



# MVCC

MOHAWK VALLEY COMMUNITY COLLEGE



## Annual Security Report & Fire Report 2023

2023, 2022, 2021 Clery Crime Statistics

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## **Campus Safety**

At Mohawk Valley Community College, safety and security are shared responsibilities. In addition to the uniformed presence of the Department of Public Safety, the best protection against campus crime is an aware, informed, alert campus community who use reason and caution.

While most of our students, staff and visitors will never become the victim of a crime, crimes sometimes occur despite our best efforts. This material is intended to provide useful information relating to campus safety, and to keep our students, employees and guests well informed about our crime statistics in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. We are committed to providing a safe and secure environment for the campus community.

We provide this information so that you can make informed decisions regarding your safety. If you have any concerns, questions or comments about federal or state law requirements or Mohawk Valley Community College's compliance with these laws, please contact Mohawk Valley Community College Department of Public Safety at (315) 792-5566.

## **Campus Law Enforcement Authority**

Mohawk Valley Community College Department of Public Safety employs both Public Safety Officers and Senior Public Safety Officers. The fundamental difference between the two is that the Senior Public Safety Officers are sworn law enforcement officers who are designated as Peace Officers under New York State Criminal Procedure Law. These officers have the authority to apprehend and arrest anyone involved in illegal acts on-campus. Their jurisdiction encompasses all campus property.

Mohawk Valley Community College Public Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Mohawk Valley Community College. Public Safety Officers have the authority to issue tickets on Mohawk Valley Community College property or property leased by Mohawk Valley Community College. Public Safety Officers do not possess arrest powers.

If minor offenses involving College rules and regulations are committed by a Mohawk Valley Community College student, any Department of Public Safety Officer may also refer the individual to the disciplinary division of Student Affairs.

Mohawk Valley Community College Department of Public Safety and both the Utica and Rome Police Departments have jurisdiction on each respective campus to investigate crimes through a Memorandum of Understanding. The New York State Police and the Oneida County Sheriff's Department also have jurisdiction on campus and will respond when the local police are not available or need assistance. The Mohawk Valley Community College Department of Public Safety maintains a professional working relationship with each of the agencies with concurrent jurisdiction.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the Utica Police Department or Rome Police Department and joint investigative efforts with investigators from the MVCC DPS and city police are deployed to solve these serious felony crimes. The prosecution of criminal offenses, both felony and misdemeanor, are conducted at:

**Utica City Court,**

411 Oriskany Street West Utica, New York 13502; and

**Rome City Court**

100 West Court Street, Rome NY 13440.

All crime victims and witnesses are strongly encouraged to immediately report crime to the Department of Public Safety and the Utica Police Department. Prompt reporting will assure timely warning notices on campus, timely disclosure of crime statistics and will assist the appropriate law enforcement agency in its investigation of crimes occurring on campus.

## Reporting a Crime or Emergency on Campus

To report a crime or an emergency on the Utica campus contact the Mohawk Valley Community College Department of Public Safety at (315) 792-5566 or by dialing extension 5777 from any phone within the College system, to include the emergency red phones. On the Rome Campus, you may dial (315) 334-3559 or extension 7270 from any phone on campus. Additionally, calls from on-campus emergency blue-light phones directly access the MVCC DPS. Reports of crime can also be made to any Campus Security Authority. In addition, you may report a crime to the following:

Title	Office Location	Campus Phone
Coordinator of Health Services	Alumni College Center 104	Ext. 5683
Dean of Student Life	Alumni College Center 208	Ext. 5394
Dean, Student Enrollment and Development	Payne Hall 127	Ext. 5401
Dean of the Rome Campus	Plumley Complex 127B	Ext. 7701

## Accurate & Prompt Reporting

Community members, students, faculty, staff and guests are encouraged to accurately and promptly report all crimes and public safety related incidents to the Mohawk Valley Community College Department of Public Safety in a timely manner. Both witnesses and bystanders are encouraged to report when a victim is unable to report.

Department of Public Safety personnel are available to answer your call or take an incident report 24 hours a day.

Mohawk Valley Community College Campus Public Safety incident reports are forwarded to Campus Administration Personnel. Additionally, any incident reports involving students are forwarded to the Vice President of Student Affairs for review and potential action by the Office of Judicial Affairs.



The Executive Director of Public Safety and Emergency Management will be responsible for all reported incidents that require an investigation. Additional information obtained via investigation will be forwarded to the appropriate college personnel. If an outside law enforcement investigation is required, the Executive Director of Public Safety and Emergency Management will work with the appropriate law enforcement personnel to complete the investigation.

This publication contains information about on-campus and off campus resources. That information is made available to provide MVCC community members with specific information about the resources that are available in the event that they become a victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for Mohawk Valley Community College.

All crimes should be reported to the Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the college community, when appropriate. For example, a rape that was reported to the National Sexual Assault Reporting Hotline, would not be included in MVCC statistics.

## **Reporting a Crime off Campus**

To report a crime that occurs off campus by phone, call 911. If there is a need to report a crime in person:

### **Utica Police Department**

413 Oriskany Street, West, Utica, NY 13502 or call (315) 735-3301.

### **Rome Police Department**

301 North James Street Rome, NY 13440 or call (315) 339-7780

The Department of Public Safety and both the Utica Police Department and Rome Police Department each have a separate, working Memorandum of Understanding, Article 129-A, Subsection 6434 of the Education Law of New York.

## **Voluntary Confidential/Anonymous Reporting**

The Mohawk Valley Community College Department of Public Safety encourages anyone who is the victim or witness to any crime to promptly report the incident. Therefore, the Department of Public Safety records may at times, be considered public records under state law, the Department of Public Safety cannot hold reports of crime in confidence. Confidential reports for the purpose of inclusion in the annual disclosure of crime statistics can generally be made to Campus Security Authorities (CSA).

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, any member of the campus community can file a report on the details of the incident without revealing your identity. Report incidents anonymously: [www.mvcc.edu/hawkeyetip](http://www.mvcc.edu/hawkeyetip).

All information left on the Hawkeye tip line is confidential. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving both students and staff, determine if there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the college.

## Off-Campus Resources

Resource	Phone Number
Wynn Hospital (Utica)	(315) 917-9966
Rome Memorial Hospital	(315) 338-7035
Sexual Assault Hotline	1-877-212-2323
National Sexual Assault Hotline RAINN	1-800-656-4673
Planned Parenthood Utica	(315) 735-7275
Planned Parenthood Rome	(315) 337-8584
YWCA of the Mohawk Valley	(315) 797-7740
Mobile Crisis Assessment Team	(315) 732-6228
Community Health and Behavioral Services	(315) 798-8868
New York State Crime Victims Board	1-800-247-8035
New York State Police Campus Sexual Assault Hotline	1-844-845-7269

## Reports of Missing Students

Any person who believes a student may be missing should file a report with the Department of Public Safety. It is the policy of Mohawk Valley Community College and the Mohawk Valley Community College Department of Public Safety to **immediately** accept and investigate reports of missing, lost or abducted students and children as defined by the New York State Executive Law 837.

The Department of Public Safety shall take the lead in all missing student cases until such time as the case is turned over to the Utica Police Department or Rome Police Department, by the Executive Director of Public Safety and Emergency Management or the On-Call Administrator. All reports of missing children from any location on campus will immediately be turned over to the Utica Police Department or Rome Police Department for the respective campuses.

Any student living in an on-campus housing facility may register a confidential contact person to be notified in the case that the student is reported missing. If a student has identified such an individual, the MVCC Department of Public Safety, Residence Life Administrators, or local law enforcement

officials will notify that individual in accordance with the Mohawk Valley Community College Missing Residence Hall Student Policy and Procedure after the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to confidential contact information.

The custodial parent or guardian of any student that is less than 18 years old and is not emancipated will be notified within 24 hours after the student has been confirmed as missing.

### **Missing Student Initial Investigations**

The Department of Public Safety will immediately accept and actively investigate reports of a missing person from campus. There shall be no required waiting period for a report to be accepted.

Upon receiving a complaint of a missing person, the officer will respond to the scene without delay to conduct the initial investigation. If the individual is not located in a timely manner, the Utica Police Department will be notified. The Department of Public Safety will notify local law enforcement as soon as practicable and in no case more than 24 hours after receiving a missing person report.

### **Sex Offender Registration Information**

The "Campus Sex Crimes Prevention Act" (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled or employed at institutions of higher education. Mohawk Valley Community College provides information regarding registered sex offenders who may have a connection to the College by providing a link to the New York State Division of Criminal Justice Services (DCJS) Sex Offender Registry.

Sex offender registration information may also be obtained by directly accessing the DCJS website (<https://www.criminaljustice.ny.gov/nsor/>) You may also contact the DCJS Sex Offender Registry at (518) 417-3384 or 1-800-262-3257.

### **Disclosure of Campus Statistics**

The Department of Public Safety prepares the statistical data in this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The data is prepared in cooperation with outside law enforcement agencies, the Department of Public Safety, Student Affairs, the MVCC Dormitory Corporation and other relevant authorities. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Department of Public Safety, other local law enforcement agencies and designated campus officials considered to be "Campus Safety Authorities" (CSA's). Examples of Campus Security Authorities include but are not limited to: The Dean of Students who oversees student housing, a student center of student extracurricular activities; or a Director of Athletics, a team coach or a faculty advisor to a student group; or a Resident Director. If someone is in a position of authority and has significant responsibility for student and campus activities, he or she is a campus security authority.

These statistics include crimes that occur on campus, in residence halls, and on the local streets surrounding the campus. The Executive Director of Public Safety and Emergency Management, or designee, requests information from local and State agencies of any crimes which occurred in their respective jurisdiction and constitute a non-campus location of MVCC.

Counseling Services staff inform their clients of the procedures to report crime to the Department of Public Safety on a voluntary and/or confidential basis, should they feel it is in the best interest of the client.

The Annual Security Report is prepared by a multidisciplinary committee co-chaired by the Executive Director of Public Safety and Emergency Management. Each year, an email notification is made to all faculty, staff, and enrolled students that includes an attachment to access the report.

Copies of this report may also be obtained at the Mohawk Valley Community College Department of Public Safety located at 1101 Sherman Drive Utica, New York 13501 Academic Building Room 106, or by calling (315) 792-5566 on the Utica Campus, or the Rome Campus at 1101 Floyd Avenue, Rome New York 13440 Plumley Complex room 118 or by calling (315) 334-3559.



