



2019 ANNUAL SECURITY AND FIRE SAFETY REPORT

2016, 2017, and 2018 Statistics

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Your Right to Know

As part of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified as 20 USC 1092 (f), on or by October 1 of each year, post-secondary educational institutions must publish and distribute their Annual Campus Security Report to current and prospective students and employees. This report is required to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions and procedures to be followed in the investigation and prosecution of alleged sex offenses.

Additionally, the Campus Fire Safety Right-to-Know Act requires higher education institutions to annually report fire safety information to the U.S. Department of Education (ED). Specifically, campuses are required to publicly provide:

- A. Statistics for each on-campus student housing facility, including the number of fires and causes; number of injuries and deaths related to fires; and the value of property damage caused by fires
- B. Descriptions of each on-campus student housing facility's fire safety systems
- C. The number of mandatory, supervised fire drills
- D. Policies or rules on portable electronic appliances; smoking and open flames; evacuation procedures; fire safety education and training programs provided to students, faculty and staff
- E. Plans for future fire safety improvements, if needed, and
- F. An annual report to the campus community.

Campus Safety & Security Overview and Enforcement Authority

The Office of Campus Safety & Security are a team committed to ensuring the safety and security of Cornish College of the Arts' campus community. Overseen by the Vice President of Operations, they are comprised of a Director of Campus Safety and Security, a Site Supervisor, and 10 Security Officers. The department is operational 24 hours a day, 7 days a week, all year round and has jurisdiction at all campus buildings.

Cornish College of the Arts (the College) vests in its Office of Campus Safety & Security (Campus Safety & Security) responsibility for overall campus safety and investigations of any alleged crimes. It is strongly requested that any office, department or employee of the College that receives information relating to alleged crimes immediately report that information to the Campus Safety & Security.

Criminal incidents may also be referred to the Seattle Police Department (SPD), which has jurisdiction on the campus. Campus Safety & Security maintains a highly professional working relationship with the Seattle Police Department and other law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report any crime to the Campus Safety & Security and the Seattle Police Department. Campus Safety & Security will facilitate and provide support to any student or employee desiring to report a crime to the Seattle Police Department. Prompt reporting will assure timely warning notices on campus and accurate disclosure of crime statistics. The College works closely with the Seattle Police Department, however at the date of this publishing, an MOU is not in place.

Additionally, Campus Safety & Security personnel are obligated as representatives of the College to enforce institutional rules and regulations. They have the authority to ask persons for identification to determine whether individuals have lawful business at the College and to administer trespass notices to those who do not. Campus Safety & Security staff have the authority to issue parking tickets on behalf of the College. Security staff are non-sworn, contracted through Northwest Security Services and licensed through the State of Washington. They receive training in the following subjects: criminal law, civil law, public relations, sexual violence, emergency response, interpersonal communication, crisis intervention, defense tactics, Title IX compliance and protection of persons and property.

Addressing Criminal Activity off Campus

If a campus community member is involved in an off-campus offense, the College will cooperate, when requested, with local law enforcement concerning an investigation of reported crimes.

Alarm and Monitoring Systems

The security, fire, supervisory, and trouble alarms across campus are monitored by a third-party vendor. The access control system is monitored by Campus Safety & Security. Campus Safety & Security works closely with the Facilities and Information Technology departments to identify and promptly repair any malfunctioning security devices, along with ensuring grounds are well lit and free of safety hazards. Campus Safety & Security receives frequent reports from city, county, state and national agencies relating to criminal activities and/or environmental concerns that may affect the College.

Weapons on Campus Policy

Cornish does not permit the use or possession of the following items on campus whether concealed or not: firearms, explosives, martial arts weapons, air-powered guns or rifles, or any other dangerous weapons, or replicas of any of the above; this includes storage of any such items in a vehicle parked on College property.

This prohibition, however, does not apply to weapons or replicas of weapons used as part of an academic and/or artistic activity supervised or assigned by members of the Cornish faculty. Such weapons or replicas of weapons used in academic activities must be approved by the relevant Department Chair in advance of their appearance on campus and must be stored in secure, designated spaces. Copies of the official approval of these items should be provided to the Director of Campus Safety and Security for review and ultimate approval. Proper training on the use of such items must be provided and documented.

Reporting Suspicious Activity on Campus

Anyone with information relating to suspicious activity or objects on campus should report the circumstances to Campus Safety & Security, by outside phone (206) 726-5038 or via campus phone at (5038).

Daily Crime Log

Crimes reported to Campus Safety & Security will be entered into the Daily Crime Log. This crime log includes all crimes reported, not just Clery Act crimes. The crime log explains the nature of the crime, the date the crime was reported and the date and time it occurred, the general location of the crime, and disposition of the complaint, if known. The crime log for the most recent 60-day period is open to public inspection, upon request, during normal business hours. Any portion of the log older than 60 days will be made available within two business days of a request for public inspection.

Timely Warnings

If a situation arises, either on or off campus, that the Director of Security and/or Vice President of Operations judges to constitute an ongoing or continuing threat to students and employees, a campus wide “timely warning” will be issued. The warning will be issued through the College e-mail system to students, faculty and staff and/or via the College’s mass cell phone text emergency communication system.

Emergency Notifications

In the event of an emergency, information will be issued via the College’s mass text emergency communication system and through the College e-mail system to students, faculty and staff. A posted notice will also occur on the College’s web site (<http://www.cornish.edu/>) providing the College community with additional immediate notification. In instances relating to inclement weather, information will be posted on <http://www.flashalert.net/id/CornishCollege> along with the other identified communication resources.

Reporting Emergencies

Always dial 911 for emergencies that require police, fire, or medical response. Students, faculty, staff, and visitors should also notify Campus Safety & Security personnel. Campus Safety & Security can be reached by outside phone (206) 726-5038 or via campus phone at (5038). Several emergency phones are located throughout hallways on campus with the exception of resident housing. Reports may also be made in person at the Office of Campus Safety & Security or to uniformed Campus Safety & Security personnel while on patrol. Campus Safety & Security will assist community members in contacting the Seattle Police Department along with other law enforcement agencies when requested.

Emergency Procedures Guide

CORNISH
COLLEGE
OF THE ARTS

EMERGENCY PROCEDURES



Campus Security: 206.726.5038
www.cornish.edu/campus/emergency_notification/



EVACUATION

- Take personal belongings.
- Do not use elevators, use nearest stairs and exit.
- Follow directions given by building marshals or campus officials.
- Go to designated evacuation point and do not return to building until instructed to do so.
- Assist persons with access and functional needs.
- Every person must evacuate the building.



BOMB THREAT

- Report all threatening calls to campus security at **206.726.5038**.

