

SIT Graduate Institute/SIT Division of Student Affairs

Jeanne Clery Disclosure of Campus Security Policies & Campus Crime Statistics Act

Clery Report for Vermont Campus including the
2015 Annual Fire Safety and Statistics Report

2015

Introduction

The requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates that all institutions receiving federal funds (e.g., financial aid) report and publish certain crime statistics and policies. This annual report available on the SIT website has therefore been designed to make this information readily available to current and prospective students, faculty, and staff.

The Clery Act requires colleges and universities to:

- Publish an annual report every year that contains three previous years of campus crime statistics and certain campus security policy statements
- Disclose of crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from local law enforcement and other University officials and Campus Security Authorities who have significant responsibility for student and campus activities.
- Provide “timely warning” notices of crimes and emergencies that have occurred and pose an ongoing threat to members of the campus community.
- Establish procedures for responses to missing students as defined in the Higher Education Opportunity Act of 2008.

The Dean and Assistant Dean of Students are responsible to prepare and distribute the report for the campus. This report is also available on the SIT Graduate Institute website: <http://www.sit.edu/graduate/cs-safety-security.cfm>

Members of the SIT Graduate Institute campus community are sent a notice that describes the report and the web address. For a paper copy of the report, contact the Assistant Dean of Students/Director of Campus Life at 802.258-3361, the Dean of Students at 802.258-3570, or the Provost at 802.258.3266.

The responsibility of crime prevention and campus safety is shared jointly by all at SIT. In fact, community awareness and involvement are the most important factors in crime prevention. Successful prevention depends largely on each person following sound security practices, and on people recognizing and immediately reporting suspicious or criminal activity.

In sum, guaranteeing safety and security at SIT requires the personal awareness and active prevention of all students, program participants, faculty, and staff.

Safety and Security

Emergency Procedures

Policy Statement Addressing How to Report Criminal Offenses

Since our campus does not have a public safety department, to report a crime contact the Brattleboro Police Department at (802) 257-7950 (non-emergencies), or dial 911 (emergencies only). Any suspicious activity or person(s) seen in campus buildings, the parking lots, or loitering around vehicles or the campus can also be reported to the following Graduate Institute staff:

1. Assistant Dean of Students/Director of Campus Life; Stephen Sweet; 802-258-3361; Student Center, 2nd floor; stephen.sweet@sit.edu
2. Dean of Students; Michael Smallis; 802-258-3570; Appel 106; michael.smallis@sit.edu
3. Director of Residence Life, David Finck; 802-258-3365; Student Center, 2nd floor; david.finck@sit.edu

4. Director of International Student Services, Janet Hulnick; 802-258-3364; Student Center, 2nd floor;
janet.hulnick@sit.edu

You can also use the following numbers and resources below:

How to Report Emergencies and Criminal Activity

911 is the best way to dial emergency services. For non-emergencies, dial local support services directly:

- Fire 802.254.4543
- Police 802.254.2321
- Rescue 802.254.2010
- Vermont State Police 802.254.2382
- Women's Freedom Center 802.254.6954
- Poison Control Center 802.658.3456
- National Suicide Prevention Lifeline 800.273.8255
- SIT Resident Advisor * 0 (from any SIT campus phone) **

* SIT Resident Advisors (RAs) are available Monday through Friday from 5:00PM to 8:30AM and 24 hours a day on Saturday and Sunday. Contact them for help in an urgent situation, or if you are unsure about what to do in an emergency.

** On campus, **blue lights** designate public local phones that are accessible 24/7. Locations include:

- International Center
- Boyce House
- Undergraduate Building
- Student Center
- Black Mountain Residence Hall
- Dickinson Residence Hall
- Bolton Residence Hall
- Janeway Residence Hall

FIRE

In Case of Fire:

- Sound the fire alarm
- Leave the building
- Call 911
- Meet others from your residence hall outside the building

MEDICAL

If you have a medical emergency, call 911

Timely Warnings

Anytime that a serious situation or emergency arises either on campus or in the immediate area of the campus that in the judgment of either the Dean or Assistant Dean of Students in consultation with the Provost, poses an ongoing or continuing threat to the campus community, a campus "Timely Warning" will be issued. This warning will be posted through the SIT/WL Alert System, voice mail or telephone notification, e-mail, posted on the Institution website, posted notices, public address announcements, and direct contact with individuals.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action through the criminal justice system, you may still want to consider making an anonymous report by calling the Brattleboro Police Crime Tip Hotline at (802) 251-8188. The purpose of an anonymous report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With *Policy* such information, the Graduate Institute can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the college community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Any member of the campus community may also report violations of the law or other matters of concern to the Campus Life or Student Affairs Offices. All reports received will be responded to in the appropriate manner. Anyone with knowledge of a crime or possible crime should contact the Assistant Dean of Students/Director of Campus Life at 802.258.3361.

Annual Report

Federal law requires colleges and universities to publish reports containing campus security statistics. Amendments made to the Clery Act in 1992, 1998, 2000, 2008, 2013 altered the law's reporting requirements, expanding the list of reportable offenses and creating new reporting categories. All statistics in this Annual Security Report reflect the expanded scope of the 2013 amendments.

The Dean and Assistant Dean of Students are responsible to obtain, review and report all the needed aspects of the annual report. Crime statistics from the required geographical areas to SIT/World Learning from local law enforcement jurisdictions are requested as required.

