



2024 ANNUAL SECURITY AND FIRE SAFETY REPORT: 2021, 2022, and 2023 STATISTICS

TABLE OF CONTENTS

TABLE OF CONTENTS	1
Your Right to Know	3
Campus Safety & Security Overview/Enforcement Authority	3
Addressing Criminal Activity off Campus	4
Alarm and Monitoring Systems	4
Weapons on Campus Policy	4
Reporting Suspicious Activity on Campus	4
Daily Crime Log	5
Timely Warnings	5
Emergency Notifications	5
Reporting Emergencies	5
Emergency Procedures Guide	6
Campus Emergency Procedures: Do's and Don'ts	6
A. Reporting General Emergencies	6
B. Medical Emergencies	6
C. Hazardous Material Spill	6
D. Fire or Explosion	7
E. Earthquake	7
F. Armed Intruder	8
G. Bomb Threat	9
Missing Student Notification Policy	9
General Access to Campus Facilities	10
Access to Residential Facility (Cornish Commons)	11
Security Awareness and Crime Prevention Programs	11
General Crime Prevention Guidance	11
Drug and Alcohol Abuse Prevention and Drug-Free Campus	12
Hate Crimes Policy, Reporting Criteria and Resources	13
Annual Disclosure of Crime Statistics	13
Definitions of Crimes for Clery Act Reporting	14
Definitions of Clery Act Reporting Geography	16
CLERY ACT ON-CAMPUS STATISTICS	16
CLERY ACT ON CAMPUS HOUSING STATISTICS	17
CLERY ACT NON-CAMPUS STATISTICS	18
CLERY ACT PUBLIC PROPERTY STATISTICS	20
Confidential Reporting of Crimes for Purposes of Clery Act Reporting	21

Federal Campus Sex Crimes Prevention Act	21
Violence Against Women Act (VAWA) Definitions	21
VAWA ON CAMPUS STATISTICS	22
VAWA ON CAMPUS HOUSING STATISTICS	22
VAWA NON CAMPUS STATISTICS	23
VAWA PUBLIC PROPERTY STATISTICS	23
(Title IX) Sex-Based Discrimination and Harassment Policy	23
Clarification of Scope of Sex Discrimination	23
Definition and Examples of Sex-Based Harassment	24
Disclosure of Personally Identifiable Information	25
Jurisdiction	25
Informal Resolution Processes	25
Reporting & Responding to Sex Discrimination	25
Retaliation	27
Supportive Measures	27
Administrative Requirements of Title IX	28
Training Requirements	28
Protection of Students with Disabilities	29
Recordkeeping	29
Fire Safety Policies and Procedures	29
Cornish Commons (2025 Terry Ave)	30
Fire Log	32
Fire Statistics for On Campus Housing Facility	32

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 Security and Fire Safety 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/Enforcement Authority

The Office of Campus Safety & Security is committed to ensuring the safety and security of Cornish College of the Arts' campus community. Overseen by the Director of Operations & Creative Spaces & Event Services (CSES), the office has a staff which includes 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.

Security staff are non-sworn, contracted through Allied Universal Security Services, and licensed through the State of Washington and have no law enforcement arrest authority. 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.

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 reports that information to 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 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. While the College works closely with the Seattle Police Department, as of 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.

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. There are no officially recognized student organizations with off-campus locations.

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 the 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 extension (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 Campus Safety & Security and/or Director of Operations & CSES 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 website (<http://www.cornish.edu/>) providing the College community with additional immediate notification. Along with instances relating to inclement weather, information will be posted on along with the other identified communication resources.

To receive Cornish emergency text messages, visit the [Cornish Omnilert page](#) and sign up.

