

DUTCHESS

COMMUNITY COLLEGE

2016 Annual Security Report and Annual Fire Safety Report

Statistics Reflecting 2013, 2014, and 2015

Published September 2016

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Introduction:

The purpose of this report is to provide our faculty, staff, and students with campus security and safety information in order that their experiences at Dutchess Community College may be safe and enjoyable. This report is prepared by the Dutchess Community College Campus Security Department and any questions regarding it should be directed to Campus Security, located in Room #114 of the Student Services Building, or telephone (845) 431-8070. This report was published October 1, 2015.

This report is filed as required by the federal “Crime Awareness and Campus Security Act,” (hereafter referred to as the Campus Safety Act) which was last amended in 1998. This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off campus buildings or property owned or controlled by Dutchess Community College, and on public property within, or immediately adjacent to, and accessible from the campus. This report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. To obtain these crime statistics, access the U.S. Department of Education website at: <http://www.ope.ed.gov/security/Search.asp>.

To get a copy of the full report and crime statistics, contact the Director of Campus Security Office in the Student Services Building (845) 431-8070. This information is also available on the Dutchess Community College website.

Emergency Alert System:

SUNY NY-Alert is a system that enables SUNY campuses to warn the campus community of an impending emergency and provide timely information to protect lives and minimize campus disruption. Messages can be received via cell phone (text and/or voice), telephone, email, and fax. All members of the college community are strongly urged to register to receive alerts either by the link on myDCC or by going directly to <http://www.suny.edu/sunyalert>.

It is the policy of Dutchess Community College to utilize SUNY NY-Alert as the primary method of contacting the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus unless issuing a notification will compromise efforts to contain the emergency. More information can be found at the SUNY NY-ALERT website. A College-wide test is conducted on an annual basis in the fall of the academic year.

In the event that a report of a significant emergency or dangerous situation is received, Security will respond to access and evaluate the situation. If it is determined that there is a situation which poses a risk to the campus population, the appropriate outside agencies will be notified and the Associate Dean of Campus Facilities and Safety, or their designee, will without delay initiate the notification system through SUNY NY-Alert. The notification will include the nature and location of the emergency and provide appropriate directives to safeguard the health and safety of the campus community. The Office of College Communications and Public Relations will disseminate information regarding the emergency to the larger community if necessary.

Campus Security Objective:

The objective of Campus Security is to provide a safe environment for teaching and social endeavors and to protect the lives and property of the students, employees, and visitors to Dutchess Community College. This objective is pursued within the framework of Dutchess Community College’s rules and

regulations and all local, state, and federal laws. The investigation of crimes committed on campus fall under the jurisdiction the Town of Poughkeepsie Police with assistance from the Director of Campus Security and his assistants. Campus Security maintains an excellent rapport with the local law enforcement agencies and works closely with them to maintain a safe campus.

The college upholds the rights of students and staff to know of incidents which occur on campus, measures taken to promote precautions, and swift effective responses to crises. The responsibility for maintaining personal and campus safety is shared by all students, faculty, and staff of the College.

Dutchess Community College and the Campus Security Department recognize the necessity of a community which is open and intellectually stimulating, where diversity of ideas is valued and every person's safety, dignity and autonomy is respected whether they are students, faculty, or staff, and regardless of race, ethnicity, age, religion, class, national origin, gender, sexual orientation, or disability.

The Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act (section 106 of Public Law 106-39) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State, concerning registered sex offenders, may be obtained. In New York, you can obtain this information by contacting the Division of Criminal Justice Services at 1-800-262-3257 or visiting their web site at <http://www.criminaljustice.state.ny.us>.

Access to Campus Facilities:

All campus roadways, parking lots, grounds, and buildings are regularly patrolled by Campus Security. During business hours, the College is open to the general public to attend campus activities. During non-business hours, all College buildings are locked and patrolled, and access to the main campus is permitted to faculty, staff, and students through Campus Security only with proper authorization. The DCC South Extension site is equipped with intrusion alarms and access control systems that are monitored by a central alarm monitoring company that advises Campus Safety and local law enforcement and/or fire departments of potential problems.

Monthly safety audits are conducted by Campus Safety personnel at all facilities and grounds to examine issues such as landscaping, locks, lighting, alarms, and communications. Work orders are submitted to address any deficiencies that are noted during these monthly inspections.

Reporting of On-Campus Crimes and Incidents:

The Director of Campus Security records crime and incident statistics throughout the year. These statistics are recorded in monthly campus security reports. These statistics are totaled at the end of the year and reported to the United States Department of Education and made available to the public on the Dutchess Community College website. The last section of this report contains campus crime statistics including arrests and disciplinary referral made to campus authorities for alcohol, drugs, and weapons possession. As defined by the Campus Safety Act, a referral is an instance when a student is formally reported in writing to a college officer for possible sanction.

