

Elmira Business Institute

Founded 1858

**BIENNIAL REPORT OF  
INSTITUTIONAL COMPLIANCE WITH THE  
DRUG-FREE SCHOOLS AND CAMPUSES ACT**

*Period of Review: 2017 – 2019*

**COMMITTEE MEMBERS**

- Brad C. Phillips, President
- Kathleen M. Hamilton, Senior Vice President
- Erin McCann, Corporate Compliance Director

**I. Biennial Review** of Compliance with the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Department's General Administrative Regulations requires each participating institutions of higher education (IHE) to certify that it has developed and implemented a drug and alcohol abuse education and prevention program for students and employees. This statement is being published to define clearly the following items set forth by these regulations:

1. The annual distribution in writing to each employee, and to each student who is taking one or more classes for any kind of academic credit, regardless of the length of the student's program of study, of:
  - Description of the standards of conduct that clearly "prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities";
  - Description of the applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol;
  - Description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
  - Description of any drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students; and
  - Clear statement that the college will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.
2. A biennial review by the institution of its program to;

determine its effectiveness and implement changes to the program if needed.  
ensure that disciplinary sanctions are consistently enforced.

#### **Biennial Participants**

President

Senior Vice President

Corporate Compliance Director

#### **Materials Reviewed**

College Catalog

Drug and Alcohol Policy

Website

Annual Campus Crime Report

Employee Orientation

Freshman Orientation

## **II. Descriptions of Alcohol Related Program Elements**

Elmira Business Institute offers an alcohol and substance abuse program designed to raise awareness across the campus about policies governing alcohol and drug use. Major program elements include:

### **Alcohol and Drug Policy**

The college has developed the following alcohol and drug policy to demonstrate our continued commitment to a drug-free environment. This policy was revised and approved by the Administration on May 11, 2018. The specifics of the policy are outlined below.

#### **General Policy**

The users of drugs or alcohol may impair the well-being of all employees, the students and the public at large; drug and alcohol uses may also result in an injury or damage to College property. Therefore, the unlawful manufacture, distribution, possession or use of a controlled substance or of alcoholic beverages shall be prohibited while in the workplace, on College premises or as part of any College sponsored activities. Any employee violating this Policy shall be subject to disciplinary action up to and including termination and referral for prosecution.

#### **Policy Provisions Drug Usage**

The College shall not differentiate between drug users, drug pushers or sellers. Any employee who possesses, uses, sells, gives or in any way transfers a controlled substance to another person, or manufactures a controlled substance while in the workplace, on college premises or as part of any college sponsored activity, or reporting to work under the influence of alcohol or illegal drugs or any other substance, legal or otherwise, that may impair the employee's ability to perform their job shall be subject to disciplinary action up to and including termination and referral for prosecution.

The term "controlled substance" shall mean any drug in 21 CFR 1308 and other federal regulations. Drugs which have a high potential for abuse. Such drugs shall include, but are not limited to: Heroin, Marijuana, Cocaine, PCP, "Crack," Methamphetamine and any other hallucinogenic, narcotic, synthetic or illegally manufactured substances. They also include "legal drugs" which are not prescribed by a licensed physician.

Any employee convicted of violating any criminal drug statute while in the workplace, on College premises, or as part of any College sponsored activity, shall be subject to disciplinary action up to and including termination. Elmira Business Institute reserves the right to require an employee to submit to an alcohol/drug test at any time there appears to be reasonable cause or suspicion that the employee may be under the influence of alcohol, illegal drugs, or other intoxicant. This includes, but is not limited to observations by college officials of apparent workplace use, possession or impairment. Reasonable cause or suspicion may also include post-accident testing resulting in the employee receiving medical treatment or being involved in a property damage accident resulting in more than minimal damage. Also, the College may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment by the College.

The Senior Vice President shall be consulted before sending an employee for testing. Each employee shall be required to inform the College, in writing, within five (5) days after being convicted for violation of any federal, state or local criminal drug statute where such violation occurred while in the workplace, on College premises or as part of any college sponsored activity. A conviction shall mean a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

### **Federal Grant Programs**

Convictions of employees working under federal grants, for violating drug laws in the workplace, on College sponsored activity, shall be reported to the appropriate federal agency.

The Senior Vice President shall be expected to notify the U.S. government agency, with which the grant was made, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The College shall take appropriate disciplinary action within thirty (30) calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

Students employed under the College Work Study Program shall be considered to be employees of the College, if the work is performed for the College.

For work performed for a federal, state or local public agency, a private nonprofit agency or a private for-profit company, students shall be considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer.

Students employed under the College Work Study Program are considered to be employees of the College, if the work is performed for the College in which the student is enrolled. For work performed for a federal, state, local public agency, a private nonprofit or a private for profit

agency, students are considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer.

The service, possession and consumption of alcoholic beverages are regulated by the New York State General Statutes, City/County codes and policies of the College. All members of the College community are obligated to obey these laws, rules, ordinances and policies. The College does not have the right or authority to alter the laws and ordinances or secure exemption from them.

### **Drug and Alcohol Policy Published in the College Catalog**

The drug and alcohol policy is more employee focused than student focused. The policy outlined in the College Catalog uses the same language from but more clearly defines the expectations of students and the consequences of violating the policy based on the Student Code of Conduct. The text from our College Catalog is included below:

#### **DRUG & ALCOHOL FREE AWARENESS**

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug and alcohol prevention programs and policies.

As a matter of policy, Elmira Business Institute prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

**Drug and Alcohol Policy.** This information is included in our annual **Campus Security Report**. This report is distributed to all current students and employees by October 1 each year. This report is available to prospective students and employees upon request. Additional information concerning this report is provided below.

**The Institution's Campus Security Model.** This information is included in our annual Campus Security Report. This report contains information regarding our campus security policies, crime reporting procedures, policies concerning the possession, use, and sale of alcoholic beverages and illegal drugs, campus security awareness programs, alcohol and drug abuse programs, sexual assault programs, statistics regarding the on-campus occurrences of specific crimes and statistics concerning the number of arrests for on-campus violations of liquor laws, drug abuse, weapons possessions, murder, sex offenses, aggravated assaults, and burglaries. Prospective students and employees may request a copy of this report from the Compliance Office.

**Policy Provisions Drug Usage**

The College shall not differentiate between drug users, drug pushers or sellers. Any student who possesses, uses, sells, gives or in any way transfers a controlled substance to another person, or manufactures a controlled substance while on college premises or as part of any College-sponsored activity shall be subject to disciplinary action up to and including expulsion and referral for prosecution. Any student who is in a state of intoxication or any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his or her actions and will be subject to disciplinary actions.

The term "controlled substance" shall mean any drug listed in the federal regulations, as well as those listed in the New York General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs shall include, but are not limited to: heroin, marijuana, cocaine, PCP, "crack", methamphetamine and any other hallucinogenic, narcotic, synthetic or illegally manufactured substances. They also include "legal drugs" which are not prescribed by a licensed physician.

Any student convicted of violating any criminal drug statute while on College premises or as part of any College-sponsored activity shall be subject to disciplinary action up to and including expulsion.

The Senior Vice President may require the student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued enrollment at the College. Each student shall be required to inform the Office of the Campus Director, in writing, within five (5) days after being convicted for violation of any federal, state or local criminal drug statute where such violation occurred while on College premises or as part of any College sponsored activity. A conviction shall mean a finding of guilt (including a plea of no contender) or the imposition of a sentence by a judge or jury in any federal or state court.

**Federal Grant Provisions**

Students employed under the College Work Study Program shall be considered to be employees of the college, if the work is performed for the college. In addition, for work performed for federal, state or local public agency, a private nonprofit agency or a private for-profit company, students shall be considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer. Students considered employees of the College should refer to the Drug and Alcohol Policy in the EBI Employee Handbook.

Additional information regarding the laws and penalties for illegal use as well as abuse, addiction and prevention information can be found on the college's Web site under Consumer Information at <https://ebi.edu/disclosures/>

Jurisdiction of this Drug and Alcohol Policy shall extend to every student currently enrolled for any course(s) at the College, every currently employed full-time and part-time faculty and staff employee and every public citizen who is invited to the campus or who chooses to come to

campus. The jurisdiction shall also extend to all properties and facilities owned or operated by the College or which the College uses in connection with College programs and services.

### **Student Code of Conduct**

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits. The following regulation relating to alcohol and drug use is set forth in the Student Code of Conduct:

"Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College sponsored or supervised functions off-campus or in College owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his or her actions."

### **Legal Sanctions**

The use of illicit drugs by any person is illegal under both the state and federal statutes. The use of alcohol by persons under 21 years of age is illegal under state law. Penalties and sanctions for conviction under state and federal law include incarceration and fines. Federal student loans and grants may be denied to those convicted for a violation of a criminal drug statute.

State and federal legal sanctions for violations of drug and alcohol laws can be found on the college website at <https://ebi.edu/disclosures/> (See Appendix A). This information is in the office of the Campus Director.

### **Health Risks Associated with Illicit Drug Use and Alcohol Abuse**

The use of drugs and alcohol can have a substantial and detrimental effect on an individual's health. Descriptions of health risks related to alcohol abuse and the use of illicit drugs can be found at <https://ebi.edu/disclosures/> (See Appendix B). This information is also available in the office of the Campus Director.

Information can be found on the following websites regarding the health risks associated with illicit drug use and alcohol abuse:

- NIH Fact Sheet (itemized list of drugs, including acute and long term effects, vulnerable populations, and treatment options): <http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects>
- US Dept. of Health and Human Services fact sheet, including generalized consequences of substance and alcohol abuse: <http://healthypeople.gov/2020/lhi/substanceabuse.aspx>

### **Clery Act - Reported College Sanctions**

The Campus Safety and Security Survey for the last three years (2016, 2017, 2018) can be found in Appendix C).

### **COM 140 Freshman Seminar Course**

Freshman Seminar is a College Student Success course that is a required for graduation. During this course EBI's Drug and Alcohol Policy is reviewed as well as in orientation.

### **Student Activities**

Future student service activities will include a drunk driving simulator to show the dangers of driving under the influence and show that there are alcohol-free alternatives. This simulator will give the students a realistic perspective of the effects of driving while intoxicated.

All student activities are alcohol-free events. There are a number of student activities throughout the year that encourage student participation while in a fun alcohol-free environment. A sample of student activities that took place over the last two years include summer picnics, holiday parties, and campus open houses.

Guest speakers will be brought in to inform and educate the students and employees on the penalties associated with drug and alcohol related offenses as well as treatment programs available in each campus territory.

### **III. Advising Services**

The student service staff at Elmira Business Institute provides educational, vocational/career, and personal/social advisement services. Mentoring and advisement is available for all prospective and current students. EBI encourages faculty, staff, and students with alcohol or other drug dependency problems to contact the Campus Director for referral services or assistance. In addition, a Community Resources brochure rack is located the main hallway with informational resources on alcohol and drug use. (See Appendix D)

### **IV. Policy Distribution**

All employees have access to email. Each student and employee receives a broadcast email notification to review all the college, Federal and State policies related to alcohol and drug use. Attachments of the policies are included. (See Appendix E) Also, the complete text of the Alcohol and Drug Policy of Elmira Business Institute is printed and can be obtained from the Offices of the Senior Vice President. Each new student is sent an email containing an electronic copy of the College Catalog and can access the online College Catalog that describes college policy prohibiting the unlawful use of alcoholic beverages and the possession or sale of illegal drugs.

The catalog outlines policies that govern the use of alcohol on campus and penalties for violations.

Each student and employee is emailed a copy of the Campus Crime Report annually that includes a statement about the College's Drug and Alcohol Policy and well as provides a link to information on drug and alcohol abuse education. A digital copy of the notice is also distributed to students, staff, and faculty through Google Drive. (See Appendix F)

In addition, the drug and alcohol policy, state and federal sanctions guidelines, drug use and effects table, and resources for assistance are posted on the college's website on the General Information page under Disclosures. (See Appendix A)

The college's Human Resources Department provides the complete alcohol and drug policy statement in its Employee Handbook to each new employee when hired.

