

Annual Security & Fire Safety Report

SCHOOL FOR INTERNATIONAL TRAINING
1 Kipling Road, Brattleboro, VT 05302

Introduction

The School for International Training (SIT) is committed to protecting the safety and security of its students, staff, and faculty and providing accurate and complete information regarding crimes committed in the SIT campus community.

To that end, SIT complies with the Clery Act and the United States Department of Education’s regulations which require Title IV participating institutions to publish an annual security report containing safety and security related policy statements and crime statistics and distribute it to all current students and employees and inform prospective students and employees about the availability of the report.

The responsibility of crime prevention and campus safety is shared jointly by the entire SIT community. Community awareness and involvement are the most important factors in crime prevention. Successful prevention depends upon the community following sound security practices and recognizing and immediately reporting suspicious or criminal activity.

Annual Security Report/Crime Statistics

Pursuant to Clery requirements, SIT prepares and publishes an annual disclosure of crime for which the Dean of Student Health, Safety and Wellbeing is responsible to obtain, review and report all the needed aspects. The Clery Act requires institutions to share crime statistics for the three most recent calendar years for the following crime types that occurred on or within Clery geography that were reported to a local police agency or campus security authority:

Crimes	2019			2020			2021		
	OC	NC	PP	OC	NC	PP	OC	NC	PP
<i>Key: OC = On-Campus; NC = Non-Campus; PP = Public Property</i>									
Criminal homicide*	0	0	0	0	0	0	0	0	0
Sex offenses**	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	1	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	1	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor, drug, and weapons law violations***	0	0	0	0	0	0	0	0	0
Hate crimes****	0	0	0	0	0	0	0	0	0
Dating and domestic violence, and stalking	0	0	0	0	0	0	0	0	0

Murder/non-negligent manslaughter/manslaughter by negligence; **Rape/fondling/incest/statutory rape; *Arrests/referrals for disciplinary action;****For all crimes noted above plus larceny-theft, simple assault, intimidation, vandalism/damage motivated by a bias from one of the bias categories.*

Reporting Crimes & Other Emergencies

SIT encourages students, faculty, and staff to report criminal actions or emergencies that occur on-campus to both local law enforcement authorities and to SIT authorities. Since SIT's campuses do not have dedicated public safety departments, SIT encourages students, faculty, and staff to contact local law enforcement authorities to report a crime. Students may report criminal offenses to their program director or to the Office of Student Health, Safety & Wellbeing (2h/7 @ 802-258-3366 or studentwellbeing@sit.edu). SIT employees may report criminal offenses to the Director of Human Resources, the Provost, or the Dean of Student Health, Safety and Wellbeing.

Timely Warning Reports

Anytime that a serious situation or emergency arises on campus or in the immediate area that, in the judgment of SIT authorities, poses an ongoing or continuing threat to the SIT campus(es), a "Timely Warning Report" will be issued. This warning will be made by one or more of the following methods: direct contact by program faculty/staff, broadcast via e-mail, posted notices on buildings, and/or updating the SIT website.

Voluntary Confidential Reporting

Crime victims or witnesses who do not wish to pursue action through the criminal justice system may wish to make a confidential report. Such a report maintains the reporter's anonymity while notifying proper authorities of the circumstance for the purpose of awareness, prevention, and statistical inclusion in the annual disclosure of crime statistics. Community members should check availability of such anonymous reporting options with their local law enforcement (in Brattleboro, contact the Crime Tip Hotline at 802-251-8188) and may also contact the Office of Student Health, Safety & Wellbeing (802-258-3366 or studentwellbeing@sit.edu).

Security of and Access to Buildings and Facilities

Access to any building after hours and on weekends is limited unless there are classes or other authorized functions being held. Faculty and staff are responsible for locking their offices when not in use. On SIT's Vermont campus, residential students are issued a key to their assigned room in one of seven residence halls (Bolton, Ellsworth, Gamble, Janeway, Dickinson, Oak, and parts of the International Center) and have access to non-residential buildings (Rotch Learning Center, the Student Center, the Sandanona Building, and the Campus Laundry) that are locked 24/7.

