

MOHAWK VALLEY COMMUNITY COLLEGE
Campus Fire Safety Right to Know Act
Part of the Higher Education Opportunity Act of 2008
2019 Residence Hall Fire Safety Right to Know Report (2020 DUE 10/1/2021)

The Campus Fire Safety Right-to-Know Act, part of the Higher Education Opportunity Act of 2008, requires colleges and universities to report 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. The College Executive Director of Public Safety and Emergency Management is David Amico, Academic Building Room 109 or via telephone at (315) 792-5318 or via email at damico@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 79 students.

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

Penfield Hall: Penfield Hall is an on-campus Residence Hall constructed in 1966. This hall can house approximately 79 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 ALARM SYSTEMS

Fire Alarm System:

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

- 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 Commercial via telephone landline.

Butterfield 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 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 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 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 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 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: 1st, 2nd, 3rd floor corridors, north and south. There is also one in the kitchen, elevator mechanical room and the boiler room.

****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.

2019 Fire Drill Statistics:

Total Drills: 5 in Butterfield, Daugherty, Huntington, Penfield and 5 in Bellamy Hall
 Breakdown: 1 announced drill during Fall Orientation weekend.
 1 announced drill during Spring Orientation weekend.
 2 unannounced drills during Fall Semester.
 1 unannounced drill during Spring Semester.
 1 unannounced drill in Bellamy Hall during summer session was not done due to COVID-19.

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 NYSOFFPC conducts a yearly inspection of the Residence Halls and may “audit” all of 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 of use of ANY heat producing cooking appliance is prohibited. Air Conditioners, space heaters, non-Keurig brand coffee makers (Keurig’s are allowed), electric blankets, heating pads, “holiday” lights, microwave ovens in student bedrooms, lava lamps, halogen lamps, neon signs, and “plug in” air fresheners 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	\$10-\$25 fine, confiscation of item, possible probation

Hall Gathering Rooms.	
Smoking: MVCC became a Tobacco-Free Campus in August 2015.	1st Offense - \$10 fine 2nd Offense - \$15 fine 3rd Offense - Probation, dismissal (Residence Halls Only)
Candles: The use or possession of incense and candles is prohibited.	Possession: 1 st Offense - Warning- 2 nd - \$10 Fine Burning: 1 st Offense - \$15 Fine Burning: 2 nd Offense - Dismissal
Covering a Smoke Detector	Mandatory Room Change or \$50 fine or 24 hour Residence Hall Suspension

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.

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 and the Supervisor of Residence Halls Facilities. This part includes practice evacuation drills.

Student Education:

- New students are instructed to attend Residence Hall Orientation. This orientation includes Fire Safety Education conducted by the Assistant Director of Residence Life. This session includes a viewing of a fire safety video entitled [College Fire Survival 101](#) from FEMA followed by a lecture regarding proper evacuation procedure. This session is followed by an announced practice fire drill held the following morning.
- §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 (as appears in the Evacuation and Fire Safety Plans for Employees)

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

Purpose

To insure 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 radio or phone in 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 Professional Staff and RAs on campus, along with Public Safety will immediately and expeditiously respond to a fire alarm.

All Resident Assistants and Professional Directors 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 to each original Residence Hall 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 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 Professional 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.

Professional Staff Role:

The 1st Professional 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.
- 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.

A Professional 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, he/she 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 room must evacuate alarmed area.*
- 3. Public Safety will respond to 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.

For Students

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.
- 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 exist, 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 1st 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.