## **V. Recommendations**

After review of the College's alcohol and other drug policies and programs, the primary recommendations are as follows:

- Continue to improve communication and coordination of campus AOD programs
- Continue to improve the distribution of AOD policies to all students, faculty, and staff
- Increase the number of student activities focusing on drug and alcohol issues
- Incorporate AOD policies and resource information into employee orientation program.

## **VI. Federal Compliance**

Elmira Business Institute certifies that it has adopted and implemented a program to prevent "the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees" on campus property or as part of any campus activity.

Additionally, the College has:

- developed a written policy on alcohol and other drugs;
- implemented a process that ensures policy distribution to all students, staff and faculty;
- outlined health risks associated with alcohol abuse and illicit drug use;
- described federal, state and local sanctions for unlawful possession or distribution of illicit drugs and alcohol;
- designed and implemented drug and alcohol programs on campus;
- specified disciplinary sanctions imposed on students and employees for policy violations; and
- conducted a biennial review of the effectiveness of its drug and alcohol programs.



## **CERTIFICATION OF ADOPTION AND ACCEPTANCE**

President and members of the committee reviewed the Biennial Report of Institutional Compliance with the Drug-Free Schools and Campus Regulations. The review of the acceptance of that report as the official document for the college in compliance with applicable federal regulations was made on that date. The Committee supports the drug and alcohol policies of the college and encourages employees and students who may have difficulties with these issues to seek assistance through appropriate channels.

A handwritten signature in cursive script, reading "Brad C. Phillips", is written over a horizontal line.

**Brad C. Phillips**

President, Elmira Business Institute

## APPENDIX A

### Federal and State Sanctions and Violations of Drug Laws

# Penalties for alcohol or drug-related violations

Driving while intoxicated is a crime. Your judgment, coordination and ability to drive a vehicle change when you consume any amount of alcohol. The level of impairment depends on five conditions

- the amount of alcohol you drink
- the amount of food you eat before or while you drink alcohol
- the length of time you drink alcohol
- your body weight
- your gender

There is no quick method to become sober. The best method is to wait until your body absorbs the alcohol. The average rate that your body processes alcohol is approximately one drink per hour.

## Types of alcohol and drug-related violations in New York State

- **Driving While Intoxicated (DWI)**  
.08 Blood Alcohol Content (BAC) or higher or other evidence of intoxication. For drivers of commercial motor vehicles: .04 BAC or other evidence of intoxication.
- **Aggravated Driving While Intoxicated (Aggravated DWI)**  
.18 BAC or higher
- **Driving While Ability Impaired by Alcohol (DWAI/Alcohol)**  
More than .05 BAC but less than .07 BAC, or other evidence of impairment.
- **Driving While Ability Impaired by a Single Drug other than Alcohol (DWAI/Drug)**
- **Driving While Ability Impaired by a Combined Influence of Drugs or Alcohol (DWAI/Combination)**
- **Chemical Test Refusal**  
A driver who refuses to take a chemical test (normally a test of breath, blood or urine).
- **Zero Tolerance Law**  
A driver who is less than 21 years of age and who drives with a .02 BAC to .07 BAC violates the Zero Tolerance Law.

In New York State, the penalties for an alcohol or drug-related violation include the loss of driving privileges, fines, and a possible jail term.

## Penalties for alcohol or drug-related violations

VIOLATION	MANDATORY FINE	MAXIMUM JAIL TERM	MANDATORY DRIVER LICENSE ACTION
Aggravated Driving While Intoxicated (AGG DWI)	\$1,000 - \$2,500	1 year	Revoked for at least one year

## Penalties for alcohol or drug-related violations

<b>VIOLATION</b>	<b>MANDATORY FINE</b>	<b>MAXIMUM JAIL TERM</b>	<b>MANDATORY DRIVER LICENSE ACTION</b>
Second AGG DWI in 10 years (E felony)	\$1,000 - \$5,000	4 years	Revoked for at least 18 months
Third AGG DWI in 10 years (D felony)	\$2,000 - \$10,000	7 years	Revoked for at least 18 months
Driving While Intoxicated (DWI) or Driving While Impaired by a Drug (DWAI-Drug)	\$500 - \$1,000	1 year	Revoked for at least six months
Second DWI or DWAI-Drug violation in 10 years (E felony)	\$1,000 - \$5,000	4 years	Revoked for at least one year
Third DWI or DWAI-Drug violation in 10 years (D felony)	\$2,000 - \$10,000	7 years	Revoked for at least one year
Driving While Ability Impaired by a Combination of Alcohol/Drugs (DWAI-Combination)	\$500 - \$1,000	1 year	Revoked for at least six months
Second DWAI-Combination in 10 years (E felony)	\$1,000 - \$5,000	4 years	Revoked for at least one year
Third DWAI-Combination in 10 years (D felony)	\$2,000 - \$10,000	7 years	Revoked for at least one year
Driving While Ability Impaired by Alcohol (DWAI)	\$300 - \$500	15 days	Suspended for 90 days
Second DWAI violation in 5 years	\$500 - \$750	30 days	Revoked for at least six months

## Penalties for alcohol or drug-related violations

<b>VIOLATION</b>	<b>MANDATORY FINE</b>	<b>MAXIMUM JAIL TERM</b>	<b>MANDATORY DRIVER LICENSE ACTION</b>
Third or subsequent DWAI within 10 years (Misdemeanor)	\$750 - \$1,500	180 days	Revoked for at least six months
Zero Tolerance Law	\$125 civil penalty and \$100 fee to terminate suspension	None	Suspended for six months
Second Zero Tolerance Law	\$125 civil penalty and \$100 re-application fee	None	Revoked for one year or until age 21
Chemical Test Refusal	\$500 civil penalty (\$550 for commercial drivers)	None	Revoked for at least one year, 18 months for commercial drivers.
Chemical Test Refusal within five years of a previous DWI-related charge/Chemical Test Refusal	\$750 civil penalty	None	Revoked for at least 18 months, one-year or until age 21 for drivers under age 21, permanent CDL revocation for commercial drivers.
Chemical Test Refusal - Zero Tolerance Law	\$300 civil penalty and \$100 re-application fee	None	Revoked for at least one year.
Chemical Test Refusal - Second or subsequent Zero Tolerance Law	\$750 civil penalty and \$100 re-application fee	None	Revoked for at least one year.
Driving Under the Influence (Out-of-State)	N/A	N/A	Revoked for at least 90 days. If less than 21 years of age, revoked at least one year.

## Penalties for alcohol or drug-related violations

<b>VIOLATION</b>	<b>MANDATORY FINE</b>	<b>MAXIMUM JAIL TERM</b>	<b>MANDATORY DRIVER LICENSE ACTION</b>
Driving Under the Influence (Out-of-State) with any previous alcohol-drug violation	N/A	N/A	Revoked for at least 90 days (longer term with certain prior offenses). If less than 21 years of age, revoked at least one year or until age 21 (longest term).

## Additional penalties

- greater penalties can also apply for multiple alcohol or drug violations within a 25-year period
- surcharges are added to alcohol-related misdemeanors (\$260) and felonies (generally \$400, but varies slightly depending on court of conviction)
- three or more alcohol or drug-related convictions or refusals within 10 years can result in permanent revocation, with a waiver request permitted after at least 5 years
- a driver with an Aggravated DWI violation conviction within the prior 10 years will receive a minimum 18-month revocation if convicted of DWI, DWAI/Drugs or DWAI/Combination. Also, a driver with a prior DWI, Aggravated DWI, DWAI/Drugs or DWAI/Combination with the prior 10 years will receive a minimum 18-month revocation
- a driver convicted of an Aggravated DWI, DWI, DWAI/Drug, DWAI/combination, vehicular assault and aggravated vehicular assault, or vehicular manslaughter and vehicular homicide three or more times in the preceding 15 year period is guilty of a Class D felony

## APPENDIX B

### Health Risks Related to Drug and Alcohol Abuse

# Health Risks Associated with Alcohol and Drugs

The negative physical and mental effects of the use of alcohol and other drugs are well documented. Use of these drugs may cause: blackouts, poisoning, overdose and death; physical and psychological dependence; damage to vital organs such as the brain, heart, and liver; inability to learn and remember information; and psychological problems including depression, psychosis, and severe anxiety. Risks associated with specific drugs are described later in this section.

Impaired judgment and coordination resulting from the use of alcohol and other drugs are associated with acquaintance assault and rape; DUI/DWI arrests; hazing; falls, drowning and other injuries; contracting sexually-transmitted infections including AIDS; and unwanted or unplanned sexual experiences and pregnancy.

The substance abuse of family members and friends may also be of concern to individuals. Patterns of risk-taking behavior and dependency not only interfere in the lives of the abusers, but can also have a negative impact on the affected students' academic work, emotional wellbeing and adjustment to college life.

**ALCOHOL** - Alcohol abuse is a progressive disorder in which physical dependency can develop. Even low doses of alcohol impair brain function, judgment, alertness, coordination and reflexes. Very high doses cause suppression of respiration and death. Chronic alcohol abuse can produce dementia, sexual impotence, cirrhosis of the liver, and heart disease; and sudden withdrawal can produce severe anxiety, tremors, hallucinations, and life-threatening convulsions.

***SOME OF THE NEGATIVE CONSEQUENCES THAT DRINKING ALCOHOL CAN HAVE, BOTH AS A RESULT OF YOUR DRINKING AND OTHERS' DRINKING:***

- hangovers
- academic problems--missed classes, getting behind in school work
- arguing with friends
- engaging in unwanted and/or unprotected sexual activity
- weight gain-the "Freshman 15" isn't all due to campus dining!



- getting injured / assaulted / sexually assaulted
- damaging property or having your property damaged
- requiring treatment for alcohol poisoning
- trouble on campus or with police
- being insulted or humiliated
- having your study or sleep interrupted
- developing tolerance, dependence or addiction
- death from alcohol poisoning or alcohol-related injury

All of these things have happened to W&L students. Neuroscience research shows that alcohol impairs the formation of new memories and learning, especially in the developing brain--and as college-aged students, your brains are still developing. Alcohol use can cause both short term and long-term problems for those who choose to use it. Alcohol is a central nervous system depressant whose effects depend on how much you drink. These effects may range from loss of inhibition with only one drink to making someone "stumbling drunk" to acute alcohol poisoning with loss of consciousness and difficulty breathing. **Acute alcohol poisoning** usually occurs in situations of **rapid alcohol intake** such as shots, funneling, keg stands, and drinking games like beer pong. Even after someone passes out their BAG (blood alcohol concentration) can continue to rise from the alcohol still in their stomach. Medical attention is critical to prevent serious injury or death.

**Women are affected by alcohol to a greater degree than men.** They become more impaired than men when drinking the same amount of alcohol due to their higher percentage of body fat--alcohol is water soluble, so there is a greater concentration of alcohol in a woman's bloodstream after drinking. Because women tend to be smaller than men, alcohol is less diluted upon reaching the brain than in larger individuals. Women also become intoxicated more easily 1-3 days before their menstrual periods. Finally, women absorb more alcohol into their bloodstreams because they lack the enzyme alcohol dehydrogenase in their stomach, which in men breaks down some alcohol before it is absorbed.

**Alcohol is addictive** and regular use can lead to dependence and addiction/alcoholism, even in college-age students. People with a family history of substance abuse are 4 - 10 x more likely than the general population to develop substance abuse and addiction in their lifetime, and tend to do so at an earlier age. People who begin drinking before age 15 are 5x more likely to develop substance

abuse issues in their lifetime, as well. Some warning signs of dependence are: more frequent use; needing more and more to get the same effect (tolerance); spending time thinking about and planning for alcohol use; spending more money than you have on it; missing class or failing to finish assignments because of alcohol use; continuing to drink despite repeated negative consequences; making new friends who drink a lot and neglecting old friends who don't; finding it's hard to be happy without regular alcohol use, etc. Warning signs of addiction include all of the above and physical withdrawal symptoms after a drinking episode such as anxiety, tremors, sleep disturbances, hallucinations and seizures.