Ask caller:

- When is the bomb going to explode? Where is the bomb? What kind of bomb is it? What does it look like? Why did you place the bomb?
- Be attentive to caller for recall when questioned by the police.

If suspicious object is found:

- Do not handle -- dial **911**.



EARTHQUAKE

- Drop, cover, hold under a table or desk or against an interior wall until shaking stops. Protect head and neck. Do not stand in a doorway and do not run out of the building while it is shaking.
- After shaking stops, check yourself and others for injuries.
- Do not use the elevators. Move towards the nearest exit and evacuate to a safe location away from buildings, trees, streetlights, and overhangs.
- Follow directions given by building marshals or campus officials and be prepared for aftershocks.



VIOLENT INCIDENT

ALERT

- When it's safe, call 911.
- Be persistent, phones may be busy.

LOCKDOWN

- Lock and block doors, close blinds and turn off lights.
- Silence phones.

INFORM

- Inform each other about event by text, voice, email, and/or speakers.

COUNTER

- Distract, yell, throw objects.
- Attack, swarm, subdue violent person.
- Secure weapon in a safe place.

EVACUATE

- If it's safe, evacuate.
- Exit building and run erratically.
- Use trees, cars, or structures as cover.



FIRE

- Activate nearest fire alarm and call 911.
- Evacuate the building and notify occupants as you leave.
- Do not return until authorized by emergency personnel.
- Do not use elevators.

FIRE EXTINGUISHER INSTRUCTIONS IF TRAINED:

P **PULL** safety pin from handle.

A **AIM** nozzle at base of fire.

S **SQUEEZE** the trigger handle.

S **SWEEP** from side to side. (Watch for re-flash.)



HAZARDOUS WASTE

- If contaminated, remove clothing and rinse with water for 15 minutes.
- If an immediate hazard or emergency exists, call **911**.
- Move away or evacuate if there is a health risk. Notify others and close doors as you leave.
- For small spills, those not involving immediate danger, confine and contain spill if trained and call campus security at **206.726.5038**.



MEDICAL

- **Call 911.**
- Be ready to describe the nature and severity of medical problem and provide estimated age/gender.
- Keep victim still and comfortable.
- Render first aid/CPR if trained.
- Look for emergency medical ID.



SHELTER IN PLACE

- Stay in building; close and lock windows and doors.
- Move into an interior room away from windows.
- Do not use the elevators.
- Remain in shelter until emergency personnel announce that it is safe.

Campus Emergency Procedures: Do's and Don'ts

1. Reporting General Emergencies

WHAT TO DO:

To report an emergency **OFF CAMPUS**, dial 911 (or 9-911 if using a campus phone). If the off-campus emergency involves a College activity, make a report to The Office of Safety & Security when the emergency is over. To report an emergency **ON CAMPUS**, members of the campus community should call 911 to reach the Seattle Police Department and call Safety & Security. Say "This is an emergency" and give the dispatcher the following information:

- a. Your **name** and **location**
- b. The nature of **your emergency**
- c. **Phone number** from which you are calling
- d. **Stay on the line** until you are sure no further information is required
- e. After notifying emergency personnel, **notify building staff**

2. Medical Emergency

WHAT TO DO:

Report all medical emergencies to 911 (or 9-911 if using a campus phone) and Safety & Security at (206) 726-5038, via campus phone (5038))

If assisting someone, look for an emergency medical bracelet

Indicate **your location**, the nature of the **medical problem**, and **your name**

If assisting, remain with the victim until Cornish Officials or emergency personnel arrive

If you are trained, give first aid

WHAT NOT TO DO:

If assisting, do not move the victim unless there is an immediate threat to their safety

3. Hazardous Material Spill

WHAT TO DO:

In the event of a chemical spill: **Evacuate** the area

Call 911 (9-911 on a campus phone)

Call Safety & Security at (206) 726-5038, via campus phone (5038)

If a spill is discovered and actions have **not** been taken:

Keep people away from the area

Call Safety and Security. Security will contact Operations

WHAT NOT TO DO:

Do not attempt to clean up a spill

Do not touch or step in spilled materials

4. Fire or Explosion

WHAT TO DO:

If it is a **SMALL** fire (no larger than a wastebasket):

- Alert people to evacuate area
- Activate nearest fire alarm
- If possible, smother fire or use appropriate fire extinguisher
- Always maintain an accessible exit route
- Avoid smoke or fumes
- Be prepared to evacuate building, or seek an area of refuge, if the fire grows

If it is a **LARGE** fire (larger than a wastebasket):

- Alert people to **evacuate area**
- Activate** nearest fire alarm
- Evacuate** building, or seek an area of refuge, using the fire evacuation plan
- Close doors to contain fire
- Move people to a **safe distance**

WHAT NOT TO DO:

- Do not use elevators
- Do not ignore alarms or assume they are false alarms
- Do not return to your building until you are notified that it is safe to do so

5. Earthquake

HOW TO PREPARE:

Make sure you know the **designated evacuation site** where the occupants of your building are to assemble following an earthquake. Look at your surroundings and think about where you could seek shelter from falling objects. Consider keeping a few supplies in your desk - flashlight, emergency-contact phone numbers, a pair of comfortable walking shoes and a battery powered radio. Become familiar with **all the exits** in your building.

WHAT TO DO:

- If **indoors**, take **cover** under a freestanding desk or table and **hold** onto whatever you are under
- Stay away (and face away) from glass and other items on the walls
- Do not leave cover until shaking has completely stopped
- If **outdoors**, stay in the open and **keep away** from buildings, trees and electrical poles and wires

WHAT NOT TO DO:

- Do not rush outside
- Do not use elevators
- Do not use the telephone and do not call 911, unless a real emergency exists (fire, injuries, or serious damage)
- Do not use matches, lighters, or other open flames and do not turn on lights or electrical equipment

WHAT TO DO AFTER:

If **inside**: Evacuate the building. Remember, additional shocks or tremors may occur. Watch for falling debris or electrical wires when leaving the building

If **outside**: Do not enter buildings until it is determined that they are safe

6. Armed Intruder**WHAT TO DO:**

Notify Safety and Security if you are aware of **any threats** or have other information that makes you suspect an event involving an armed intruder **might be possible**. IF OCCURRING, determine what action below gives you the best chance to survive – quickly **evaluate** and then **act**.

ALERT. Use Plain and Specific Language: The purpose of the ALERT is to inform as many people as possible within the danger zone that a potentially life-threatening situation exists. This can be facilitated via many different methods. No matter the method of delivery, the objective should be a conveyance of information, not an issuance of a command. The use of plain language, sent through as many delivery channels as possible, is the best way to ensure awareness within the danger zone. The goal is to empower as many individuals as possible with the ability to make an informed decision as to their best option to maximize chances of survival.