Campus Law Enforcement

SIT students, faculty, and staff are encouraged to contact either the Brattleboro Police Department (802-257-7950) or their local police, respectively, to report crimes and seek law enforcement assistance.

Accurate & Prompt Reporting

SIT encourages students, faculty, and staff to report of all crimes accurately and promptly to appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report.

Voluntary Confidential Reporting Procedures

SIT provides access to professional counselors and mental health consultants to students and employees who request these services. SIT encourages its mental health consultants, if they deem it appropriate, to inform the persons they are consulting of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Crime Prevention Education & Ongoing Monitoring

SIT provides students and employees with a comprehensive orientation to their respective program or job. Part of these orientation sessions include information about campus security procedures and practices. Sessions also encourage students and employees to be responsible for their own security and the security of others.

Crime Prevention Monitoring & Recording

SIT encourages its students and employees to maintain awareness and stay informed about crime prevention and provides, as relevant and possible, ongoing information and education to support and advance crime prevention and reporting of incidents.

Drugs and Alcohol

In keeping with its mission, it is the intent of SIT to provide an environment that fosters tolerance, a commitment to learning, personal development, and respect for others. While there does exist some latitude for individual choice regarding the personal use of alcohol, this freedom of choice exists within certain guidelines. Students are required to obey all applicable local laws regarding the possession, use, and distribution of alcohol, comply with SIT policies, and take full responsibility for their conduct. This includes respect for individual and collective rights and property. Behavior which threatens to create disorder, public disturbance, damage to oneself or to others, or that otherwise interferes with the proper functioning of the institution, or the program will not be tolerated.

Appropriate use of alcohol will be shaped by local laws, cultural norms, individual program regulations, and safety considerations. SIT reserves the right to prohibit alcohol use on any of its programs at any time. SIT staff will not purchase alcoholic beverages for students. Excessive alcohol use and/or alcohol abuse is not permitted and will result in disciplinary action. If moderate consumption of alcohol, within the limits of local law, cultural norms, program standards, and safety considerations is permitted, the following guidelines apply:

- Students must obey local laws and take full responsibility for their conduct.
- Students must behave in a culturally appropriate manner.
- Behavior must not violate the rights of roommates, host families, host community members, other students, program staff, program contacts, or others.
- Inappropriate behavior resulting from alcohol consumption, including but not limited to behavior which is offensive to others; and/or poses unreasonable risk to the student or others; and/or results in damage to property; and/or affects student performance; and/or causes embarrassment or otherwise interferes with the proper functioning of the program, is not permitted, and will result in disciplinary action.

In the state of Vermont, a person must be at least 21 years old to buy or drink beer, wine, mixed beverages, and spirituous liquor. The law prohibits the sale or dispensing of alcohol to an intoxicated individual. Those studying or working outside the State of Vermont are responsible for obeying all applicable state and local laws.

SIT expressly prohibits the unlawful manufacture, distribution, possession, or use of any controlled substance by students or staff. Medical marijuana use is not permitted on SIT programs. Students who violate the SIT Alcohol and Drug Policy are subject to disciplinary action.

SIT supports the prevention of substance abuse and encourages the rehabilitation of those persons who may be affected by alcohol and other drug problems. Information and counseling availability varies by program, and the academic director is the primary resource informing students of the counseling options in the program area. Our mental health consultants provide students with consult and situational advising; support for employees is available through the Human Resources Department. Additionally, the following community resources exist to assist students and employees struggling with substance abuse:

- Alcoholics Anonymous (AA): 802-257-5801. Information on AA meetings and support for recovering alcoholics
- Alanon: (757) 563-1600. Support for friends and family members of alcoholics
- Narcotics Anonymous: 800-407-7195. Support for recovering drug users

Sexual Assault, Domestic Violence, Dating Violence & Stalking

Sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, and stalking are prohibited, and will not be tolerated by any program of the School for International Training (SIT), including SIT Graduate Institute, SIT Study Abroad, and the International Honors Program. Any act or attempted act that falls within the definition of sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, or stalking is a violation of SIT policy. Disciplinary sanctions for any member of the SIT community engaging in such conduct may include suspension or dismissal from SIT, termination of employment and referral for criminal investigation and prosecution by local law enforcement. Victims of any such conduct are encouraged to contact the director of counseling and disability services for confidential support and assistance (services are available to all regardless of gender identity and expression or sexual orientation). All other SIT staff and faculty are required to report such conduct to SIT's Title IX coordinator. Victims of sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, or stalking are also encouraged to notify SIT's Title IX coordinator immediately.