**ALCOHOL ENERGY DRINKS** are of particular concern because of the higher alcohol content when compared to beer (9% to 12% vs. 5%). In November 2010, the FDA and FTC took action saying that caffeine is not a safe additive in alcoholic beverages. New products have been marketed such as alco-pops, supersized malt beverage cans, and alcohol energy drinks containing guarana and ginseng. Mixing alcohol with energy drinks such as Red Bull are just as dangerous. Studies show that people who consume these beverages have a higher BAC and a higher rate of injury and other negative consequences than people who drink alcoholic beverages without stimulants. The bottom line is that these drinks are not safe and often lead to higher rates and levels of intoxication. The sweet taste covers the taste of alcohol, giving the false impression one can drink more without the intoxicating effects. BE CAREFUL, or better yet, avoid them.

Use of illegal drugs and misuse of prescription drugs can have social, academic, psychological, physical, financial and legal consequences. **Combining drugs and/or using them with alcohol can be extremely dangerous.** Information below references specific drugs or drug categories, but is not intended as a comprehensive listing of drugs and their associated health risks.

**MARIJUANA** - The concentration of THC in marijuana varies greatly, ranging from 1% to 9%. THC is a fat soluble substance and can remain in the lungs, liver, reproductive organs and brain tissue for up to 3 weeks. Smoking or ingesting marijuana can relax a person and elevate his/her mood. This can be followed by drowsiness and sedation. Other effects include heightened sensory awareness, euphoria, altered perceptions and feeling hungry ("the munchies"). High concentrations of THC may produce a more hallucinogenic response. The effects of marijuana may vary based on: expectations of the user; social setting; prior experience of the user; genetic vulnerability of the user (marijuana use may aggravate underlying mental health issues); method of use (inhaled

or ingested). Discomforts associated with smoking marijuana include dry mouth, dry eyes, increased heart rate, and visible signs of intoxication such as bloodshot eyes and puffy eyelids. Other problems include impaired memory and ability to learn; difficulty thinking and problem solving; anxiety attacks or feelings of paranoia; impaired muscle coordination and judgment; increased susceptibility to infections; dangerous impairment of driving skills. Combining marijuana and other drugs, including alcohol and prescription drugs, can cause unwanted reactions and/or increase the impact of both substances. Marijuana has addictive properties and about 10-14% of users will become dependent. Tolerance to marijuana develops rapidly. Physical and psychological withdrawal symptoms from marijuana include irritability, restlessness, insomnia, nausea and intense dreams. Warning signs of dependence are: more frequent use; needing more and more to get the same effect; spending time thinking about using marijuana; spending more money than you have on it; missing class or failing to finish assignments because of marijuana; making new friends who do it and neglecting old friends who don't; finding it's hard to be happy without it.

**SYNTHETIC MARIJUANA AND BATH SALTS**, - These are various psychoactive herbal and chemical products that mimic the effects of marijuana or other drugs. Since these products are largely created by individual sellers, it's anyone's guess what ingredients are the mix. That's why side effects, including heart palpitations, high blood pressure, hallucinations, seizures and breathing problems, are difficult to predict. The toxicity of active ingredients--not to mention the unknown ingredients in these products--is not well studied. In addition to the variable composition, these synthetic compounds are expensive, harsh on your lungs to smoke, may interact with other prescription or over the counter drugs in unpredictable and dangerous ways, do not mix well with alcohol, and often produce a very short "high" lasting no more than 30 minutes.

**HALLUCINOGENS** - This category includes phencyclidine (PCP or "angel dust"), ecstasy and other amphetamine variants which have mind-altering effects. Perception and cognition are impaired and muscular coordination decreases. Speech is blocked and incoherent. Chronic users of PCP may have memory problems and speech difficulties lasting 6 months to a year after prolonged daily use. Depression, anxiety, and violent behavior also occur. High psychological dependence on the drug may result in taking large doses of PCP. Large doses produce convulsions, comas, and heart and lung failure. Lysergic acid diethylamine (L.S.D. or "acid"), mescaline and psilocybin (mushrooms) cause illusions, hallucinations and altered perception of time and space. Physical effects include dilated pupils, elevated body temperature, increased heart rate

and blood pressure, decreased appetite, insomnia and tremors. Psychological reactions include panic, confusion, paranoia, anxiety and loss of control. Flashbacks, or delayed effects, can occur even after use has ceased.

**COCAINE** - Cocaine prompts the release of dopamine, a neurotransmitter responsible for pleasure and movement, and inhibits the reabsorption of it, over stimulating the brain. Users report feelings of euphoria, hyper-stimulation, confidence, and alertness. Cocaine's pleasurable effects begin to wear off quickly leading to withdrawal symptoms including irritability, anxiety, restlessness, physical pain, insomnia, depression, paranoia, or aggression. Cocaine is extremely addictive and is considered one of the most powerful reinforcing drugs. Cocaine raises blood pressure, heart rate, and respiration increasing the risk of respiratory arrest, stroke, seizures, heart attacks, and death.

**STIMULANTS** -Amphetamines and other stimulants include ecstasy and "meth," as well as prescription drugs such as Adderall and Ritalin. The physical effects produced are elevated heart and respiratory rates, increased blood pressure, insomnia, and loss of appetite. Sweating, headaches, blurred vision, dizziness, and anxiety may also result from use. High dosage can cause rapid or irregular heartbeat, tremors, loss of motor skills and even physical collapse. Long-term use of higher doses can produce amphetamine psychosis which includes hallucinations, delusions and paranoia. Prescription stimulant drugs, dubbed "academic steroids," are used by some college students in an attempt to enhance their academic performance. These drugs are often prescribed to treat ADD/ADHD, and should be used only as prescribed and with ongoing medical supervision. It is against federal law to use these medications without an authorized prescription from a physician. Students who share or sell their prescription drugs are abusing a medical privilege, breaking the law, and face severe penalties if caught.

**DEPRESSANTS** - Barbiturates and benzodiazepines are two of the most commonly prescribed groups of depressant drugs. Barbiturates include Phenobarbital, Seconal and Amytal; benzodiazepines include Ativan, Dalmane, Librium, Xanax, Valium, Halcion and Restoril. These drugs are used for medical purposes to relieve anxiety and to induce sleep. Physical and psychological dependence can occur if the drugs are used for longer periods of time or at higher doses than prescribed. Benzodiazepine use can cause slurred speech, disorientation, and lack of coordination. If taken with alcohol, use can lead to coma and possible death.

**NARCOTICS** - Narcotics include heroin, methadone, morphine, codeine, OxyContin, Vicodin, Fentanyl and opium. Dextromethorphan in cough syrup is closely related. After an initial feeling of euphoria, narcotic use causes drowsiness, nausea, and vomiting. Effects of overdose include slow and shallow breathing, clammy skin, convulsions, coma and possible death. Physical and psychological dependence is high, and withdrawal symptoms include watery eyes, runny nose, loss of appetite, irritability, tremors, panic, abdominal cramps and diarrhea, nausea, chills, and sweating. Use of contaminated syringes/needles to inject drugs may result in serious blood borne infections such as HIV-AIDS and hepatitis. This family of drugs is the most frequent cause of drug-associated death from suppression of the life supporting functions of the brain, heart and lungs

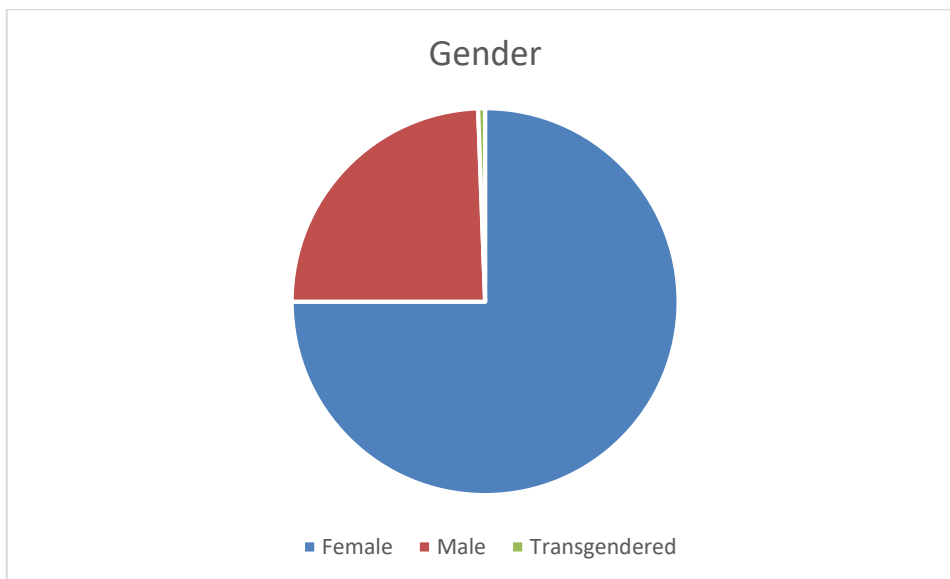
## **APPENDIX C**

### **Campus Safety and Security Survey**

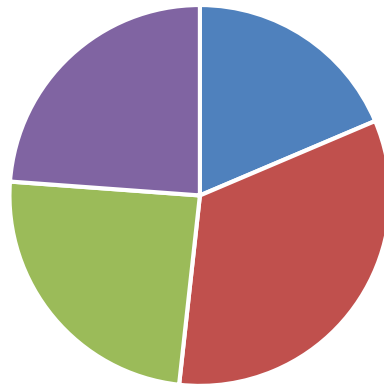


## SEXUAL ASSAULT CLIMATE SURVEY

In the fall of 2019, Elmira Business Institute launched its Sexual Assault Climate Survey to students at both campuses. There was a response rate of 106 students. The percentages in most of the graphs are based off of this response rate. Elmira Business Institute's Administration, in conversation with both Title IX Coordinators, will use this information to assess current and future educational programs and offerings.