LOCKDOWN. Barricade the Room. Silence Mobile Devices. Attempt to locate a space that can be barricaded, provide concealment and, most importantly, create distance between the threat and you.

INFORM. Communicate the Shooter's Location in Real Time. Information should always be clear, direct and, as much as possible, should communicate the whereabouts of the intruder.

COUNTER. Create Noise, Movement, Distance and Distraction with the Intent of Reducing the Shooter's Ability to Shoot Accurately. Counter focuses on disruptive actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chances of hitting a target and can provide the precious seconds needed in order to evacuate. Counter is a last-ditch and worst-case scenario option. Counter is about survival. It is about the last moments between a shooter and a potential victim; anything a person can do to gain control is acceptable. It is the opposite of passive response because every action taken is a proactive step towards survival.

EVACUATE. When Safe to Do So, Remove Yourself from the Danger Zone. Evacuating to a safe area is always the number one option. If the opportunity exists – EVACUATE away from the threat and move toward a safe area.

WHAT TO DO AFTER:

Attempt to stay calm. Keep your **hands visible** at all times. Avoid screaming, pointing, and/or yelling. Follow all instructions provided by Emergency Responders. If you witness any injuries or deaths, identify yourself to authorities as soon as it is safe to do so.

7. **Bomb Threat**

WHAT TO DO:

Take all bomb threats **seriously**. A person **receiving** a telephoned bomb threat should:

Remain calm. Keep the caller on the line. Obtain **as much information as possible**

Call 911 (9-911 on campus). If possible, have someone else report the call while you **keep the caller on the line**. Notify Safety and Security at 206.726.5038 (ext. 5038 on campus)

To **avoid panic**, do not announce that it is a bomb threat. **Leave** any **search to police** and other trained people. If suspicious packages or devices are found:

Do not touch the package or device

Evacuate the area immediately

WHAT NOT TO DO:

Do not assume a bomb threat is a prank. Assume it's real

Do not touch, move or cover a suspected bomb

Do not use walkie-talkie devices or cell phones in the area

Do not activate the building alarm

Do not turn on/off electrical devices or switches

Do not use elevators

Missing Student Notification Policy

In compliance with the Missing Student Policy and Procedures (Higher Education Opportunity Act of 2008), it is the policy of the College to actively investigate any report of a missing student who is enrolled at the College as either a full or part-time student. Most missing person reports in the College environment result from students changing their routines without informing roommates and friends of the change. For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member or other campus person has not seen or heard from the person in a reasonable amount of time. In general a reasonable amount of time is 24 hours or more, but may vary with the time of day and information available regarding the missing person's daily schedule, habits and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concern for their safety.

Investigation and Notification: If a member of the College community has reason to believe that a student is missing, that person is responsible for notifying one or all of the following offices:

Office of Safety & Security (206) 726-5038 Office of Student Life (206) 726-5174

Any missing student report must be referred to Campus Safety & Security. All efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. Actions that will be taken by Campus Safety & Security include (but are not limited to):

- Call or text to the student's home/cell phones or other numbers on record
- E-mail to the student
- Contact with the student's roommates and neighbors
- Contact with the student's faculty or academic advisors
- Contact with any other on-campus or off-campus friends or contacts that are made known
- Review of the student's network print or email accounts to determine most recent activity
- Review of the student's access and meal card usage
- Check of the student's social media networking sites

If after investigation a student is determined missing for at least 24 hours, the appropriate law enforcement agencies and the student's emergency contact will be notified within 24 hours. If a student is under age 18 and not an emancipated individual, or has failed to designate an emergency contact, the College is required to notify a parent or guardian. If a student is over age 18, Cornish is required to notify the emergency contact the student identified to the College.

Designating Emergency Contacts: In order to accurately assess if a student is indeed missing, all students at the College are strongly encouraged to register contact information in two ways. The first designee is denoted as the "emergency contact." The second is denoted as the "missing person contact." The privacy of this information is protected under Family Educational Rights and Privacy Act (FERPA.) In the instance of both the emergency and missing person contact, each student is solely responsible for the accuracy of the contact phone number and updating this information should the contact person(s) and/or number(s) change. The emergency contact and missing person contact for all students are maintained by the Office of Registration & Records.

General Access to Campus Facilities

It is the policy of the College to operate all campus buildings through a card access control system. Access cards are issued to authorized members of the campus community. As a private institution, the College reserves the right to limit the use of its grounds and facilities as it deems fit. Campus facilities are restricted for use by the College's students, faculty, staff, authorized visitors, and guests. The general public may be granted limited access to campus facilities for specific purposes. The College reserves the right to limit access to any facility at any time without prior notice. All access to campus facilities is contingent on adherence to the College's policies. When the campus is closed, the College will admit only those with authorized 24/7 access. Emergencies may necessitate changes or alterations to posted building access schedules.

Access to Residential Facility

The main entrance to the residence hall is monitored by a trained desk worker and/or Campus Safety & Security. Only residents, authorized guests, and those employees or contract personnel authorized by the College are allowed access in residential areas. All guests must be registered at the Lobby desk and escorted by their host resident at all times.

Security Awareness and Crime Prevention Programs

During New Student Orientation in September and January, students are informed of services offered by Campus Safety & Security. This presentation outlines ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis. Periodically during the academic year Campus Safety & Security presents, sometimes in conjunction with other campus departments, crime prevention awareness sessions on emergency preparedness, theft, vandalism, as well as educational sessions on personal safety and residence hall security. 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.

General Crime Prevention Guidance

- a) **Awareness & Prevention:** The safety and security of students, faculty and staff are matters of great concern to the College. Every possible attempt is made to keep the campus both safe and secure; the success of the security program, however, depends upon the awareness and cooperation of every member of the campus community. Campus Safety & Security informs the campus community about crime awareness and safety. When a report is received about a crime that may have an impact on the College community, a “General Advisory Report” is distributed to the College community via broadcast email. The effectiveness of any security program depends on the degree of cooperation and support it receives from those it is designed to protect.
- b) **Personal Safety Tips:** The key to a safe college begins with self-education, taking precautions and becoming aware of prevention methods. Most incidents on or off campus can be avoided by implementing basic precautions - such as walking in pairs when out at night, locking offices and car doors, and not leaving personal valuables unattended. Campus Safety & Security is available to meet with individuals, groups, and departments to discuss safety, crime prevention methods and related issues.
 - Never leave personal belongings unattended, whether in an office, classroom, library, or studio. Wallets, backpacks, and pocketbooks are prime targets for the “hit and run” thief. If you must leave belongings in your car, lock them out of sight in the trunk.
 - Even if you are going to be gone for “just a minute,” lock your resident room or office door
 - Don’t leave large sums of money in your room.
 - Write down the serial numbers of all valuables (stereos, TVs, computers) and keep the list in a safe place. These are critical in property recovery.
- c) **Reporting a Crime or Suspicious Person - 911** should be contacted for all police/fire/medical emergencies which are immediately life threatening. Campus Safety & Security strongly encourages the reporting of all crimes that you witness or have information about, even minor crimes, incidents, and/or suspicious activity. It is your observation and willingness to help that makes a difference. Campus Safety & Security views a “false alarm” much more valuable than missing a real crime because someone felt it was not important to report. All reports will be investigated by the appropriate authorities. Reports made to licensed counselors are exempt from reporting requirements; however, if and when they deem it appropriate, they may file voluntary, confidential reports with Campus Safety & Security.