To whom Crimes should be Reported

While SIT does not have a full-time security officer or staff, the Clery Act requires that the following persons: Assistant Dean of Students/Director of Campus Life, the Dean of Students and the Director of Facilities Management designated as SIT's Chief Campus Security Officials (CCSAs) notify the institution about crimes they have learned about from persons believed to be acting in good faith. They do not have authority to arrest individuals, but do have responsibility for the following:

- Implementing, communicating, and reviewing policies and programs designed to enhance the safety awareness of students, staff, and faculty. Members of the Student Campus-Life Advisory Board, Student Affairs personnel, and Resident Assistants are called upon to assist as needed with policy / program design and execution
- Implementing and communicating procedures for crime reporting
- Serving as first-responder to crime incidents 24/7
- As appropriate, investigating and documenting crimes with the assistance of the Brattleboro police
- Maintaining a case history of reported crimes
- With the assistance of the Provost's Office, preparing an annual report of crime statistics
- Conducting a formal, monthly (3rd week of each month) lighting & safety audit
- Ensuring that all student and employee vehicles are registered with proper vehicle identification
- Communicating campus emergency evacuation procedures in September, February, and June of each year

The Chief Campus Security Authorities also receive reports from other designated "Campus Security Authorities" (CSA). CSA's are staff members who have "significant responsibilities for student and campus activities, including but not limited to student housing, discipline, and other student services. These persons are listed as follows:

- Student Affairs Deans
- Residence Life Staff including Resident Assistants
- Director of International Student Services

Professional Counselors and Pastoral Counselors

Professional Counseling staff and Campus Pastoral Counselors, when acting as such, are not considered to be “Campus Security Authorities” and are not required to report crimes to be included in the annual report of crime statistics. As part of the SIT policy, these persons are encouraged to inform persons being counseled of all the procedures in place to report crimes on a voluntary basis to be included in the annual report of crime statistics. SIT also encourages Professional counseling staff and Pastoral Counselors to report all crimes which they become aware. This can be done without identifying any of the individuals involved if they want to remain anonymous but it makes of the member of the campus community aware of the crime.

The Clery Act defines counselors as follows:

Professional Counselor: an employee of an institution who official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning in the scope of his/her license or certification. At SIT, this means all counseling staff employed in Counseling Center.

Access to Buildings and Facilities

SIT's seven residence halls on campus keep their common area access doors locked between the hours of 24 hours/day. These buildings are Bolton, Ellsworth, Gamble, Janeway, Dickinson, Black Mountain, and the residential areas of the International Center. All students are issued a key to their room, and they are strongly encouraged to keep the door and windows locked when their room is unoccupied.

Five non-residential buildings on campus have significant student traffic and thus are accessible 24/7: the Rotch Learning Center, the Student Center, the Undergraduate Building, the Graduate Building, and the Campus Laundry. The Whitney Spiritual Center is also available at all times. Within the Rotch Center, the Donald B. Watt Library and the Professional Development Resource Center have formal hours. All other non-residential buildings are locked between 5:00 p.m. and 8:00 a.m. Faculty and staff are responsible for locking their offices when not in use.

Access to any building after hours and on weekends is limited unless there are classes or other authorized function being held.

Policy Statement Addressing Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

SIT Student Affairs will, upon written 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 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, SIT Student Affairs will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

Crime Prevention and Safety Tips

All members of the campus community have to assist themselves from becoming a victim of crime by following basic crime prevention practices:

- Be alert and walk purposefully. Stay alert to what is going on around you.
- Travel, walk or park in well-lit areas and with a companion whenever possible. Avoid lonely or gloomy places, especially at night. Whenever possible try to walk facing traffic. Ask anyone who gives you a ride to wait until you have safely entered your building.
- Respect your intuition. Don't allow rationality to override your "gut feeling" – it could protect you from danger. Call for help if you feel something is just not right [either the RA on duty ("0" from any SIT campus phone) or 911 if you feel it's an emergency]. On campus, blue lights designate public local phones that are accessible 24/7. Locations include: International Center, Boyce House, Undergraduate Building, Student Center, and Black Mountain, Dickinson, Bolton, and Janeway residence halls.
- Be wary of strangers, on foot or in cars, asking directions – it's better to be rude than to be in trouble.
- If someone follows you, go to a place where there are other people and then call a resident advisor immediately.
- When someone knocks on your door, before opening always ask: "who is it." Ask for identification as appropriate.
- Be careful about giving out information concerning yourself and where you live.
- Be cautious when using elevators. Stand near the buttons and get off immediately if you are suspicious of other occupants.
- Take a self-defense course. Check with your local community health clubs and police department for availability.

Personal Safety in Residential Halls

- Lock your door when you are at home ... lock your door when you are away. Please lock your door always!
- Report any suspicious activity immediately, including anyone who makes you feel uncomfortable.
- Pull the shades to your room at night and lock your windows.
- Watch out for each other! Report any sign of forced entry. Do not go in. Instead, go to a safe place and call the RA on duty ("0" from any SIT campus phone), or 911. On campus, **blue lights** designate public local phones that are accessible 24/7. Locations include: International Center, Boyce House, Undergraduate Building, Student Center, Black Mountain Dorm, Dickinson Dorm, Bolton Dorm, and Janeway Dorm.

Educational Programs

- SIT periodically offers self-defense instruction. Participation is open to students, faculty, and staff.
- An annual comprehensive training that addresses gender issues, cross-cultural relationships, sexual harassment and sexual assault is offered each fall at SIT. Participation is voluntary.
- SIT students receive bystander intervention training during orientation
- SIT students, faculty, and staff are trained on campus policies, including Title IX resources and reporting procedures.

