> Street
<b>R2</b>	Southtown	Roosevelt Island
	Peter Cooper Stuyvesant Town	252 1 <sup>st</sup> Avenue

### “Campus Non-Residential & Non-Campus”

<b>A</b>	A Building	1300 York Avenue
<b>B</b>	B Building	1300 York Avenue
<b>C</b>	C Building	1300 York Avenue
<b>D</b>	D Building	1300 York Avenue
<b>E</b>	E Building	1300 York Avenue
<b>GF</b>	Griffis Faculty Club	
<b>LC</b>	Lasdon Center	1300 York Avenue
<b>S</b>	S Building	515 East 71 <sup>st</sup> Street
<b>W</b>	Whitney Building	1300 York Avenue
<b>X</b>	Weill Greenberg	1305 York Avenue
	PA Program	575 Lexington Avenue
		407 East 61 <sup>st</sup> Street 402 East 67 <sup>th</sup> Street 413 East 69 <sup>th</sup> Street
		Zuckerman Building

WCMC obtains crime data for non-campus locations and public property from building management offices and the NYPD. The NYPD 19<sup>th</sup> Precinct Office of Community Affairs provides data for the entire 19<sup>th</sup> Precinct and specifically for WCMC owned and controlled properties in the 19<sup>th</sup> Precinct. As of the published date of this security report, the data includes information from the 19<sup>th</sup> Precinct, but does not include data from the 17<sup>th</sup> Precinct.

Referrals for Disciplinary Action:

Data regarding referrals for disciplinary action arising from violations of drug, liquor and weapons laws by Medical College employees and Medical College and Graduate School students were collected from applicable institutional offices.

## Campus Security Report: On-Campus, Non-Campus, and Public Property

Reported in compliance with the Jeanne Clery Disclosure of Security Policy and Campus Crime Statistics Act for calendar years 2013, 2014, and 2015.

CRIME CLASSIFICATION	On-Campus Total			Campus Residence Halls			Non-Campus Total <sup>1</sup>			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
<b>Murder/Non-Negligent Homicide</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>	0	0	1	0	0	1	0	0	0	0	0	0
<b>Fondling</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Incest</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses: Forcible *</b>	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
<b>Sex Offenses: Non Forcible*</b>	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A
<b>Robbery<sup>2</sup></b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary<sup>2</sup></b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>												
➤ Weapons Law	0	1	0	0	1	0	0	0	0	0	0	0
➤ Drug Law	0	0	0	0	0	0	0	0	0	0	0	0
➤ Alcohol Law	0	0	0	0	0	0	0	0	0	0	0	0
<b>Referrals for University Disciplinary Action</b>												
➤ Weapons Related	0	0	0	0	0	0	0	0	0	0	0	0
➤ Drug Related	0	0	0	0	0	0	0	0	0	0	0	0
➤ Alcohol Related	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes<sup>3</sup></b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses **</b>												
➤ Dating Violence	N/A	0	2	0	0	2	0	0	0	0	0	0
➤ Domestic Violence	N/A	0	0	0	0	0	0	0	0	0	0	0
➤ Stalking	N/A	0	0	0	0	0	0	0	0	0	0	0

\*\*\*There were no unfounded crimes for the years 2013-2015.

<sup>1</sup> Global overseas sites are being reported separately at <http://qatar-weill.cornell.edu/current-students/campusSecurity.html>

<sup>2</sup> Robbery is the taking of anything of value from the care, custody or control of another person by force or threat of force. Burglary is the unlawful entry of a structure to commit a felony or theft.

<sup>3</sup> A Hate Crime is a violent crime where there is manifest evidence of prejudice based on race, religion, sexual orientation, national origin, gender identity or ethnicity as defined by the Hate Crimes Statistics Act, 28 U.S.C. § 534 and amendments to the Violence Against Women's Act, "VAWA"). There were no hate crimes reported relating to crimes listed in the Clery Act including crimes of bodily injury.