Drug and Alcohol Prevention and Drug-Free Campus

Drug and Alcohol Abuse Prevention

In accord with the Drug-Free Workplace Act of 1988 (Public Law 101-690), the College provides information and notices to employees and students of unlawful activities and the actions the College will take against an employee or student who violates these prohibitions. In addition, and in accordance with the Drug-Free Schools and Communities Act (Public Law 101-226), the College provides information to its students, faculty, and employees to prevent drug and alcohol abuse. The College annually provides the following information via the Substance Abuse Prevention & Policies Handbook:

Information on preventing drug and alcohol abuse.

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school property, or as part of school activities.
- Descriptions of the sanctions under local, state, and federal law for unlawful possession, use or distribution of illicit drugs and alcohol.
- Descriptions of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees.
- Descriptions of the health risks associated with the use of illicit drugs and alcohol.
- Clear statements that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution.

Resources: We encourage anyone dealing with substance abuse issues to contact the Office of Student Life, the Human Resources department, and/or refer to the Cornish Substance Abuse Prevention and Policy Handbook for guidance and assistance in identifying a counseling, treatment, or rehabilitation program. The Handbook can be located at the following link: https://compass.cornish.edu/ICS/Campus_Life/Resources.jnz?portlet=Handouts

Drug-Free Campus

It is widely recognized that the misuse and abuse of drugs (controlled substances) and the abuse of alcohol are major contributors to serious health problems as well as to social and civic concerns. The health risks associated with the use of illicit drugs and the abuse of alcohol including various deleterious physical and mental consequences including addiction, severe disability, and death.

In response to these concerns, the U.S. Congress passed the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989. In accordance with these Acts, the College has enacted the following policy applicable to all students and employees.

The College is committed to providing and maintaining a safe and healthy educational and work environment for its students, faculty, staff, and visitors. This policy prohibits: the unlawful manufacturing, distribution, possession, or use of alcohol, illegal drugs, or controlled substances; or inappropriate use of prescription drugs on campus or at College-sponsored events. This prohibition specifically includes, without limitation:

- Possession, use, sale, distribution, or furnishing of any controlled substance, including heroin, barbiturates, cocaine, LSD, methamphetamine, hallucinogens, and marijuana;
- Possession, use, sale, distribution, or furnishing of alcohol on campus, unless at a specifically authorized University activation. (1) it is unlawful to distribute, sell, or provide alcohol to a person under the age of 21; and (2) The possession of alcohol by anyone less than 21 years of age in a public place, or a place open to the public is illegal;
- Sale of any controlled substance that is in violation of local, state, or federal statutes; and
- Any other conduct that involves a drug-related violation of local, state, or federal ordinances.

The workplace and campus are presumed to include all premises where activities of the College are conducted. Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both.

Sanctions and Remedies: Employees and students found in violation of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both.

Hate Crimes Policy, Reporting Criteria and Resources

Campus Safety & Security is responsible for collecting and reporting hate motivated statistics. Anyone receiving a report or information of hate violence is required to notify the Director of Campus Safety & Security to ensure that an appropriate report is completed, the perpetrator is held accountable (if possible), and statistics are collected/disseminated and the victim and/or affected communities are provided with assistance/referrals. Reports of hate motivated incidents are taken because there is a potential for recurrence and/or escalation into a criminal act. The key criterion in determining whether or not any crime or incident fits into the definition of a hate crime or incident is the motivation behind the incident.

The following criteria are to be used in determining whether or not an incident is motivated by bias based on race, ethnicity, gender/perceived gender, sexual orientation, religion or disability. The list is not all inclusive.

A criminal act may include any of the following: burning cross or religious symbol; explosives, bomb threats; assault, disorderly conduct; interrupting or disturbing religious, ethnic, cultural political or other meetings; unlawful use of the telephone. A non-criminal act or incident, while not criminal, is done with the apparent intention to harass, intimidate, retaliate, create conflict, because of any person's race, religion, ethnic background, etc.

Annual Disclosure of Crime Statistics

Campus Safety & Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can also be located on the College's web site (<https://www.cornish.edu/campus/safety/>). This report is prepared with information provided by the Office of Student Life and local law enforcement agencies.

Campus crime and referral statistics include those reported to Campus Safety & Security, designated campus officials (including but not limited to directors, chairs, deans, HRL staff, et al) and local law enforcement agencies. These statistics may also include crimes that have occurred on public property and non-campus buildings. Counseling Services staff shall inform their clients of the procedures to report crime to Campus Safety & Security on a voluntary or confidential basis, should they feel it is in the best interest of the client. The College will make a good faith effort to collect crime statistics for all Clery Act crimes committed in applicable geographic locations from all police agencies with jurisdiction for the College. Each year, an e-mail notification is made to all employees and enrolled students providing access to this report. Copies of the report may also be obtained from Campus Safety & Security, 3rd floor MCC, and from Human Resources, 7th floor MCC; the web site link to access the report will be attached to the College's employment applications.

Definitions of Crimes

Definitions are established under the FBI's UCR and NIBRS and Department of Education. Where there is an absence of definition or legal threshold, the Revised Codes of Washington become the default codes from which the Clery Act requires consideration.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault 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 or probably would result in a serious potential injury, if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Burglary: The unlawful entry of a structure, to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with the 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.

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. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Disciplinary Referrals: Includes those individuals referred to the Office of Student Life or Housing & Residence Life, for liquor law, drug law, and illegal weapons violation of the Student Code of Conduct.

Domestic Violence: Felony or misdemeanor crimes of violence committed by: a current or former spouse, or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred or by any other person against an adult or youth victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred.

Drug Law Violations: Violations of federal, 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; marijuana; synthetic narcotics; and dangerous non-narcotic drugs.