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 of the situation after contacting 911. 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

Campus Emergency Procedures: Do's and Don'ts

A. 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 Campus 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 then call Campus Safety & Security to alert them to the situation. Say "This is an emergency" and give the dispatcher the following information:

1. Your **name** and **location**
2. The nature of **your emergency**
3. **Phone number** from which you are calling
4. **Stay on the line** until you are sure no further information is required
5. After notifying emergency personnel, **notify Campus Safety & Security and any nearby staff**

B. Medical Emergencies

WHAT TO DO:

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

1. If assisting someone, look for an emergency medical bracelet
2. Indicate **your location**, the nature of the **medical problem**, and **your name**
3. If assisting, remain with the victim until Cornish officials or emergency personnel arrive
4. If you have received proper and recent training, give first aid

WHAT NOT TO DO:

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

C. Hazardous Material Spill

WHAT TO DO:

In the event of a chemical spill:

1. **Evacuate** the area Call 911 (9-911 on a campus phone)
2. Call Campus Safety & Security at (206) 726-5038, via campus phone (5038)
3. If a spill is discovered and actions have **not** been taken:
 - a. Keep people away from the area
 - b. Call Campus Safety and Security.

WHAT NOT TO DO:

- Do not attempt to clean up a spill
- Do not touch or step in spilled materials

D. 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

E. 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

F. Armed Intruder

WHAT TO DO:

- Notify Campus 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.

G. Bomb Threat

WHAT TO DO:

- Take all bomb threats seriously
- If suspicious packages or devices are found:
 - **Do not touch** the package or device
 - **Evacuate** the area immediately
- A person **receiving** a bomb threat via telephone 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 Campus 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

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 faculty or staff has reason to believe that a student is missing, that person is responsible for completing a Student of Concern report and marking the "Missing Student" option on the form. The Student of Concern report is located in the Student Life

section of the Compass, under Faculty & Staff Resources. Students concerned for their peers or family members/friends that are not a part of the campus community, should call Campus Safety & Security at (206) 726-5038 and/or the Dean of Student Affairs at (206) 726-5174.

Any missing student report must be referred to the Office of Student Life. Campus Safety & Security will assist the Office of Student Life in locating the student. Housing & Residence Life staff will also assist in locating residential students. All efforts will be made immediately to locate the student to determine their state of health and well-being. Actions that will be taken by the College 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
- Conduct a wellness check with residential students by sending a resident assistant and/or professional staff member to the student's room to attempt to make contact with the student
- Contact with the student's faculty and/or department chair
- Contact with other student support offices to determine recency of interactions with College personnel
- 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 building access and meal card usage
- Review of the student's Canvas usage to determine most recent activity
- Review of known profiles on the student's social media networking sites

If after investigation a student is verified to be missing for at least 24 hours, the appropriate law enforcement agencies and the student's appropriate emergency contact will be notified within 24 hours of the verification. 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 contact listed in the student's record is denoted as the "emergency contact." The second contact 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. Students may make changes to their Emergency Contact Information by updating their information on Compass under Academics - Review Personal Information.

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 (Cornish Commons)

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 Commons lobby desk and escorted by their host resident at all times.

Security Awareness and Crime Prevention Programs

During New Student Orientation in August and January, students are informed of services offered by Campus Safety & Security. This information outlines ways to maintain personal safety and residence hall security. All students are informed about crime on-campus and in surrounding neighborhoods. Crime Prevention, Harm Prevention, and Sexual Assault Prevention Programs are offered on an introductory and continual basis for all students by the Office of Student Life via both passive and active programming, online and in-person.

General Crime Prevention Guidance

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.

Campus Safety & Security is available to meet with individuals, groups, and departments to discuss safety, crime prevention methods and related issues. 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. The following tips are provided to the campus community as suggestions. This list is not exhaustive and all community members are encouraged to be aware of their surroundings at all times and contribute to the safety and security of our community.

- 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 residential room or office door.
- Don't leave large sums of money in your room and write down the serial numbers of all valuables (stereos, TVs, computers) and keep the list in a safe place. This information is critical

should valuables go missing in order to have an opportunity for property recovery.