As required by the Campus Safety Act, Dutchess Community College must include hate crime statistics in this report. A hate crime occurs when a person is victimized intentionally because of his/her actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

Formal requests for crime statistics for areas defined as “public property” and “non-campus buildings and property” were made with local police departments for the main campus and all off site locations. The definitions of these offenses, which are defined in the “Uniform Crime Report” and the “Crime Awareness and Campus Security Act,” appear later in this report.

Daily Crime Log:

Campus Security maintains a daily log of crimes and incidents occurring on campus that is available for the public to view. This information is recorded by date, time, general location, and disposition of the complaint. The daily log is available at the Security Office Monday through Friday from 9:00 a.m. to 5:00 p.m.

Campus Security and their Relationship with Law Enforcement:

The Dutchess Community College Campus Security department enforces the Code of Conduct contained in the Student Rights and Responsibilities handbook and is responsible for the investigation and documentation of incidents that occur on campus. Primary law enforcement jurisdiction at main campus is held by Town of Poughkeepsie Police Department and the south campus falls under the jurisdiction of the Village of Wappinger Falls Police Department.

Members of the Campus Security Department have received all training mandated by the State of New York including First Aid, CPR and AED training. Additional education has been provided in areas including NIMS, Active Shooter, Security Dispatching and Incident Reporting. Security staffing support is as follows:

1. The Security Department is staffed twenty-four hours a day, seven days a week by uniformed security officers.
2. Uniformed security staffing levels are adjusted throughout the year as appropriate. Staffing levels are highest during the fall and spring semesters.
3. Immediate response to emergencies is provided by Security Department personnel and when necessary by Town of Poughkeepsie Police and the Fairview Fire and Emergency Medical personnel.
5. The College contracts with the Town of Poughkeepsie Police Department to provide additional patrols during the fall and spring semesters.
6. Additional Uniformed Security Officers and/or Town of Poughkeepsie Police Officers are provided as needed for special events.

Criminal activity at off-campus property is monitored by the Campus Security Department in cooperation with the local law enforcement agencies. Students involved in off-campus situations involving alcohol/drug offenses or other criminal activities may be referred for campus disciplinary procedures.

Investigation of Violent Felony Offenses and Missing Students:

Article 129-A of the New York State Education Law requires all public, private, community colleges and universities in New York State to adopt and implement rules and a plan for investigating violent felony offenses committed on campus and also for the investigation of any report received of a missing student who resides on campus. Furthermore, the law requires that the plan shall provide for coordination with local enforcement agencies, and shall include written agreements with these agencies for the prompt investigation of these crimes. In compliance with this requirement, Dutchess Community College has an understanding with the Town of Poughkeepsie Police Department, establishing guidelines for the coordination of law enforcement efforts on the campus and the investigation of crimes, including those listed above.

Reporting Missing Persons:

Any incident involving a person who is believed to be missing should be reported to the Dutchess Community College Office of Safety and Security (Security).

Any College official who becomes aware of a student believed to be missing for 24 hours or more from campus must notify Security. Security will take the report regardless of how long the person may have been missing.

There is no requirement that the person be “missing” for 24 hours before Security will take a report and begin an investigation. It is the policy of the Office of Safety and Security to take immediate reports on all persons thought to be “missing” and to immediately begin efforts to locate the person. Security will also contact the Town of Poughkeepsie Police Department for the purpose of starting a missing persons investigation.

DCC students may designate a confidential contact person to be notified in the event the student has been missing for 24 hours or more. Designation of this confidential contact person is in addition to the designation of an “emergency contact”, although they may be the same person if the student so chooses. Confidential contacts, as well as general emergency contacts, may be designated through the students’ mydccc portal.

In the event that a student is believed to have been missing for 24 hours or more, notification will be made to the confidential contact if one has been designated. In addition if the student is under the age of 18 and not emancipated, their custodial parent or guardian will be notified.

Note that while the above notifications are required under federal law, nothing precludes contacting these or any other persons during the investigation if doing so may further the investigation, whether 24 hours has passed or not. Appropriate to the particulars of the report, other resources may be contacted to assist with an investigation including other law enforcement agencies.

Advisory Committee on Campus Security:

As required by Article 129-A of the New York State Education Law, Dutchess Community College maintains an Advisory Committee on Campus Security. This committee meets during the year to review, and recommend improvements to DCC policies and procedures relating to a variety of security and personal safety issues.