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

Hate Crime: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

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 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.).

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

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

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, violence, and/or causing the victim fear.

Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

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

Stalking: Engaging in a course of conduct, directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Statutory Rape: sexual intercourse with a person who is under the statutory age of consent.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon 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; all attempts to commit any of the aforementioned.

Definitions of Clery Geography

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution's educational purposes, including residential areas; and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes. Note: Statistics for Residential Housing are recorded and included in both the on-campus category and the on-campus residential only category.

Non-Campus Building or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The College crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

ON-CAMPUS STATISTICS

Criminal Offense	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	3	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	3	4	2
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Violations – Referred for Disciplinary Action	10	20	8
Drug Law Arrests	0	1	0
Drug Law Violations – Referred for Disciplinary Action	18	31	2
Illegal Weapon Possession Arrests	0	0	0
Illegal Weapon Possession – Referred for Disciplinary Action	1	0	0

*There were no Hate Crimes or Unfounded Crimes to report for the years, 2016, 2017, and 2018. Statistics are combined with incidents reported to Campus Authorities and/or the Seattle Police Department.

HOUSING STATISTICS

Criminal Offense	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	3	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	1	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Violations – Referred for Disciplinary Action	10	20	8
Drug Law Arrests	0	1	0
Drug Law Violations – Referred for Disciplinary Action	18	31	2
Illegal Weapon Possession Arrests	0	0	0
Illegal Weapon Possession – Referred for Disciplinary Action	1	0	0

*There were no Hate Crimes or Unfounded Crimes to report for the years, 2016, 2017, and 2018. Statistics are combined with incidents reported to Campus Authorities and/or the Seattle Police Department.

NON-CAMPUS STATISTICS

Criminal Offense	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Violations – Referred for Disciplinary Action	0	0	0
Drug Law Arrests	0	0	0
Drug Law Violations – Referred for Disciplinary Action	0	0	0
Illegal Weapon Possession Arrests	0	0	0
Illegal Weapon Possession – Referred for Disciplinary Action	0	0	0

*There were no Hate Crimes or Unfounded Crimes to report for the years, 2016, 2017, and 2018. Statistics are combined with incidents reported to Campus Authorities and/or the Seattle Police Department.

PUBLIC PROPERTY STATISTICS

Criminal Offense	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	1	0
Burglary	0	0	0
Motor Vehicle Theft	0	7	1
Arson	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Violations – Referred for Disciplinary Action	0	0	0
Drug Law Arrests	0	0	0
Drug Law Violations – Referred for Disciplinary Action	0	0	0
Illegal Weapon Possession Arrests	0	0	0
Illegal Weapon Possession – Referred for Disciplinary Action	0	0	0

*There were no Hate Crimes or Unfounded Crimes to report for the years, 2016, 2017, and 2018. Public property statistics were requested from the Seattle Police Department but were not available in a format usable for Clery Act reporting.

Confidential Reporting

Victims of crime that do not want to pursue action within the College system or the criminal justice system may still want to consider making a confidential report. Campus Safety & Security can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of themselves and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are only counted and disclosed in the annual crime statistics of the College.

Federal Campus Sex Crimes Prevention Act

This act requires states to ask every registered sex offender if they are enrolled at or employed by a College or university. In addition, pursuant to Washington State law, any such adult or juvenile offender who is admitted to a public or private institution of higher education shall, within ten days of enrolling or by the first business day after arriving at the institution, whichever is earlier, notify the sheriff for the county of the person's residence of the person's intent to attend the institution. Students and employees can find out information about registered sex offenders in their area through the King County Sheriff's office website, <http://www.icrimewatch.net/index.php?AgencyID=54473>

VAWA Definitions

Definitions of dating violence, domestic violence, and stalking are provided below:

- **Dating violence**

The term "dating violence" means violence committed by a person -

- a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b) Where the existence of such a relationship shall be determined based on consideration of the following factors;
 - I. The length of the relationship.
 - II. The type of relationship.
 - III. The frequency of interaction between the persons involved in the relationship.
- c) For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- d) Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Domestic violence**

The term "domestic violence" includes felony or misdemeanor crimes of violence committed by -

- a) Current or former spouse of the victim or intimate partner of the victim; or
- b) A person with whom the victim shares a child in common; or
- c) A person who is cohabitating with or has cohabitated with the victim as a spouse; or
- d) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or

ON CAMPUS STATISTICS

VAWA Offense	2016	2017	2018
Dating Violence	1	1	0
Stalking	0	0	0
Domestic Violence	3	2	0

HOUSING STATISTICS

VAWA Offense	2016	2017	2018
Dating Violence	0	1	0
Stalking	0	0	0
Domestic Violence	3	2	0

NONCAMPUS STATISTICS

VAWA Offense	2016	2017	2018
Dating Violence	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0

PUBLIC PROPERTY STATISTICS

VAWA Offense	2016	2017	2018
Dating Violence	0	1	0
Stalking	0	0	0
Domestic Violence	0	0	0

Campus Sexual Misconduct Policies and Procedures

Cornish College of the Arts is committed to creating and providing a learning, living, and working environment free from gender-based discrimination. Gender-based discrimination, including Sexual Misconduct (as defined in this policy) committed by members of our community, guests and visitors will not be tolerated. All members of our community, including guests and visitors, are expected to conduct themselves in a manner that does not infringe on the rights of others. The College complies with all applicable state and federal statutes, including Title IX of the federal Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex under any education program or activity receiving federal financial aid. Sexual assault and sexual harassment are forms of sex discrimination prohibited by Title IX.

Any student, faculty or staff member, who has concerns about sexual discrimination, including any concerns pertaining to sexual misconduct, is encouraged to seek assistance from the Title IX coordinator listed below.

The Title IX Coordinator provides information about resources for assistance and about options for addressing concerns. Those options may vary depending on the nature of the complaint, whether the complainant is a student, faculty or staff member, the wishes of the complainant regarding confidentiality, and whether the complainant prefers to proceed formally or informally. This process plays an integral role in fulfilling the College's commitment to provide a positive learning, teaching and working environment for the entire community.

The Title IX Coordinator for Cornish College of the Arts is:

Chief Equity Officer
Tiffany Davis
7th Floor, Main Cornish Campus 206-726-5099
tdavis@cornish.edu

Due to the sensitive nature of sexual misconduct concerns, as well as federal requirements, the following policies and procedures pertain specifically to sexual misconduct matters at the College.