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

Through its orientation programs, SIT provides educational information to promote awareness of dating violence, domestic violence, sexual assault, and stalking. Additionally, SIT's mental health consultants can provide students with 1:1 education and support.

This policy applies to all members of the SIT community. Any student who has been sexually assaulted should contact program staff for immediate assistance (or alternatively the SIT on-call staff member from the Office of Student Health, Safety & Wellbeing). These staff will assist the victim in obtaining needed local services such as medical or police assistance, translation services, counseling, and will provide specific information about local/community resources accessible in the specific program location.

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

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

The contact information for the SIT Title IX coordinator is: Zufan Hagos, Regional Manager of Student Health, Safety & Wellbeing/SIT Title IX Coordinator, 802.258.3544, titleix@sit.edu or zufan.hagos@sit.edu. Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities: Office for

Civil Rights Regional Office for Vermont: Office for Civil Rights, Boston Office, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921, Telephone: 617-289-0111. Email: OCR.Boston@ed.gov. If an incident involves alleged misconduct by the Title IX coordinator, reports should be made directly to the Dean of Student Health Safety & Wellbeing (Dr. Michael Zoll at Michael.zoll@sit.edu).

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or written communication of an intimidating, hostile, or offensive sexual nature when: 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; 2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; 3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or job performance or creating an intimidating, hostile, or offensive employment, educational, or living environment for the person as a student and/or employee. Examples of conduct which may constitute sexual harassment include but are not limited to: conditioning a promotion, pay raise, or course grade upon the receipt of sexual favors, unwelcome hugging, kissing, embracing, patting, pinching, or leering; persistent unwelcome social invitations; use of vulgar language of a sexual nature; graphic comments about a person's body; displaying sexually explicit pictures or other materials; making sexually suggestive comments or telling sexually suggestive or "dirty" jokes or stories; sexually inappropriate electronic communications; asking an employee or student questions about his or her sex life; retaliating against an individual for complaining about the behaviors described above.

Nonconsensual sexual contact is defined as any intentional sexual touching, however slight, with any body part or object by a person upon another person that is without consent and/or by force. Examples of sexual contact include but are not limited to intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts, or any other intentional bodily contact in a sexual manner.

Nonconsensual sexual intercourse is defined as any sexual intercourse, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Examples of sexual intercourse include but are not limited to vaginal or anal penetration by a penis, finger, tongue, or object, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

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

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

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

Stalking is a series of unwanted or obsessive attention, behaviors, or actions toward a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Stalking

may involve following, lying in wait for, or harassing a person by demonstrating a pattern of conduct composed of two or more acts evidencing a continuity of purpose. Stalking may include the monitoring of an individual online or involve the use of social media, email, or other technology. It may also include unwanted observation or surveillance.

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

The Complainant is a person who alleges that they are the victim of a violation of SIT policy; The Respondent is a person who has been accused of an alleged violation of SIT policy.

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

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

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

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

All members of the SIT community who experience, witness, or hear about an incident of sexual misconduct, including sexual harassment and sexual assault, are encouraged to immediately contact their academic director or another designated program staff member. These individuals will be able to help in assessing each situation, in clarifying possible courses of action locally, and in contacting the SIT Student Health, Safety & Wellbeing team and the Title IX coordinator.

The academic/program director and/or program staff are best able to direct individuals to needed local services, such as counseling, translation, and local medical or police assistance, within SIT programs. SIT requires program staff to report all complaints or incidents of harassment, sexual harassment, sexual assault, or retaliation, regardless of the offender's identity or position to the SIT Title IX coordinator.