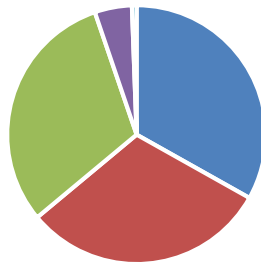


Age



■ 17-25 ■ 25-35 ■ 35-45 ■ 45+

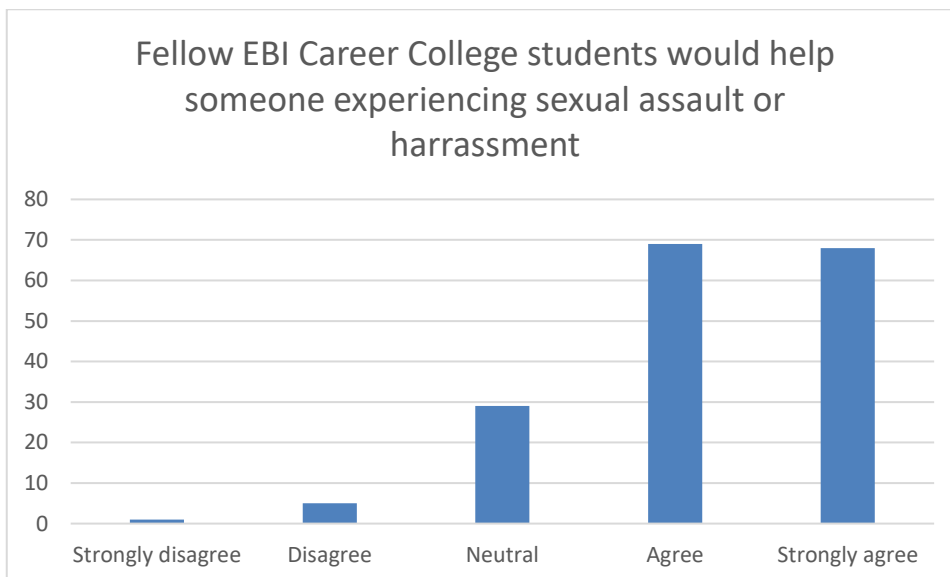
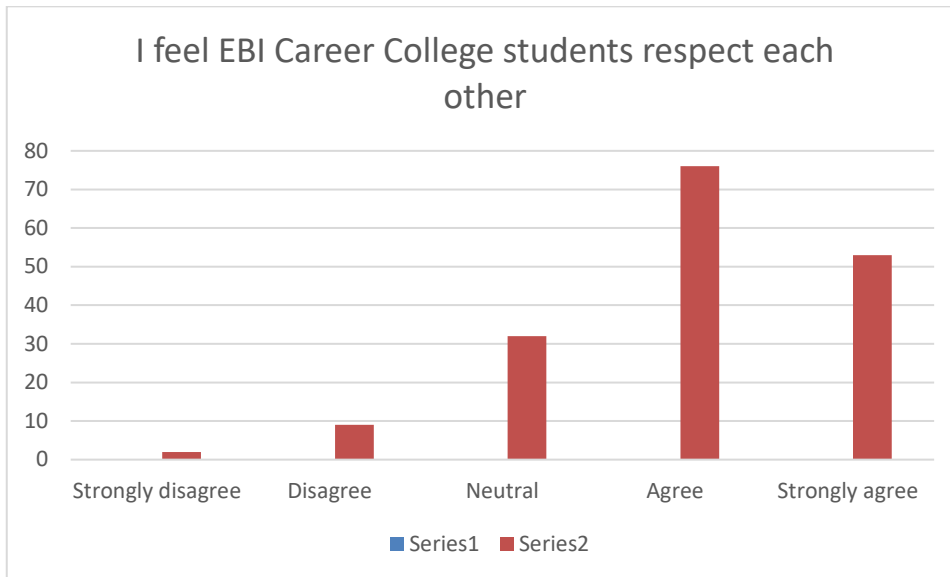
Current relationship status

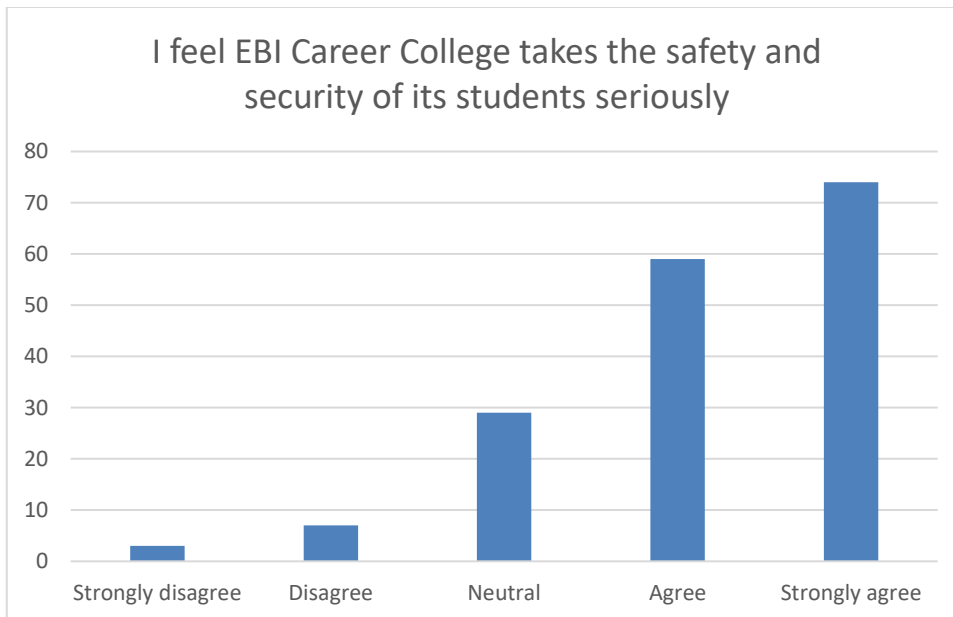
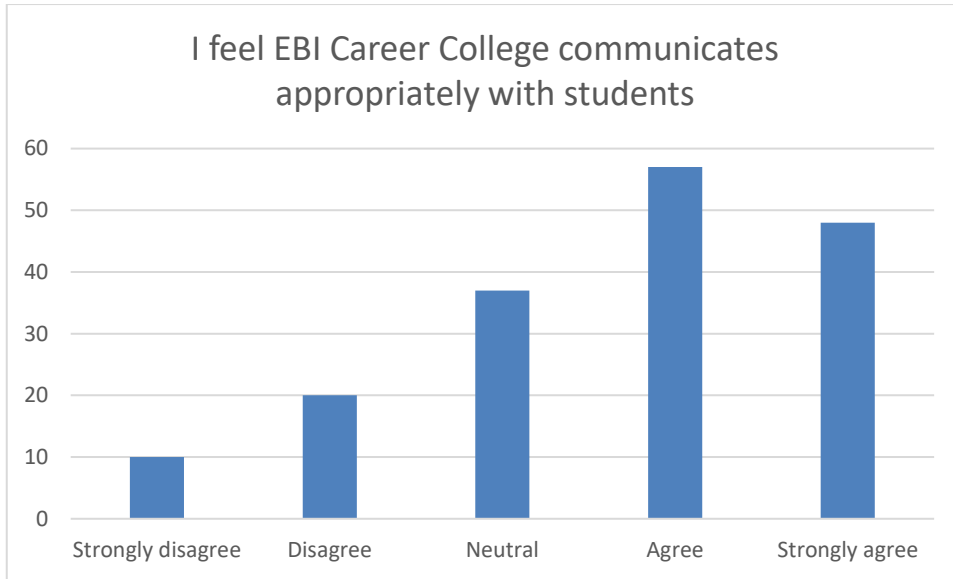


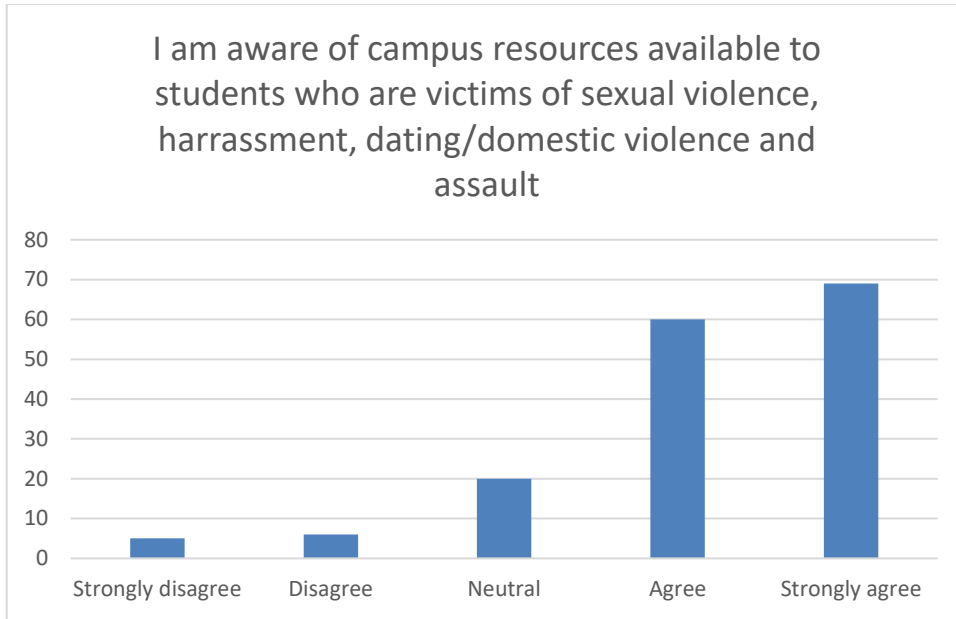
■ Married ■ Single  
■ Committed Relationship ■ Not in a romantic relationship  
■ Casual Dating



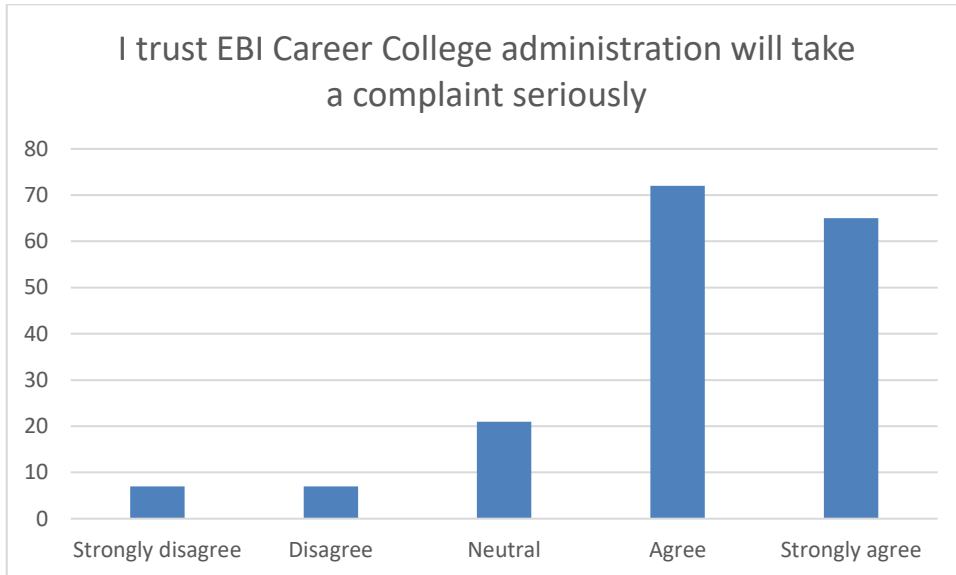
## Student Climate Questions

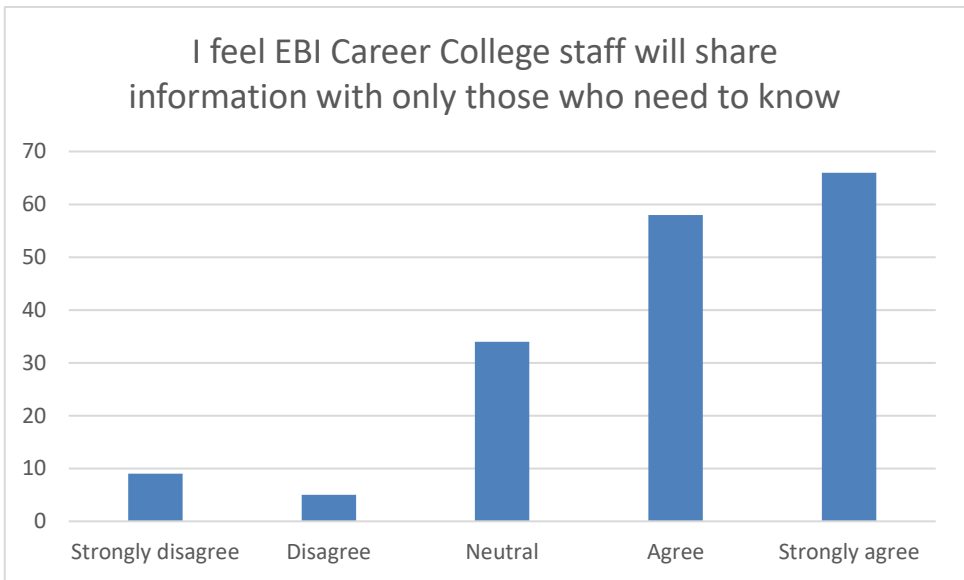
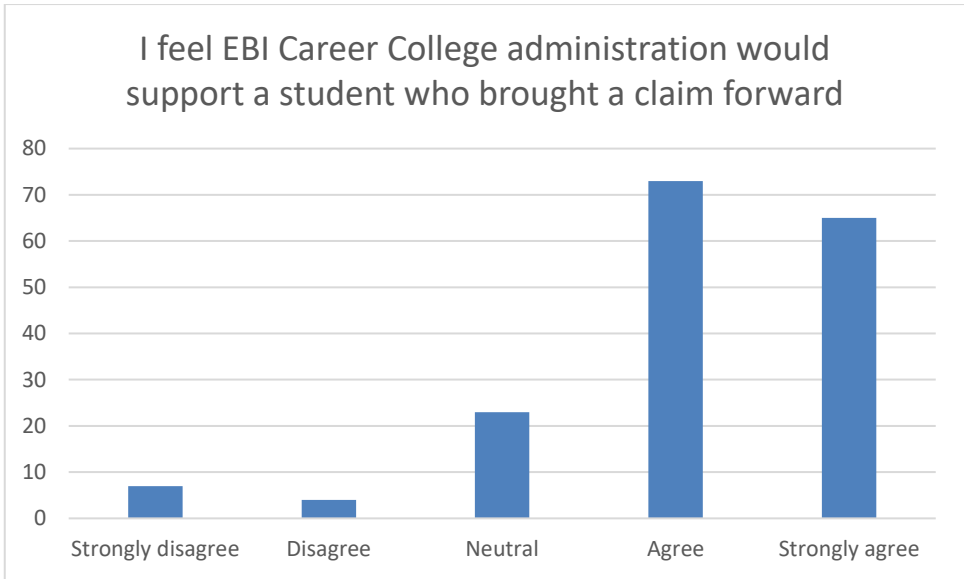


