

Mohawk Valley Community College (MVCC)

College in Prison Program (CIPP)

Emergency Procedures Manual for Faculty

Effective Date: November 2025

Location: Marcy Correctional Facility

I. Purpose and Scope

This manual provides emergency and safety procedures for MVCC faculty teaching in correctional facilities operated by the New York State Department of Corrections and Community Supervision (DOCCS). It supplements DOCCS institutional policies and outlines appropriate faculty responses during emergency events to ensure the safety of students, staff, and faculty members.

II. Guiding Principles

1. Follow DOCCS Staff Instructions at all times:
 - Correctional officers make all emergency decisions within the facility.
 - Faculty must defer to DOCCS directives immediately and without debate.
2. Stay Calm, Observant, and Cooperative:
 - Remain composed and attentive; your demeanor affects student behavior and safety.
 - Encourage compliance and reassure students while maintaining order.
3. Report and Debrief with MVCC After the Event:
 - All emergencies or unusual events must be reported to the Program Coordinator within 24 hours.

III. Types of Emergencies and Faculty Procedures

A. Lockdown or Institutional Disturbance

1. Stop instruction immediately and secure materials.
2. Follow correctional officer instructions; remain in the classroom unless otherwise directed.
3. Account for all students and maintain calm.

4. Do not leave or attempt communication until cleared.
5. Report incident details to MVCC Program Coordinator.

B. Evacuation (Fire, Chemical Spill, or Structural Hazard)

1. Await DOCCS officer direction; do not self-initiate evacuation.
2. Leave materials behind and move calmly with students.
3. Follow officer supervision to designated areas.
4. Stay with your class group until cleared.
5. Notify MVCC after evacuation.

C. Medical Emergency

1. Notify nearest correctional officer or medical staff immediately.
2. Do not administer medical aid yourself.
3. Keep other students calm.
4. Submit a written incident report to MVCC within 24 hours.

D. Fire Alarm or Smoke Detection

1. Stop class immediately and await officer direction.
2. Evacuate if instructed; do not use personal devices.
3. Remain calm and follow evacuation routes under supervision.

E. Contraband Discovery or Security Breach

1. Do not touch or move any suspicious object or material.
2. Notify a correctional officer immediately.
3. Stay with your class until the area is secure.
4. File written incident reports with MVCC and DOCCS staff.

F. Hostage or Violent Incident

1. Remain calm and comply with all directions.
2. Avoid sudden movements or confrontation.
3. Prioritize personal safety and de-escalation.

4. Follow all post-incident debriefing instructions.

G. Mental Health Crisis or Disruptive Behavior

1. Stop class and contact correctional or mental health staff.
2. Avoid physical or verbal intervention.
3. Document and report to MVCC Program Coordinator.

IV. Post-Emergency Reporting Protocol

1. Notify the Program Coordinator (MVCC) as soon as possible.
2. Complete a CIPP Incident Report Form within 24 hours.
3. Participate in any DOCCS or MVCC debriefings.

Emergency Contacts:

- Program Coordinator – Tabitha Carter (tcarter@mvcc.edu | 315-792-5551)
- Assistant Vice President for Academics – Jim Lynch (jlynch@mvcc.edu | 315-792-5316)

V. Faculty Safety Reminders

- Never bring unauthorized materials into the facility.
- Always maintain situational awareness.
- Never leave your assigned area or students unsupervised.
- Report all safety or security concerns immediately to DOCCS and MVCC staff.

VI. Acknowledgment

I have read and understand the emergency procedures outlined in this manual and agree to comply with all MVCC and DOCCS safety protocols while teaching inside correctional facilities.

Faculty Signature: _____

Date: _____