## Statistic Reporting

The statistics in this report are compiled and reported in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting guidelines and the Clery Act. It is important to note that the crime classification definitions for which colleges and universities must provide statistics for the Clery Act differ from the state definitions. *For example, the crime statistics reported under the Jeanne Clery Act include the following:*

1. Uniform Crime Reporting Program (UCR) Definitions which include:

**Murder & Non-Negligent Manslaughter, Negligent Manslaughter, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Rape, Fondling, Incest, Statutory Rape**

\*UCR reporting includes any Hate/Bias crimes of the above, as well as any incident of **Larceny-theft, Simple Assault, Intimidation, or Destruction/damage/vandalism of property** that were motivated by bias. \*

2. Arrests and referrals for disciplinary action which include:

Arrests for **Liquor Law Violations, Drug Law Violations, Illegal Weapons Possession,**  
Referrals for **Liquor Law Violations, Drug Law Violations, Illegal Weapons Possession**

3. Violence Against Women Act of 2013 Definitions which include:

**Domestic Violence, Dating Violence, Stalking**

The number of victims involved in a particular incident are individually indicated in the statistics column for the following:

**Criminal Homicide Offenses, Sex Offenses, VAWA Offenses, Hate/Bias Offenses and Aggravated Assault.**

*For example, if an aggravated assault occurs and there are three (3) victims, this would be counted as three (3) aggravated assaults in the crime statistics chart.*

The number of offenses in a particular incident are individually indicated in the statistics column for the following:

**Robbery, Burglary, Motor Vehicle Theft, and Arson.**

*For example, if five (5) students are walking across campus together and they are robbed, this would count as one (1) instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic.*

The number of offenders involved in a particular incident are individually indicated in the statistics column for the following:

**Liquor Law Violations, Drug Law Violations, and Illegal Weapons Possession.**

*For example, if a Drug Law Violation occurs and there are three (3) offenders that are arrested as a result, this would be counted as three (3) Drug Law Violation Arrests in the crime statistics chart. In the same example, those three (3) offenders would not be listed in the Drug Law Violation Referral for Disciplinary Action statistics, even if both the arrest and disciplinary referral occurred as a result.*

## Campus Geography Definitions

**On-Campus** - (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

**Non-Campus Building Or Property** - (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**On-Campus Student Housing Facilities** - Statistics are included also in the On-Campus statistics; they include only incidents which occurred in the residence halls.

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

## Clery Act Hate Crime Definitions

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the preceding section and for other crimes involving bodily injury to any person in which the victim is selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

Prior to 2009 reportable hate crimes included any of the aforementioned offenses and any other crime involving bodily injury where the victim was selected because of the perpetrator's bias. The categories of bias are: race; gender; religion; sexual orientation; ethnicity and disability. Additional crimes were included in the 2009 statistics due to changes made in the law: Simple Assault, Larceny, Intimidation and Vandalism.

In August of 2008 HEOA S 488, 20 U.S.C. S 1092 (f) (1) F (ii) modified the above hate crimes to include the following additional crimes under the hate crime category:

**Larceny Theft** - The unlawful taking of property from the possession, or constructive possession, of another.

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

**Vandalism** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Simple Assault** - An unlawful physical attack by one person upon another where neither the offender displays a weapon, or the victim suffers obvious severe or aggrieved bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

## Utica Crime Statistics

Criminal Offenses	Year	On Campus Property			Non-Campus Property	Public Property
		Residence Halls	Other	On-Campus Total		
Murder/Non-Negligent Manslaughter	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Negligent Manslaughter	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Rape	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Fondling	2023	0	0	0	0	0
	2022	2	1	3	0	0
	2021	1	0	1	0	0
Incest	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Statutory Rape	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Robbery	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Aggravated Assault	2023	0	0	0	0	1
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Burglary	2023	1	0	1	0	0
	2022	0	0	0	0	0
	2021	1	0	1	0	0
Motor Vehicle Theft	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Arson	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0

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VAWA Offensives	Year	On Campus Property			Non-Campus Property	Public Property
		Residence Halls	Other	On Campus Total		
Domestic Violence	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Dating Violence	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	1	0	1	0	0
Stalking	2023	0	6	6	0	0
	2022	0	0	0	0	0
	2021	1	4	5	0	0

Disciplinary Action	Year	On Campus Property			Non-Campus Property	Public Property
		Residence Halls	Other	On Campus Total		
Weapon Violations	2023	1	2	3	0	0
	2022	1	0	1	0	0
	2021	0	0	0	0	0
Drug Violations	2023	10	25	35	0	0
	2022	10	12	22	0	0
	2021	3	12	15	0	0
Alcohol Violations	2023	27	1	28	0	0
	2022	22	3	25	0	0
	2021	1	0	1	0	0

Arrests	Year	On Campus Property			Non-Campus Property	Public Property
		Residence Halls	Other	On Campus Total		
Weapon Violation Arrests	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Drug Violation Arrests	2023	0	3	3	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Alcohol Violation Arrests	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0

Unfounded Crimes	2021	2022	2023
	0	0	1

<b>Hate Crimes</b>	There were <i>no crimes</i> during 2021, 2022, and 2023 that manifested evidence of prejudice based on perceived race, religion, sexual orientation, gender, gender identity, disability, national origin, or ethnicity.
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# Rome Crime Statistics

<b>Criminal Offenses</b>	<b>Year</b>	<b>On-Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
<b>Murder/Non-Negligent Manslaughter</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Negligent Manslaughter</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Rape</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Fondling</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Incest</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Statutory Rape</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Robbery</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Aggravated Assault</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Burglary</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Motor Vehicle Theft</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Arson</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
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<b>VAWA Offensives</b>	<b>Year</b>	<b>On Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
<b>Domestic Violence</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Dating Violence</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Stalking</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0

<b>Disciplinary Action</b>	<b>Year</b>	<b>On Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
<b>Weapon Violations</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Drug Violations</b>	2023	0	0	0
	2022	1	0	0
	2021	0	0	0
<b>Alcohol Violations</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0

<b>Arrests</b>	<b>Year</b>	<b>On Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
<b>Weapon Violation Arrests</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Drug Violation Arrests</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Alcohol Violation Arrests</b>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0

<b>Unfounded Crimes</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
	0	0	0

<b>Hate Crimes</b>	There were <i>no crimes</i> during 2021, 2022, and 2023 that manifested evidence of prejudice based on perceived race, religion, sexual orientation, gender, gender identity, disability, national origin, or ethnicity.
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# College Policies and Programs

## Crime Prevention and Security Awareness Programs

Periodically during the academic year, the Department of Public Safety, in cooperation with other departments, may present prevention programs for sexual assault, crime prevention awareness, and other personal safety-oriented presentations.

The Department of Public Safety also provides training to the Residence Life Staff. At the beginning of the fall semester during onboarding, also referred to as new student orientation, the MVCC Department of Public Safety provides a presentation where students are informed of the services offered by the department and how to obtain them.

The presentation outlines ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented at New Employee Orientation to all new College employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continued basis.

A common theme is to encourage students and employees to be aware of their responsibility for their own security and the security of others. The Department of Public Safety is regularly available to provide safety and security awareness, crime prevention programs, emergency response training, drug awareness, drinking and driving awareness, and other awareness training requested by students or staff.

Additional security measures include a security escort service available to students and staff, emergency blue light phones, emergency red phones, security considerations in the maintenance of campus facilities, and access control systems in the residential halls.

Crime prevention programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. MVCC Department of Public Safety personnel facilitate programs for student, faculty, staff and new employee orientations, and student organizations.

The Department of Public Safety is regularly available to provide safety and security awareness, crime prevention programs, emergency response training, drug awareness, drinking and driving awareness, and other awareness training requested by students or staff.

In an effort to deter crime, MVCC DPS provides an escort service, 24 hours a day. If a student would like an escort on the Utica campus, they can call 5777 from any emergency red phone, use any emergency blue phone, or call (315) 731-5777 to request an escort. On the Rome Campus, call (315) 334-3559 or extension 7270 from any phone on campus for an escort. MVCC has also implemented the HawkEye Tip, which allows for anonymous reporting through the MVCC website.

The Department of Public Safety has developed a poster program which consists of distributing 11" x 17" color posters throughout both Campuses. The posters are designed to continually inform community members of important information. Crime prevention tips are also displayed on the digital TV monitors throughout campus to compliment the posters.

Mohawk Valley Community College's Public Safety Committee is in place to review current security policies and procedures and make recommendations for improvement. This advisory committee is responsible for ensuring that procedures for educational programs on safety, sexual assault and crime prevention are in place and that reporting, referral, counseling and response mechanisms for security and safety are also updated and monitored regularly. The Safety and Security Committee reports to the President through the College Senate, findings and recommendations at least once each academic year, and such report shall be available upon request.

The Healthy Lifestyles Committee hosts alcohol and drug awareness programs which serve to educate students and community members on the prevention of drug and alcohol abuse. The College has qualified staff in the Health and Wellness Center and extends a number of services to students and staff to help them maintain a healthy lifestyle. Counselors can provide information, confidential referrals and assistance to those persons with problems stemming from the use or abuse of drugs or alcohol.

## **Security and Access**

During business hours, the college (excluding residence halls) will be open to students, faculty, staff and guests. During non-business hours access to all college facilities is by key, if issued, or by admittance via the Department of Public Safety or Residence Life staff. In the case of extended closing, only those with prior approval will be admitted to any college facility.

Residence halls are secured 24 hours a day. All MVCC resident students are issued a student identification card, which also acts as a proximity card for resident students. The card is activated for each individual student so that they can access the main entrance of their designated complex.

MVCC Residence Halls employs a door monitor during after-hours who will limit access to the Residence Halls only to official residents of that hall, a signed in resident of another hall, or a registered guest of a building resident in possession of a staff-issued limited time guest pass.

Over extended breaks, the doors of all residence halls will be secured. Some campus facilities may have individual hours, which may vary at different times of the year; examples of this are the library or computer labs. Emergencies may necessitate changes or alterations to any posted schedules.

The Executive Director of Public Safety and Emergency Management joined by the Director of Facilities and Operations and the Dean of Student Life to engage in regularly scheduled "Safe-Walks," which are conducted throughout the entire campus in a continuous effort to identify issues pertaining to security considerations in the maintenance of campus facilities. Input from the Department of Public Safety and other college groups, such as Residence Life, is used to identify issues that arise on a "Safe-Walk". Concerns discovered are further discussed to configure a solution which is implemented to remedy the problem.

Facilities and Operations is also responsible for maintaining lighting throughout campus, to include the parking lots, as well as maintaining the emergency phones, both the Red (interior) and Blue (exterior). Public Safety personnel conduct routine tests and produce reports for lighting and emergency phone deficiencies. Using input from "Safe-Walks" and regular Public Safety reporting,

the MVCC Grounds Crew ensures that the trees and shrubbery on campus are kept trimmed to prevent anyone from utilizing them as a hiding/ambush location.

There are several two-way emergency call stations strategically placed throughout the campus. These take the form of a "blue phone" which are exterior call stations, and "red phone" which are located inside campus buildings. To see a map of the blue phones, visit the college website at <https://www2.mvcc.edu/map/>

The campus has several fixed and moveable cameras that monitor and record activity occurring on campus. These cameras may be monitored or reviewed by Public Safety personnel.

## **Student Conduct Process**

To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the College's Title IX/VAWA Conduct Process as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.

Throughout conduct proceedings, the respondent and the reporting individual will have:

1. The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Title IX/VAWA Conduct Process.
2. The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
3. The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
4. The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
5. The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten (10) days except when law enforcement specifically requests and justifies a longer delay.
6. The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by the College).