\* Forcible and non-forcible categories were changed to rape, fondling, incest and statutory rape. Forcible and non-forcible sexual offenses will not be reported for 2014 or in the future, instead those crimes will now be reported under the new definitions.

\*\* As part of VAWA, stalking, domestic violence, and dating violence were added as reportable categories in 2013.

Definitions of all reportable crimes can be found at [http://www.cupolice.cornell.edu/annual\\_report/crime\\_definitions.cfm](http://www.cupolice.cornell.edu/annual_report/crime_definitions.cfm).

**XIV. Joan and Sanford I. Weill Medical College and Weill Graduate School of Medical Sciences Statement on Drug and Alcohol Abuse**

Federal and New York laws as well as University regulations prohibit the illegal possession, use and distribution of illicit drugs and alcohol.

The unlawful manufacture, distribution, dispensation, possession, or use of an illicit drug or alcohol by any member of the Weill Cornell Medical College community, including employees, faculty members, students and visitors, is prohibited at all Cornell facilities (including residences) and activities. Appropriate action including termination and/or dismissal will be taken for violations of the foregoing prohibition.

The University will not condone criminal conduct on its property, or at Cornell or student sponsored activities, and will take appropriate action whenever such conduct is discovered to enforce the law and its own internal regulations. Violators of Federal and state laws may also be referred to appropriate civil and criminal authorities for prosecution.

**Drug-Free Workplace Policy and Statement**

The Drug-Free Workplace Act of 1988 requires Weill Cornell Medical College, as a Federal grant recipient and contractor, to certify that it will provide a drug-free workplace by, among other actions, requiring that each person engaged in a Federal grant or contract (including personnel and consultants) be given a copy of this Statement and notifying such person that as a condition of participation in such grant or contract, the person will:

- Abide by the terms of this Statement; and
- Notify the person's supervisor, department chairperson, or dean of any criminal drug statute conviction (including acceptance of a guilty plea by a judicial authority) for a violation occurring in the workplace no later than five (5) days after such conviction.

Weill Cornell Medical College shall, within thirty (30) days after receipt of notice take appropriate action against such person up to and including termination or dismissal, and/or require such person to satisfactorily participate in a drug assistance or rehabilitation program.

**Sanctions**

Violations of University Policy can result in termination, suspension or expulsion from the university. Faculty and non-academic staff can be subject to disciplinary action up to and including termination of employment. Student violators can be subject to disciplinary action up to and including dismissal. Any drug or alcohol abuse violation may become part of a student's permanent record and may impact on a student's fitness or suitability for advancement.

## **Examples of legal sanctions under Federal and New York laws:**

(Sanctions can include severe criminal penalties such as fines and/or imprisonment. The severity of the penalty depends upon the nature of the criminal act and the identity and amount of the drug involved)

**LSD** - Possession with intent to sell can result in up to seven years in prison.

**Marijuana** - Sale to a person under the age of 18 years can result in up to seven years in prison.

**Cocaine** -The possession of four or more ounces, or the sale of two or more ounces, can result in a minimum of 15-25 years, and a maximum of life in prison.

**Alcohol** - It is illegal in New York:

- For anyone under the age of 21 to possess with the intent to consume alcohol. A violation can mean up to a \$50 fine.
- For anyone of any age to give or sell alcohol to anyone under the age of 21, to anyone who is already drunk, or to anyone who is habitually drunk. A violation can mean three months in jail and up to a \$500 fine.
- To practice medicine when impaired by alcohol (or any mind-altering drug), or for a licensed physician to be a habitual alcohol or drug abuser. A violation can mean loss of professional license and up to a \$10,000 fine.

## **Health Risks**

The university recognizes the convincing medical evidence that alcohol abuse and the use of illegal drugs and substances pose a significant threat to health and condemns alcohol abuse and the use of such drugs and substances as harmful to the physical and psychological well-being of the user and the well-being of the Cornell community.