- 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 a counselor deems it appropriate, they may file voluntary, confidential reports with Campus Safety & Security.

Drug and Alcohol Abuse Prevention and 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. 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.

The College is committed to providing and maintaining a safe and healthy educational and work environment for its students, faculty, staff, and visitors. College 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.
- Possession, use, sale, distribution, or furnishing of alcohol to a person under the age of 21.
- Possession or use of alcohol by anyone less than 21 years of age.
- Sale of any controlled substance that is in violation of local, state, or federal statutes; and
- Any other conduct that involves an alcohol or drug-related violation of local, state, or federal ordinances.

In accordance 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. The workplace and campus are presumed to include all premises where activities of the College are conducted. Employees and/or students found in violation of this policy will receive disciplinary action and/or referral for prosecution according to local, state, and federal statutes.

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 and resources for those seeking help for substance abuse. The College annually provides the following information via the Student Handbook and/or the Substance Abuse Prevention & Policies Handbook and via passive and active programming at the College throughout the academic year:

- 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.

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 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.

A criminal hate act may include, but is not limited to, 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, is considered to be motivated by bias if it is done with the apparent intention to harass, intimidate, retaliate, and/or create conflict because of any person's race, religion, ethnic background, etc. While these acts may not be criminal, they may be violations of College policy

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 basis, should they feel it is in the best interest of the client. The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report of the results of any investigation conducted by the College.

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.

Definitions of Crimes for Clery Act Reporting

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 for liquor law, drug law, and illegal weapons violations.

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 Act Reporting 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.

CLERY ACT ON-CAMPUS STATISTICS

Criminal Offense	2021	2022	2023
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	2	2	0
Motor Vehicle Theft	1	0	0
Arson	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Violations – Referred for Disciplinary Action	2	9	2
Drug Law Arrests	0	0	0
Drug Law Violations – Referred for Disciplinary Action	3	8	4
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, 2021, and 2022.. Statistics are combined with incidents reported to Campus Authorities and/or the Seattle Police Department for 2021 and 2022.

**Notes the Seattle Police Department did not provide statistics for 2023.

CLERY ACT ON CAMPUS HOUSING STATISTICS

Criminal Offense	2021	2022	2023
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	1	2	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Violations – Referred for Disciplinary Action	2	9	2
Drug Law Arrests	0	0	0
Drug Law Violations – Referred for Disciplinary Action	3	6	2
Illegal Weapon Possession Arrests	0	0	0
Illegal Weapon Possession – Referred for Disciplinary Action	0	0	0

CLERY ACT NON-CAMPUS STATISTICS

Criminal Offense	2021	2022	2023
Murder/Non-Negligent Manslaughter	0	0	**
Negligent Manslaughter	0	0	**
Rape	0	0	**
Fondling	0	0	**
Incest	0	0	**
Statutory Rape	0	0	**
Robbery	0	0	**
Aggravated Assault	0	2	**
Burglary	0	0	**
Motor Vehicle Theft	0	0	**
Arson	0	0	**
Liquor Law Arrests	0	0	**
Liquor Law Violations – Referred for Disciplinary Action	0	0	**
Drug Law Arrests	0	0	**
Drug Law Violations – Referred for Disciplinary Action	0	1	**
Illegal Weapon Possession Arrests	0	0	**

Illegal Weapon Possession – Referred for Disciplinary Action	0	0	**
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CLERY ACT PUBLIC PROPERTY STATISTICS

Criminal Offense	2021	2122	2023
Murder/Non-Negligent Manslaughter	0	0	**
Negligent Manslaughter	0	0	**
Rape	0	0	**
Fondling	0	0	**
Incest	0	0	**
Statutory Rape	0	0	**
Robbery	0	0	**
Aggravated Assault	1	2	**
Burglary	2	0	**
Motor Vehicle Theft	1	0	**
Arson	0	0	**
Liquor Law Arrests	0	0	**
Liquor Law Violations – Referred for Disciplinary Action	0	0	**
Drug Law Arrests	0	0	**

Drug Law Violations – Referred for Disciplinary Action	0	0	**
Illegal Weapon Possession Arrests	0	0	**
Illegal Weapon Possession – Referred for Disciplinary Action	0	0	**

*There were no Hate Crimes or Unfounded Crimes to report for the years 2021 and 2022. Statistics are combined with incidents reported to Campus Authorities and/or the Seattle Police Department for 2019 and 2021.