7. The right to present evidence and testimony at a hearing, where appropriate.
8. In student disciplinary proceedings involving domestic violence, dating violence, stalking, or sexual violence, the campus will allow parties to review available evidence held by the campus in accordance with College policy. Parties can also present available evidence as appropriate under campus policies.
9. The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
10. The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.
11. The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
12. The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
13. The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
14. The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
15. Access to one level of appeal of a determination before a panel that is fair and impartial and does not include individuals with a conflict of interest.
16. The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.
17. The right to choose whether to disclose or discuss the outcome of a conduct hearing.
18. The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

Campuses must make a notation on the transcripts of students found responsible for crimes of violence. This is in line with the 2004 memo from Chancellor King saying the same thing. The notations are for suspension, expulsion, or withdrawal with charges pending.



## Complaint & Adjudication Options

- Criminal charges through the appropriate agency (Please note: an Order of Protection may be obtained through the criminal court system once formal criminal charges have been filed through a law enforcement agency)
  - MVCC Department of Public Safety Utica (315) 792-5566/Rome (315) 334-7270
  - Utica Police Department (315) 735-3301
  - Rome Police Department (315) 339-7780
- Campus Judicial Affairs: Office of Civic Responsibilities, Chief Conduct Officer Brittany Dielemans (315) 731-5792
- Title IX Complaint (Sexual assault/violence/harassment/discrimination)

## Safety Services

- On-campus escort service, MVCC Department of Public Safety Utica (315) 792-5566/Rome (315) 334-7270
- Residential Accommodations: Safe housing (guest room), MVCC Department of Residence Life (315) 792-5361
- Academic Accommodations: Relocation of a course/classroom, MVCC Office of Civic Responsibilities, Chief Conduct Officer Brittany Dielemans (315) 731-5792

## Alcohol and Other Drugs

### Policy Statement

Mohawk Valley Community College is committed to an environment which supports the academic success and health of our students. Alcohol abuse or the use of illicit drugs may be harmful to the user and may be harmful to the educational environment, an environment that must be conducive to learning.

### Reason for Policy

Mohawk Valley Community College is committed to providing an environment where students, employees and guests have the right to study and work in a healthy and safe environment. The Student Code of Conduct specifically prohibits the use of alcohol or illicit drugs. These regulations are found in the Code of Conduct section of this handbook and on the College website.

### Applicability of the Policy

All members of the College community, including visitors to the College, should be familiar with and abide by this policy. The procedures for students are outlined below. The procedures for employees, contractors and vendors are outlined on the [Office of Human Resources](#) website.

This policy shall also apply to conduct of students, employees, contractors and vendors when representing the College at College sponsored events at off-campus locations including but not

limited to campus activities, school sponsored trips, school sponsored study abroad programs and school sponsored social events.

## **Illegal Drugs**

Mohawk Valley Community College will not tolerate the unlawful possession and/or use of controlled substances, illegal drugs, and other products deemed to be illegal by the federal Government and/or the State of New York on its premises. The unlawful manufacture, distribution, possession, or use of a controlled/illegal substance is prohibited in and on property owned or controlled by Mohawk Valley Community College.

The College staff will strictly adhere to and enforce all State Law and College regulations regarding illicit drug use. The College will cooperate with law enforcement agencies in any case involving the possession, use, or sale of illegal drugs on the Mohawk Valley Community College campus. Any known use or possession of such drugs by a Mohawk Valley Community College student will result in and immediate disciplinary action, which may include suspension or expulsion.

## **Alcoholic Beverages**

The possession, sale or furnishing of alcohol on the College campus is governed by the MVCC Alcohol Policy and New York State law. The enforcement of alcohol laws on campus is the primary responsibility of the MVCC Department of Public Safety. The MVCC campus has been designated "drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are enforced by the MVCC DPS. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age is illegal. It is also a violation of the MVCC Alcohol Policy for anyone to consume or possess alcohol in any public or private area of the campus without prior College approval. Organizations, groups, or individuals violating alcohol/substance policies or laws may be subject to sanctions by the College.

## **Summary of New York State Laws pertaining to alcohol**

***Legal Minimum Purchase Age:*** No person shall sell, deliver, or give away or cause or permit or procure to be sold, delivered or given away any alcoholic beverages to any person, actually or apparently, under the age of 21 years. Persons under 21 are not permitted to purchase, possess or consume alcoholic beverages. Effective January 1, 1990, persons under the age of 21 are prohibited from possessing any alcoholic beverage with intent to consume the beverage.

***Selling or Giving Alcohol to an Intoxicated Person:*** No person shall sell, deliver, give away, permit or procure to be sold, delivered or given away, any alcoholic beverages to an intoxicated person or any person under the influence of alcohol.

**Using False I.D.s.** Any person under 21 years of age who is found to have presented or offered false or fraudulent written identification of age for the purpose of purchasing or attempting to purchase alcoholic beverages may be faced with probation for a period of not exceeding one year and may in addition receive a fine not exceeding \$100.00.

Effective November 1, 1989, persons under the age of 21 who present falsified or fraudulently altered proofs of age for the purpose of purchasing or attempting to purchase alcoholic beverages are guilty of a violation, punishable by a fine of up to \$100.00 and a community service requirement of up to thirty (30) hours.

Previously, violations of this section were punishable only by the imposition of a one-year probationary period and a fine. Additionally effective, October 19, 1989, a person under the age of 21 who presents an altered New York State driver's license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver's license for up to ninety days and may also be required to apply to the Department of Motor Vehicles for a restricted use driver's license following the suspension.

**Personal Liability.** The New York State legislation has enacted a law which imposes liability for injuries to third parties upon persons who knowingly cause the intoxication or the impairment of ability of a person under 21 years of age by "unlawfully furnishing" or "unlawfully assisting in procuring" alcoholic beverages for underage persons.

New York State Alcohol Beverage Control law sets twenty-one (21) as the minimum age to purchase or possess any alcoholic beverage. Parts of that law include:

- Persons under 21 found possessing alcohol may be given a maximum fine of \$50.
- Persons convicted for fraudulently using a driver's license to buy or attempt to buy alcohol may have their driver's licenses suspended for up to 90 days.
- Persons convicted of buying alcohol through fraudulent means face a possible \$100 fine and/or may be required to work up to 30 hours of community service work.
- Persons convicted of selling, giving or serving alcohol to persons less than 21 years of age face significant fines.

### **Compliance with Sanctions and Timelines**

- All sanctions will be communicated in writing with clearly established timelines for completion. If the student has not completed the sanction within the timeline and has not received approval by a Conduct Officer for an extension the student will be subject to additional sanctions.
- Federal, State and Local laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drug. These laws carry penalties for violations, which range from fines to prison. The seriousness of the offense and penalty imposed upon conviction depend upon the individual drug and amount held or sold.

- New York colleges and universities remain bound by their federal requirements under the Drug Free Schools and Communities Act and the Drug Free Workplace Act. Under these laws, the use, possession, and distribution of cannabis for any reason must be prohibited and subject to student code of conduct or employee disciplinary actions.
- New York State Alcohol Beverage Control law sets twenty-one (21) as the minimum age to purchase or possess any alcoholic beverage. Parts of that law include:
- Persons under 21 found possessing alcohol may be given a maximum fine of \$50.
- Persons convicted for fraudulently using a driver's license to buy or attempt to buy alcohol may have their driver's licenses suspended for up to 90 days.
- Persons convicted of buying alcohol through fraudulent means face a possible \$100 fine and/or may be required to work up to 30 hours of community service work.
- Persons convicted of selling, giving or serving alcohol to persons less than 21 years of age face significant fines.

The law further requires that the College conduct a biennial review of its program to (a) determine its effectiveness and implement changes as they are needed; and (b) ensure that the sanctions developed are consistently enforced.

### **Alcohol / Drug Use Amnesty in Sexual and Interpersonal Violence Cases**

The health and safety of every student at Mohawk Valley Community College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials.

A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not be subject to the College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

## Anti-Discrimination and Anti-Harassment

The Board of Trustees of Mohawk Valley Community College has adopted the following policy statements:

Nondiscrimination and affirmative action as related to admissions. Educational programs and activities, and Equal Employment Opportunity.

Mohawk Valley Community College does not condone and will not knowingly permit sexual harassment. The Board of Trustees expects that all judgments about, and actions toward, students and employees will be based on their qualifications, abilities and performance. This position is in keeping with the spirit and intent of various federal laws and guidelines which address the issue of fair employment practices, ethical standards, and enforcement procedures. Mohawk Valley Community College strongly subscribes to the philosophy of equality of opportunity for all persons regardless of race, creed, color, sex, religion, criminal record, or veteran status, with respect to admissions, educational programs, employment and campus life.

***Definition of Discrimination*** - Discrimination occurs whenever a person is denied equality of opportunity because of race, creed, color, sex, religion, national origin, ancestry, age, disability, marital status, sexual orientation, criminal record or veteran status.

***Definition of Sexual Harassment*** - Sexual Harassment is a form of discrimination, which destroys the working and learning environment for employees, guests and students and prevents the development of trust. Sexual harassment is unwelcome sexual advances, requests for favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, academic pursuit; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions effecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive learning environment; or
4. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions; or
5. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive environment.

This procedure is provided for the investigation of complaints alleging any unlawful discrimination in the programs, policies, or practices of Mohawk Valley Community College or affiliated agencies. This procedure may not be used for complaints involving matters over which the college has no control, such as Civil Service rules and regulations. The procedure may be used by any person (student, employee, or visitor) who receives College programs and services.

This procedure is intended to comply with and serves as the grievance procedure required under regulations implementing title IX of the Education Amendments (prohibiting discrimination based



on sex): Section 504 of the Rehabilitation Act of 1973 and title II of the Civil Rights Act (prohibiting discrimination based on race or national origin). This procedure also provides a mechanism for the internal investigation of all claims of discrimination or harassment under any applicable statute of college policy, including title VII of the Civil Rights Act of 1964, the Veterans Re-employment Act and the Americans with Disabilities Act. The College's Affirmative Action Officer is the Director of Human Resources. The College's Section 504 Coordinator and ADA Coordinator is the Coordinator for Disabilities Service.

MVCC acknowledges and provides assurance to compliance with The Civil Rights Act of 1964 as signed into law July 2, 1964, by President Lyndon Johnson.

Pursuant to H.R. 7152 of the 88th Congress of the United States of America and U.S.C. §2000D, MVCC maintains compliance with Title VI Nondiscrimination in Federally Assisted Programs. Title VI §601: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Under the FMCSA Title VI Program, additional related non-discrimination authorities prohibit discrimination based upon sex, age, disability, income-level, and limited English proficiency (LEP).

MVCC further extends this commitment and does not discriminate on the basis of religion, creed, sex, age, disability, gender identity, sexual orientation, pregnancy, predisposing genetic characteristics, domestic violence victim status, marital status, military status, criminal conviction or retaliation for opposing unlawful discrimination practices. MVCC is committed in policy, principle, and practice to maintain an environment which is free of intolerance, illegal or discriminatory behavior towards any person. This commitment is consistent with federal and state laws and College policy. In addition, MVCC is committed to complying with 49 Code of Federal Regulations (CFR) Part 21 and 49 CFR Part 303 as well as the related Nondiscrimination authorities identified in the FMCSA Title VI Program Assurance, which has been signed by the MVCC President.