Students living on-campus receive information about SIT's campus security procedures and practices from their RAs during the first two weeks of the academic year. Similarly, off-campus students are required to attend a security briefing led by the Assistant Dean of Students/Director of Campus Life at the beginning of the academic year. Participants attending one of SIT's short-term programs who reside on-campus more than one week receive a modified version of the RA's campus security procedures and practices briefing. New faculty and staff receive this same information during an orientation briefing; security reminders are sent as needed, at least annually.

SIT Student Affairs/Residence Life Missing Student Policy:

The purpose of this policy is to establish procedures for SIT Student Affairs, to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008. This policy applies to students who reside on campus and are deemed missing or absent from the Institution for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to; reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with persons who may endanger the welfare of the student.

All reports of missing resident students shall be directed to the Assistant Dean of Students/Director of Campus Life (802-258-3361), which will conduct an investigation to determine whether the student is missing in accordance with this policy. All resident students shall have the opportunity to have an individual to be contacted in any case that the student is determined to be missing. If a missing student is under 18 years of age, the Institution is required to notify the parent or guardian no later than 24 hours from the time the student was determined to be missing by SIT.

SIT will also notify Brattleboro Police Department after the student is determined to be missing.

All residential students will have the opportunity to designate an individual or individuals to be emergency contacts, who will be notified by the University no more than 24 hours from the time the student is determined to be missing. The designation or emergency contact will remain in effect until changed or revoked by the student.

Procedure:

- Any and all reports of missing students shall be directed to the Assistant Dean of Students/Director of Campus Life (802-258-3361).
- An investigation will be initiated to determine the validity and credibility of the missing person report. The SIT Student Affairs and Residence Life staff will gather all essential information about the student from the person making the report and from the students' acquaintances. The information to be obtained includes, but is not limited to, personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc...
- Notification and contact with the Dean of Students or designee.
- Notification will be made to the individual(s) identified by the missing student as the confidential emergency contact of the determination that the student is missing. All confidential emergency contact information to be on file with Residence Life.
- In the event the student is under 18 years of age or is not emancipated, the University shall make notification to the custodial parent or guardian immediately.
- If the listed actions are proven to be unsuccessful in locating the missing student, notification will be made to the Brattleboro Police Department.
- The Dean of Student's Office shall initiate whatever actions deemed appropriate and in the best interests of the missing student.
- Senior University Administration will be notified in accordance with this policy.

Alcohol and Drug Use Policy

Statement of Philosophy

In keeping with its mission, it is the intent of SIT to provide an environment that fosters tolerance, commitment to learning, personal development, and respect for others. While there is some latitude for individual choice regarding the personal use of alcohol, that freedom of choice exists within certain guidelines. Students and staff are required to obey all federal, state, and local laws regarding the possession, use, and distribution of alcohol; comply with SIT alcohol policies; and take full responsibility for their conduct. This includes respect for individual rights and property. Behavior which threatens to create disorder, public disturbance, damage to oneself or to others, or that otherwise interferes with the proper functioning of the institution will not be tolerated. SIT expressly prohibits the unlawful manufacture, distribution, possession, or use of any controlled substance on its premises or during any of its sponsored activities by students or staff.

State Law

In the state of Vermont, a person must be at least 21 years old to buy or drink beer, wine, mixed beverages, and spirituous liquor. Any person under the age of 21 who orders, pays for, purchases, or consumes beer or intoxicating liquor, or provides false information as to name, age, etc., in order to obtain said beverages, is subject to a fine of up to \$500, imprisonment of up to one year, or both. Finally, the law prohibits the sale or dispensing of alcohol to an intoxicated individual.

Use and/or possession of illegal drugs could result in fines ranging from \$500 to \$25,000 and imprisonment from six months to 25 years. Sale and/or distribution of illegal drugs could result in imprisonment of up to 25 years.

Inappropriate behavior as described above is subject to disciplinary action by World Learning / SIT.

Those studying or working outside the State of Vermont are responsible for obeying all applicable state and local laws.

Violations

Students who violate the SIT Alcohol and Drug Policy are subject to disciplinary action and may face possible criminal or civil liability. Such persons may be referred to law enforcement authorities for prosecution and/or referred to substance abuse programs for evaluation or treatment.

SIT Alcohol Policy Code of Conduct

Consumption of alcohol, within the limits of state and local law, may be permitted under the following guidelines:

- You must be 21 years of age to drink alcohol in the United States.
- Students must obey state and local laws, and take full responsibility for their conduct.
- Behavior must be respectful of the rights of others, including roommates, other students, and employees. RAs or any other officials or administrators of World Learning/SIT have the right to request and expect inappropriate behavior to stop. Behavior which is not permitted includes:
 - Actions which violate the right to quiet
 - Destruction of property
 - Behavior which is clearly offensive to and/or interferes with the rights of others (including physically or sexually abusive behavior)
 - Behavior which affects on-the-job performance
 - Behavior that causes embarrassment or otherwise interferes with the proper functioning of the institution.

- Possess and consumption of alcohol by students (age 21 or older) is limited to individual rooms of residence halls and El Café unless it is part of an authorized campus activity. If all residents of a dormitory are 21 or over, and all are in agreement, they may petition the manager of Student Activities and Residential Life to permit use of alcohol in the common areas (such as the lounge) of the building. In addition, certain residence halls may be designated as alcohol and substance free.
- It is illegal to supply alcohol for anyone under the age of 21.
- Driving under the influence of alcohol or drugs is illegal.
- Guests and visitors of staff and students are required to abide by the above policies.