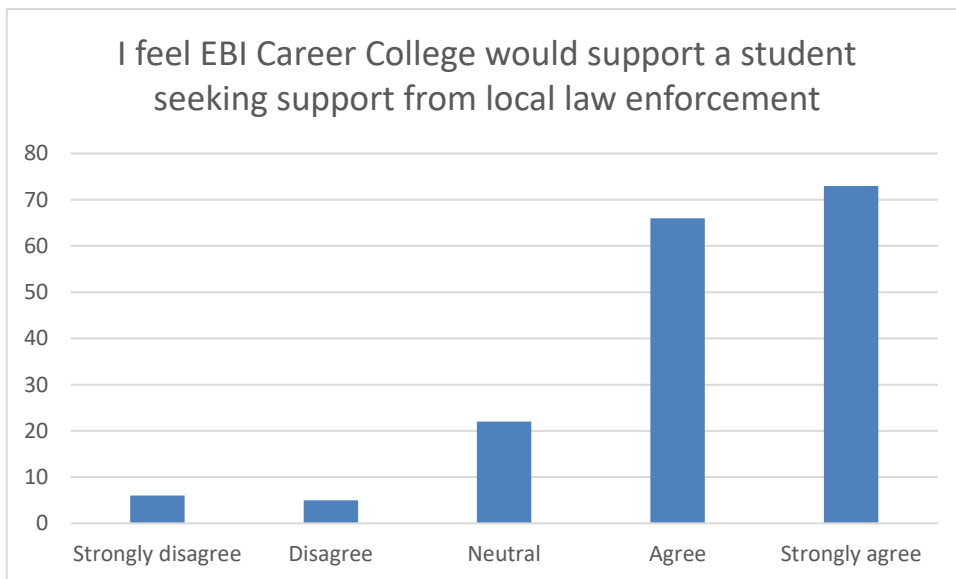
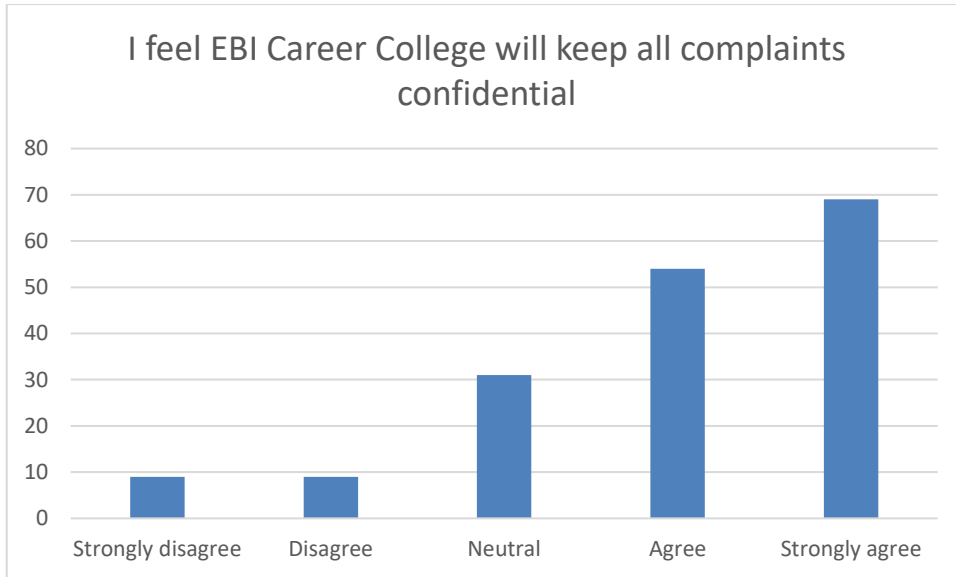




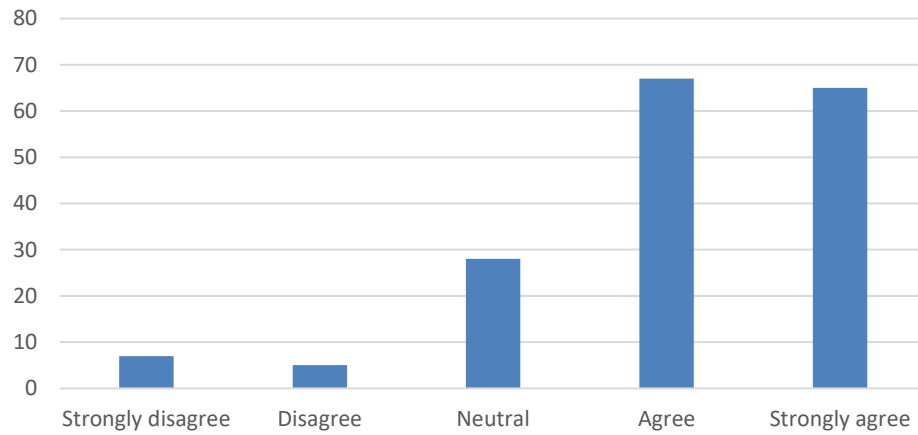
## **Student Perspectives on Elmira Business Institute's Handling of Complaints of Sexual Violence or Harassment**



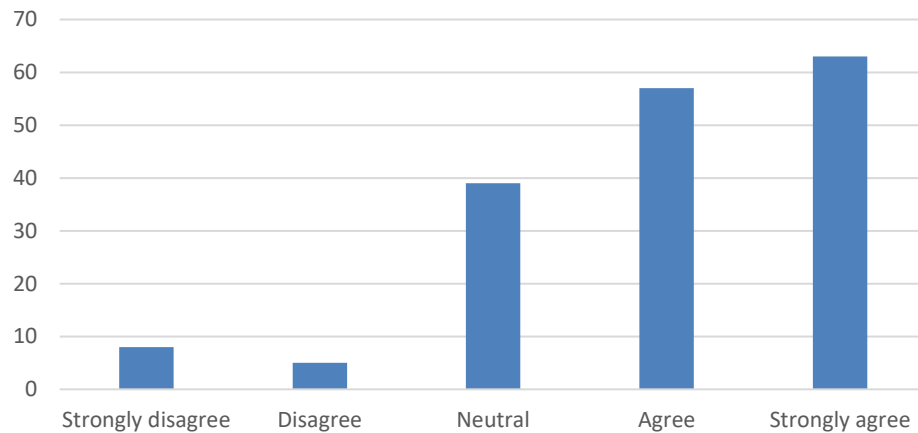




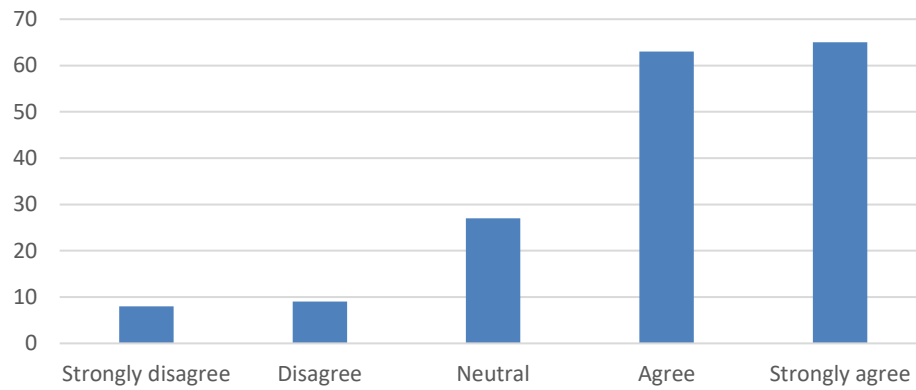
I feel EBI Career College would support the complainant through the process



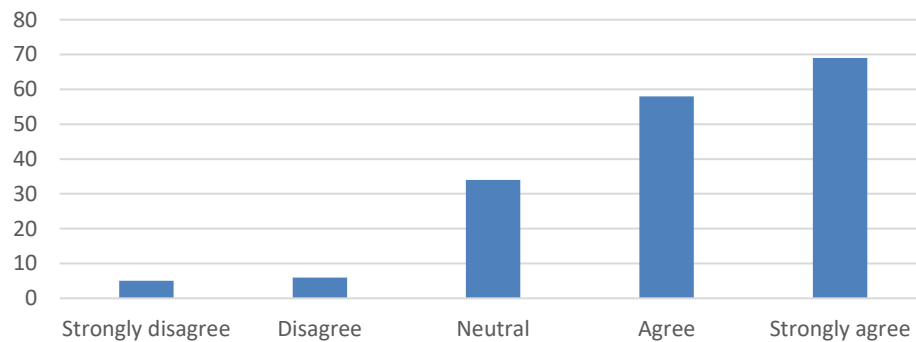
I feel EBI Career College would protect the complainant from retaliation



I feel EBI Career College administration would take all complaints seriously, regardless of previous interactions with the student

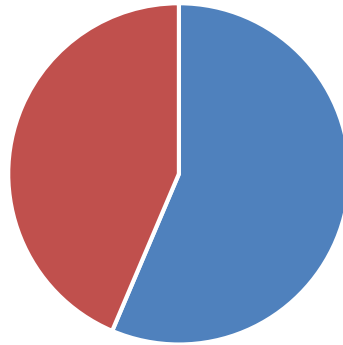


I feel EBI Career College has provided me a comprehensive list of community resources to support victims of sexual violence, dating/domestic violence or stalking



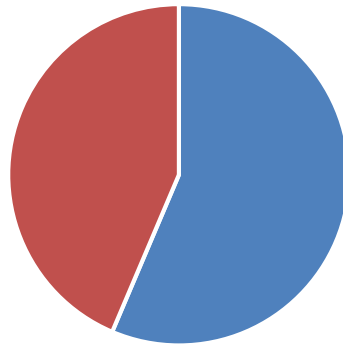
## Student Perception on Education, Training and Support from Elmira Business Institute

I am aware of who is EBI Career College's Title IX Coordinator



■ Yes ■ No

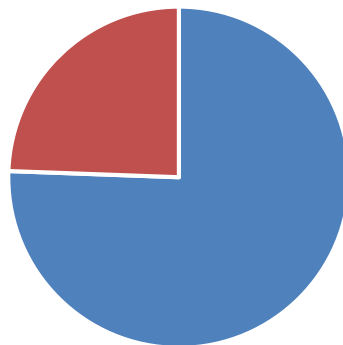
I am aware of the role of EBI Career College's Title IX Coordinator



■ Yes ■ No

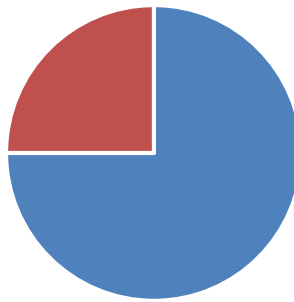


I know where to find EBI Career College's Sexual Misconduct Policy



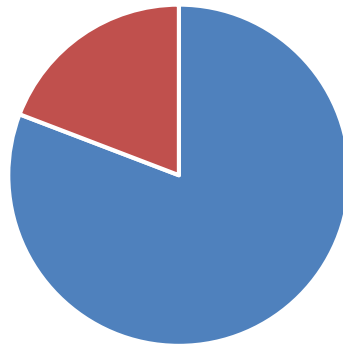
■ Yes ■ No

I know where to file a complaint regarding a violation of EBI Career College's Sexual Misconduct Policy



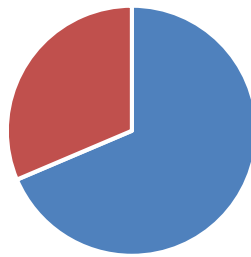
■ Yes ■ No

I am aware EBI Career College has confidential resources for students



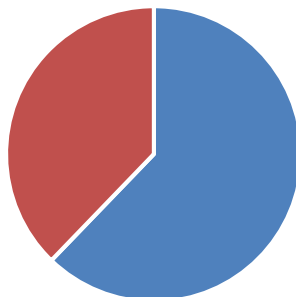
■ Yes ■ No

Do you feel EBI Career College has provided adequate educational programs around topics like sexual violence, dating/domestic violence and stalking?