## **Hate Crimes**

Members of the Mohawk Valley Community College community have the right not to be discriminated against for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, or sexual orientation. It is the policy of Mohawk Valley Community College to ensure that all bias or hate related incidents are investigated thoroughly in a sensitive manner that provides support for, and minimizes the trauma experienced by the victim. Students, faculty, and staff shall be notified of Department of Public Safety policies and procedures as well as penalties for violating laws, rules, and regulations. This notification process shall be accomplished annually through the use of brochures, mailings, websites and links to websites, and student and employee handbooks and orientations.

***Definition of Hate Crime*** - A hate crime can be generally defined as a crime, which in whole or part, is motivated by the offender's bias toward the victim's status. The offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, ethnicity, national origin, ancestry, gender identity, religion, religious practice, age,

disability or sexual orientation of a person, regardless of whether the belief or perception is correct (Section 485.05 of the New York State Penal Law).

**Hate Crimes Act of 2000** - A person commits a hate crime when he or she commits a specified offense and either: (Section 485.05 of the New York State Penal Law).

- Intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
- Intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail and instant messaging), physical assaults, vandalism, destruction of property, and fire bombings. A complete listing may be found in article 485.00 of the New York State Penal Law.

### **Hate Crime Response:**

The initial complaint of a hate crime may be made to the Department of Public Safety, Student Affairs, Faculty, or any other member of the campus community or to the Utica Police Department or Rome Police Department. Complaints may also be made by using the Mohawk Valley Community College Hawkeye tip if the person wishes to remain anonymous. The Department of Public Safety shall immediately respond and interview the victim and any witnesses. The responding officer should:

1. Determine if the victim requires medical attention and arrange for such attention. Aid and comfort the victim.
2. Contact a staff person from the Counseling Center. If the victim does not wish to speak to a counselor, suggest contacting someone that the person knows for emotional support.
3. Interview the victim and any witnesses to determine:
  - a) If a hate crime actually occurred.
  - b) The identification of the guilty person at the scene or in immediate flight, and the initial crime scene processing and recording of all relevant evidence and information.
4. Make notifications to the appropriate college officials.
5. Prepare all necessary reports and documents to assist the Student Affairs in the judicial process or the police in the criminal prosecution.
6. Once it has been determined that the incident is a hate crime, the Department of Public Safety must be notified, whether or not the victim requests prosecution.

7. If it is determined that the case will be turned over to the police for prosecution, the Executive Director of Public Safety and Emergency Management or his designee will coordinate any police investigation with the Chief of Police or investigating officer of the police agency taking control of the investigation.
8. Investigations by the College as well as the police are possible and may be concurrent. Violators are subject to penalties resulting from both investigations.

The Office of Student Affairs will act to facilitate any judicial proceedings resulting from any hate crime in which the suspect is a student. The College will do everything possible to ensure a safe living environment for all involved persons. Although the victim may not wish to proceed with formal judicial or criminal proceedings, the College reserves the right to protect members of the campus community.

### **False Charges**

Mohawk Valley Community College reserves the right to take action against any individual who has willfully provided a statement/report that is found to be false. The steps that may be taken are outlined under the Student Code of Conduct or within the Employee Handbook.

### **College Internal Penalties**

Student Violators: Due to their serious nature, all Hate Crimes are referred to Student Affairs for college judicial review.

Employee Violators: Due to the serious nature of Hate Crimes, employees found to have committed such violations will immediately be forwarded to Executive Director Human Resources for immediate actions.

### **Criminal Penalties**

Persons convicted of Hate Crimes in New York State (listed in section 485.05 of the New York State Penal Law) are subject to sentencing according to Article 70 of the New York State Penal law.

Details of all Hate Crimes shall be considered confidential. Any personal information obtained during the investigation or adjudication of the matter will be subject to disclosure only to the extent required by law.

# Sexual Violence Prevention & Response

## Sexual Assault, Domestic Violence, Dating Violence, and Stalking

MVCC updated our Grievance Policy related to sex-based harassment on August 1, 2024, to be in compliance with the Title IX 2024 Rule. The policy reads:

"3015 Title IX Grievance (approved 5.18.15, revised 9.21.20, title revised 10.19.20, Policies and procedures revised August 19, 2024)

MVCC does not discriminate on the basis of sex and prohibits sex-based discrimination and sex-based harassment in any Education Program or Activity that it operates, as required by Title IX, including in admission and employment. Further, MVCC does not tolerate sex-based harassment (including sex-based violence) or sex-based discrimination. The College is committed to providing options, support and assistance to victims/survivors of unwelcome sexual conduct, sexual assault, hostile environment harassment, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in MVCC-wide and campus programs, activities, and employment. Definitions, reporting, and process are available on [this page](#) under "III. Students."

Background: Under 2024 Amendments of the U.S. Department of Education's Title IX Regulations, the Final Rule 2024 was enacted as effective August 1, 2024.

Sex-based harassment and discrimination were defined as follows: ***Sex-based Harassment*** means sexual harassment and other harassment on the basis of sex, including harassment because of gender identity, sexual orientation, sex characteristics, sex stereotypes, and/or pregnancy or related conditions, that is:

- Quid pro quo harassment (See Title IX Glossary for all definitions)
- Hostile environment harassment
- Sexual Assault
- Dating Violence
- Domestic Violence
- Stalking

***Sex-based Discrimination*** means discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity."

Two policies, one on **Sex-Based Harassment** and one on **Sex-Based Discrimination**, were adopted August 1, 2024. They are published on the MVCC website here: <https://www.mvcc.edu/title-ix/policies/index.php>

The policies were customized from model SUNY policies combining the 2024 Rule for Title IX and the New York State 129B law.

## **Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases**

The health and safety of every student at Mohawk Valley Community College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

The College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not be subject to the College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

## **Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking**

### **Title IX/VAWA Reporting Procedures/How to Make a Complaint**

MVCC seeks to make reporting a Title IX/VAWA complaint accessible to all members of the College community. Information about making a report/complaint is available on the College's Title IX website:

Title IX Reporting Procedure: <https://www.mvcc.edu/title-ix/policies/procedure.php>

"Reporting a Title IX Complaint": <https://www.mvcc.edu/title-ix/report-investigation-appeal/reporting-a-complaint.php>

MVCC provides an overview on our Title IX webpage about how a Title IX Violation may be disclosed confidentially and how it may be reported privately but not confidentially:

<https://www.mvcc.edu/title-ix/report-investigation-appeal/disclosing-sexual-violence.php>

## **Preservation of Evidence**

Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available [provide contact information for one or multiple on or off- campus locations where students can obtain tests for STIs and describe whether such testing is free or at a cost.

Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services.

The New York State Office of Victim Services may be able to assist in compensating reporters for health care and counseling services, including emergency funds. More information may be found here: <https://ovs.ny.gov/sites/default/files/brochure/rights-crime-victims-booklet-final-8-24-20.pdf> or by calling 1-800-247-8035. Options are explained here: <https://ovs.ny.gov/help-crime-victims>.

To best preserve evidence, reporters should avoid showering, washing, changing clothes, combing hair drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

## **Counseling and Assistance Services for Victims**

The following information is available on the MVCC Counseling Website and linked on the College's Title IX website:

"The Counseling Center is free for all registered students at MVCC. They are located in the Alumni College Center (ACC) 104 on the Utica campus and room 130 of the Plumley Complex on the Rome campus. They can be reached by phone at (315) 792-5326.

The Counseling Center employs licensed mental health practitioners. The services that these individuals provide are confidential. They are not required to report any type of Title IX violation that is disclosed to them to the Title IX Coordinator. They are required to inform the client seeking services of the contact information for that individual and the benefits of seeking support. If the Title IX Coordinator is not contacted by that individual, the College has not received an official report.

If you experience sex-based discrimination and/or harassment (see Glossary on this site), it is important to seek support, and the Counseling Center can assist.

If you are sexually assaulted or raped on campus, it is important that you get to a safe place, try to preserve all physical evidence, and contact the Department of Public Safety immediately by dialing x5777 or 911. We realize the decision to report and/or initiate a report or complaint is a difficult one. MVCC counselors create a safe, welcoming environment where they can help explain options, give information, and provide emotional support while maintaining confidentiality.

MVCC's Counseling Center strongly recommends the YWCA Rape Crisis Hotline for every victim, especially after regular business hours. The hotline can be reached 24 hours a day, seven days a week, at 315-797-7740.

MVCC provides every victim of sexual assault, dating violence, domestic violence, or stalking with the 24-7 YWCA Mohawk Valley crisis hotline number.

## Rights and procedures for victims and institutional responses

### Students' Bill of Rights

The State University of New York and Mohawk Valley Community College are committed to providing options, support and assistance to the reporter of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in the College's campus programs, activities, and employment. All reporters of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident;
8. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

## Options for Reporters

Reporters have many options that can be pursued simultaneously, including one or more of the following:

- **Receive resources, such as counseling and medical attention;**
- **Make a report to:**
  - An employee with the authority to address complaints, including the Title IX Coordinator:**
    - Title IX Coordinator, Payne Hall, Room 354; Plumley Complex 127, (315) 334-7701.
  - MVCC Department of Public Safety;**
    - Utica Campus, Academic Building Room 106, (315) 792-5566 or by dialing '5777' from any on campus phone or emergency red phone.
    - Rome Campus, Plumley Complex Room 118, 315-334-3559
- **Local law enforcement**
  - Utica Police Department, 413 Oriskany St W, Utica, NY (315) 735-3301
  - Rome Police Department, 301 N James St #1, Rome, NY (315) 339-7780
- **Family Court or Civil Court**
  - Utica - 411 Oriskany Street, Utica, NY (315) 266-4600
  - Rome - 100 West Court Street, Rome, NY (315) 337-6440

Copies of the Students' Bill of Rights are made available on the college's website, and posted in each campus residence hall, dining hall, and student union or campus center and shall include links or information to access the Sexual Violence Response Policy below and the Options for Confidentially Disclosing Sexual Violence.

## Sexual Violence Response

In accordance with the Students' Bill of Rights, reporting individuals shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

### Reporting

1. To disclose confidentially the incident to one of the following college officials, who by law may maintain confidentiality, and can assist in obtaining services:
  - a. Counseling Office, Utica Campus, Student Services Center, (315) 792-5326
  - b. Counseling Office, Rome Campus, Plumley Complex A30, (315) 334-7709
2. To disclose confidentially the incident and obtain services from the New York State, New York City or county hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>. Additional disclosure and



assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: <http://www.opdv.ny.gov/help/index.html> (or by calling 1-800-942-6906), and assistance can also be obtained through:

- a. For local assistance contact the YWCA Mohawk Valley Domestic and Sexual Violence 24 Hour Hotline (315) 797-7740.
- b. NYSCASA: <http://nyscasa.org/responding>;
- c. RAINN: <https://www.rainn.org/get-help>.
- d. Safe Horizons: <http://www.safehorizon.org/>.