Sponsoring Events Where Alcohol is Served

There may be campus events where alcohol is served. In keeping with state laws and campus alcohol and drug policy, the following rules apply:

- All student events where alcohol is to be served must be approved by the Student Activities Office (802.258.3365). An Alcohol Party Form must be completed three (3) days before the event.
- At any event where alcohol is served, there must be a designated individual who agrees to ensure that all people consuming alcohol are 21 years of age or older and that alcohol is served responsibly.
- When alcohol is served at an event, food and an equal amount of non-alcoholic beverages (such as soda and juice) must also be provided.
- A bartender must be secured to distribute alcohol at any event where alcohol is purchased with World Learning or SIT funds.
- Three (3) weeks' notice of intent must be given to SIT's Food Service vendor for any event requiring a bartender so that arrangements can be made for:
 - The purchase of alcohol
 - The scheduling of a bartender,
 - The securing of a catering permit for events that are not scheduled for either the first floor of the International Center or the adjacent patio

Resources for Substance Abuse Counseling and Treatment

World Learning/SIT supports the prevention of substance abuse and encourages the rehabilitation of those who may be affected by drug or alcohol problems. Information and counseling is available in the Counseling Office (802.258.3367), as well as through the following community resources:

- Alcoholics Anonymous (AA): 802.257.5801. Information on AA meetings and support for recovering alcoholics
- Alanon: 802.254.3361. Support for friends and family members of alcoholics
- Narcotics Anonymous: 802.773.5757. Support for recovering drug users

Sexual Misconduct and Harassment: Policy and Procedures

Policy Statement

Sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, and stalking are prohibited, and will not be tolerated by any program of the School for International Training (SIT), including SIT Graduate Institute, SIT Study Abroad, and the International Honors Program. Any act or attempted act that falls within the definition of sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, or stalking is a violation of SIT policy. Disciplinary sanctions for any member of the SIT community engaging in such conduct may include suspension or dismissal from SIT, termination of employment and

referral for criminal investigation and prosecution by local law enforcement. Victims of any such conduct are encouraged to contact the director of counseling and disability services for confidential support and assistance (services are available to all regardless of gender identity and expression or sexual orientation). All other SIT staff and faculty are required to report such conduct to SIT's Title IX coordinator. Victims of sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, or stalking are also encouraged to notify SIT's Title IX coordinator immediately.

Reason for the Policy

SIT is committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation, and violence. SIT recognizes the long-lasting and detrimental effects of sexual misconduct and assault on the individual victim, on the entire community, and on SIT's mission to prepare its students to lead productive, responsible, and creative lives.

Applicability of the Policy

This policy applies to all members of the SIT community.

Notice of Nondiscrimination

SIT does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons, in admissions, educational programs, or activities and employment, and complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964.

Title IX of the Education Amendments of 1972 is a federal law that specifically prohibits sex discrimination in education. Sex discrimination includes sexual harassment and sexual assault.

Title IX Coordinator

The assistant dean of students for Campus Life is the designated Title IX coordinator for SIT, and is responsible for coordinating SIT's efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator's core responsibilities include overseeing SIT's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. To accomplish this, subject to the exemption for confidential employees discussed below, the Title IX coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Title IX coordinator is available to meet with students, employees, or third parties regarding Title IX-related issues, such as issues related to SIT's compliance with Title IX, response to Title IX reports or complaints, related grievance procedures, relevant patterns of conduct, or related education and prevention programs. The contact information for the SIT Title IX coordinator is:

Stephen Sweet, Assistant Dean of Students for Campus Life
Student Center, Room 204
1 Kipling Road, PO Box 676
Brattleboro, VT 05302
802 258-3361
stephen.sweet@sit.edu

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights Regional Office for Vermont:

Office for Civil Rights, Boston Office

U.S. Department of Education

5 Post Office Square, 8th Floor

Boston, MA 02109-3921

Telephone: 617 289-0111; FAX: 617 289-0150; TDD: 800 877-8339

Email: OCR.Boston@ed.gov

Office for Civil Rights Regional Office for Washington, DC:

Office for Civil Rights, Washington DC (Metro) Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-1475

Telephone: 202 453-6020, FAX: 202 453-6021; TDD: 800 877-8339

Email: OCR.DC@ed.gov

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to the Dean of Students, Michael Smallis, at michael.smallis@sit.edu or 802 258-3570.

Definitions of Prohibited Acts**Sexual Harassment:**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, written (including electronic) communication of an intimidating, hostile, or offensive sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the effect of substantially interfering with an individual's academic or job performance or creating a hostile, intimidating, or offensive employment, educational, or living environment for the person as a student and/or employee.

A hostile environment is created when sexual harassment is:

- sufficiently severe; or
- persistent or pervasive, and objectively offensive.

Examples of conduct which may constitute sexual harassment include but are not limited to: conditioning a promotion, pay raise, or course grade upon the receipt of sexual favors; unwelcome hugging, kissing, embracing, patting, pinching, or any other unwelcome touching; leering; persistent unwelcome social invitations; use of vulgar language of a sexual nature; graphic comments about a person's body; displaying sexually explicit pictures or other materials; making sexually suggestive comments or telling sexually suggestive or "dirty" jokes or stories; asking an employee or student questions about his or her sex life; and/or continuing to engage in any such behavior if it is known or should be known that the behavior is unwelcome.

Nonconsensual Sexual Contact:

Nonconsensual sexual contact is defined as any intentional sexual touching, however slight, with any body part or object by a person upon another person that is without consent and/or by force.

Examples of sexual contact include, but are not limited to: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.

Nonconsensual Sexual Intercourse:

Nonconsensual sexual intercourse is defined as any sexual intercourse, however slight, with any body part or object, by a person upon another person that is without consent and/or by force.