** Notes the Seattle Police Department did not provide statistics for 2023.

Confidential Reporting of Crimes for Purposes of Clery Act 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>

Violence Against Women Act (VAWA) Definitions

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. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a

spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim/survivor who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies. It should be understood that domestic violence/dating violence applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner or dating partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. In compiling domestic violence figures, grantees should include grant funds directed at dating violence.

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

Sexual Assault: Any conduct proscribed as sexual abuse by federal statute. Such proscribed behavior includes knowingly causing another person to engage in a sexual act by using force against that other person or by threatening or placing that other person in fear. It also includes engaging in a sexual act with another person after knowingly rendering that person unconscious, or administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby substantially impairing the ability of that other person to appraise or control sexual conduct. Sexual assault also includes knowingly engaging in a sexual act with another person if that other person is incapable of appraising the nature of the conduct or is physically incapable of declining participation in or communicating unwillingness to engage in that sexual act. Sexual assault also includes knowingly engaging in sexual contact with another person without the other person's permission. Finally, the statute proscribes any attempts to commit any of these acts.

VAWA ON CAMPUS STATISTICS

VAWA Offense	2021	2022	2023
Dating Violence	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0

VAWA ON CAMPUS HOUSING STATISTICS

VAWA Offense	2020	2021	2022
Dating Violence	0	0	0

Stalking	0	0	0
Domestic Violence	0	0	0

VAWA NON CAMPUS STATISTICS

VAWA Offense	2020	2021	2022
Dating Violence	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0

VAWA PUBLIC PROPERTY STATISTICS

VAWA Offense	2021	2022	2023
Dating Violence	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0

(Title IX) Sex-Based Discrimination and Harassment Policy

Cornish College of the Arts does not discriminate on the basis of sex and prohibits all forms of sex discrimination, including sex-based harassment and discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, or gender identity.

Clarification of Scope of Sex Discrimination

The College must protect students, employees, and applicants from discrimination based on pregnancy, childbirth, termination of pregnancy, lactation, related medical conditions, or recovery, including by providing reasonable modifications for students, reasonable break time for employees for lactation, and a clean, private lactation spaces for both students and employees. The College furthermore prohibits

treating parents differently on the basis of sex and acknowledges that parental status includes biological parents, adoptive parents or stepparents, or legal guardians.

The College prohibits the separation and treatment of any person differently based on sex in a manner that subjects that person to more than de minimis harm, except in the limited circumstances where the statute allows otherwise, such as in the context of sex-separate living facilities.

Policies and practices that prevent a student from participating in the College's education program or activity consistent with their gender identity impose more than de minimis harm on that student on the basis of sex, and therefore generally violate Title IX's nondiscrimination mandate.

Definition and Examples of Sex-Based Harassment

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including when it takes the form of quid pro quo harassment; specific offenses such as sexual assault, dating violence, domestic violence, and stalking; and/or hostile environment harassment.

Quid pro quo harassment is defined as when an employee, agent, or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity explicitly or impliedly conditioning the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment is defined as unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate or benefit from the College's education program or activity.

Sexual assault is defined as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Dating violence is defined as 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; and the frequency of interaction between the persons involved in the relationship.

