

JOAN AND SANFORD I. WEILL MEDICAL COLLEGE  
and  
GRADUATE SCHOOL OF MEDICAL SCIENCES  
of  
CORNELL UNIVERSITY

**2014 CAMPUS SECURITY REPORT  
AND FIRE SAFETY REPORT**

Federal laws require the Joan and Sanford I. Weill Medical College and Graduate School of Medical Sciences (jointly referred to as the “Medical College” or “WCMC”) of Cornell University to distribute information annually concerning campus security and crime prevention. 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. The Security Committee also provides guidance in implementing new security procedures and campus awareness programs.

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>.

Posted September 30, 2015

## **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.

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 - 1305 York Avenue, 8th Floor  
24-HOUR COVERAGE: (646) 962-6942
  - Weill Cornell Student Mental Health Service: (212) 746-5775
  - Weill Medical College Housing Maintenance and Emergency Repairs  
Monday - Friday 9 a.m. - 5 p.m.: (212) 746-1001  
Off-hours, weekends, and holidays: (212) 746-1009
  - Weill Cornell Medical College Environmental Health and Safety  
Monday - Friday 9a.m. – 5 p.m.: (646) 962-7233 or (646) WMC-SAFE
  - Weill Cornell Medical College Engineering & Maintenance: (212) 746-2288  
For emergency repairs
  - The Campus Security Committee may be reached by e-mail at:  
CampusSecurity@med.cornell.edu.
  - **Dean’s Offices:** On weekends and in the evenings, the Offices of the Deans have answering machines. In case of an emergency, Dean Murray may be reached on :
    - Dr. Joseph Murray: (212) 746-1058 or (646) 436-1425
- The Graduate School may be contacted as follows:
- Dr. Randi Silver: (212) 746-5006
- The Physician Assistant Program may be contacted as follows:
- Gerard Marciano: (646) 962-7277

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

- NYP-WCMC Security: (212) 746-0911
- NYP-WCMC Fire: (212) 746-3473 or (212) 746-FIRE and activate nearest fire alarm pull-station
- NYP-WCMC Emergency Medical Care (including Sexual Assault) - NYP - ER: (212) 746-5050
- 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)

## **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. Also, the residents of Medical College housing located in Lasdon House must use an electronic access card to gain entry to the residence.

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 facilities during its monthly meetings.

## **III. Campus Law Enforcement**

The Medical College and Graduate School of Medical Sciences are freestanding units of Cornell University and do not maintain a separate campus police force. 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 Committee meets approximately once per month from September-June during the academic year. The Committee has representation from the faculty, administration and students. Dr. Diane Felsen is the Chair of the Committee. Our tasks include: assisting with preparation of annual security report, assisting with compliance with Clery rules, 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 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, 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.

Information concerning campus security procedures and practices is included as part of student and employee 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 and magnets with emergency contact information are made available to students. 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.

## **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 this fall 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 planned for all currently enrolled students. In April 2014, all faculty and supervisory staff were required to complete a webinar or attend an in-person training session on Harassment and Discrimination Awareness, which included vignettes of sexual harassment as well as outlining how to report such incidents to the appropriate Title IX coordinator. Important information about the Medical College resources, support services, policies and prevention messages are provided in the Student Handbook and at the student services 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 <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 2014 completed were successful.

### **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>.

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, bookbag, 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 15 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, intimate partner 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 a broad term that covers a range of sex offenses, including, but not limited to, public lewdness, rape, sexual battery, and sexual abuse (Policy 6.4). New York State does not specifically define sexual assault.

**Consent** is comprised of words or actions that show a voluntary agreement to engage in mutually agreed-upon sexual activity. Consent is not present when one is incapable of consent, subject to coercion or threat of coercion, or subject to forcible compulsion. Consent cannot be assumed and consent for one act does not imply consent for another (Policy 6.4). Under New York State law, consent cannot be compelled by violence, the threat of violence of where one is incapable of consent when he or she is (a) under the age of 17, (b) mentally disabled, or (c) mentally incapacitated or physically helpless, including as a result of alcohol or drugs.

**Domestic Violence** includes felony or misdemeanor crimes of violence, committed by a current or former spouse of the victim, by a person with who the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person treated as a spouse of the victim under applicable law, or by any other person against a victim who is protected from that person's acts under domestic or family violence laws of the applicable jurisdiction. (Policy 6.4). In New York State, "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 of a person's child.

**Dating or intimate Partner Violence** is physical force or abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Factors that may be considered include (1) the length of the relationship, (2) the type of relationship, (3) the frequency of the interaction between the persons involved in the relationship. (Policy 6.4). New York Law does not specifically define "dating violence," but under New York law some intimate relationships can be covered under the definition of domestic violence.

**Stalking** is unwanted or obsessive attention by an individual or group toward another person. Stalking behaviors are related to harassment and intimidation and may include following the victim in person or monitoring him or her, including use of social media or other technology. (Policy 6.4). Under New York law, stalking is an intentional course of conduct directed at a specific person that causes harm to the mental or emotional distress of that person, fear for his or her health, safety or property, or the health, safety or property of his or her family or acquaintances, or fear that his or her employment, business or career is threatened.

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.

It is also strongly recommended that an assault be reported to the Medical College Student Health Service or Student Affairs. 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. Joseph Murray - (212) 746-1058 or constituent Title IX Coordinators, Dr. Rache Simmons - (212) 821-0870 (Faculty, Residents, Postdocs and Fellows) or Angela Charter Lent - (646) 962-3734 (Staff). 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.

A complaint may be filed at any time, but 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. 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.