In an emergency, please contact local law enforcement. There is no time limit on how long after an incident you can make a report of misconduct; however, SIT's ability to respond to a report may be hindered by the length of time between the alleged misconduct and the report itself. While not required, any person who believes they have been a victim of sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking is strongly encouraged to report the incident to local law enforcement. In certain circumstances, depending on the type of conduct alleged and the parties involved, SIT may be independently obligated to contact the police. SIT stresses the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.

Once SIT is informed of alleged misconduct, the Title IX coordinator or their designee will notify the complainant and any respondents of their rights pursuant to Title IX. The Title IX coordinator will help the parties involved navigate the formal complaint process and access appropriate medical, mental health, or academic services; discuss possible interim arrangements during the investigation and adjudication processes; explain individual rights; describe protection and "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal or civil court or by SIT; describe how SIT will protect the confidentiality of victims and other necessary parties, including how SIT will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, and maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of SIT to provide the accommodations or protective measures; provide written notification of services available for victims (e.g., existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, etc.) and options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.

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

SIT's licensed Mental Health Consultants respect and protect confidential communications. A student may report an incident of sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking to SIT's Mental Health Consultants with the understanding that SIT will not take any action based on the report. Please be aware that Mental Health Consultants have the responsibility to disclose otherwise confidential information appropriately when they perceive that an immediate and/or serious threat to any person or property. In addition, medical and mental health professionals are required by law to report any allegation of sexual assault of a person under age 18.

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

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

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

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

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

Reporting resources for students include on-site Staff (academic/program director or their staff) and/or SIT's Title IX Coordinator Zufan Hagos, Regional Manager of Student Health, Safety & Wellbeing, 802.258.3544, zufan.hagos@sit.edu. Reporting resources for employees include the director of human resources. Confidential resources for students or employees include SIT Mental Health Consultants (contact by email at counseling@sit.edu). Vermont-based community resources include Women's Freedom Center, 802-254-6954; Brattleboro Hospital, 802-257-8222; Windham County Victim Advocate 802-257-2860.

After the receipt of a report of discrimination, harassment (including sexual harassment), or sexual misconduct, the Title IX coordinator or designee will speak with the complainant to gather as much information as possible. The Title IX coordinator or designee will also speak with any witnesses or individuals who may have information about the alleged misconduct. If after this initial fact-finding phase SIT determines that a violation of SIT policy may have occurred, it will proceed with a full investigation. The complainant and the respondent will be notified that an investigation is underway and will be afforded the opportunity to speak independently with the Title IX coordinator or designee to review this procedure and to have his/her rights explained. The Title IX coordinator or designee will also speak with the respondent to listen to his or her side of the story and to gather any evidence he or she may offer to better understand the nature of the alleged misconduct. The complainant and the respondent will have the opportunity to submit names of individuals with knowledge of the situation and SIT will follow up with those individuals. The Title IX coordinator or the designee will counsel the complainant and the respondent on academic and other emotional supports available.

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

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

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

In some cases, mediation may be appropriate. Mediation is a process in which SIT can arrange for the complainant and the respondent to meet to see if they can resolve the situation with the assistance of a third-party mediator who will attempt to help guide the respondent and the complainant to a mutually acceptable outcome. The mediator will likely be an administrator and will be assigned by SIT. Mediation is completely voluntary and will only be pursued with the consent of

both the complainant and the respondent. At any time during the mediation process the complainant or the respondent may stop the mediation. In cases involving a potential sexual assault or other forms of sexual violence or intimidation, however, mediation is not an appropriate option.

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

Alleged violations of SIT's Sexual Harassment and Misconduct Policy involving a student respondent will be adjudicated in accordance with the Student Conduct process. Alleged violations of SIT's Sexual Harassment and Misconduct Policy involving an employee respondent will be adjudicated by Human Resources in accordance with applicable procedures.

Employees and students should be aware of conflicts of interest and potential abuses of authority that are inherent in personal relationships where professional and educational careers are involved. This is especially true of amorous or sexual relationships between faculty, staff, or administrators and students, given the inherently unequal power dynamics between them within the program structure. Given the special relationship that exists between SIT staff and students, it is important that these relationships not be compromised, even if without intent, by relationships of a personal nature. For this reason, faculty, administrators, and local staff are not permitted to engage in such relationships with SIT students. This policy remains in effect after the student leaves the program, and subsequent consensual relationships between program staff and former students are also viewed as inappropriate. Romantic relationships between homestay family members and SIT students is prohibited.