Domestic violence is defined as felony or misdemeanor crimes committed by a person who is a current or former spouse of intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the College, or a person similarly situated to a spouse of the victim; is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; shares a child in common with the victim; or commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

Stalking is defined as 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

Disclosure of Personally Identifiable Information

Title IX prohibits the College from disclosing personally identifiable information obtained in the course of complying with Title IX, with limited exceptions, such as when the College has prior written consent, when the information is disclosed to the parent/guardian of a minor, when the information is disclosed to a parent/guardian to inform them of a situation in which there is a significant or articulable health or safety risk, or as permitted by the Family Educational Rights and Privacy Act (FERPA). The College reserves the right to designate which College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to FERPA.

Under Clery Act reporting guidelines, the College must issue timely warnings for some incidents reported under this policy that pose a serious or continuing threat of bodily harm or danger to members of the campus community. In these instances, the College will ensure that personally identifiable information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger. This information would include the type of incident and the general location of the incident.

Jurisdiction

Title IX requires that the College address all sex discrimination occurring under its education program or activity in the United States, including conduct that is subject to the College's disciplinary authority, such as online internet behavior and other cyberspace activities.

The College also has an obligation to address a sex-based hostile environment under its education program or activity even when some conduct alleged to be contributing to the hostile environment occurred outside the College's education program or activity or outside the United States.

Informal Resolution Processes

The College will offer an informal resolution process, if appropriate, whenever it receives a complaint of sex discrimination or has information about conduct that reasonably may constitute sex discrimination.

Participation in informal resolution must be voluntary. Informal resolution is not permitted in situations in which an employee allegedly engaged in sex-based harassment of an elementary or secondary school student or if such a process would conflict with Federal, State, or local law.

Reporting & Responding to Sex Discrimination

Title IX requires that the College must respond promptly and effectively when the College has knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity.

As such, all employees (except those whom the College has designated as confidential employees) are obligated to notify the Title IX Coordinator when the employees have information about conduct that reasonably may constitute sex discrimination. This ensures that the College learns of possible sex discrimination so it can operate its education program or activity free from prohibited sex discrimination as Title IX requires.

Any non-confidential employee at the College who either has the authority to take corrective action on behalf of the College or has responsibility for administrative leadership, teaching, or advising in the College's education program or activity is obligated to notify the Title IX Coordinator.

All other non-confidential employees at the College are obligated to either notify the Title IX Coordinator or provide the contact information of the Title IX Coordinator and information about how to make a complaint of sex discrimination to any person who provides the employee with information about conduct that reasonably may constitute sex discrimination.

Confidential employees who are not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination must provide information to anyone who informs the confidential employees of such conduct about their status as a confidential employee for purposes of Title IX, how to contact the Title IX Coordinator, how to make a complaint, and how the Title IX Coordinator can help. (Confidential employees must also submit timely anonymous statistical information for Clery Act reporting purposes.)

Upon being notified that there is conduct occurring in the College's education program or activity that reasonably constitutes sex discrimination, the Title IX Coordinator (or designee) must take the following actions:

- Treat the complainant and respondent equitably
- Offer and coordinate supportive measures, as appropriate, for the complainant. If the College has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures, as appropriate, for the respondent.
- Notify the complainant, or if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and the informal resolution process, if available and appropriate.
- If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate.
- In response to a complaint, initiate the College's grievance procedures or informal resolution process, if available and appropriate.
- In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, make a fact-specific determination by considering, at a minimum, eight listed factors, and determining whether the conduct as alleged presents an imminent and serious threat to the health or safety of a complainant or other person or prevents the College from ensuring equal access based on sex to its education program or activity such that the Title IX Coordinator may initiate a complaint.
- If the Title IX Coordinator initiates a complaint, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others.
- Regardless of whether a complaint is initiated, take other prompt and effective steps to ensure that sex discrimination does not continue to recur within the College's education program or activity, in addition to providing remedies to an individual complainant.
- The College is required to ensure that when a student, a student's parent, or other legal representative, informs a College's employee of the student's pregnancy or related conditions, the College provides that person with the Title IX Coordinators's contact information and informs that person that the Title IX Coordinator can coordinate specific

actions to prevent sex discrimination and ensure the student's equal access to the education program or activity.