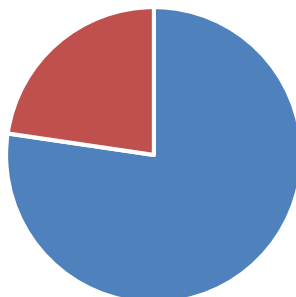
■ Yes ■ No

Do you feel EBI Career College provided adequate educational sessions on bystander intervention techniques?



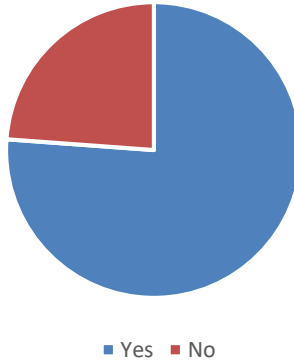
■ Yes ■ No

I am aware of on campus and off campus resources to help support victims of sexual violence, dating/domestic violence, or stalking

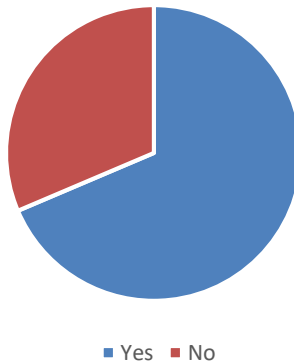


■ Yes ■ No

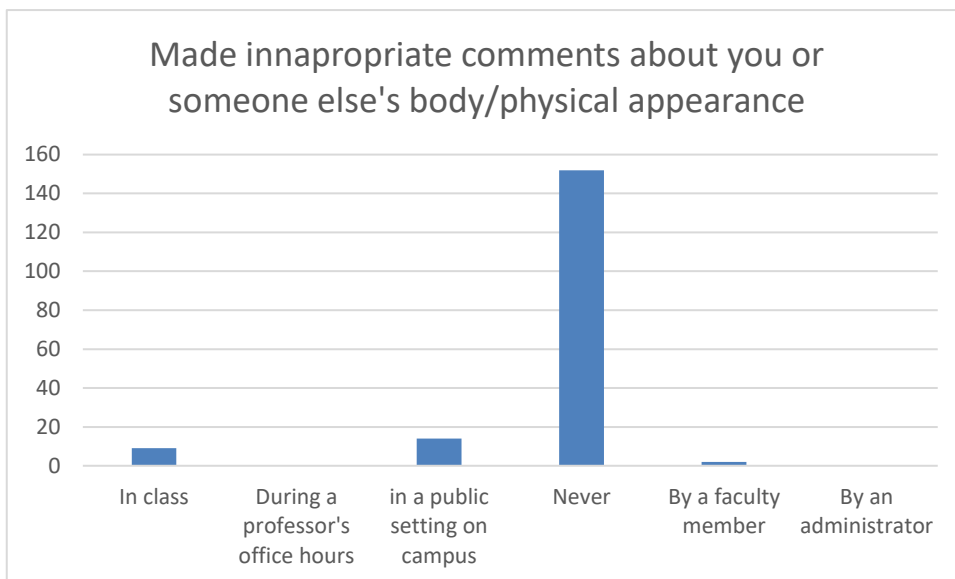
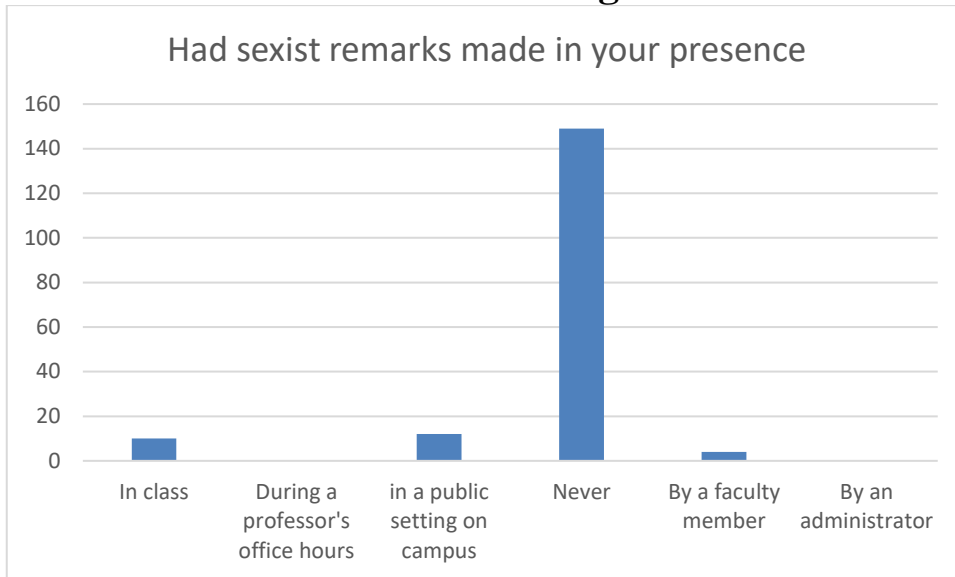
I have an understanding of the difference  
between New York State law and EBI Career  
College's Sexual Misconduct Policy



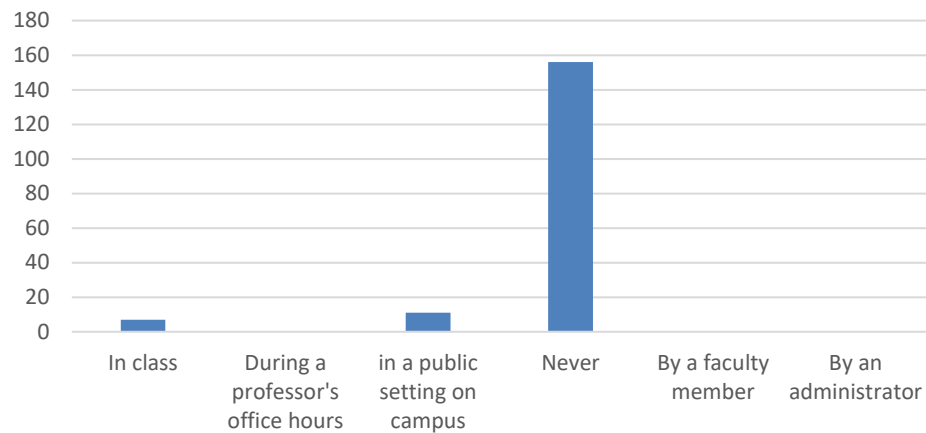
I understand the evidentiary standard used by  
EBI Career College when investigating violations  
of their Sexual Misconduct Policy



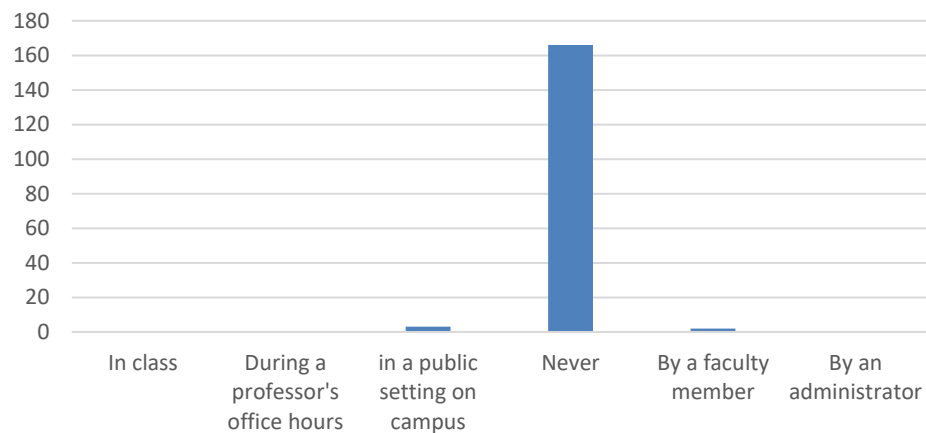
## Student Incidents Since Enrolling at Elmira Business Institute



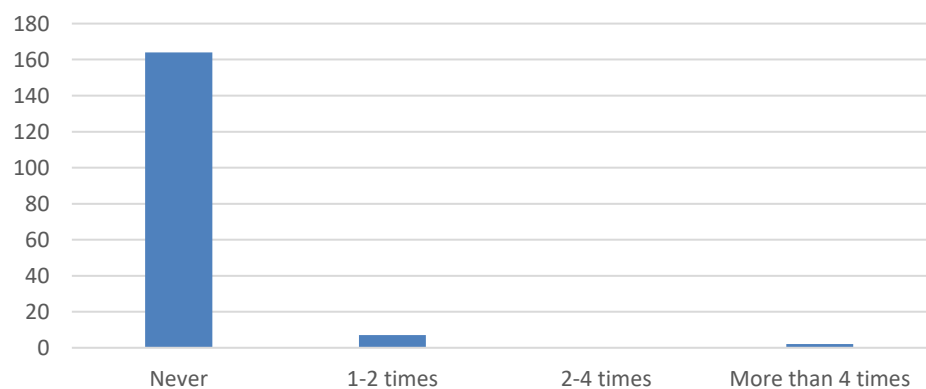
### Had someone share their sexual experience without you engaging