Sex Offender Registration

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offender may be obtained. The act also requires registered sex offenders to provide state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student. The SIT Vermont campus community may request information about sex offenders in Vermont at the Vermont Crime Information Center, Sex Offender Registry (802-241-5400 or <https://vcic.vermont.gov/sor>).

Emergency Response & Evacuation

At the sound of the emergency alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building.

Faculty and staff are responsible for dismissing their classes and directing students to leave the building by the nearest building exit upon hearing the building alarm or being notified of an emergency.

Designated essential personnel needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.

Whenever you hear the building alarm or are informed of a building emergency:

- Do not panic and do not ignore the alarm
- Leave the building immediately, in an orderly fashion.
- Do not use elevators.
- Classes and meetings in session must be dismissed and students directed to leave.

- Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
- Do not go back to your office area for any reason.
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
- Report to your designated personnel at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons or those located in an Area of Refuge.
- Return to the building only after emergency officials or building coordinator give the all-clear signal.
- Silencing the Alarm does not mean the emergency is over.

In the event of a loss of power, water leak or flood, elevator failure or other building emergency:

- Call the Facilities Department to notify them of the emergency. Call 911 for emergencies with injuries.
- Notify staff that is located near the emergency so they may take appropriate precautions.
- Follow evacuation instructions if evacuation is necessary.

In the event of notification of severe weather, safely discontinue work and go to the nearest designated safe shelter location.

In the event of active threats, the guidelines below should be considered-but your specific situation may require deviation from these suggestions.

- Run
 - Have an escape route and plan in mind.
 - Leave your belongings behind.
 - Keep your hands visible.
 - Run to a place of refuge, well beyond the norm.
- Hide
 - If running is not possible, hide.
 - Lock and barricade doors; shut off lights.
 - Remain silent, yet vigilant.
 - Avoid huddling together.
- Fight
 - Fighting is a last resort, use only when your life is in imminent danger.
 - Use improvised weapons, i.e., chair, fire extinguisher.
 - Attempt to incapacitate the active threat.
 - There is strength in numbers--work together against the active threat.

Call 9-1-1:

- Call ONLY if safe and with information about the active threat.
- Clarify you are on the SIT campus and where you are.
- Give the location of the active threat(s).
- Provide physical description of active threat(s).
- Describe type of weapons held by the active threat(s).
- Notify the dispatcher of victims and their location.

How to React When Law Enforcement Arrives:

- Remain calm; follow officers' instructions.
- Keep your hands up and out in front of you, assuring your hands are empty.
- Always keep hands visible.
- Avoid making quick movements towards officers such as attempting to hold on to them for safety.

- Avoid pointing, screaming and/or yelling.
- Move quickly towards the nearest exit or wherever directed to by police.
- Do not stop to ask officers for help or directions when evacuating.

Once you are in a safe place, DO NOT LEAVE. Emergency responders need to account for everyone. As the event unfolds and is better understood, law enforcement will provide additional instructions as to where you should be or when you will be able to leave. Please be patient. Your safety is our most important concern.

The Clery Act requires institutions to immediately notify the campus community of a significant emergency or dangerous situation that poses an imminent threat to the health and safety of campus. SIT's emergency messages will contain concise directives to help keep you safe. Below is a brief explanation of those directives.

- Run, Hide, Fight: This directive is used when there is an active threat on campus and members of the campus community should follow the run, hide, fight instructions above.
- Avoid Area. This directive is used when there is a dangerous and on-going condition present, contained to a specific area. The SIT community should leave the noted area if able and should avoid the area until the situation has been resolved.
- Use Caution. This directive is used when a dangerous condition has been reported, appears to have resolved, but has not been completely mitigated and risk is still present. This directive is generally used when a violent crime recently occurred on or very near campus and the suspects have not been apprehended and their whereabouts and intention to commit additional criminal acts are unknown. The campus community should be aware of the content of the message, particularly of the type and location of the reported incident and use this information to make informed decisions about their ongoing personal safety.