Policy Statement:

Cornish expressly prohibits all forms of sex-based discrimination including sexual harassment, sexual violence, stalking, sexual exploitation, and intimate partner violence, (collectively, “sexual misconduct”) committed by anyone on property owned or controlled by Cornish or at Cornish sponsored activities, events, or programs. This policy applies to all members of the Cornish community including faculty, staff, students, trustees, contractors, volunteers, and guests. This policy applies regardless of sex, gender, gender expression, gender identity, and sexual orientation. Sexual misconduct and retaliation will be promptly and fairly addressed and remedied according to the applicable Cornish resolution process.

Jurisdiction:

This policy applies to conduct committed on property owned or controlled by Cornish and at Cornish sponsored activities, events, and programs. All allegations, regardless of where they are alleged to have occurred, will be assessed to determine whether the conduct falls within the context of Cornish employment or educational activities, events, or programs. This policy may also apply when the Special Assistant to the President for Diversity and Title IX Coordinator determines the alleged conduct implicates a substantial Cornish interest.

Respondents who are not members of the Cornish community or not subject to Cornish resolution processes may be subject to restrictions for failing to comply with this policy.

Disciplinary Standard:

Conduct is subject to disciplinary action when it creates a hostile environment. A hostile environment exists where conduct is so severe, persistent, or pervasive and objectively offensive that it unreasonably alters the condition of, or substantially interferes with, an individual’s employment or education benefits. Violations of this policy may result in sanctions up to and including, suspension, expulsion, or termination.

Allegations that do not rise to the level of a hostile environment may be addressed through various methods including, but not limited to, education, remedies, and/or training.

Requirement of consent:

Consent- clear, knowing, and voluntary permission by word or action to engage in sexual activity. As individuals may experience the same interaction differently, it is incumbent upon each party to determine that the other has consented before engaging in the activity.

Consent may, however, be ratified by word or action at some point during or after the interaction if consent is not clearly provided prior to engaging in the activity.

Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back without the need to explicitly obtain their consent to being kissed back.

Consent can be withdrawn once given, so long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual activity cannot be presumed to be consent for other sexual activity. Further, a current or previous intimate relationship is insufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on the parties involved in an incident. Rather,

the burden is on Cornish to determine whether this policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to, for example, Bondage/Discipline, Dominance/Submission, Sadism and Masochism (“BDSM”) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of kink and thus consensual. Accordingly, Cornish’s evaluation of communication in kink situations will be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

In Washington, consent to sexual activity cannot be granted by a person under the age of 16. Accordingly, sexual activity between an adult and a person under the age of 16 may constitute a crime and could require a report to applicable child welfare agencies.

Incapacitation - a state in which a person lacks the capacity to give informed consent because they are helpless, asleep, unconscious, unable to adequately process information, disoriented, and/or unable to make informed, rational, and reasoned decisions. Incapacitation is not synonymous with intoxication, impairment, blackout, brownout, being drunk, or being “high.”

Incapacitation is evaluated through consideration of all relevant indicators of a person’s state. Incapacitation may be the result of the consumption of alcohol or drugs, temporary or permanent physical or mental health conditions, or involuntary physical restraint.

A violation of this policy involves an inquiry into whether a responding party engaged in sexual activity with a person they knew, or should have known to be incapacitated. An assessment of whether a respondent should have known of the incapacitation of the complainant is assessed using the objective standard of whether a reasonable person, in the same or similar circumstances, exercising sober, good judgment would have known.

Types of Sexual Misconduct:

Coercion - unreasonable conduct employed to compel someone to engage in sexual activity.

Sexual harassment - unwelcome sexual or sex/gender-based verbal, written, and/or physical conduct.

Intimate Partner Violence (“IPV”) - also known as domestic or dating violence, is a pattern of abusive behavior (including verbal, physical, emotional, or financial) used by those who are involved or have been involved in an intimate relationship, to gain or maintain power and control over another intimate partner.

Non-consensual sexual intercourse - any sexual intercourse, however slight, with any object, by a person upon another person, which is without consent and/or by force.

Non-consensual sexual contact- any intentional sexual touching, however slight, with any object, by a person upon another person, which is without consent and/or by force.

Sexual intimidation - threatening a person with sex acts, with the intention to place them in fear of injury or death. The threat must be both specific and credible.

Stalking - repetitive and menacing pursuit, following, harassing, and/or interfering with the well-being and safety of another.

Sexual Exploitation - taking non-consensual or abusive sexual advantage of another for one's own benefit or for the benefit of anyone other than the person being exploited, and does not otherwise constitute sexual misconduct under this policy. Sexual exploitation includes, but is not limited to:

- Voyeurism - observing or allowing third-parties to observe the private sexual activity of others without consent or viewing another's intimate parts in a place where they have a reasonable expectation of privacy.
- Disseminating, recording, or transmitting private sexual images or audio without consent.
- Using, installing, or permitting the use or installation of a device for the purpose of recording another's sexual activity, intimate body parts, or nakedness in a place where the person would have a reasonable expectation of privacy without consent.
- Prostituting others.
- Exhibitionism - exposing one's intimate parts in non-consensual circumstances (excluding streaking).
- Unwelcome sexting.
- Engaging in sexual activity with another person while knowingly infected with a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection in advance.
- Administering alcohol or drugs to another person without their knowledge or consent for the purpose of engaging them in sexual activity.

Retaliation:

The adverse treatment of an individual because of their participation in the reporting, investigation, or resolution of an alleged violation of this policy.

Interim measures:

Interim measures are accommodations, agreements, arrangements, and services, afforded by Cornish after receiving notice of alleged policy violations but prior to the determination of formal outcomes. Failure to comply with interim measures is a violation of this policy.

Reporting:

All employees (except those whom Cornish has designated as confidential) who receive notice of a potential violation of this policy are expected to report all known details to the Special Assistant to the President for Diversity and Title IX Coordinator within 24 hours of becoming aware of the report or incident.

Failure to report:

Failure of a non-confidential employee to report potential violations of this policy may be subject to disciplinary action for failure to comply.

Approval and Implementation

This Sexual Misconduct Policy was approved on July 30, 2019.

Filing a Report

Victims have the option of filing a report with any or all of these departments:

The Office of Student Life, Housing & Residence Life, Human Resources and Campus Safety & Security at Cornish College of the Arts. This could lead to an internal investigation and findings related to a violation of the Student Code of Conduct.

The Title IX Coordinator. This could lead to an internal investigation and findings related to a violation of the Student Code of Conduct.

The Seattle Police Department. This could lead to a criminal investigation and legal proceedings.

Reporting an Allegation to Campus Authorities

Students who believe they have been a victim of sexual misconduct (including sexual assault, harassment or discrimination) should tell someone. All faculty and staff (with the exception of professional counselors), desk assistants, resident assistants, and administrators are responsible employees who are obligated to report allegations of sexual misconduct to campus authorities. They will report this information to the Title IX Coordinator. Students may also complete an incident report or provide a witness statement to Campus Safety & Security.