Examples of sexual intercourse include, but are not limited to: vaginal or anal penetration by a penis, finger, tongue, or object, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Sexual Exploitation:

Sexual Exploitation occurs when one person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another person; nonconsensual digital, video, or audio recording of nudity or sexual activity; unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity; engaging in voyeurism; going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex); knowingly exposing someone to or transmitting an STI, STD, or HIV to another person; intentionally or recklessly exposing one's genitals in nonconsensual circumstances; or inducing another to expose their genitals.

Domestic Violence:

Domestic violence may include violent acts by a current or former spouse; by a person with whom the victim shares a child in common; by a person who is or has cohabitated with the victim as a spouse; by a person similarly situated to a spouse; between a parent and child; between members of the same household in an intimate relationship; or by any other person similarly situated. Domestic violence can be physical, sexual, emotional, or economic in nature.

Dating Violence:

Dating violence can be violence or abusive behavior used by one partner to gain or maintain control over another partner. It can be violence committed by a person who is or has been in a social, romantic, or intimate relationship with the victim. The existence of such a relationship will be determined by factors such as the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

Stalking:

Stalking is a series of unwanted or obsessive attention, behaviors, or actions toward a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Stalking may involve following, lying in wait for, or harassing a person by demonstrating a pattern of conduct composed of two or more acts evidencing a continuity of purpose. Stalking may include the monitoring of an individual online or involve the use of social media, email, or other technology. It may also include unwanted observation or surveillance.

General Definitions

Consent:

Consent is defined as willingly giving permission or agreement to a particular sexual activity or behavior, without coercion, fear, or threat of harm, or other unwanted consequences. Consent is an informed, voluntary agreement to participate in a specific act. Consent is communicated either by words or clear, unambiguous actions that are not achieved through manipulation, intimidation, fear or other acts that a reasonable person would construe as coercion. Consent cannot be given by one who is mentally or physically incapable of giving clear consent at the time of the sexual activity. It is the responsibility of any person who wants to engage in a sexual activity with another person to ensure that they have the affirmative, expressed, and unequivocal consent of that other person to engage in the particular sexual activity. Silence, lack of protest or lack of resistance does not mean consent. The existence of a dating relationship between the persons involved or the fact of a past sexual relationship is not a sufficient basis to assume consent. Consent is present only where an individual is fully conscious, and is not incapacitated due to physical challenge and/or helplessness, or incapacitation due to alcohol or other substances.

Complainant:

The complainant is a person who alleges that they are the victim of a violation of SIT policy.

Respondent:

The respondent is a person who has been accused of an alleged violation of SIT policy.

Safe Bystander Interventions

Observers of a sexual assault or other types of gender- or intimate partner–based misconduct, such as domestic violence, dating violence, or stalking, may be able to help the victim. However, it is important that you do so in a positive manner and in a way that keeps you and the victim safe. Appropriate interventions will depend on the situation. Safe and appropriate options for bystanders may include calling the police to report violent or potentially violent situations, intervening if you believe someone is in a potentially uncomfortable or unsafe situation, and/or encouraging the target of such conduct to report the incident and seek support.

Retaliation

SIT prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Any attempt by a member of the SIT community to intimidate, penalize, or threaten a person who reports or who is otherwise involved or cooperating in, a report of discrimination, misconduct, or harassment is strictly prohibited. Any person found to have participated in an act of retaliation will be disciplined accordingly.

Procedures

SIT's greatest concern is for the safety and physical and mental health of all its students, faculty, staff, and guests. SIT is committed to maintaining a welcoming and supportive educational climate. Therefore, the following procedures are available to all students, staff, and faculty who feel they have experienced or witnessed gender-based misconduct, including sexual harassment and gender discrimination as discussed above.

SIT will promptly and equitably respond to all reported incidents of sexual misconduct. It may be necessary to adjust, on a case-by-case basis, the procedures and time frames discussed in this section due to the nature and complexity of the issues, the parties involved, and SIT's academic calendar. All parties involved will be notified of any procedural or time frame adjustments.

Reporting Misconduct

All members of the SIT community who experience, witness, or hear about an incident of sexual misconduct, including sexual harassment and sexual assault, are encouraged to immediately contact SIT's Title IX coordinator.

In an emergency, please call 911 or contact local law enforcement in the case of overseas programs. There is no time limit on how long after an incident you can make a report of misconduct; however, SIT's ability to respond to a report may be hindered by the length of time between the alleged misconduct and the report itself.

Once SIT is informed of alleged misconduct, the Title IX coordinator or their designee will notify the complainant and any respondents of their rights pursuant to Title IX. The Title IX coordinator will help the parties involved navigate the formal complaint process and access appropriate medical, mental health, or academic services; discuss possible interim arrangements during the investigation and adjudication processes; explain individual rights; and answer questions along the way.

SIT is obligated under Title IX to investigate and resolve all complaints thoroughly, impartially, and promptly, whether made formally or informally. The Title IX coordinator or their designee will therefore respond to every report of alleged sexual misconduct or harassment, facilitate the implementation of measures to stop the behavior, and take steps to prevent its recurrence.

While not required, any person who believes they have been a victim of sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking is strongly encouraged to report the incident to local law enforcement. In certain circumstances, depending on the type of conduct alleged and the parties involved, SIT may be independently obligated to contact the police.