- Once a student or the student's representative notifies the Title IX Coordinator, the College must:
- Inform the student of the College's obligations to students who are pregnant or experiencing pregnancy-related conditions and restrictions on College disclosure of personal information, as well as provide the College's notice of nondiscrimination.
- Provide the student with the option of individualized, reasonable modifications as needed to prevent discrimination and ensure equal access to the College's education program or activity.
- Allow the student a voluntary leave of absence for, at a minimum, the medically necessary time period and reinstatement upon return.
- Ensure the student's access to a clean, private space for lactation.

The College must not require supporting documentation from a student unless doing so is necessary and reasonable. For example, the College must not require documentation when it has already been provided or relates to lactation needs; the need is obvious or one of various routine and simple modifications; or when modifications, leave, or other steps are available for non-pregnancy related reasons without submitting supporting documentation.

The College is required to provide its employees with reasonable break time for lactation and ensure they can access a clean and private lactation space.

The Title IX Coordinator must monitor the College's education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination and take steps reasonably calculated to address such barriers.

The College has the right to require an employee or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity to participate as a witness in, or otherwise assist with, a Title IX investigation, proceeding, or hearing.

Retaliation

The College prohibits retaliation, including peer retaliation, and must respond to information and complaints involving conduct that reasonable may constitute retaliation using the same procedures it uses for other forms of sex discrimination.

Retaliation is defined as intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity, for the purpose of interfering with any right or privilege secured under Title IX or the regulations, or because the person has reported possible sex discrimination, made a sex-discrimination complaint, or participated refused to participate in any way in the College's Title IX process. Peer retaliation is defined as retaliation by one student against another.

Supportive Measures

The College is required to offer and coordinate supportive measures for the parties as appropriate to restore or preserve each person's access to the College's education program or activity or provide support during the College's grievance procedures or during the informal resolution process. Supportive

measures cannot be unreasonably burdensome to a party and cannot be imposed for punitive or disciplinary reasons.

Administrative Requirements of Title IX

Cornish College of the Arts must designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under Title IX, including any investigation of any complaint communicated to the College alleging its noncompliance, this employee must be referred to as the Title IX Coordinator.

Cornish College of the Arts must adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action which would be prohibited under Title IX.

Cornish College of the Arts must notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the College of the name or title, office address, electronic mail address, and telephone number of the employee(s) designated at the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Training Requirements

Cornish College of the Arts must ensure that all employees receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX. Employees must be trained on the College's obligation to address sex discrimination in its education program or activity; the scope of conduct that constitutes sex discrimination under Title IX, including the definition of sex-based harassment; and all applicable notification and information requirements.

Cornish College of the Arts must ensure that all investigators, decisionmakers, and other persons who are responsible for implementing the College's grievance procedures or have the authority to to modify or terminate supportive measures must be trained on the following topics to the extent related to their responsibilities: the College's obligations under Title IX; the College's grievance procedures; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and the meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance.

Cornish College of the Arts must ensure that all facilitators of informal resolution processes receive the training listed above and on the rules and practices associated with the College's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

Cornish College of the Arts must ensure that the Title IX Coordinator and designees receive the training listed above and receive training on their specific responsibilities; on the College's recordkeeping system; and any other training necessary to coordinate the College's compliance with Title IX.

Protection of Students with Disabilities

If the complainant or respondent is a student with a disability, the Title IX Coordinator may consult, as appropriate, with the individual or office that the College has designated to provide support to students with disabilities to determine how to comply with Section 504 of the Rehabilitation Act of 1973, 29. U.S.C. 794.

Recordkeeping

Cornish College of the Arts must maintain records for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or the grievance procedures, and if applicable, the resulting outcome.
- For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX, including notifications and records documenting the actions the College took to meet its obligations.
- All materials used to provide training. The College must make these training materials available upon request for inspection by members of the public.