All responsible employees are obligated to report such information to the Title IX Coordinator. If the Title IX Coordinator is not available faculty and staff may also complete an incident report or witness statement to Campus Safety & Security.

Evidence Collection

Victims of sexual violence can have evidence collected up to 96 hours after a sexual assault. All Seattle-area hospital emergency departments can provide evidence collection and call for a survivor advocate to be with the victim. Evidence collection does not mean the victim has to file a report or press charges; it does, however, secure any evidence in the event that the victim would like the option of filing/pressing charges in the future.

The Emergency Department will have to call law enforcement to file a report, but the victim has the option to remain anonymous or not talk to law enforcement personnel.

If a victim would like to wait and think about evidence collection, brushing teeth, wiping from the bathroom, showering, smoking, and eating can damage evidence. It is recommended that the victim bring any clothes that may have evidence on them from the assault.

Amnesty Policy

The College provides amnesty to complainants, students who offer assistance and others who report serious violations who may be hesitant to report to College officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result. Abuse of amnesty requests can result in a decision by the Dean of Students (or designee) not to extend amnesty to the same person repeatedly.

Safe Harbor Policy

The College believes that students who have a drug and/or addiction problem deserve help. If any College student brings their own use, addiction, or dependency to the attention of College officials

outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct proceedings may be initiated.

Duty to Investigate & Limits of Confidentiality

When an allegation of sexual misconduct comes to the attention of any school official, the incident may be investigated by the College. The College is required by law to investigate allegations of sexual misconduct, whether communicated verbally, in writing, or through hearsay. This obligation may exist whether or not the Impacted Party chooses to pursue charges or to participate in the investigatory process because of potential impact on other community members. Incidents involving sexual assault may be reported to local law enforcement authorities, but the College will not disclose the name(s) of those involved individual(s) to law enforcement authorities without their permission. The Impacted Party or any other reporting individual may choose not to participate in any action taken by the college. If the Impacted Party chooses to file a complaint, they will be referred to as the Complainant.

Requests for anonymity, while not guaranteed, will be respected to the greatest extent possible; however, a request for anonymity may result in conditions that make it difficult for the college to conduct a full and proper investigation. Students who desire strict confidentiality may discuss their concerns with a licensed counselor in the Cornish Counseling Office, who is exempt from legal requirements to report the incident to other college administrators or law enforcement personnel, except in cases where the individual or others are at significant risk of harm.

Retaliation Policy

Retaliation of any kind in response to an individual's participation in the investigation or hearing is strictly prohibited and will result in an immediate response from the College, which may involve temporarily separating the responsible individual from the campus community. Any concerns about the retaliation should be addressed promptly with the Dean of Student Life.

Right to Appeal

Both the complainant and the respondent may appeal the initial findings and/or sanctions from a sexual misconduct investigation process.

Appeals requests are limited to the following grounds:

A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.); To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;

The appeal must be made in writing to a designated College official within five (5) business days of having received notice of the initial findings, unless otherwise notified in the findings letter.

Generally, findings and sanctions remain in effect during the appeal process. The designated College official may make a direct decision on the appeal, convene a new hearing panel, or remand the case back to an investigator for further consideration. The decision of the designated College official is final.

Rights of Complainant and Respondent

Throughout the investigative and hearing process, the College endeavors to treat both the complainant and respondent fairly and equitably, in accordance with the procedures developed by the college. Both the complainant and respondent are entitled to the following:

Notice of an investigation will be provided as soon as is practicable. Written notice of the date, time and place for any hearing and a written copy of the complaint will be given to both students. This notice will be sent to the student's College-issued email account at least three (3) business days prior to the scheduled hearing. The student(s) may agree to shorter notice. The respondent and the complainant are required to attend the hearing, unless prior arrangements have been made with the Administrative Hearing Officer and/or Title IX Coordinator at least 24-hours before the hearing. The Administrative Hearing Officer and/or Title IX Coordinator determine the appropriateness of the request and whether to reschedule the hearing. Conflicts with class schedules are considered when scheduling hearings; however, there may be circumstances that require students to miss a class in order to attend a meeting. Students who fail to attend a hearing without approval may be found responsible for conduct violations. The College reserves the right to impose interim sanctions prior to the hearing if in Cornish's sole discretion they are warranted for the safety and well-being of the college community.

Students must submit all written information they want considered by the Administrative Hearing Office and/or Hearing Board prior to the start of the hearing, except that written materials offered in strict rebuttal of information offered during the hearing may be received and considered when, in the sole discretion of the Administrative Hearing Officer, such consideration is necessary to maintain fairness. Each student will have the opportunity to review each document before the meeting if that is reasonably possible under the circumstances, as determined by the Administrative Hearing Officer, in their sole discretion and subject to disclosure restrictions imposed by law, and if not, then at the time of the meeting. A student may request a copy of each document from the Administrative Hearing Officer. Requests will be considered in light of FERPA requirements.

Students are entitled to an orderly meeting to review and discuss the complaint submitted. In special circumstances as determined by the Title IX Coordinator in their sole discretion, hearings may be conducted via phone conference or other electronic means.

Witnesses with firsthand and relevant information about the incident may be asked to participate in the hearing. Witnesses may be in the room only when testifying.

Students may present their own account as to what happened regarding the incident in question. In circumstances where safety may be a concern, as determined by the Title IX Coordinator in their sole discretion, any student, regardless of their role in the hearing, may be required to attend via phone conference or other electronic means.

The complainant and the respondent in an incident that includes sexual misconduct or physical assault may have a support person present during the hearing process. Students may select one support person per conduct process and this support person must be a member of the Cornish community. A support person who accompanies a student is present for emotional support only and may not speak on the student's behalf. The student and the support person may confer at reasonable times as determined at the sole discretion of the Administrative Hearing Officer. A student involved in another type of incident may have a support person (same characteristics as noted above) upon the approval of the Administrative Hearing Officer. A request should be made via email to the Administrative Hearing Officer at least 24 hours prior to the scheduled hearing. If the student's request is approved, other students (Respondent(s) and Complainant(s) involved in the hearing will be afforded the same opportunity to have a support person present. The support person may not also serve as a witness.

Students have the right to fair and impartial decision makers serving in the role of Administrative Hearing Officer and the Hearing Board. Should any party object to any Administrative Hearing Officer and/or Hearing Board Member, that party must raise all objections, in writing, to the Administrative Hearing Officer. The Administrative Hearing Officer will only be unseated if the Title IX Coordinator concludes that their bias precludes an impartial hearing of the complaint. Additionally, any Administrative Hearing Officer or Hearing Board Member who feels they cannot make an objective determination must recuse themselves from the proceedings.