FIRE ALARM INCIDENT DATA STATISTICS

Date	Incident	Location	Cause	Injuries	Death	Prop. Value
2017						
1/24/2017	Suite Smoke Detector	Bellamy Hall	Inconclusive activation	0	0	0
2/16/2017	Smoke Detector	Bellamy Hall Suite 212	Alarm set off by hair equipment	0	0	0
2/19/2017	Smoke Detector	Bellamy Hall Suite 306	Alarm set off by hair equipment	0	0	0
2/20/2017	Smoke Detector	Bellamy Hall Suite 306	Alarm set off by hair equipment	0	0	0
4/2/2017	Heat Detector	Butterfield Hall Suite 125 Bathroom	Alarm activated by smoking	0	0	0
4/20/2017	Heat Detector	Daugherty Hall Suite 320 Bathroom	Alarm set off by hair equipment	0	0	0
4/23/2017	Smoke Detector	Bellamy Hall Suite 215	Alarm activation by air freshener	0	0	0
4/28/2017	Smoke Detector	Huntington Hall 220 Suite Hallway	Alarm activation by air freshener	0	0	0
5/5/2017	Smoke Alarm	Bellamy Hall Suite 306	Alarm set off by hair equipment	0	0	0
9/11/2017	Sprinkler Activation	Penfield Hall Room 223	Probable cloths hanging on sprinkler head.	0	0	\$11,533
10/20/2017	Smoke Detector	Bellamy Hall Suite 314	Fog machine in student room	0	0	0
10/29/2017	Heat Detector	Huntington Hall 120	Alarm set off by hair equipment	0	0	0
12/4/2017	Smoke Detector	Bellamy Hall Suite 315	Burnt food in microwave	0	0	0
12/5/2017	Smoke Detector	Butterfield Hall 217 Hallway	Unknown	0	0	0
2018						

2/20/2018	Local Smoke Detector Activation	Bellamy Hall Suite 203C	Smoke Detector Activated due to Vaping	0	0	\$0
3/21/2018	Smoke Detector	Bellamy Hall Suite 205C	Unknown	0	0	\$0
3/25/2018	CO Detector Activation	South Halls	Hot Water Heater Malfunction	0	0	Est. \$7000
9/30/2018	CO Detector	Huntington Basement	Ventilation	0	0	\$0
10/23/2018	Fire Alarm	Butterfield Hall	Burnt Popcorn	0	0	\$0
10/31/2018	Fire Alarm	Daugherty Hall	Steam from Shower	0	0	\$0
11/4/2018	CO Detector	Daugherty Hall	Laundry Room Vent Backdraft	0	0	\$0
11/4/2018	CO Detector	Daugherty Hall	Laundry Room Vent Backdraft	0	0	\$0
11/5/2018	Fire Alarm	Daugherty Hall	Steam from Shower activated Smoke Detector	0	0	\$0
11/14/2018	Fire Alarm	Huntington Hall	Vaping	0	0	\$0
11/17/2018	Fire Alarm	Huntington Hall	Pull Station activated by sports inside	0	0	\$0
11/27/2018	Fire Alarm	Huntington Hall	Unknown	0	0	\$0
12/5/2018	CO Detector	Bellamy Hall	Flooded bathroom above leaked into unit	0	0	\$0
12/12/2018	Fire Alarm	Butterfield Hall	Burnt Popcorn	0	0	\$0
2019						
1/14/2019	Smoke detector	Bellamy	Burnt food	0	0	\$0
2/7/2019	Smoke Detector	Daugherty	Burnt Food In Microwave	0	0	\$0
2/8/2019	Smoke Detector	Bellamy Suite 104	Burnt Food in Microwave	0	0	\$0
3/5/2019	Smoke detector	Daugherty	Burnt ramen noodles	0	0	\$0
4/23/2019	Smoke detector	Daugherty	Steam from shower	0	0	\$0
8/8/2019	Smoke Detector	Huntington	Contractors set off alarm	0	0	\$0
8/13/19	Smoke Detector	Huntington	Hookah being used	0	0	\$0

11/3/19	Smoke Detector	Bellamy Hall Suite 310	Burnt Food in Microwave	0	0	\$0
11/13/19	CO Detector	Daugherty Hall	Hot Water Heater	0	0	\$0
11/14/19	Smoke Detector	Daugherty Hall	Steam from dryer	0	0	\$0
11/20/19	Smoke Detector	Bellamy Hall	System Malfunction	0	0	\$0
12/1/19	Smoke Detector	Daugherty Hall	Steam from dryer	0	0	\$0
12/2/19	Smoke Detector	Huntington Hall	Burnt Popcorn	0	0	\$0
12/5/19	Smoke Detector	Huntington Hall	Burnt Popcorn	0	0	\$0