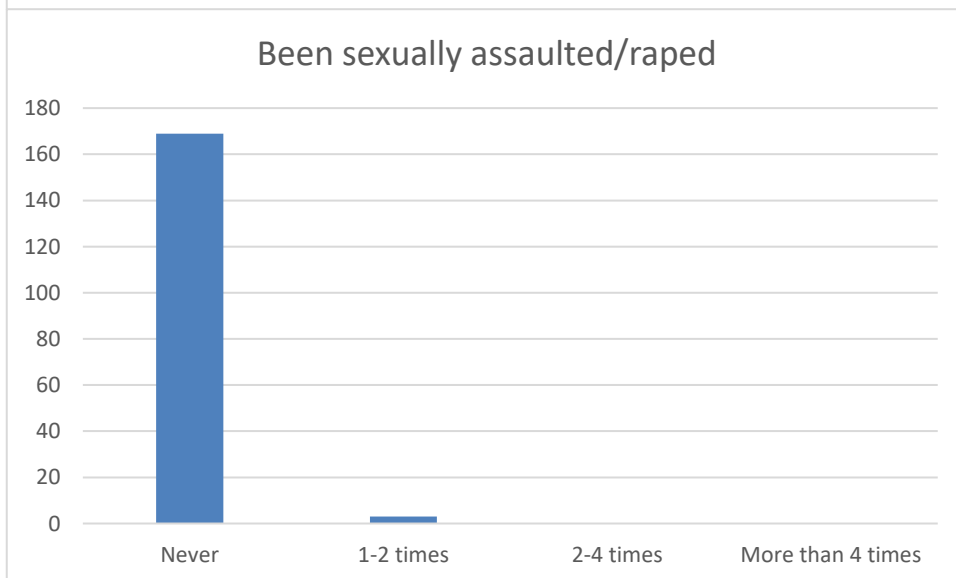
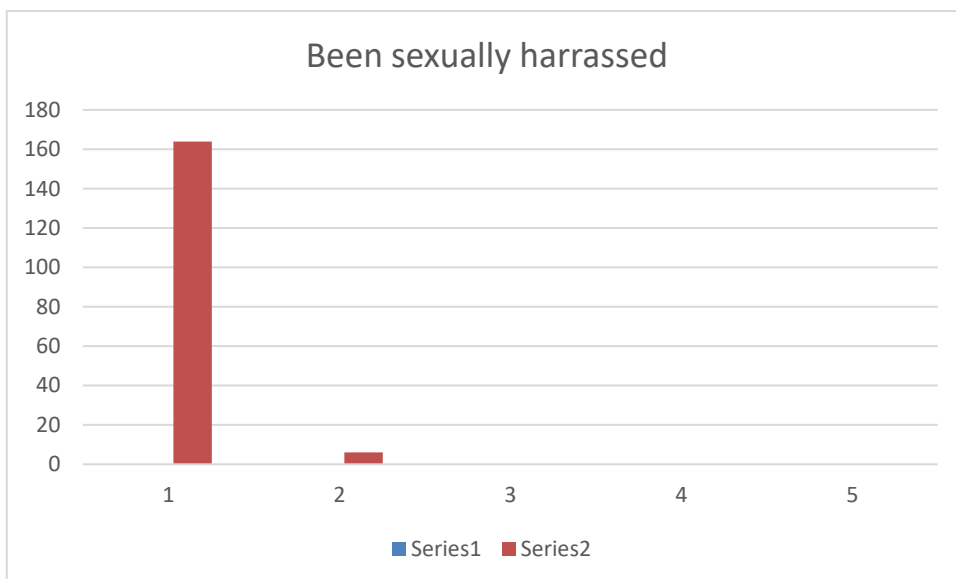
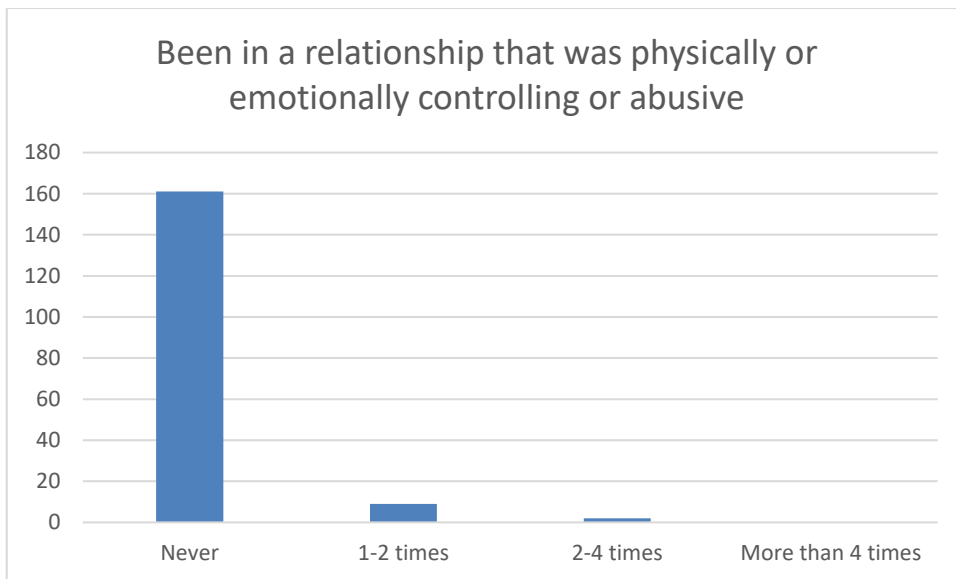


### Repeatedly asked on a date, to get a drink, to go out to dinner or hang out

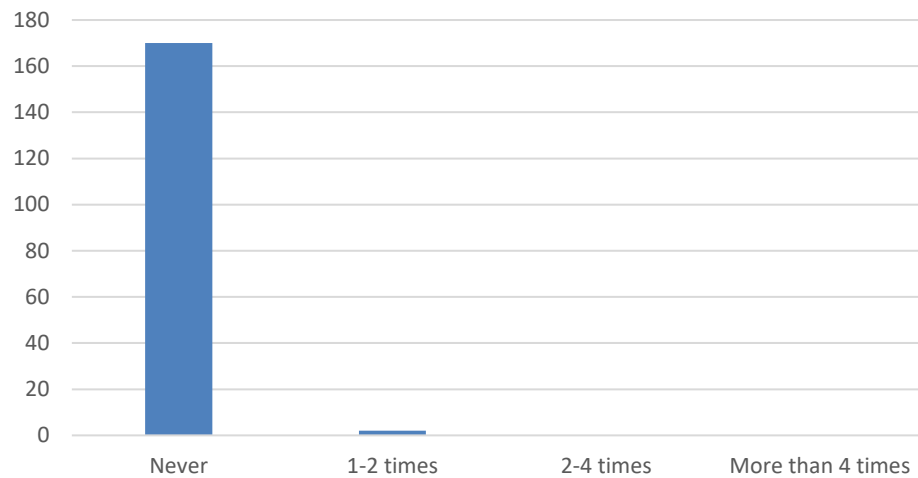


### Been stalked, followed, repeatedly texted, called, emailed to the point it made you feel uncomfortable

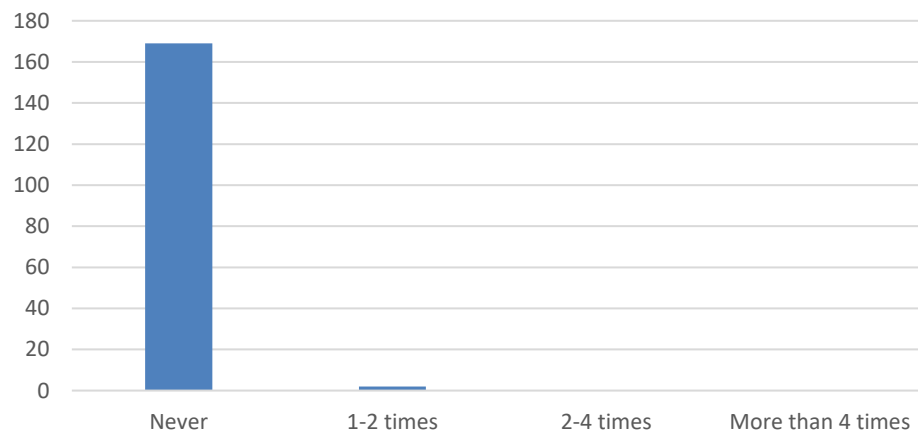




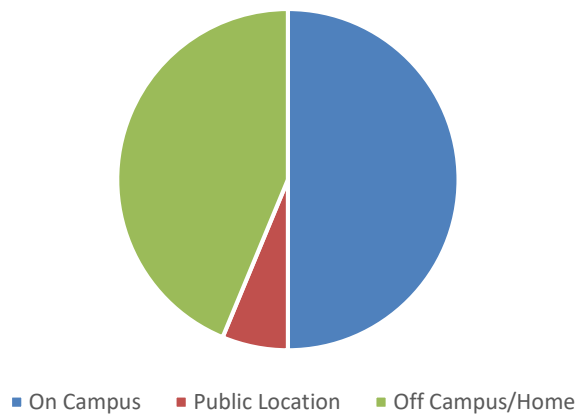
### Coerced to perform a sexual act



### Been asked to perform a sexual act for something in return

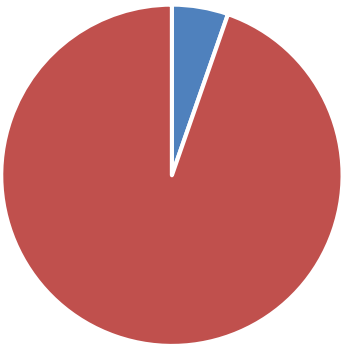


### If you answered yes to any of the above Questions, where did they happen?





Have you personally reported an incident to anyone at EBI Career College?



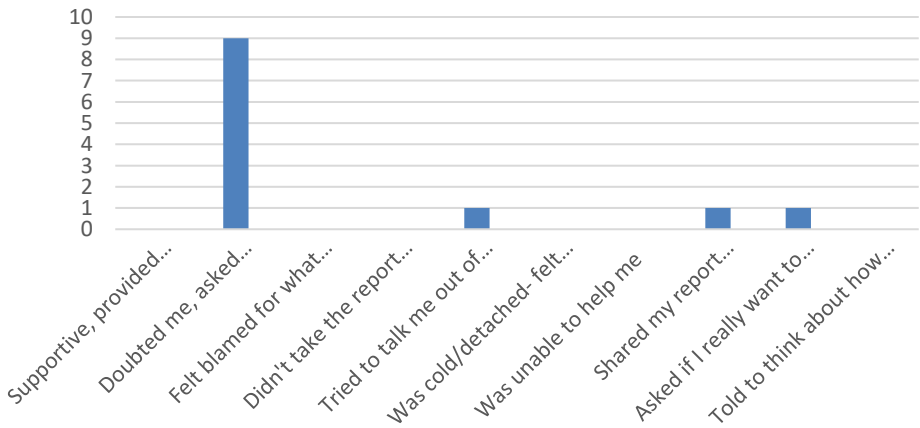
■ Yes ■ No

If yes, who?

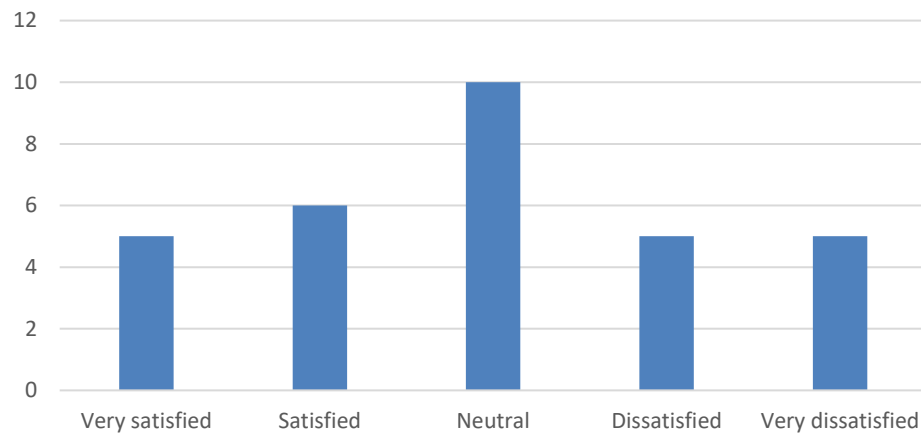


■ Senior Vice President ■ Title IX Coordinator ■ Faculty Member  
■ Other Administrator ■ Off Campus Resource

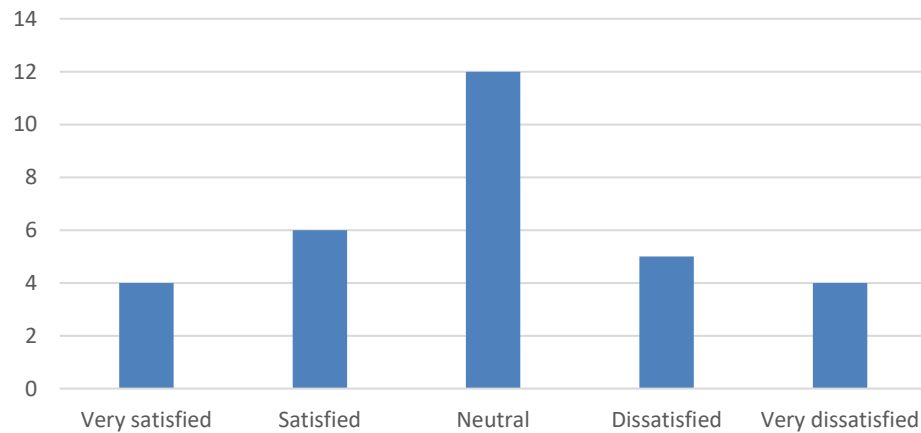
What kind of response did you receive?  
(select all that apply)



If you reported an incident, how satisfied were you with the response from EBI Career College?



