

# MOHAWK VALLEY COMMUNITY COLLEGE

## Campus Fire Safety Right to Know Act

### On-Campus Housing

*Part of the Higher Education Opportunity Act of 2008*  
2023 Residence Hall Fire Safety Right to Know Report (2024 DUE 10/1/2025)

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**

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

- Daugherty 6
- Huntington 5
- Penfield 5
- Butterfield 4
- 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.

## **FIRE INSPECTION AND RECORDS**

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 student's 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 or not they wish to check the "trouble area" with Public Safety. If not, CLEARLY give them direction 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 at 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

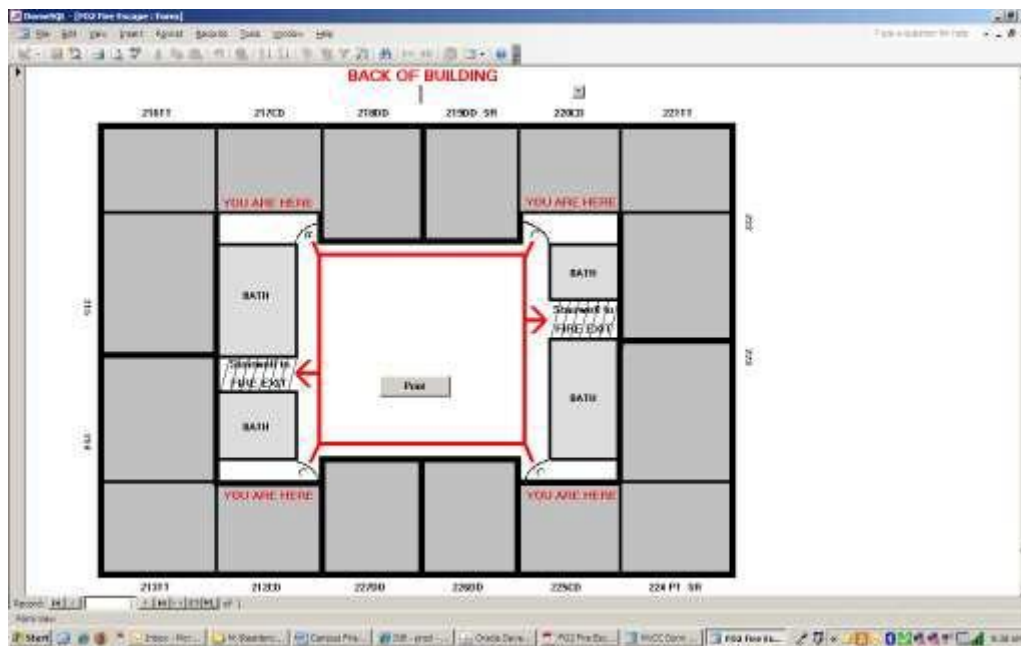
- Off of the 1<sup>st</sup> floor stairwells labeled Fire Exit. Second and third floor residents should evacuate via these fire exits unless adverse conditions exist. First floor residents should exit through the front doors, unless adverse conditions exist.

❖ 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.



### WHO TO REPORT A FIRE INCIDENT TO?

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	None	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	None	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	None	0	\$0
11/7/21	Smoke Detector	Daugherty Hall Room 219	Unknown cause	None	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	0	0	\$0

			Burning			
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