The following list by category is only a short sampling of some risks involved:

**Narcotics:** Slow and shallow respiration, clammy skin, convulsions, coma, and death.

**Stimulants:** Increased pulse rate, blood pressure and body temperature; insomnia, agitation, convulsions, possible death.

**Hallucinogens:** Illusions and hallucinations, distorted perception of time and distance, psychosis, possible death.

**Cannabis:** Disoriented behavior, fatigue, paranoia, possible psychosis.

**Alcohol:** Drowsiness, impairment of judgment and coordination, liver and heart damage, respiratory depression and death. Mothers who drink during pregnancy risk giving birth to infants with fetal alcohol syndrome which can include irreversible physical abnormalities and mental retardation.

## **Counseling and Treatment**

Cornell provides various awareness and education programs for faculty, staff and students about the dangers of illegal drugs and the abuse of alcohol. Confidential support services are available for those with abuse problems who individually pursue treatment and counseling.

A Drug-Free and Alcohol Abuse Awareness Program has been established at Cornell to inform members, staff and students about the dangers of drug and alcohol abuse in the workplace, the University's policy of maintaining a drug-free workplace, available drug and alcohol abuse counseling, rehabilitation and employee assistance programs, and the potential penalties for drug and alcohol abuse violations. Further information is available from the Human Resources Department, supervisors, department chairpersons or deans.

The Employee Assistance Program (EAP) is a short-term counseling and referral service for drug and alcohol abuse as well as other employee concerns. Through the EAP, eligible employees and their dependents may obtain free counseling for substance and alcohol abuse issues which affect them and their families. EAP counselors will assess each case and may make a referral to an appropriate internal program or outside agency best suited to address the rehabilitation needs. EAP counselors will also assist in determining how Cornell health insurance will be helpful in covering costs. The Academic Staff Handbook and Employee Handbook contain further information about the Employee Assistance Program. An EAP counselor can be contacted by calling 212-746-5890.

Students are reminded to review the Substance Abuse Policy (which covers illicit drug and alcohol abuse) set forth in the Student Handbook and that any drug or alcohol abuse violation may impact on a student's fitness or suitability for advancement. Professional staff and advisors are available to assist and direct students to internal and outside programs. Students may also obtain assistance by contacting the Weill Cornell Medical College Student Health Service at 212-746-1450 or the Student Mental Health Service at 212-746-5775.

### **Substance Abuse - Impairment Counseling**

Dr. Ross Brower	212-746-1277
Dr. Richard A. Friedman	212-746-5775
Dr. Ann Beeder	212-746-1258
Dr. Edward M. Paul	212-447-5712
Dr. Carol Weiss	212-988-1209



**Weill Cornell Medicine**

## 2015 ANNUAL FIRE SAFETY REPORT

## **Scope**

This Annual Fire Safety Report covers the Joan and Sanford I. Weill Medical College (“Medical College”) and the Joan and Sanford I. Weill Graduate School of Medical Sciences (“WCGSMS”) and the Weill Cornell Medicine Graduate School of Medical Sciences Master of Science in Health Sciences Physician Assistant Program (“WCGS PA Program”) (collectively referred to as “WCM”).

This report is published annually and is combined with the WCM Annual Campus Security Report.

As required by the Higher Education Opportunity Act of 2008, the Annual Fire Safety Report contains the following information:

1. Statistics concerning the following in each on-campus student housing facility:
  - a. the number of fires and the cause of each fire,
  - b. the number of injuries related to a fire that results in treatment at a medical facility,
  - c. the number of deaths related to a fire, and
  - d. the value of property damage caused by a fire;
2. A description of each on-campus student housing facility fire safety system, including the sprinkler fire system;
3. The number of regular, mandatory, supervised fire drills;
4. Policies or rules on portable electrical appliances, smoking, and open flames (such as candles); procedures for evacuation; and policies regarding fire safety education and training programs provided to students, faculty, and staff; and
5. Plans for future improvements in fire safety, if determined necessary by such institution.