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.

Engaging in behavior which constitutes a fire hazard is prohibited. These behaviors include, but are not limited to: starting a fire, cooking in an undesignated area and/or irresponsible fashion, causing a false alarm, discharging or removing a fire extinguisher or hose when there is no indication of a fire, tampering with or removing a battery from a smoke detector, breaking the safety glass on the fire extinguisher case, propping fire doors, decorating or hanging personal items to or within 12 inches of any fire safety equipment such as sprinklers, and possession of prohibited items.

As defined in the Residential Policy Handbook the below outlines prohibited Items. General Prohibited Items Items on this list are not comprehensive and residents are responsible for common sense in relation to prohibited items.

- Candles/Incense
- Explosives/Fireworks

- Extension cords (except power strips)
- Flammable Liquids
- Halogen Lamps
- Hookahs
- Open Flame Devices
- Waterbeds and Other Water Furniture
- Weapons as defined in the Student Code of Conduct, located in Appendix A of the Student Handbook.

Prohibited Appliances Appliances not permitted in the residence halls include but are not limited to the following.

- Any appliance with an exposed hot plate
- Any appliance exceeding 1200 watts and other high voltage equipment
- Any appliance that does not have an auto shut off function
- Air Conditioners
- Air Fryers
- Electric Grills
- Fixed Window Fans
- Freezers
- Microwaves
- Refrigerators
- Space Heaters
- Toasters/Toaster Ovens
- Washing Machines
- Wax Melters

Prohibited Decorations

- Anything hanging in or from windows
- Anything touching, hanging from, or blocking fire safety devices
- Anything hanging from the ceiling
- LED peel and stick strip lights
- Nails and Screws

In general, decorations can only be put up with blue painter's tape.

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. Scheduled and non-scheduled fire drills are conducted once each semester at the Cornish Commons.

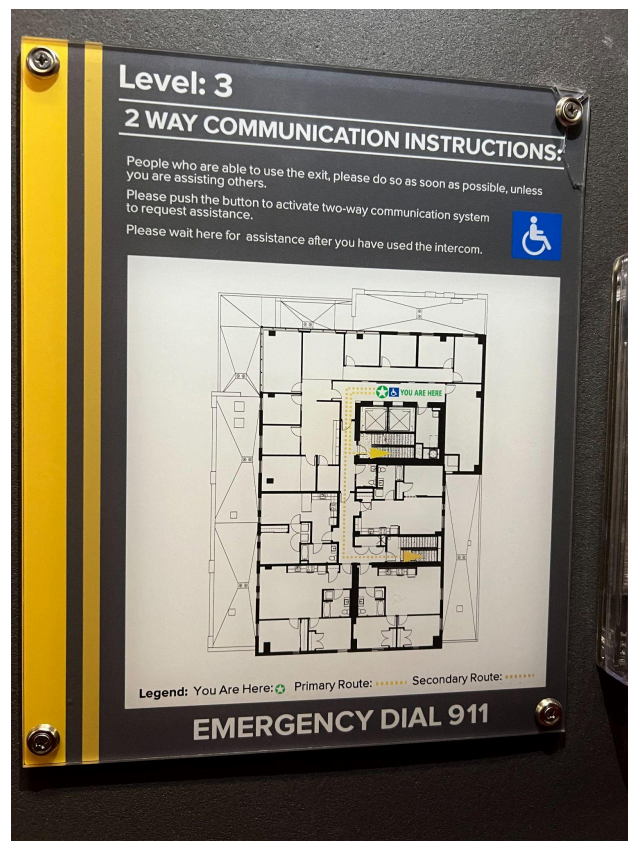
Cornish Commons (2025 Terry Ave)

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.

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

The 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.

The 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	2021			2022			2023		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Cornish Commons	0	0	0	0	0	0	0	0	0