\*\* Note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Reporting individuals are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases.

## Privileged and Confidential Resources

College offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify a Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues. The College will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Victims have the right to disclose the incident to a college official who can offer privacy and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. The officials will also provide the information contained in the Students' Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. College Officials will disclose that they are private and not confidential resources, and they may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to the Title IX Coordinator. They will notify reporting individuals that the criminal justice process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney.

Individuals who are *confidential* resources will not report crimes to law enforcement or college officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. At the College, this includes:

- Counseling Office, Utica Campus, Student Services Center, Payne Hall, 1<sup>st</sup> Floor (315) 792-5326
- Counseling Office, Rome Campus, Plumley Complex A30, (315) 334-7709

Off-campus options to disclose sexual violence *confidentially* include (note that these outside options do not provide any information to the campus):

Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency.

- To disclose *confidentially* the incident and obtain services from the New York State, New York City or county hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: <http://www.opdv.ny.gov/help/index.html> (or by calling 1-800-942-6906), and assistance can also be obtained through:
- For local assistance contact the YWCA Mohawk Valley Domestic and Sexual Violence 24 Hour Hotline (315) 797-7740.
- Off-campus healthcare providers
- Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating reporters for health care and counseling services, including emergency compensation.

Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

### **Requesting Confidentiality: How the College Will Weigh the Request and Respond**

If you disclose an incident to a college employee who is responsible for responding to or reporting sexual violence or sexual harassment but wish to maintain confidentiality or do not consent to the institution's request to initiate an investigation, the Title IX Coordinator must weigh your request against our obligation to provide a safe, non-discriminatory environment for all members of our community, including you.

We will assist you with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of your reporting choices. While reporting individuals may request accommodation through several College offices, the Title IX Coordinator and/or assigned investigator may serve as a primary point of contact to assist with these measures. We also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify you or the situation you disclosed.

We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless the College's failure to act does not adequately mitigate the risk of harm to you or other members of the College community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take immediate action as necessary to protect and assist you.

When you disclose an incident to someone who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality, the College will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking,
- Whether there is increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether we possess other means to obtain evidence such as CCTV footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

If the College determines that an investigation must move forward, the reporting individual or reporters will be notified, and the College will take immediate action as necessary to protect and assist them.

## **Public Awareness/Advocacy Events**

If you disclose a situation through a public awareness event such as “Take Back the Night,” candlelight vigils, protests, or other public event, the College is not obligated to begin an investigation. The College may use the information you provide to inform the need for additional education and prevention efforts.

## **Protection and Accommodations**

When the accused is a student, the College may issue a “No Contact Order,” consistent with college policy and procedure, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, *it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person*. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with College policy. Parties may submit evidence in support of their request.

The campus will promptly review existing no contact orders at a party’s request, including requests to modify the terms of or discontinue the order. The parties can submit evidence to support their requests. If the campus finds it appropriate, it can even make a schedule for parties who seek to use the same facilities without running afoul of the no contact order.

1. To have assistance from the Department of Public Safety or other college officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
2. To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with

a college official who can explain the order and answer questions about it, including information from the order about the accused's responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).

3. To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
4. To have assistance from the Department of Public Safety in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of the Department of Public Safety or, if outside of the jurisdiction of the Department of Public Safety does not have arresting powers to call on and assist local law enforcement in effecting an arrest for violating such an order.
5. When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process. Parties may request a prompt review of the need for and terms of an interim suspension.
6. The campus will promptly review existing interim suspensions at a party's request, including requests to modify the terms or discontinue it. Parties can submit evidence to support their request.
7. When the accused is not a student but is a member of the college community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and college policies and rules.
8. When the accused is not a member of the college community, to have assistance from the Department of Public Safety or other college officials in obtaining a persona non grata letter, subject to legal requirements and College policy.
9. To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment.

Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While reporting individuals may request accommodation through any of the offices referenced in this policy, the Title IX Coordinator can serve as a point to assist with these measures.

The campus will promptly review existing interim measures and accommodations at the request of the party who is affected by that interim measure or accommodation. The parties can submit evidence to support their request.

## Other Resources:

1. To obtain effective intervention services:
  - o Counseling
    - Counseling Office, Utica Campus, Student Services Center, Payne Hall, 1<sup>st</sup> Floor (315) 792-5326
    - Counseling Office, Rome Campus, Plumley Complex A30, (315) 334-7709
  - o Student Health Center:
    - Utica Campus, Alumni College Center, Room 104, (315) 792-5452
    - Rome Campus, Student Services, Plumley Building, Room A30, (315) 334-7709

### ***Institutional Crime Reporting – Clery Act and Family Educational Rights and Privacy Act***

Reports of certain crimes occurring in certain geographic locations will be included in the College's Clery Act Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the reporting individual or reporters.

The College is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual or victim/survivor). A reporting individual will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents' prior year federal income tax return. Generally, the College will not share information about reports of sexual violence with parents without the permission of the reporting individual.

### **Student Onboarding and Ongoing Education Guide**

The State University of New York and Mohawk Valley Community College believe that sexual violence prevention training and education cannot be accomplished via a single day or a single method of training. MVCC will continue to educate all new and current students using a variety of best practices aimed at educating the entire college community in a way that decreases violence and maintaining a culture where sexual assault and acts of violence are not tolerated.

All new first-year and transfer students will, during the course of their onboarding to the college will have access to training on the following topics, using a method and manner appropriate to the institutional culture of each campus:

- The College prohibits sexual harassment, including sexual violence, domestic violence, dating violence, stalking, other violence or threats of violence, and will offer resources to any reporters of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of the institution.
- Relevant definitions including, but not limited to, the definitions of sexual violence and consent.

- Policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression.
- The role of the Title IX Coordinator, Public Safety Department, and other relevant offices that address violence prevention and response.
- Awareness of violence, its impact on reporters and their friends and family, and its long-term impact.
- The Students' Bill of Rights and Sexual Violence Response Policy, including:
  - How to report sexual violence and other crimes confidentially, and/or to College officials, public safety, and local law enforcement.
  - How to obtain services and support.
  - Bystander Intervention and the importance of taking action, when one can safely do so, to prevent violence.
  - The protections of the Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases.
  - Risk assessment and reduction including, but not limited to, steps that potential reporters and potential assailants and bystanders to violence can take to lower the incidence of sexual violence.
  - Consequences and sanctions for individuals who commit these crimes.

The onboarding process is not limited to a single day of orientation, but recognizes that students enroll at the College at different times and at different SUNY campuses and gives campuses the flexibility to best educate students at a time and manner that can most effectively bring these points to light. Each campus shall use multiple methods to educate students about sexual violence prevention. Each SUNY campus will also share information on sexual violence prevention with parents of enrolling students.

MVCC students shall be offered general and specialized training in sexual violence prevention. The College will conduct a campaign, compliant with the requirements of the Violence Against Women Act (VAWA), to educate the student population. The College will provide or expand specific training to include groups such as international students, students that are also employees of the campus, leaders and officers of registered/recognized student organizations, online and distance education students. Specific training will be provided to members of groups identified as likely to engage in high-risk behavior.

MVCC requires that Student-Athletes, Student Congress leaders, and Resident Assistants complete training on domestic violence, dating violence, sexual assault, and stalking prevention.

Methods of training and educating students include, but are not limited to:

- Peer theater and peer educational programs;
- Online training;
- Social media outreach;
- First-year seminars and transitional courses;

- Course syllabi;
- Faculty teach-ins;
- Institution-wide reading programs;
- Posters, bulletin boards, and other targeted print and email materials;
- Programming surrounding large recurring campus events;
- Partnering with neighboring SUNY and non-SUNY colleges to offer training and education;
- Partnering with State and local community organizations that provide outreach, support, crisis intervention, counseling and other resources to reporters of crimes to offer training and education. Partnerships can also be used to educate community organizations about the resources and remedies available on campus for students and employees seeking services; and
- Outreach and partnering with local businesses that attract students to advertise and educate about these policies.

## **Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

MVCC will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the students who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, MVCC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **Reporting aggregate data to NYSED**

The NYS Education Department will create a reporting mechanism for campuses to annually submit the following information:

- a) How many domestic violence, dating violence, stalking, and sexual assault incidents were reported to the Title IX Coordinator this year?
- b) From those incidents in paragraph (a), how many reporting individuals wanted to use the student conduct process for adjudication?
- c) How many of these cases were actually processed through the student conduct process?
- d) How many of the respondents in these cases were found responsible?
- e) How many of the respondents in these cases in paragraph (c) were found not responsible?
- f) What sanctions were imposed for each instance where a respondent was found responsible?
- g) How many cases closed before adjudication or before finding because the accused/respondent withdrew from the institution?
- h) How many cases closed before adjudication or before finding because the reporting individual withdrew the complaint?

## Reporting Procedure

Reports shall be filed with:

- **An employee with the authority to address complaints, including the Title IX Coordinator:**
  - Dean of the Rome Campus and Community Outreach, Payne Hall, Room 354, (315) 334-7701.
- **MVCC Department of Public Safety;**
  - Utica Campus, Academic Building Room 106, (315) 792-5566 or by dialing '5777' from any on campus phone or emergency red phone.
  - Rome Campus, Plumley Complex Room 118, 315-334-3559

The Title IX Coordinator will assign an investigator. Reports will be investigated, and the results will be reported back to parties within thirty (30) calendar days. Retaliation for reporting a complaint will not be tolerated.

## Student Sanctions

The College views education to be its primary focus. However, when a violation of College Title IX policy occurs and a student is found in violation of that policy, consequences for such actions must be enforced. These sanctions apply to students and include outcomes ranging from a warning/reprimand with sanctions, or restrictive measures such as residence hall dismissal or suspension/expulsion from a class or program. The sanctions may be applied by a Title IX Investigator and subsequently approved by a Title IX Coordinator.

## Employee Sanctions

When an MVCC employee is found in violation of the College's Title IX policy, consequences for such actions shall be approved by the Title IX Coordinator and enforced by the Executive Director of Human Resources in accordance with the appropriate collective bargaining agreement and/or Board of Trustee Policy. These may include a counsel/warning/reprimand, referral for assistance, or suspension

## Emergency Response and Evacuation

Incidents/crises can happen anywhere, at any time, and often occur when they are least expected. When a crisis does occur, events usually unfold rapidly, leaving little time for planning. The key to success is to obtain the information, confirm its accuracy, disseminate the information as quickly as possible and prepare to address the situation as it unfolds. That is why advance preparation is essential, both in responding to an incident and communicating to the campus community and external constituents.

Most incidents on campus begin with a report of an incident to the Department of Public Safety. An officer or officers are assigned and respond to the scene. Upon confirming that an emergency exist the officer will notify the Director of Public Safety or his designee.