## **Responsibilities**

The Office of Environmental Health and Safety (EHS) has the overall responsibility for ensuring that programs are in place which foster a fire-safe environment for all students, faculty, and staff. Programs are developed, implemented, reviewed, and revised which address fire safety and prevention; education; fire safety system inspection, testing, and maintenance; and code/regulatory compliance.

Campus wide fire safety is achieved through inter-departmental efforts and cooperation between EHS, Risk Management, Engineering and Maintenance, Housing, Senior Administration, Department Administrators, Staff and Faculty, and EHS Representatives in each Basic Science and Clinical Department.

## **Fire Prevention**

Fire prevention programs focus on the following areas:

1. Controlling the unnecessary accumulation of combustible material



2. Maintaining flammable storage only in approved locations and in approved quantities
3. Closely monitoring the activities of outside contractors, especially during “hot work” operations involving torches or other sources of ignition
4. Performing regular inspections of laboratories and other high risk areas to ensure that safe practices are being followed
5. Significantly reducing or eliminating sources of ignition whenever possible through sound programs, practices, guidelines, and restrictions.

## **Fire Safety/Prevention Program Manuals and Guides**

The WCM Fire Safety and Emergency Action Manual is published as a guide for all WCM students, faculty, and staff and contains guidelines concerning fire safety, evacuation, prevention, fire alarm systems, fire sprinkler systems, and other practices and restrictions. The manual is distributed to each department on campus and is available in hard copy from EHS by request.

The manual is also available on the EHS website at:

[http://weill.cornell.edu/ehs/forms\\_and\\_resources/](http://weill.cornell.edu/ehs/forms_and_resources/)

Some information contained in the Manual is published under individual EHS Updates which are available on the EHS website:

[http://weill.cornell.edu/ehs/forms\\_and\\_resources/ehs\\_updates.html](http://weill.cornell.edu/ehs/forms_and_resources/ehs_updates.html)

Fire safety topics published as EHS Updates include:

- Barbeque Grills
- Bunsen Burner Safety
- Corridor Safety and Emergency Egress
- Evacuating Physically Impaired Individuals
- Fire Safety Plans and Notices (Residential Fire Safety Plans)
- Portable Space Heaters
- Fire Safety in the Laboratory

## **On-campus Student Housing Fire Safety Guidelines and Restrictions**

### **Residential Fire Safety Plans and Notices**

In each student housing building, once each year during National Fire Prevention Week, a copy of the buildings’ Residential Fire Safety Plan is distributed to each student residing in the building, in addition to all building services staff.

Residential Fire Safety Plans are reviewed annually by EHS prior to distribution and revised when necessary. The Plan contains both building specific information concerning fire exits, fire alarm systems, fire sprinklers, emergency notification, and evacuation procedures, in addition to

general fire safety guidelines and restrictions. Residential Fire Safety Plans and Notices are also available on the EHS website at: [http://weill.cornell.edu/ehs/forms\\_and\\_resources/](http://weill.cornell.edu/ehs/forms_and_resources/).

## **Smoking**

WCM is a smoke free campus. Smoking is prohibited in all WCM owned and leased space including on campus student housing.

## **Open Flames**

The use of open flames is prohibited in all on campus student housing and in all public assembly space, clinical areas, administrative areas, and common areas. This includes candles and canned fuel for heating food (sternos). The use of barbeque grills is prohibited, except at public events, and is only allowed in designated areas. Students must submit a Public Area Space Request to the Housing Department and receive approval for the event. The guideline for Barbeque grills is available on the EHS website at:

[http://weill.cornell.edu/ehs/forms\\_and\\_resources/ehs\\_updates.html](http://weill.cornell.edu/ehs/forms_and_resources/ehs_updates.html).