The Title IX Investigator will conduct a fair and impartial investigation into the allegations of the complaint. The precise features and steps of the investigation process may vary depending on the nature of the allegations, but the following categories of evidence will be reviewed, if relevant: documents, physical and electronic evidence, witness interviews and interviews with the complainant and the respondent, separately. Adversarial hearings (including confrontation, cross-examination by the parties, and active advocacy by attorneys) are not permitted during the investigation process. 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.

Upon concluding the fact-finding investigation, the Title IX Investigator will produce a written investigation report. The report will analyze the facts and make recommendations for any corrective actions and/or sanctions. If warranted, recommended action to restore the respondent's reputation, such as notifying persons who participated in the investigation, and/or making a public announcement of the outcome will be undertaken. The Title IX Investigator will apply a preponderance of the evidence standard to determine the factual findings and whether there has been a violation of the Policy 6.4.

The investigation report will be forwarded to a panel of three reviewers for a complaint against a student, to act as the final decision-maker. The panelists, as well as the investigators, will all be trained in the adjudication of sexual misconduct claims. Objections to Standing Panel members must be raised with the Title IX Coordinator. Before making any decision, the panel must first forward to the complainant and the respondent, copies of the investigation report, and give both parties a reasonable opportunity (that is, within 10 business days, unless the panel extends such time in consultation with the Title IX Investigator) to submit written comments and ask the panel to review the evidence, determination, and/or recommended sanctions or remedial measures contained in the final investigation report. The panel will conduct such a review, and may accept, modify, or reject the determination or recommended sanctions and/or remedial measures because of that review. The panel will 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

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 the Senior Associate Dean (Education), or Dean of the Graduate School, whoever is the Dean of the respondent's school at the Medical College. 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 (aged 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 Medical College 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. Sanctions which may be imposed by the Medical College following a determination of a disciplinary proceeding regarding sexual misconduct, violence/assault, domestic/intimate partner violence, stalking, rape, acquaintance rape, fondling, incest, or other forcible or non-forcible sex offenses include suspension and dismissal from academic programs and termination of employment. Both the complainant and the respondent have the right to appeal the final determination by submitting a written appeal within ten (10) business days of the determination.

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. 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.

## **XII. Crime Statistics and Incident Data 2012-2014**

### Introduction

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



SOUTHTOWN AND  
RIVER WALK  
ROOSEVELT ISLAND

575 LEXINGTON AVE

407 EAST 61ST STREET

CORNELL UNIVERSITY WEILL MEDICAL COLLEGE  
OFFICE OF SPACE MANAGEMENT

- 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 9-25-15

# SITE PLAN

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.

**Sources and Explanation of Statistical Table**

The following provides overall totals by crime or incident for the calendar years 2012-2014 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" includes:

LH	Lasdon House	420 East 70th Street
Olin	Olin Hall	445 East 69th Street
R1		442-4 East 77th Street
R2	Southtown	Roosevelt Island

"Campus Non-Residential and Non-Campus" includes:

A	A Building	1300 York Avenue
B	B Building	1300 York Avenue
C	C Building	1300 York Avenue
D	D Building	1300 York Avenue
E	E Building	1300 York Avenue
GF	Griffis Faculty Club	
LC	Lasdon Center	1300 York Avenue
S	S Building	515 East 71st Street
W	Whitney Bldg	1300 York Avenue
X	Weill Greenberg PA Program	1305 York Avenue 575 Lexington Ave.

(Zuckerman Building)  
407 East 61<sup>st</sup> Street  
402 East 67<sup>th</sup> Street  
413 East 69<sup>th</sup> Street

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 17<sup>th</sup> Precinct, which covers Lexington Avenue and the 19<sup>th</sup> Precinct did not provide data.

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

CATEGORY	On-Campus Total			Campus Residence Halls			Non-Campus Total <sup>1</sup>			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-Negligent Homicide	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
Forcible Sex* Offense	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense**	0	0	0	0	0	0	0	0	0	0	0	0
Robbery <sup>2</sup>	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 <sup>2</sup>	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
Arrests												
-Weapons Law	0	0	1	0	0	1	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
Referrals for University Disciplinary Action												
-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
Hate Crimes <sup>3</sup>	0	0	0	0	0	0	0	0	0	0	0	0
<b>New Categories</b>												
Dating Violence	N/A	0	0	0	0	0	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

<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).

### **XIII. 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 an 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 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 746-1450 or the Student Mental Health Service at 746-5775.

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

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



Weill Cornell Medical College

# 2014 ANNUAL FIRE SAFETY REPORT

## **Scope**

This Annual Fire Safety Report covers the Joan and Sanford I. Weill Medical College and Graduate School of Medical Sciences (jointly referred to as the “Medical College” or “WCMC”) campus in New York City.

This report is published annually and is combined with the WCMC 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 WCMC Fire Safety and Emergency Action Manual is published as a guide for all WCMC 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

WCMC is a smoke free campus. Smoking is prohibited in all WCMC 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

Building	Fire Alarm System	In-Room Smoke Detectors	Corridor Smoke Detectors	Central Station Monitored	Fire Sprinkler	Drills
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 WCMC. 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 outside 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 WCMC 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

The following table provides information about fires that have occurred at WCMC on-campus housing facilities during the 2014 calendar year.

Date Reported	Nature of Fire	Date and Time of Fire	Location
3/16/2014	Recycling can in 2 <sup>nd</sup> floor trash room ignited..	03/16/2014 Approx. 1:40 pm	420 East 70 <sup>th</sup> Street - Lasdon House 2 <sup>nd</sup> Floor Trash Room

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.