Confidential Reporting

At SIT, the director of Counseling and Disability Services is a licensed mental health counselor who respects and protects confidential communications with clients. A person may report an incident of sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking to the director of Counseling and Disability Services with the understanding that SIT will not take any action based on the report. Please be aware that all counselors have the responsibility to disclose otherwise confidential information appropriately when they perceive an immediate and/or serious threat to any person or property. In addition, medical and mental health professionals are required by law to report any allegation of sexual assault of a person under age 18.

All other SIT faculty and staff members who are informed or otherwise made aware of possible sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking must report the incident to the Title IX coordinator.

If a complainant reports an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, SIT must weigh that request against its obligation to provide a safe, nondiscriminatory environment for all students, faculty, and staff. The Title IX coordinator will in most cases determine whether SIT needs to perform an investigation and/or take some other action in cases where a complainant would prefer complete confidentiality. If for some reason the Title IX coordinator is not able or is not the appropriate person to make such a determination, the determination will be made by the dean of students or another appropriate person designated by the president.

If an individual who makes a report insists that his or her name or other identifiable information not be revealed, and SIT is able to respect that request, the individual must understand that SIT will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Upon receipt of a report, the Title IX Coordinator and those assisting with an investigation and those participating in any disciplinary proceedings, will make all reasonable efforts to maintain confidentiality and respect the privacy of those involved. SIT understands that reports of this nature can be difficult, emotional and stressful. Therefore, SIT will only share information as is needed to conduct a prompt, thorough and effective investigation. All members of the SIT community should understand that even if the complainant asks that SIT not to pursue an investigation, or decides to attempt to resolve the situation informally, SIT may still investigate the allegations and address the conduct as may be warranted under the circumstances.

Reporting Resources

Emergency in Any Location in the US: 911

Confidential SIT Resources:

Jane Buckingham, Director of Counseling and Disability Services
802 258-3367
jane.buckingham@sit.edu

Respectful (Not Confidential) SIT Resources:

Resident Advisors

Academic Directors

Academic Advisors

Michael Smallis, Dean of Students 802 258-3570
michael.smallis@sit.edu

Assistant Dean of Students for International Programs 802 258-3562
jennifer.core@sit.edu

Rachel Henry, Vice President, Global Human Resources 802 258-3115
rachel.henry@worldlearning.org

Off-Campus Community Resources, Washington, DC:

DC Rape Crisis Center 202 333-7273

District of Columbia Police Department 911

Off-Campus Community Resources, Vermont:

Women's Freedom Center, 24-Hour Hotline 802 254-6954
advocates@womensfreedomcenter.net

Business Line: 802 257-7364

Windham County Victim Advocate 802 579-1358

Brattleboro Memorial Hospital Emergency Room 802 257-8222

Brattleboro Health Center (Planned Parenthood) 802 258-3905

Windham County Sheriff 802 365-4942

Vermont State Police 802 254-2382

Off-Campus SIT Study Abroad and International Honors Program Resources:

Each program of SIT Study Abroad or the International Honors Program will provide specific information about local/community resources accessible in the specific program location.

Investigation

After the receipt of a report of discrimination, harassment (including sexual harassment), or sexual misconduct, the Title IX coordinator or designee will speak with the complainant to gather as much information as possible.

The Title IX coordinator or designee will also speak with any witnesses or individuals who may have information about the alleged misconduct. If after this initial fact-finding phase SIT determines that a violation of SIT policy may have occurred, it will proceed with a full investigation.

The complainant and the respondent will be notified that an investigation is underway and will be afforded the opportunity to speak independently with the Title IX coordinator or designee to review this procedure and to have his/her rights explained.

The Title IX coordinator or designee will also speak with the respondent to listen to his or her side of the story and to gather any evidence he or she may offer to better understand the nature of the alleged misconduct. The complainant and the respondent will have the opportunity to submit names of individuals with knowledge of the situation and SIT will follow up with those individuals. The Title IX coordinator or the designee will counsel the complainant and the respondent on academic and other emotional supports available.

During an investigation, the Title IX coordinator or designee may ask for written statements and other documents or evidence that may aid in the investigation. Therefore, it is important to preserve all evidence associated with the conduct or that you think might help others understand what happened. Such evidence can include, but is not limited to, text messages, Facebook or Instagram posts, photos, voicemails, emails, or items of clothing.

Depending on the type of conduct and the parties involved, SIT may contact local law enforcement. SIT will continue its own investigation into the alleged conduct, regardless of whether the police decide to pursue their own investigation. SIT will cooperate with all police investigations and will honor and enforce any judicial no-contact, restraining, or protective orders the parties may obtain outside the SIT process.

During the investigation process, interim measures will be discussed with the parties and implemented as may be appropriate. Interim measures may include changes in class schedules, housing arrangements, work arrangements, no-contact orders, or interim suspensions. All efforts will be made to minimize the impact that these interim measures have on the complainant.

In some cases mediation may be appropriate. Mediation is a process in which SIT can arrange for the complainant and the respondent to meet to see if they can resolve the situation with the assistance of a third party mediator who will attempt to help guide the respondent and the complainant to a mutually acceptable outcome. The mediator will likely be an administrator and will be assigned by SIT. Mediation is completely voluntary and will only be pursued with the consent of both the complainant and the respondent. At any time during the mediation process the complainant or the respondent may stop the mediation. In cases involving a potential sexual assault or other forms of sexual violence or intimidation, however, mediation is not an appropriate option.

Both the complainant and the respondent will be updated throughout the investigation process. Typically, an investigation will take 60 days, but that may vary depending on the nature and complexity of a case. At the close of an investigation, the Title IX coordinator or the designee will prepare a brief report detailing the essential content of interviews and the pertinent evidence gathered. Both parties will be provided copies of that report.