## **Cooking**

**General Precautions:** Do not leave cooking unattended. Keep stovetops clean and free of items that can catch on fire. Before going to bed, check the kitchen to ensure that the oven is off and any coffeepot or teapot is unplugged.

### **Lasdon House, 420 East 70<sup>th</sup> Street**

Lasdon House contains kitchens in each individual dwelling. Each kitchen contains an electric stove and microwave.

### **Olin Hall, 445 East 69<sup>th</sup> Street**

Olin Hall has a shared kitchen on each residential floor. Each kitchen contains an electric stove and microwave.

### **Southtown, 465 Main Street**

Southtown contains kitchens in each individual dwelling. Each kitchen contains an electric stove and microwave.

### **77<sup>th</sup> Street, 442-444 East 77<sup>th</sup> Street**

77<sup>th</sup> Street contains kitchens in each individual dwelling. Each kitchen contains an electric stove and microwave.

## Other restricted items

As part of institutional policy to maintain a safe environment for the occupants of Lasdon House, Olin Hall, Southtown, and 77<sup>th</sup> Street, the following items are *prohibited* in residential rooms:

- Candles
- Halogen Lamps
- Heaters
- Hotplates
- Natural “live” Christmas trees and wreaths

## Electrical safety

The use of extension cords is discouraged. However, if you must use an extension cord, follow these safety guidelines:

- Never overload electrical outlets.
- Replace any electrical cord that is cracked or frayed.
- Never run extension cords under rugs.
- Use only power strips with circuit breakers.

## Fire alarm activations and evacuation during fires

In the event of a fire, follow the directions of fire department personnel. There may be emergency situations in which you may be required to decide on a course of action to protect yourself and the other members of your room. The Residential Fire Safety Plans and the instructions below have been developed to assist you in determining the safest course of action in an emergency situation.

### General Emergency Fire Safety Instructions

1. Stay calm. Do not panic. Notify the Fire Department as soon as possible. Firefighters will be on scene of a fire within minutes of receiving an alarm.
2. Because flame, heat, and smoke rise, generally a fire on a floor below your room presents a greater threat to your safety than a fire on a floor above your room.
3. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
4. If you decide to exit the building during a fire, close all doors as you exit to confine the fire. Never use the elevator. It could stop between floors or take you to the location of the fire.
5. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl. Take short breaths, breathing through your nose.

6. If your clothes catch fire, do not run. Stop where you are, drop to the ground, cover your face with your hands to protect face and lungs and roll over to smother the flames.

### **Evacuation Instructions If the Fire Is in Your Room**

1. Close the door to the room where the fire is and leave the room.
2. Make sure EVERYONE leaves the room with you.
3. Take your keys.
4. Close, but do not lock, the room door.
5. Alert people on your floor by knocking on their doors on your way to the exit.
6. Use the nearest stairwell to exit the building. Pull the fire alarm manual station at the stair entrance to transmit an alarm signal
7. DO NOT USE THE ELEVATOR.
8. Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
9. Meet the members of your room at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.

### **Evacuation Instructions If the Fire Is Not in Your Room**

1. Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.
2. If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
3. If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
4. If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
5. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
6. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
7. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
8. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

### **Fire Protection Systems**

Olin Hall, Southtown, and Lasdon House contain a Central Station monitored fire alarm system and fire sprinklers. 77<sup>th</sup> Street contains a local fire alarm system. Smoke detection provides for early-warning fire detection, and fire sprinklers are monitored by the fire alarm system. If the fire alarm system is activated or water flows through the fire sprinkler system, a message is sent over a modem to a central station monitoring center which in turn calls the NYC Fire Department to

respond. Olin Hall, Southtown, and Lasdon House are staffed 24/7 with housing staff who have been trained to respond to fire emergencies. Manual fire alarm pull stations are found on each floor next to each fire exit stairway. Dwellings are equipped with local smoke detectors that will sound an audible tone inside the residence but will not activate the buildings fire alarm system. All instances of local smoke detector activation should be reported to the housing staff.