The Hearing Outcome Notification will include a summary of facts, decision(s), and sanction information, if applicable.

An Opportunity for Self-Initiated Appeal (as outlined above in Right to Appeal)

Resources and Options for Victims/Survivors of Sexual Violence

Victims/survivors are entitled to protective measures, support and access to resources for healing regardless of whether a formal report is filed. Victims/survivors also have the right to be free from retaliation for reporting an act of sexual assault or harassment. The College strictly prohibits anyone from retaliating (which includes intimidating, threatening, coercing or in any way discriminating) against an individual for reporting sexual assault or harassment, or participating in a related investigation or hearing process. Anyone who engages in retaliation will be subject to discipline, up to and including dismissal from school or termination of employment.

The College encourages individuals to seek assistance if they believe they have been sexually harassed, assaulted or subjected to sexual misconduct or retaliation by a student or employee. The College provides a variety of options, so that each person may choose a path of response best suited to their particular situation. College procedures are intended to protect the rights of the complaining party ("the complainant"), the accused ("the respondent") and other participants in investigations of complaints.

Victims/survivors have the right to file reports both on and off campus. For example, reports can be filed with a Title IX Coordinator and also the Seattle Police Department. Offices designated as "confidential" (e.g. counseling services) will not report any information to the Title IX Coordinator(s). These conversations are kept strictly confidential and, except in rare, extreme circumstances, nothing will be shared without permission.

Offices designated as “private” will keep the conversation as confidential as possible, but information from these offices about incidents of sexual misconduct must be shared with the Title IX Coordinator so that the college can take action if necessary for reasons of safety. In planning any response, the wishes of the person initiating the conversation will be given full consideration.

Confidential Resources at Cornish (**for Students**)

Cornish Counseling Services
1st Floor, Cornish Commons, 206-726-5027
24/hour On-Call Counselor Available by calling Public Safety

Private Resources include:

Chief Equity Officer and
Title IX Coordinator –
Tiffany Davis, Chief Equity Officer, 206-726-5099

Campus Safety & Security 206-726-5038
3rd Floor, Main Campus Center, 1000 Lenora St., Seattle, WA
Reports can be made anonymously. Officers are available 24/7. They can also provide assistance with filing a report with Seattle Police Department.

Office of Student Life
Cornish Commons, 1st Floor: 206-726-5003 or 206-315-5852

Additional Support Services:

Seattle Police Department Emergency phone: 911

Seattle Crisis Hot-line (24 hour access): 206-461-3222 or toll-free at 866-427-4747

King County Sexual Assault Resource Center: 24 hour resource line if in crisis, therapy, legal advocacy.
425-226-5062

County-wide Social Service Referral: dial 211

National Domestic Violence Hot-line: 1-800-799-SAFE

National Sexual Assault Hot-line: 1-800-656-HOPE

Fire Safety Policies and Procedures

In accordance with the 2008 change to the Higher Education Opportunity Act, institutions that maintain on-campus housing, shall, on an annual basis, publish a fire safety report. Reporting a fire is everyone's responsibility. All fires that present a risk to persons or property both on and off campus should be reported immediately to 9-1-1 and the Campus Safety & Security (726 5038). Additionally, concerns that are not considered an emergency may be reported to Residence Life Staff, or Facilities Management in addition to the Campus Safety & Security.

Inspections of the fire extinguishers, smoke alarms and fire control monitoring systems are done as required by City regulations and College policies for all facilities. Because of the risk of burning incense or an open flame left unattended, the use of such is prohibited in residence halls. Candles or lanterns may not be used even in the event of a power outage. Residents are encouraged to have flashlights or similar devices to provide emergency lighting. Accessory heating or cooking units are prohibited in residence hall rooms. Smoking is prohibited in all Cornish facilities. Legitimate fire alarms save lives. When activated, the alarm sounds in the entire building and everyone must evacuate immediately. Campus Safety & Security works with residence hall staff to conduct fire drills for each residence hall each semester. Students are instructed on evacuation procedures during this process.

All campus community members should become familiar with the fire evacuation route in their residence hall. Those students with disabilities are encouraged to report such to the College. In such matters, an individualized evacuation plan is created in conjunction with the student to ensure safety during a building evacuation.

Fire Procedures (General): CORNISH COMMONS (2025 Terry Ave) - Cornish Commons is a high rise building and that makes it more complex. High rise fires are more complex than many other occupancies because of: the number of people occupying the building and the distances they must travel to evacuate, the building's size and the physical challenges to firefighters in tackling the fire.

Controlled evacuation with zoned alarm system - The Commons has a zoned alarm system. This means the alarm will ring on only a few floors in the direct vicinity of the fire. The minimum number of floors that must go into alarm are the fire floor and the floor above. Persons on a floor where an alarm is sounding are to enter the exit stairwell, go down four (4) floors, and re-enter the building. If the alarm is sounding on this floor too, the persons are to evacuate the building and relocate to the Designated Meeting Location.

NOTE: When instructed to do so by Housing staff and/or when a fire alarm sounds, an individual may need to evacuate the building. If, after evacuating (4) floors and an alarm activation is still present, an individual must evacuate the building by following the illustrated evacuation routes (located on each floor near the elevators)

CORNISH COMMONS – Evacuation Routes Per Floor



IF UNABLE TO LEAVE THE BUILDING - If guests or tenants are unable to leave the building, they should create an area of refuge: Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke. Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack. Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth, breath through your nose only. Call for help by calling 911 and Campus Safety & Security at (206) 726-5038.

Stairwells may also be used as an Area of Refuge. The stairwells at the Commons are pressurized in order to keep smoke out. Emergency call boxes are located in both stairwells on floors 5, 10, 15 and 20. These call boxes once activated connect directly to emergency services. Note: call boxes are also located near all elevators on floors 2-20, though these locations are not suitable as areas of refuge.

Fire Log

Cornish College maintains a fire log that records any fire that occurs in an on-campus student housing facility. The fire log includes the date the fire was reported, time, and nature of the fire and general location of each fire. Entries are made within two business days of receipt of the information. Fire log for the most recent sixty-day period is open to public inspection during normal business hours, Monday-Friday, at the Campus Safety & Security, 3rd Floor, MCC. Any portion of the log older than 60 days is available within two business days of a request for inspection.

Cornish College publishes as part of the Annual Security and Fire Safety Report, statistics for the three most recent complete calendar years pertaining to on-campus student housing only.

Fire Statistics for On Campus Housing Facility

Name of Facility	2016			2017			2018		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Cornish Commons	0	0	0	0	0	0	0	0	0