If you reported an incident, how satisfied were you with the outcome of the incident?



## APPENDIX D

### Addiction Crisis Centers

**Trinity of Chemung County**

150 Lake Street, 2nd Floor

Elmira, NY 14901

Phone: 607-737-5215

**Our House Halfway House (Elmira Citadel - Salvation Army)**

401-403 Division Street

Elmira, NY 14901

Phone: 607-734-0032

**Steuben County Alcoholism & Substance Abuse Outpatient Clinic**

114 Chestnut St.

Corning, NY 14830

Phone: 607-937-6201

**FLACRA Addictions Clinic (Outpatient)**

106 S. Perry St., Ste. 3 Floor I

Watkins Glen, NY 14891

Phone: 607-535-8260

**Tioga County Alcohol/Drug Services**

1062 NY 38, Floor 1

Owego, NY 13827

607-687-4000

**New Horizons CD Treatment Center –Outpatient**

10-42 Mitchell Ave, Floor 2

Binghamton, NY 13903-1617

Phone: 607-762-2839

**UHS Opioid Treatment (Outpatient)**

10-42 Mitchell Avenue, Floor G

Binghamton, NY 13903

Phone: 607-762-2800

**Addiction Center of Broome County (Outpatient Clinic and Rehabilitation)**

30 W State St.  
Colonial Plaza Flo  
Binghamton, NY 13901  
Phone: 607-723-7308

**Fairview Recovery Services (Residential Program)**

5 Merrick Street  
Binghamton, NY 13904-1109  
Phone: 607-722-8987

**New Outlook (Community Residential)**

8 Clapham St  
Binghamton, NY 13904  
Phone: 607-722-8987

**Helio Health, Inc.**

249 Glenwood Road  
I-Wings E, F & G  
Binghamton, NY 13905-1603  
Phone: 607-296-3072

- All locations and information collected from New York State Office of Alcohol and Substance Abuse Services <https://findaddictiontreatment.ny.gov>

## APPENDIX E

### Elmira Business Institute Drug-Free Schools and Campuses Policies

## **Elmira Business Institute Drug-Free Schools and Campuses Policies**

**Effective January 1, 2019**

### **General Policy**

The users of drugs or alcohol may impair the well-being of all employees, the students and the public at large; drug and alcohol uses may also result in an injury or damage to College property. Therefore, the unlawful manufacture, distribution, possession or use of a controlled substance or of alcoholic beverages shall be prohibited while in the workplace, on College premises or as part of any College sponsored activities. Any employee violating this Policy shall be subject to disciplinary action up to and including termination and referral for prosecution.

### **Policy Provisions Drug Usage**

The College shall not differentiate between drug users, drug pushers or sellers. Any employee who possesses, uses, sells, gives or in any way transfers a controlled substance to another person, or manufactures a controlled substance while in the workplace, on college premises or as part of any college sponsored activity, or reporting to work under the influence of alcohol or illegal drugs or any other substance, legal or otherwise, that may impair the employee's ability to perform their job shall be subject to disciplinary action up to and including termination and referral for prosecution.

The term "controlled substance" shall mean any drug in 21 CFR 1308 and other federal regulations. Drugs which have a high potential for abuse. Such drugs shall include, but are not limited to: Heroin, Marijuana, Cocaine, PCP, "Crack," Methamphetamine and any other hallucinogenic, narcotic, synthetic or illegally manufactured substances. They also include "legal drugs" which are not prescribed by a licensed physician.

Any employee convicted of violating any criminal drug statute while in the workplace, on College premises, or as part of any College sponsored activity, shall be subject to disciplinary action up to and including termination. Elmira Business Institute reserves the right to require an employee to submit to an alcohol/drug test at any time there appears to be reasonable cause or suspicion that the employee may be under the influence of alcohol, illegal drugs, or other intoxicant. This includes, but is not limited to observations by college officials of apparent workplace use, possession or impairment. Reasonable cause or suspicion may also include post-accident testing resulting in the employee receiving medical treatment or being involved in a property damage accident resulting in more than minimal damage. Also, the College may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment by the College.

The Senior Vice President shall be consulted before sending an employee for testing. Each employee shall be required to inform the College, in writing, within five (5) days after being convicted for violation of any federal, state or local criminal drug statute where such violation occurred while in the workplace, on College premises or as part of any college sponsored activity. A conviction shall mean a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

### **Federal Grant Programs**

Convictions of employees working under federal grants, for violating drug laws in the workplace, on College sponsored activity, shall be reported to the appropriate federal agency.

The Senior Vice President shall be expected to notify the U.S. government agency, with which the grant was made, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The College shall take appropriate disciplinary action within thirty (30) calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

Students employed under the College Work Study Program shall be considered to be employees of the College, if the work is performed for the College. For work performed for a federal, state or local public agency, a private nonprofit agency or a private for-profit company, students shall be considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer. Students employed under the College Work Study Program are considered to be employees of the College, if the work is performed for the College in which the student is enrolled. For work performed for a federal, state, local public agency, a private nonprofit or a private for profit agency, students are considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer.

The service, possession and consumption of alcoholic beverages are regulated by the New York State General Statutes, City/County codes and policies of the College. All members of the College community are obligated to obey these laws, rules, ordinances and policies. The College does not have the right or authority to alter the laws and ordinances or secure exemption from them.

### **Drug and Alcohol Policy Published in the College Catalog**

The drug and alcohol policy is more employee focused than student focused. The policy outlined in the College Catalog uses the same language from but more clearly defines the expectations of students and the consequences of violating the policy based on the Student Code of Conduct. The text from our College Catalog is included below:

#### **DRUG & ALCOHOL FREE AWARENESS**

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug and alcohol prevention programs and policies.

As a matter of policy, Elmira Business Institute prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.



In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

### **Policy Provisions Drug Usage**

The College shall not differentiate between drug users, drug pushers or sellers. Any student who possesses, uses, sells, gives or in any way transfers a controlled substance to another person, or manufactures a controlled substance while on college premises or as part of any College-sponsored activity shall be subject to disciplinary action up to and including expulsion and referral for prosecution. Any student who is in a state of intoxication or any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his or her actions and will be subject to disciplinary actions.

The term "controlled substance" shall mean any drug listed in the federal regulations, as well as those listed in the New York General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs shall include, but are not limited to: heroin, marijuana, cocaine, PCP, "crack", methamphetamine and any other hallucinogenic, narcotic, synthetic or illegally manufactured substances. They also include "legal drugs" which are not prescribed by a licensed physician.

Any student convicted of violating any criminal drug statute while on College premises or as part of any College-sponsored activity shall be subject to disciplinary action up to and including expulsion.

The Senior Vice President may require the student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued enrollment at the College. Each student shall be required to inform the Office of the Campus Director in Vestal and Director of Student Services in Elmira, in writing, within five (5) days after being convicted for violation of any federal, state or local criminal drug statute where such violation occurred while on College premises or as part of any College sponsored activity. A conviction shall mean a finding of guilt (including a plea of no contender) or the imposition of a sentence by a judge or jury in any federal or state court.

### **Federal Grant Provisions**

Students employed under the College Work Study Program shall be considered to be employees of the college, if the work is performed for the college. In addition, for work performed for federal, state or local public agency, a private nonprofit agency or a private for-profit company, students shall be considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer. Students considered employees of the College should refer to the Drug and Alcohol Policy in the EBI Employee Handbook.

Additional information regarding the laws and penalties for illegal use as well as abuse, addiction and prevention information can be found on the College's website under Consumer Information at <https://ebi.edu/disclosures/>

Jurisdiction of this Drug and Alcohol Policy shall extend to every student currently enrolled for any course(s) at the College, every currently employed full-time and part-time faculty and staff employee and every public citizen who is invited to the campus or who chooses to come to campus. The jurisdiction shall also extend to all properties and facilities owned or operated by the College or which the College uses in connection with College programs and services.

### **Student Code of Conduct**

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits. The following regulation relating to alcohol and drug use is set forth in the Student Code of Conduct:

"Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College sponsored or supervised functions off-campus or in College-owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his or her actions."

### **Legal Sanctions**

The use of illicit drugs by any person is illegal under both the state and federal statutes. The use of alcohol by persons under 21 years of age is illegal under state law. Penalties and sanctions for conviction under state and federal law include incarceration and fines. Federal student loans and grants may be denied to those convicted for a violation of a criminal drug statute.

State and federal legal sanctions for violations of drug and alcohol laws can be found on the college website at <https://ebi.edu/disclosures/> (See Appendix A). This information is also available in the office of the Campus Director.

### **Health Risks Associated with Illicit Drug Use and Alcohol Abuse**

The use of drugs and alcohol can have a substantial and detrimental effect on an individual's health. Descriptions of health risks related to alcohol abuse and the use of illicit drugs can be found at <https://ebi.edu/disclosures/> (See Appendix B). This information is also available in the office of the Campus Director.

Information can be found on the following websites regarding the health risks associated with illicit drug use and alcohol abuse:

- NIH Fact Sheet (itemized list of drugs, including acute and long term effects, vulnerable populations, and treatment options): <http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects>
- US Dept. of Health and Human Services fact sheet, including generalized consequences of substance and alcohol abuse: <http://healthypeople.gov/2020/lhi/substanceabuse.aspx>

## **APPENDIX F**

### **Campus Crime Report**

Elmira Business Institute  
4100 Vestal Rd.  
Vestal, NY 13850

August 31, 2019

## **Security Policy/Procedures**

As a nonresidential college, EBI's facilities consist of office space where faculty meet with students and administrative work is conducted in classrooms and labs.

This policy complies with Title II of Public Law 101-542, the Crime Awareness and Campus Security Act of 1990.

## **CRIMINAL ACTIONS**

If a criminal action occurs at Elmira Business Institute, it must be reported immediately to the local police (911) and to the Campus Director. In each case, the Campus Director will discuss the situation with the Senior Vice President to determine if changes should be made in building security procedures.

## **SECURITY AND ACCESS TO CAMPUS FACILITIES**

EBI establishes procedures to insure that safety of its students and employees.

- I. Keys and knowledge of the security codes are limited to employees and only those who may need to be in the building during evenings and weekends are given keys.
2. Individuals who are no longer employees of the College must turn in their keys before they leave.
3. When there is a receptionist, all visitors must check in upon arrival and login on the visitor's log.
4. Employees who organize after hours meetings/events are responsible for security while the meeting is in session and are also responsible for insuring that the building is secured when they leave.
5. EBI appoints a responsible individual for securing the college Sunday-Saturday during regular operational hours.

## **CAMPUS LAW ENFORCEMENT**

Any crimes/instances should be reported directly to the security official or the local police (911).

## **SECURITY PROGRAMS**

Each spring, the college provides an annual formal crime prevention program for students and employees.

## **OFF CAMPUS STUDENT ORGANIZATIONS**

The college does not have off campus student organizations or housing facilities.

Title II of Public Law 101-542, the 1990 Crime Awareness and Campus Security Act and the 1992 Higher Education Amendment, require institutions to collect certain actions including forcible and non-forcible sex offenses. This information must be distributed each year to all current students and employees.

September 1, 2018 - August 31, 2019

The following were reported incidents for the school year 2018-2019 and were handled by local law enforcement and EBI administration: None.

There were no reports of on campus murders, sex offenses, aggravated assaults, burglaries, and arrests for weapons possession and liquor and drug abuse violations for the school year 2018-2019.

Ms. Kathleen Hamilton  
Senior Vice President