### **Fire Protection System Description**

<b>Building</b>	<b>Fire Alarm System</b>	<b>In-Room Smoke Detectors</b>	<b>Corridor Smoke Detectors</b>	<b>Central Station Monitored</b>	<b>Fire Sprinkler</b>	<b>Drills</b>
Olin Hall	Yes	Yes	Yes	Yes	Yes	4/Year
Lasdon House	Yes	Yes	Yes	Yes	Yes	4/Year
77 <sup>th</sup> Street	Yes	Yes	Yes	No	Yes/Partial	
Southtown	Yes	Yes	No	Yes	Yes	

### **Tampering with fire protection systems**

It is against the law to tamper with any fire protection system device or component including smoke detectors, fire extinguishers, manual pull stations, or fire sprinklers. Students should be cautious around fire sprinkler heads when moving or carrying objects to avoid damaging and activating the sprinkler system. Nothing should be hung from fire sprinkler heads or piping in student dwellings.

### **Reporting a fire**

All residents who discover a fire or visible smoke condition should do the following:

1. Proceed to the nearest fire exit and activate the fire alarm system by pulling the fire alarm manual pull station. Follow the instructions written on the box. During events when visible fire or smoke is observed, call 911 to make sure the NYC Fire Department received the alarm and is responding.
2. Alert others in the area of the fire and evacuate.
3. Inform the building desk attendant of the fire condition.
4. Report all fires or visible smoke conditions, even if minor or caused accidentally.
5. Report the incident to the Housing Office.

### **Fire drills**

All students are required to participate in fire drills at WCM. At the sound of the alarm, immediately evacuate the building to the street. Fire drills are conducted by EHS staff and are supervised and monitored to ensure participation and effectiveness.

## **Fire Safety Education**

All staff receive their initial fire safety training during new employee orientation, students during student orientation, and volunteers in separate sessions as required. Fire safety training is also integrated into clinical safety training, laboratory safety training, and instructional fire drills. Specialized staff training is also conducted for building services staff who are part of the building fire response team, residential building concierge staff, building security staff, fire wardens working in certain high rise occupancies as required by NYC Law, and laboratory supervisor C-14 training as required by NYC Law.

## **Other reference sources for fire safety related guidelines and requirements**

All students must comply with all fire safety requirements including those published in the Student Handbook and Residential Housing Agreement.

## **Improvements in fire safety**

All fire alarm systems are inspected, tested, and maintained according to NFPA Codes and Standards, where applicable, and the NYC Fire Code. These functions are performed by an external fire alarm service contractor qualified and licensed to perform such work. All fire sprinkler systems and components are inspected regularly by Engineering and Maintenance staff and tested, as required by code, by a licensed fire suppression contractor. The work is performed under the supervision of the WCM Office of Environmental Health and Safety. Deficiencies identified during inspections and testing are addressed immediately and corrected in a timely manner.

Fire safety programs are reviewed regularly to ensure that they are in compliance with any changes in applicable codes and standards and are effectively meeting the needs of the campus community. Systems and equipment that no longer effectively operate as designed or become antiquated are replaced as deemed necessary. Construction designs are reviewed by EHS staff to ensure that fire protection systems are adequately and appropriately present in newly constructed and renovated space.

## **Questions**

If you have any questions concerning fire safety, please contact EHS at 646 962-7233 or [ehs@med.cornell.edu](mailto:ehs@med.cornell.edu). We are located at 402 East 67<sup>th</sup> Street, Room LA-0020.

## **Campus Fire Log and Fire Statistics**

There were no fire events in our campus housing buildings during 2015.

The Campus Fire Log is maintained in the EHS offices, located at 402 East 67<sup>th</sup> Street, Room LA-0020, and is made available upon request.