Missing Student Notification

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

All reports of missing resident students shall be directed to the Dean of Student Health, Safety and Wellbeing who will investigate to determine whether the student is missing in accordance with this policy. All students who reside on campus shall have the opportunity to have an individual be contacted (within 24 hours from the time the student is determined to be missing) in any case that the student is determined to be missing. The designation or emergency contact will remain in effect until changed or revoked by the student. If a missing student is under 18 years of age, the SIT is required to notify the parent or guardian no later than 24 hours from the time the student was determined to be missing by SIT. SIT will also notify Brattleboro Police Department and/or the appropriate local authority after the student is determined to be missing.

Procedure:

- All reports of missing students shall be directed to the Dean of Student Health, Safety and Wellbeing.
- An investigation will be initiated to determine the validity and credibility of the missing person report. The Office of Student Health, Safety & Well-Being will gather all essential information about the student from the person making the report and from the students' acquaintances. The information to be obtained includes, but is not limited to,

personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.

- Notification will be made to the individual(s) identified by the missing student as the confidential emergency contact of the determination that the student is missing.
- In the event the student is under 18 years of age or is not emancipated, SIT shall make notification to the custodial parent or guardian immediately.

If the listed actions are proven to be unsuccessful in locating the missing student, notification will be made to the Brattleboro Police Department and the appropriate local authorities.

- The Dean of Student Health, Safety & Well-Being shall initiate whatever actions deemed appropriate and in the best interests of the missing student.
- Senior SIT Administration will be notified in accordance with this policy.

Fire Safety Policy & Statistics

SIT maintains a written fire log that records any fire that occurs in an on-campus housing facility. To view a hard copy of the current fire log, please contact the Office of Student Health, Safety and Wellbeing (studentwellbeing@sit.edu).

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

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

In case of fire:

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

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

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

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

- Beds must be kept away from heating units.
- Extension cords may only be used temporarily, not as a substitute for permanent wiring. They must never be used for appliances with heating elements (irons, hair dryers).
- Fire ignition sources such as irons, high-intensity lamps, etc. must be kept away from all combustible materials.

- Posters, papers, tapestries, and other wall decorations should be used sparingly. Always keep 70 percent of the wall space uncovered. Do not hang flammable material from the ceiling.
- Candles, oil lamps, or other sources of open flame are not allowed in residence halls. The burning of gasoline, kerosene, or other flammable liquids is not allowed in any area. Fireworks are prohibited.
- Smoking is prohibited inside or within 10 feet of all campus buildings, including residence halls.
- Halls, stairwells, and exits must always be kept clear of obstructions. Storing boxes, equipment, bicycles, etc., in these areas is prohibited. No combustible material may be stored underneath stairs.
- Flammable liquids such as gasoline, kerosene, Coleman fluid, and propane may not be brought into or stored in the residence halls.
- Fires in the fireplaces or outside the buildings are prohibited. Fires in designated areas away from all structures are authorized only when specifically authorized by Maintenance Services.
- Cooking is not allowed in any sleeping rooms. This includes the use of hot plates, hot pots, toaster ovens, and coffee machines.
- Irons, hair dryers, etc. are permitted but must be used with caution. Appliances must be unplugged when not in use.
- All electrical appliances must be Underwriter Laboratories (UL) inspected and in good working order.
- Any appliance or combination of appliances that overloads circuits is not allowed. Tampering with or altering circuit breakers or any part of the electrical system in any building is strictly forbidden.

SIT on-campus housing fire statistics for the past three years are noted below:

Summary of SIT Residential Fires, Injuries & Deaths: 2019-2021

Facilities:	2019			2020			2021		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Bolton Residence Hall	0	0	0	0	0	0	0	0	0
Ellsworth Residence Hall	0	0	0	0	0	0	0	0	0
Gamble Residence Hall	0	0	0	0	0	0	0	0	0
Janeway Residence Hall	0	0	0	0	0	0	0	0	0
Oak Residence Hall	0	0	0	0	0	0	0	0	0
International Center Residences	0	0	0	0	0	0	0	0	0