The Director of Public Safety or his designee will proceed in accordance with the college's



Emergency Operation Plan. Upon confirming the existence of a significant emergency or dangerous situation, Mohawk Valley Community College will consider the safety of the community and will immediately notify the campus community, unless the notification will compromise efforts to assist any victims or to contain, respond to, or otherwise mitigate the emergency.

A confirmed report from another emergency responding agency (such as fire department, ambulance, hazardous materials response team, local law enforcement agency, FBI, County Public Health, etc.) shall also warrant the execution of an emergency response notification as it pertains to the MVCC campus.

Localized incidents within a building (such as a small fire or chemical spill in a lab) probably will not require mass notification.

The MVCC Emergency Operations Plan (EOP), includes information about incident teams, College operating status parameters, incident priorities and performance expectations; shelter in place and evacuation guidelines; and local contingency and continuity planning requirements. College Departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The College conducts emergency response exercises each year, such as tabletop exercises, tests of the emergency notification systems on campus, regular crisis committee meetings, other emergency drills and practice sessions.

The Department of Public Safety's officers and supervisors are trained in the National Incident Management System (NIMS) and the Incident Command System (ICS). Should a serious incident occur which creates an immediate threat to the campus, the first responders typically are MVCC officers. Depending on the nature of the incident, other agencies may respond to include Utica Police Department, Utica Fire Department, EMS, or other state and/or federal agencies. Members of the Department of Public Safety will coordinate efforts to facilitate orderly evacuations of buildings that are adversely affected during emergencies.

MVCC Department of Public Safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Department of Public Safety has a responsibility to respond to such incidents, assess the incident, and determine if the situation does in fact pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

## **Emergency Notifications and Timely Warnings**

If the Executive Director of Public Safety and Emergency Management, or his/her designee, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the MVCC community, an emergency notification will be broadcast. The initial emergency notification may be sent by a college administrator, or any officer or supervisor in the Department of Public Safety. For updated messaging during a crisis, the Office of Marketing and Communications has been charged by the President with managing all communications outreach and information dissemination.

In consultation with appropriate authorities, the Office of Marketing and Communications will determine the content of continued messaging and will use some or all the systems described below to communicate to the MVCC Community or to the appropriate segment of the community. The Office of Marketing and Communications will, without delay and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgement of the First Responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the MVCC community, the College has various systems in place for communicating information quickly. Some or all of the below methods of communication may be activated in the event of an immediate threat to the MVCC campus community.

- **E-Mail** - Director of Marketing and Communications or his designee will send e-mail out to ALL STUDENTS, ALL STAFF, ALL FACULTY, ALL ADMINISTRATION, using College Outlook mail system. Office of the President staff will forward message to ALL TRUSTEES upon direction of the President
- **PA System** - If an incident requires immediate communication via the PA system, a message will be provided to the campus by the President or his designee.
- **Bullhorns** - If it is necessary to communicate via bullhorns (power outage, building evacuation, lockdown, mass gathering crowd control or direction)
- **Hand-Delivery of Messages** - If deemed the most effective and safe means of communicating, hand-delivered messages will be drafted by the Director of Communications or his designee and disseminated accordingly.
- **Two-way radios** - Two-way radios will be used for ongoing communications between Public Safety, Physical Plant (including Housekeeping), and the Resident Director on Duty. The Incident Commander will be issued a two-way radio at the time of the incident, which will allow him/her to communicate with Campus Safety and Physical Plant personnel.
- **NY Alert (MVCC Emergency Alert)** - A mass notification system which enables students, employees and parents to receive emergency nonfictions and updates through SMS text messaging, emails and/or fax. MVCC Emergency Alert is a free, voluntary service provided by the State of New York to all SUNY campuses. Students and employees can sign up by going to the MVCC homepage and clicking on the MyMV link.

The MyMV link is an internet-based student and staff system that will allow you to enter your information. The information you enter is held as confidential and will only be used to provide you with emergency information should there be an incident.

- **College Televisions** - The Director of Marketing and Communications or designee will provide for updated messages to be published via MVCC's on-campus flat-panel information kiosks.
- **Website** - The Executive Director of Marketing and Communications, or designee, will update the homepage of the MVCC website which will include all the information regarding an

emergency situation that would be included via e-mail.

- **Alertus** – The Alertus mass notification system works similarly to an audible and visual alarm. Alertus beacons are located in high population areas around the Campus. The Alertus Desktop notification system also grabs the attention of computer users immediately by pushing a full-screen pop-up alert on the college computer being used.

With the aforementioned array of communication systems, in the event of a campus emergency it is likely that several of the methods shall be employed to ensure the maximum number of people are notified in the quickest manner.

## Training and Exercises

The President of Mohawk Valley Community College or his/her designee will appoint an Executive Director of Public Safety and Emergency Management. A responsibility of the Executive Director of Public Safety and Emergency Management will be the designing and implementation of tests, training, and exercise protocols as they regard to emergency and disaster management. The tests, training, and exercise protocols will incorporate Incident Command System (ICS), National Incident Management System (NIMS), and the Homeland Security Exercise and Evaluation Program (HSEEP). Training will consist of two forms of exercises:

1. Discussion based exercises. These exercises will consist of:
  - a) **Seminars** - Seminars generally orient participants to, or provide an overview of authorities, strategies, plans, policies, procedures, protocols, resources, concepts, or ideas.
  - b) **Workshops** - workshops will have a higher level of participant interaction than a seminar and focus on achieving or building a product. An effective workshop will entail the broadest attendance by relevant stakeholders.
  - c) **Tabletop Exercise (TTX)** - TTXs are intended to generate discussions of various issues regarding a hypothetical, simulated emergency. TTXs can be used to enhance general awareness, validate plans and procedures, rehearse concepts, and/or assess the types of systems needed to guide the prevention of, protection from, mitigation of, response to, and recovery from a defined incident. A TTX may range from basic to complex.
  - d) **Games** - games are a simulation of operations that involves two or more teams and may be designed to depict an actual or hypothetical situation.
2. Operations based exercises. Operations based exercises will consist of:
  - a) **Drills** - a drill is a coordinated, supervised activity usually employed to validate a specific function or capability in a single agency or organization. For every drill, clearly defined plans, procedures, and protocols need to be in place. Personnel need to be familiar with those plans and trained in the process and procedures to be drilled.
  - b) **Functional exercises** - a functional exercise (FE) is designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions. FEs are conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.

- c) *Full-scale exercises* - full-scale exercises (FSE) are typically the most complex and resource-intensive type exercise. They involve multiple agencies, organization, and jurisdictions and validate many facets of preparedness. FSEs often include many players operating under cooperative systems such as Incident Command System. FSEs are usually conducted in real time, in a stressful environment that is intended to mirror a real incident.

These exercises can be used to validate plans, policies, agreements, and procedures; clarify roles and responsibilities; and identify resource gaps. Operations-based exercises are characterized by actual reaction to an exercise scenario, such as initiating communications or mobilizing personnel and resources.

1. Mohawk Valley Community College will complete at least one training exercise per year. The exercise may be either a Discussion Based exercise or an Operations-Based Exercise.
2. Exercises will be planned by an Exercise Planning Team. The Team members will design, host, and facilitate the exercise; however, they should not participate as “players” in the exercise. The team may be a mix of MVCC personnel and personnel from other colleges, police departments, emergency managers, fire departments, private businesses.
3. The exercise should include clear training objectives, timelines, organizational structure, and outcomes. All exercises must include a predetermined date for a review of the exercise to determine what worked, what failed, and what needs improvement.
4. All training and exercises will be documented in a Training Log. The documentation will include:
  - a) The date, time allocation, and location of the training/exercise.
  - b) Who attended the training/exercise.
  - c) Who designed the training/exercise (individual, Exercise Planning Team, a private corporation, a government entity, etc.)
  - d) A copy of all material utilized in the training/exercise

## Testing the Emergency Operation Plan

Evacuation drills are coordinated by the Dean of Students, Residence Life staff, and the Dorm Corporation Supervisor of Residence Hall Facilities each semester for all residential facilities on campus. Emergency response and evacuation procedures are tested in accordance with the New York State fire code. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation.

The residents are not told in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of various designated emergency gather locations on campus, and other factors such as the location and nature of the threat. In both cases, DPS officers and resident life staff are on scene and will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At MVCC, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants 'practice,' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the MVCC Department of Public Safety, Residence Life staff, and Dorm Corporation staff to evaluate egress and behavioral patterns. If necessary, reports are prepared by participating departments which identify deficient equipment so that repairs can be made. Recommendations for improvements are also submitted to the appropriate departments/office for consideration.

Students receive information about evacuation, lockdown, and shelter-in-place procedures during their onboarding and during other educational sessions that they can participate in throughout the year. Residence Life staff members are trained in these procedures and act as an on-going resource for the students living in residential facilities.

# Campus Fire Safety Right to Know Act

## Campus Fire Safety Right to Know Act - On-Campus Housing

### 2024 Residence Hall Fire Safety Right to Know Report

The Campus Fire Safety Right-to-Know Act, part of the Higher Education Opportunity Act of 2008, mandates that colleges and universities with on-campus housing to disclose fire safety information to the U.S. Department of Education, and to make annual fire safety reports available to the public and the campus community. These reports must include:

- The number of fires
- The cause of each fire
- The number of injuries and deaths related to a fire
- The value of property damage caused by a fire
- The number of supervised fire drills
- Policies or rules on portable electrical appliances
- Procedures for evacuation
- Policies regarding fire safety education and training programs provided to students and staff
- Plans for future improvements in fire safety
- Descriptions of fire protection equipment in each Residence Hall

Clarification of any part of this report can be obtained from Dennis Gibbons, Dean of Student Life, Alumni College Center Room 208 or via telephone at (315) 792-5657 or via email at [dgibbons@mvcc.edu](mailto:dgibbons@mvcc.edu). The College's Executive Director of Public Safety and Emergency Management is Bryan Coromato, Academic Building Room 106 or via telephone at (315) 792-5318 or via email at [bcoromato@mvcc.edu](mailto:bcoromato@mvcc.edu).

## Definitions and Names

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Alarm: Activation of the fire alarm when no fire exists. If fire was present, it is classified as fire.

Fire Drill: A supervised practice of a mandatory evacuation of a building.

Fire-related death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; dies within 1 year of injuries sustained as a result of the fire.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including – sprinkler or other fire extinguishing systems; fire detection services; stand-alone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; fire doors and walls that reduce the spread of fire.

General Alarm: Alarm activates the entire building alarm system and causes an evacuation of the entire building.

Local Alarm: Alarm activates only in the room/suite where alarm originated.

Residence Hall: A building which houses Mohawk Valley Community College students and, when not in session, individuals who rent space in the Residence Halls according to policy.

Bellamy Hall: Bellamy Hall is an on-campus Residence Hall constructed in 2005. This hall can house approximately 155 students.

Butterfield Hall: Butterfield Hall is an on-campus Residence Hall constructed in 1966. This hall can house approximately 79 students.

Daugherty Hall: Daugherty Hall is an on-campus Residence Hall constructed in 1966. This hall can house approximately 76 students.