Adjudication Process for Cases Involving Student Respondents

Alleged violations of SIT's Sexual Harassment and Misconduct Policy involving a student respondent will be adjudicated in accordance with the Student Conduct Process section of this handbook.

Adjudication Process for Cases Involving Employee Respondents

Alleged violations of SIT's Sexual Harassment and Misconduct Policy involving an employee respondent will be adjudicated by Human Resources in accordance with their applicable procedures.

Dual Relationships

Employees and students should be aware of conflicts of interest that are inherent in personal relationships where professional and educational careers are also involved, as well as potential abuses of authority. This is especially true of amorous or sexual relationships between faculty and students or between administrators and students, given the inherently unequal structure of power between them within colleges.

It is the policy of SIT that faculty and administrators are not permitted to engage in consensual sexual relationships with students of SIT. Should a charge of sexual harassment arise from such a relationship, the burden and cost of providing a defense falls on the faculty member or administrator. Members of the SIT community should know that, in such instances, defenses are extraordinarily difficult to prove.

Campus Sex Crimes Prevention Act

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offender may be obtained. The act also requires registered sex offenders to provide state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student.

How to Inquire

Members of the SIT Graduate Institute community may request information about sex offenders in Vermont at the [Vermont Crime Information Center, Sex Offender Registry](#). Telephone: 802.241.5400 or [visit their Web site](#).

Crime Statistics

Reporting Areas:

The SIT Graduate Institute in Brattleboro, Vermont reports incidents for its "on-campus" and "non-campus" facilities and is also required to report crimes that occur on "public property".

On-Campus - which are defined as "any building or property owned or controlled by an institution within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property that is within the same reasonably contiguous geographic area of the institution that is owned by the institution." SIT's Vermont Campus is located at 1 Kipling Road, Brattleboro, VT, 05302.

Non-Campus - SIT's non-campus properties include those portions of facilities controlled by SIT and used for SIT Study Abroad undergraduate purposes, but which are not located in the immediate campus area. *At this time there are 77 SIT Study Abroad program sites around the world that are non-campus properties.*

Public Property - At the SIT Graduate Institute, Vermont Campus, this category includes the exterior areas of the campus property, including housing, lands, public roads and sidewalks surrounding and across from the facility. These reported statistics include the blocks surrounding the property at 1 Kipling Road, Brattleboro, VT include Black Mountain Road, Kipling Road, and Dickinson Road, Brattleboro, VT.

SIT Vermont Campus Statistical Report

Category	On-Campus			Non-Campus*			Public Property			Total		
	12	13	14	12	13	14	12	13	14	12	13	14
Murder/Non-Negligent												
Manslaughter	0	0	0	0	1	0	0	0	0	0	1	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	1	0	0	0	1	0	0	0	0	1	1
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	-	0	0	-	0	0	-	0	0	-	0	0
Dating Violence	-	0	0	-	0	0	-	0	0	-	0	0
Stalking	-	0	0	-	0	0	-	0	0	-	0	0
Robbery	0	0	0	2	0	0	0	0	0	2	0	0
Aggravated Assault	0	0	1	1	0	0	0	0	0	1	0	1
Burglary	0	0	3	4	3	4	0	0	0	4	3	7
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0

Arrests

Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Related	0	0	0	1	0	0	0	0	0	1	0	0
Alcohol Related	0	0	0	0	0	0	0	0	0	0	0	0

Referrals for SIT Disciplinary Action

Illegal Weapons Possession Related	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Related	0	0	0	4	0	0	0	0	0	4	0	0
Alcohol Law Violation Related	0	0	0	0	0	0	0	0	0	0	0	0

**Statistics for the Non-Campus category include all of the 77 SIT Study Abroad program sites based outside the United States.*

Residence Halls

The following statistics are reported for all student residences, a subset of "On Campus" crimes and includes those crimes that were reported to have occurred in dormitories or other residential.

<i>Category</i>	<u>On-Campus*</u>			<u>Total</u>		
	12	13	14	12	13	14
Murder/Non-Negligent	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses, Forcible	0	1	0	0	1	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0
Domestic Violence	-	0	0	-	0	0
Dating Violence	-	0	0	-	0	0
Stalking	-	0	0	-	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	1
Burglary	0	0	1	0	0	1
Arson	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0

Arrests

Illegal Weapons Possession	0	0	0	0	0	0
Drug Related	0	0	0	0	0	0
Alcohol Related	0	0	0	0	0	0

Referrals for SIT Disciplinary Action

Illegal Weapons Possession Related	0	0	0	0	0	0
Drug Law Violations Related	0	0	0	0	0	0
Alcohol Law Violation Related	0	0	0	0	0	0

Hate Crimes

The following statistics are reported for crimes that have manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, religion, sexual orientation, gender, gender identity, national origin, ethnicity, or disability.

Category	On-Campus*			Non-Campus			Public Property			Total		
	12	13	14	12	13	14	12	13	14	12	13	14
Murder/Non-Negligent	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	-	0	0	-	0	0	-	0	0	-	0	0
Dating Violence	-	0	0	-	0	0	-	0	0	-	0	0
Stalking	-	0	0	-	0	0	-	0	0	-	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0

Definitions for Campus Crime Reporting

The Campus Security Act (1990, 1994) and Jeanne Clery Act (1998, 2000) mandated the use of the Federal Bureau of Investigation's Uniform Crime Reporting typology for campus crime reporting. The list is included below. The definitions are extracted from the following sources: the Federal Bureau of Investigation's **Uniform Crime Reporting Handbook**, the National Incident-based Reporting System edition of the **Uniform Crime Reporting Handbook**, and the Higher Education Amendment of 1998.