Huntington Hall: Huntington Hall is an on-campus Residence Hall constructed in 1966. This hall can house approximately 76 students.

Penfield Hall: Penfield Hall is an on-campus Residence Hall constructed in 1966. This hall can house approximately 76 students.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in the like kind and quantity including – contents damaged by fire; related damages caused by smoke, water, and overhaul; does not include indirect loss, such as business interruption.

## Description of fire related systems

### Fire Alarm System

Bellamy Hall: The fire alarm in this Residence Hall is an Edwards EST 3.

- Bellamy Hall was constructed with sprinklers in each bedroom and all public areas.
- Local (activate suite only) smoke detectors in each bedroom/suite gathering room.
- General alarm smoke and/or heat detector in all public areas which activate general alarm.
- Suite doors and stairwell doors are fire doors.
- General fire alarms are monitored in two ways: 1- by REM Fire Systems via cellular technology and 2- by ADT (Everon) Commercial via telephone landline.

Butterfield Hall: The fire alarm system in this Residence Hall is an Edwards io-1000. This system includes:

- Local smoke detector in each student bedroom.
- Heat Sensor (combined with above unit) in each bedroom that will activate general alarm.
- Suite doors and stairwell doors are fire doors. Suite doors and certain stairwell doors are on magnetic releases which activate when alarm is activated.
- All vent openings close when alarm activated.
- General alarm smoke and/or heat detector in all public areas which activate general alarm.
- Roof hatches allow smoke to exit building.
- General fire alarms are monitored in two ways: 1- by REM Fire Systems via cellular technology and 2- by ADT (Everon) Commercial via telephone landline.

Butterfield Hall was equipped with a Fire Sprinkler system throughout the entire hall in 2011.

Daugherty Hall: The fire alarm system in this Residence Hall is an Edwards EST 2. This system includes:

- Local smoke detector in each student bedroom.
- Heat Sensor (combined with above unit) in each bedroom that will activate general alarm.
- Suite doors and stairwell doors are fire doors. Suite doors and certain stairwell doors are on magnetic releases which activate when alarm is activated.
- All vent openings close when alarm activated.
- General alarm smoke and/or heat detector in all public areas which activate general alarm.
- Roof hatches allow smoke to exit building.
- General fire alarms are monitored in two ways: 1- by REM Fire Systems via cellular technology and 2- by ADT (Everon) Commercial via telephone landline.

Daugherty Hall was equipped with a Fire Sprinkler system throughout the entire hall in 2012.

Huntington Hall: The fire alarm system in this Residence Hall is an Edwards EST 2. This system includes:

- Local smoke detector in each student bedroom.
- Heat Sensor (combined with above unit) in each bedroom that will activate general alarm.
- Suite doors and stairwell doors are fire doors. Suite doors and certain stairwell doors are on magnetic releases which activate when alarm is activated.
- All vent openings close when alarm activated.
- General alarm smoke and/or heat detector in all public areas which activate general alarm.
- Roof hatches allow smoke to exit building.
- General fire alarms are monitored in two ways: 1- by REM Fire Systems via cellular technology and 2- by ADT (Everon) Commercial via telephone landline.

Huntington Hall was equipped with a Fire Sprinkler system throughout the entire hall in 2012.

Penfield Hall: The fire alarm system in this Residence Hall is an Edwards io-1000. This system includes:

- Local smoke detector in each student bedroom.
- Heat Sensor (combined with above unit) in each bedroom that will activate general alarm.
- Suite doors and stairwell doors are fire doors. Suite doors and certain stairwell doors are on magnetic releases which activate when alarm is activated.
- All vent openings close when alarm activated.
- General alarm smoke and/or heat detector in all public areas which activate general alarm.
- Roof hatches allow smoke to exit building.
- General fire alarms are monitored in two ways: 1- by REM Fire Systems via cellular technology and 2- by ADT (Everon) Commercial via telephone landline.

Penfield Hall was equipped with a Fire Sprinkler system throughout the entire hall in 2011.

## **Fire Extinguishers**

Fire extinguishers are located in the stairwells of Daugherty, Penfield, Huntington and Butterfield Halls. Besides the four located in the stairwells, there is one located near the microwaves. There is also one in each of the basement mechanical rooms.

Bellamy Hall fire extinguisher locations are as follows: 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floor corridors, north and south. There is also one in the kitchen, by the community microwave, elevator mechanical room and mechanical rooms.

\*\*Please Note: All fire extinguishers, except as required in mechanical rooms, are rated A, B, C and can be used on any type of fire.



## Pull Stations

Fire pull stations are located in most common areas and near all building exits.

## Fire Drills, Inspections, and Records

Mohawk Valley Community College Residence Halls follow the FIRE CODE OF NEW YORK STATE Chapter 4 Section 405 "Emergency Evacuation Drills" table 405.2 for Group R-2 and Section 408 (408.3.1) for requirements.

### 2023 Fire Drill Statistics

Total Drills: 26

- o Daugherty 6
- o Huntington 5
- o Penfield 5
- o Butterfield 4
- o Bellamy 6

\* Note: Butterfield was closed in Spring 2023 due to COVID-19.

Breakdown:

- 1 Announced drill during Fall and Spring Orientation weekend.
- 2 Unannounced drills during Fall Semester in each occupied building.
- 1 Unannounced drill during Spring Semester in each occupied building.
- Unannounced drill in Bellamy Hall and Huntington Hall during summer sessions.

Mohawk Valley Community College is governed under the Fire Prevention Bureau Office of Fire Prevention and Control NYS Division of Homeland Security and Emergency Services. The NYSOFPC conducts a yearly inspection of the Residence Halls and may "audit" all the fire safety records, including records of drills, safety checks of fire extinguishers, safety checks of fire doors, all Fire System related contracts for inspection and monitoring, etc.

## Fire safety policies

Mohawk Valley Community College has established policies to promote fire safety:

Policy	Consequence of Violation
Extension Cords/Plug Adapters: Standard household extension cords (zip) and plug adapters are not allowed.	\$10 fine, confiscation of item, possible probation
Appliances/Cooking: Cooking is not allowed in the Residence Hall rooms or public areas. The possession or use of ANY heat producing cooking appliance (with the exception of an Electric Kettle used to heat only water) is prohibited. Air Conditioners, space heaters, coffee makers (with the exception of single use such as Keurig), electric blankets, heating pads, non-LED "holiday" lights, microwave ovens in student bedrooms, lava lamps, halogen lamps, and neon signs are not allowed. Cloths irons and hair straighteners/curling irons must be auto shut off. Microwaves up to 1.1 cubic feet are allowed in Bellamy Hall Gathering Rooms.	\$10-\$25 fine, confiscation of item, possible probation

Smoking: MVCC became a Tobacco-Free Campus in 2016.	1st Offense - \$10 fine Further violations progressive sanctioning
Candles: The use or possession of incense and candles is prohibited.	Possession: 1 <sup>st</sup> Offense -Warning- 2 <sup>nd</sup> - \$10 Fine Burning: 1 <sup>st</sup> Offense - \$15 Fine Burning: 2 <sup>nd</sup> Offense – Residence Hall Dismissal
Covering a Smoke Detector	1 <sup>st</sup> Offense Safety Probation – with notice that 2 <sup>nd</sup> violation will result in Residence Hall Dismissal. 2 <sup>nd</sup> Offense: Residence Hall Dismissal

## Fire safety education

Residence Hall Staff: A [Fire Safety & Evacuation Plan for Employees](#) (Fire Code of New York State Chapter 4 Section 404 Compliant) was created in 2008 and reviewed for 2009/10, 2011/12, 2012/13, 2013/14, 2014/15, 2015/16, 2016/17, 2017/18, 2019/20, 2021/22, 2022/23, 2023/2024.

Staff Training: Residence Hall Professional Staff and Resident Assistants participate in a Fire Safety Training session each semester. This includes a combination of classroom style instruction and field-based training of the exact evacuation procedure conducted by a professional staff member. This includes practice evacuation drills.

### Student Education:

New students are instructed to attend Residence Hall Orientation. This orientation includes Fire Safety Education conducted by a member of the Residence Life professional staff. This session is followed by an announced practice fire drill held during orientation.

The fire drill protocol includes a step whereas students are provided with corrective action and/or feedback immediately following a drill.

§6438 of New York State Education Law Notice: Notification of fire safety standards and measures in MVCC college-owned or college operated housing is provided to the students via their student e-mail in compliance with NYS Education Law 6438.

## Fire safety evacuation

**Staff Procedure** (per Fire Safety and Evacuation and Plans for Employees)

FIRE ALARM AND EVACUATION PROCEDURES (rev. 7-06)

*Purpose: To ensure that all Public Safety and Dormitory Corporation personnel understand the fire alarm system. To insure the immediate and systematic evacuation of all persons within the Residence Halls. To identify the exact location from which an alarm has sounded. To immediately communicate all information to Public Safety. To escort firefighting equipment and personnel to the source of the alarm. To abide by state regulations concerning the planning and execution of mandated fire drills within the Residence Halls.*

## EVACUATION PLAN:

*Since it is impossible to ascertain whether an automatic alarm is merely a false alarm or an actual fire without investigation, all staff members will respond and follow procedures as if it were an actual fire.*

*All Supervisory Staff and RAs on campus, along with Public Safety will immediately and expeditiously respond to a fire alarm.*

*All Resident Assistants and Supervisory Staff in an alarmed building will:*

1. *Check the floor they are presently on, if smoke/fire conditions are not adverse.*
  - a. *Go into each suite to make sure the alarm is sounding.*
  - b. *Bang on room doors. (If a Bellamy Hall suite is locked, bang on the suite door only, and then proceed to next suite.)*
  - c. *Yell "fire alarm", "get out".*

*Expedite evacuation. Evacuate the floor (to the best of your knowledge)*

2. *Once the floor is cleared, the staff member then goes to the Remote Annunciator Panel: (located at the front entrance of Daugherty, Huntington, Penfield and Butterfield Halls and at the Parking Lot entrance of Bellamy Hall).*
  - a. *If a staff member is already there, tell them what floor you cleared, i.e. "3rd floor is clear". Then exit the building and assist with crowd control.*
  - b. *If a staff member is not at the Remote Annunciator Panel, and adverse conditions do not exist, use the "ASSISTANCE" phone or personal phone to call Public Safety first. After your call to Public Safety, call ext. 5310 (R.A. on Phones). The RA on Phones will call the Director on Duty and any other R.A.(s) on Duty. Stay close to the Remote Annunciator Panel (gather information) until a Supervisory Staff Member responds.*

*Note: If you are the RA on Phone and the alarm is in the building you are in, call the Public Safety and the Director on Duty from a 1st floor Assistance Phone or a personal phone.*

*The first floor should almost always be checked; due to the fact that staff members in the building must pass through the floor on their way to the Remote Annunciator Panel. There may be times when certain floors are not checked, because staff is not present. This is acceptable. We must put some of the responsibility on the students. This is why we have the drills.*

*The stairs are one-way ONLY during an alarm. No RA's are to go back up the stairs.*