Criminal Homicide: Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Criminal Homicide: Manslaughter by Negligence

The killing of another person through gross negligence

Sex Offenses-Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- **Forcible Rape:**

The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

- **Forcible Sodomy:**

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Sexual Assault With An Object:**

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Forcible Fondling:**

The touching of the private body parts of another person for the purpose of sexual gratification; forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses/Non-forcible

Unlawful, non-forcible sexual intercourse.

- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence

Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction... or 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.

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 and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

Hate (Prejudice) Crimes

Crimes (murder, sex offenses, robbery, aggravated assault, manslaughter, arson, etc.) involving bodily injury to any person in which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, gender identity, national origin, or disability condition.

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, or personal property of another.

Weapon Law Violations

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

Drug Abuse Violations

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

SIT GRADUATE INSTITUTE RESIDENCE LIFE FIRE SAFETY STANDARDS & MEASURES REPORT

Fire Safety Policy

Fire safety is a serious consideration. Each year, fire claims the lives of many people and injures many others. It is against the law to use fire safety equipment in a non-emergency situation. Tampering with this equipment will result in immediate suspension from the residence halls, an automatic fine, and possibly other disciplinary action.

In Case of Fire

- Sound the building's fire alarm by pulling the lever on an alarm box located near building exits).
- Leave the building. Before opening a door into a hallway, feel the door to make sure it is cool. If it is hot, use another door or window. If the normal exit path is blocked, use an alternate escape route (see drawings in residence halls). If smoke is present, stay low to the floor where the smoke is less dense. Do not underestimate the danger of smoke. Most people killed in fires die of smoke inhalation: smoke kills!
- Call 911.
- Meet others from your residence hall outside the building. Do not return to the building until you are told it is safe to do so.

Small fires, such as wastebasket fires, must also be reported to the resident assistant or director of residence life if in the residence halls, even if they have been extinguished. In other buildings, please notify the Director of Facilities Management or the Dean or Assistant Dean of Students. Please also indicate if the fire has been extinguished.

Using Fire Extinguishers

Portable fire extinguishers are only designed to fight very small fires and keep escape routes open. Fighting fires can be extremely dangerous: never put yourself at risk to fight a fire! Use a fire extinguisher only if all of the following are true:

- The building fire alarm has been sounded and the fire has been reported.
- The fire is small and confined to the immediate area where it started (wastebasket, cushion, small appliance, etc.).
- You can fight the fire with your back to a safe escape route.
- The extinguisher is rated for the type of fire you are fighting and is in good working order.
- You have had training in the use of the extinguisher and are confident that you can operate it effectively.
- If you have the slightest doubt about whether or not to fight the fire – don't! Instead, get out, closing the door behind you.

Fire Drills

Periodic fire drills are required by law and should be taken seriously. Your RA will monitor these drills.

Fire Prevention

Residence hall rooms contain easily combustible materials such as clothing, furniture, paper, and bedding. To minimize the risk of fire, please adhere to the following:

- Beds must be kept away from heating units.
- Extension cords may only be used temporarily, not as a substitute for permanent wiring. They must never be used for appliances with heating elements (irons, hair dryers). Contact your RA if you don't have an electrical outlet where one is needed.
- Fire ignition sources such as irons, high-intensity lamps, ashtrays, etc. must be kept away from all combustible materials.
- Posters, papers, tapestries, and other wall decorations should be used sparingly. Always keep 70 percent of the wall space uncovered. Do not hang flammable material from the ceiling.
Candles, oil lamps, or other sources of open flame are not allowed in residence halls. The burning of gasoline, kerosene, or other flammable liquids is not allowed in any area. Fireworks are prohibited.
- Halls, stairwells, and exits must be kept clear of obstructions at all times. Storing boxes, equipment, bicycles, etc., in these areas is prohibited. No combustible material may be stored underneath stairs.
- Flammable liquids such as gasoline, kerosene, Coleman fluid, and propane may not be stored in the residence halls.
- Fires in the fireplaces or outside the buildings are prohibited except when specifically authorized by Maintenance Services.
- Cooking is not allowed in any sleeping rooms. This includes the use of hot plates, hot pots, toaster ovens, and coffee machines.
- Irons, hair dryers, etc. are permitted but must be used with caution. Appliances must be unplugged when not in use.
- All electrical appliances must be Underwriter Laboratories (UL) inspected and in good working order. Any electrical appliance with a worn or damaged cord must be turned in to your RA or the housing coordinator.
- Any appliance or combination of appliances that overloads circuits is not allowed. Tampering with or altering circuit breakers or any part of the electrical system in any building is strictly forbidden. If a circuit breaker is tripped, contact Maintenance Services or your RA.

The SIT Graduate Institute maintains a written fire log that records any fire that occurs in an on-campus student housing facility. To view a hard copy of the current Fire Log, please contact the Director of Residence Life at (802) 258-3365. An up-to-date electronic version of this Fire Log is listed below:

SIT Vermont Campus Summary of Fires

Year	2012			2013			2014		
Name of facility:	Fires	Injuries	Death	Fires	Injuries	Death	Fires	Injuries	Death
Black Mountain	0	0	0	0	0	0	0	0	0
Bolton	0	0	0	0	0	0	0	0	0
Dickinson	0	0	0	0	0	0	0	0	0
Ellsworth	0	0	0	0	0	0	0	0	0
Gamble	0	0	0	0	0	0	0	0	0
Janeway	0	0	0	0	0	0	0	0	0
Lowey Intl' Center	0	0	0	0	0	0	0	0	0