*Supervisory Staff Role:*

*The 1<sup>st</sup> Supervisory Staff responding will:*

1. *Decide whether they wish to check the "trouble area" with Public Safety. If not, CLEARLY give them directions to the area and any information you have.*
2. *Assume the role of panel box "chief", if adverse conditions do not exist.*
  - a. *Get information from the R.A. at the box. Give RA on the panel further direction.*
  - b. *Relay information to the fire department/Public Safety when they arrive.*
3. *Escort Public Safety and Utica Fire Department to the source of the alarm, if adverse conditions do not exist.*

4. *Identify any rooms listed on the Annunciator Panel that may have, i.e., a hearing impaired/heavy sleeper resident/ESA.*
5. *Remain in constant contact with Public Safety and UFD.*

*Once the fire department arrives, they "take over" the building and are the authority. After (if) they determine and/or solve the problem, they will surrender the building back over to the Dormitory Corporation. At this time Dormitory Corporation staff will be allowed back into the building to check rooms for students who did not exit. The Professional Staff Member should speak to the UFD person in charge and clarify what they have determined the official cause of the alarm was and their name/rank.*

*A Supervisory Staff Member will ensure an Incident Report and Fire Alarm Report are completed immediately.*

### Actual Fires

*THE FIRE DEPARTMENT BECOMES THE CIVIL ADMINISTRATOR AND WILL HAVE THE AUTHORITY TO ALLOW RE-ADMISSION TO THE BUILDING OR CALL FOR AN EXTENDED SITE EVACUATION. STUDENT PERSONAL SAFETY AND WHEREABOUTS BECOMES THE DIRECTORS' UTMOST CONCERN AT THIS TIME.*

*Should a responding staff member find a fire, they may discharge an appropriate extinguisher as a first response for a minor fire (i.e. wastebasket). BEFORE USING ANY FIRE EXTINGUISHER, THE STAFF MEMBER MUST PULL THE FIRE ALARM TO EVACUATE THE BUILDING AND NOTIFY THE FIRE DEPARTMENT. Under no circumstances should any staff or security personnel needlessly endanger themselves in firefighting endeavors.*

*In the event of an actual fire, all building staff will evacuate and surrender their keys at the request of fire officials. The fire officials will then make a room to room search for students.*

### Local Smoke Detector Procedure

*Each student sleeping room on campus and Bellamy Hall Gathering Room has a local smoke detector. By design, this detector will sound in that room/suite only and not activate the building Fire Alarm.*

*Upon Local Smoke Detector activation:*

1. *Dormitory Corporation staff member/student hearing detector will call Public Safety immediately.*
2. *Students in the room must evacuate alarmed area.*
3. *Public Safety will respond to the scene and investigate.*
4. *Public Safety will either a) Clear the scene and allow re-entry or b) activate a general fire alarm to evacuate the entire building.*

*Note: If ANY sign of a fire is present, the nearest pull station should be activated immediately to evacuate the building.*

*Note: Above procedure to be completed even if local smoke detector automatically re-sets.*

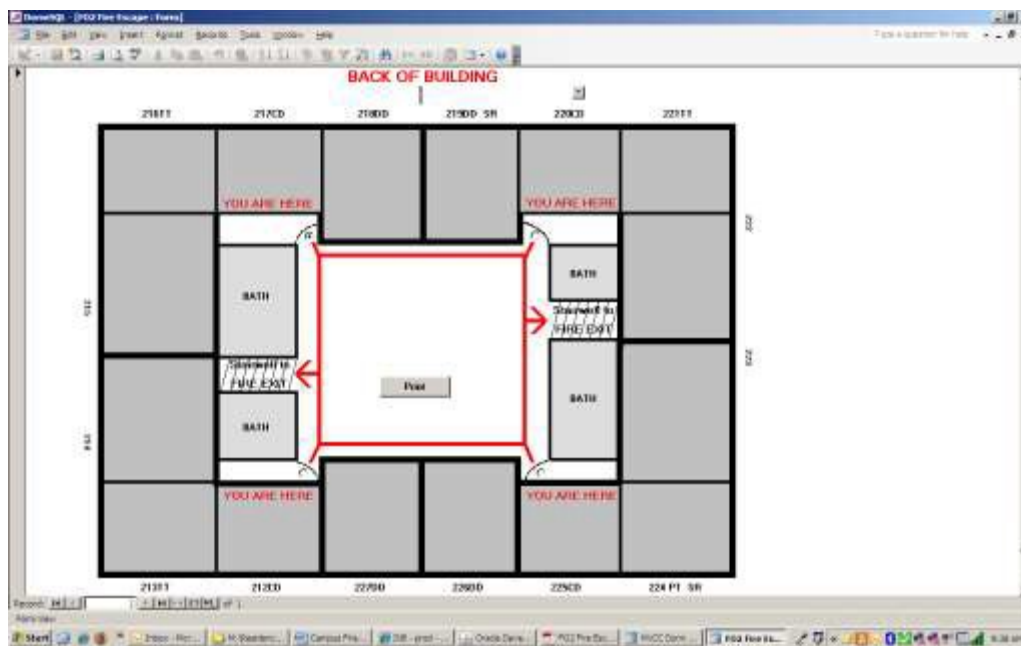
### **Student Procedure**

#### FIRE ALARM EVACUATION PROCEDURE:

- a. *If you locate a fire in the Residence Halls, PULL A FIRE ALARM box, exit the building and notify Public Safety. As soon as you and others safely evacuate a location with a fire, shut the door.*
- b. *If you are not in a suite/quad room (bedroom, student bathroom, Bellamy Hall Suite Gathering Room) when the alarm goes off, proceed to the nearest fire/smoke free exit.*

- c. If you are in a suite/quad room (bedroom, student bathroom, Bellamy Hall Suite Gathering Room) when the alarm goes off, please adhere to the following rules:
  - 1) Wake any sleeping occupants In that room: Put on shoes, take towel and room key.
  - 2) Feel room door. If cool, open slowly and exit.
  - 3) Feel suite/quad door. If cool, open slowly and exit.
  - 4) Proceed quickly to the nearest fire/smoke free exit.
  - 5) If a bedroom, quad or suite door feels hot, or if adverse conditions exists, remain in a student room, shut and stuff the door (towels, clothes, blankets, etc.).
  - 6) Open and stand by the window to summon for assistance.
- d. Fire exits are located as follows:
  - ❖ South Halls and North Halls
    - Off of the 1<sup>st</sup> floor stairwells labeled Fire Exit. Second and third floor residents should evacuate via these fire exits unless adverse conditions exist. First floor residents should exit through the front doors, unless adverse conditions exist.
  - ❖ Bellamy Hall
    - At either end of the building. The center stairwell should only be used when adverse conditions exist in the fire exit stairwells. NEVER USE THE ELEVATOR.
- e. Students not cooperating with official personnel will be subject to disciplinary action.

**Table 1:** Sample evacuation map. Map is posted on each suite/quad door.



Any fire incident should be reported to Public Safety by calling ext. 5777 from any campus extension or emergency phone or via a cell phone to 315-731-5777. A person can also call 911.

## Future goals to enhance fire safety

Mohawk Valley Community College Dormitory Corporation completed a window replacement project in North Halls during the summer of 2018 and intends to continue the project to South Halls. There is current discussion regarding upgrading the Fire Alarm system.

## Fire alarm incident data statistics

2021						
Date	Incident	Location	Cause	Injuries	Death	Property Value
9/3/21	Smoke Detector	Bellamy Suite 314	Unknown cause	0	0	\$0
10/21/21	Sprinkler Head	Bellamy Hall	On-campus hydrant testing resulted in low water pressure and activated alarm. *Additional related alarms occurred during until testing completed	0	0	\$0
10/27/21	Sprinkler Head	Bellamy Hall	On-campus hydrant testing resulted in low water pressure and activated alarm. *Additional related alarms occurred during until testing completed	0	0	\$0
11/7/21	Smoke Detector	Daugherty Hall Room 219	Unknown cause	0	0	\$0
2022						
Date	Incident	Location	Cause	Injuries	Death	Property Value
3/1/22	Fire Alarm	Local Bellamy Hall Suite 302	Burnt Mozzarella Sticks in microwave	0	0	\$0
8/14/22	Fire Alarm	Huntington Hall	Possible power surge or short outage	0	0	\$0
8/17/22	Fire Alarm	Bellamy Hall	Staff installing new floor mats dust activated alarm	0	0	\$0
8/19/22	Fire Alarm	Bellamy Hall	During Fire System Inspection, test alarm activated fire department	0	0	\$0
9/6/22	Fire Alarm	Huntington Hall	On-campus hydrant testing resulted in low water pressure and activated alarm. *Additional related alarms occurred during until testing completed	0	0	\$0
9/29/22	Fire Alarm	Penfield Hall	Food burned on stove in RD Apartment	0	0	\$0
9/30/22	Fire Alarm	Daugherty Hall	Burnt food in TV Lounge microwave	0	0	\$0
10/25/22	Fire Alarm	Penfield Hall	Gas valve malfunction caused gas leak	0	0	\$0
11/09/22	Fire Alarm	Huntington Hall	Room Smoke Detector Activated by Incense Burning	0	0	\$0
11/12/22	Fire Alarm	Huntington hall	Room Smoke Detector Activated by Hair Equipment	0	0	\$0

2023						
Date	Incident	Location	Cause	Injuries	Death	Property Value
1/19/23	Fire Alarm	Daugherty Hall	Steam From Shower	0	0	\$0
1/20/23	Fire Alarm	Bellamy Hall	Laundry Room – Dryer vent disconnected	0	0	\$0
1/22/23	Gas Leak	Huntington Hall	Leak in mechanical room gas line	0	0	\$0
3/15/23	CO Alarm	Daugherty Hall	Construction Project Activated CO Detector	0	0	\$0
4/1/23	Fire Alarm	Huntington Hall	Suspected Hairspray activated detector	0	0	\$0
6/8/23	Fire Alarm	Daugherty Hall	Steam From Shower activated heat sensor	0	0	\$0
7/9/23	Fire Alarm	Penfield Hall	Burnt Food in RD Apartment	0	0	\$0
7/29/23	Local Fire Alarm	Bellamy Hall Efficiency Apt.	Cooking activated smoke detector	0	0	\$0
9/3/23	Fire Alarm	Daugherty Hall	Incense left burning unattended in room	0	0	\$0
9/11/23	Fire Alarm	Huntington Hall	Hair styling device and steam set off smoke detector in hallway	0	0	\$0
9/23/23	CO Alarm	Bellamy Hall	Charging Floor Cleaning Machine activated CO Detector	0	0	\$0
10/23/23	Heat Sensor	Huntington Hall	Condensation, likely from shower, activated alarm	0	0	\$0
11/4/23	Heat Sensor	Huntington Hall	Steam from shower	0	0	\$0
11/4/23	Heat Sensor	Huntington Hall	Steam from shower (2 <sup>nd</sup> activation of day)	0	0	\$0
12/1/23	Heat Sensor	Huntington Hall	Steam from shower	0	0	\$0