Crime Prevention Activities:

The DCC campus is a safe and secure environment; however, it is a public access facility, and we cannot guarantee who is on the campus and for what purpose. You must be alert for your own safety and security.

Listed below are some suggestions for your safety:

- Pay careful attention to your personal belongings. Keep purses, gym bags, book bags and wallets in your view or under lock and key. Because textbooks are expensive, they may be a temptation to a thief. Put your name on each book, and do not leave your books unattended. Lock your car doors each time you leave the car.
- Leave nothing in your car within view of a potential thief. Do not, for instance, store your books on the back seat.
- Have your car keys in hand before leaving a building. Evening students in particular are encouraged to walk in groups to cars and bus stops after leaving class or the Library. The Security Department will provide an escort service to anyone requesting assistance when going to their vehicle.
- Members of the College community are urged to secure their valuables and be aware of their surroundings.

Additionally, the following security measures are in place for your safety:

- Campus Security in conjunction with other departments hold educational programs on a variety of topics including personal safety awareness, rape awareness and sexual assault prevention training.
- Information on safety and security is provided to students and employees upon request via seminars, crime alerts, campus email, posters, and the college student newspaper.
- During orientation, students are informed of safety programs and the safety services available on campus.
- The campus is well lighted in parking areas and pathways frequently traveled by students. Telephones are provided in classrooms and laboratories to contact Security.
- There are exterior Emergency Blue Light Phones strategically located throughout the campus that connect directly with the Security Office without having to dial. These phones are for emergencies requiring assistance.
- “Campus Emergency Phones” in each building near the elevators. These phones will automatically dial the college Emergency Number (ext. 4-911) when activated.
- By calling extension 8070, or (845) 431-8070 from an outside phone, a person may request that a Security Officer accompany them between buildings, to his/her automobile, or to the bus stop.
- To contact the Security Department for an emergency dial 4-911 from any college phone. If calling from a cell phone or other outside phone, dial (845) 431-8070.
- The Security Department will assist students and staff in obtaining and enforcing Orders of Protection when necessary.

Bias Crimes Information:

Generally, a person commits a hate crime when he or she commits a specified offense and is motivated in whole or in part by bias on the part of the offender toward the race, color, national origin, gender, religion, sexual orientation, age (sixty or older), or disability of the victim.

Penalties for bias related crimes range from monetary fines up to a minimum of twenty years in prison, depending on the nature of a specific offense. Specific information regarding hate crime offenses and related penalties may be obtained from article 485 of the New York State Penal Law.

Whenever a member of the College community becomes a victim of a bias related crime, that member shall notify the Dutchess Community College Security Department as soon as possible. The Security Department will respond, ascertain information for a report, and make the following notifications as appropriate:

- Local police
- President's office
- Associate Dean of Student Personnel Services Counseling
- Human Resources (if faculty or staff is involved)
- Other notifications where warranted

All reports of bias crimes will be investigated and perpetrators will be subject to administrative discipline consistent with Dutchess Community College policies and procedures as well as criminal prosecution as allowed by law.

The Dutchess Community College Counseling and Security Departments are available to assist any individual who believes they are the victim of a bias crime. The services include not only the coordination of intervention with other campus departments, but can also provide referrals to off-campus agencies.

The Security Department utilizes the following methods to inform students, faculty and staff about security measures on campus:

- DCC website
- Annual Campus Security & Safety Report
- Student Rights and Responsibilities Handbook
- Professional Staff Handbook
- Informational brochures issued by the Security Department

Sexual Crimes Information:

Dutchess Community College is committed to creating a community free from violence. Sexual assault, harassment, dating/domestic violence and stalking as defined by State and Federal law will not be tolerated at DCC, College supported events or activities, or at functions of recognized student organizations, on or off campus. DCC will take action, as needed, to discourage, prevent, correct and if necessary, discipline behavior that violates this standard of conduct. Such discipline will depend on the nature of the offense and may range from a disciplinary warning up to and including expulsion from the college. More detailed information related to disciplinary process and sanctions may be found in the Student Rights and Responsibilities Handbook.

Additionally, such offenses may constitute crimes according to Federal and New York State Law and would be subject to criminal prosecution.

Confidentiality is fundamental to all aspects of cases dealing with sexual assault. The names of sexual assault victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this policy, except with the consent of the victim.

General Definition of Terms:

Sexual Assault is defined as any sexual contact/ intrusion/ penetration that is absent or without consent by all parties. Examples include, but are not limited to: a) touching breasts or another's genitals without their

consent (through clothing or skin to skin contact), b) having sexual contact/ intrusion/ penetration with someone who is incapacitated (one who is incapable of making a rational decision; e.g. from alcohol/drug usage), c) continuing sexual activity after either party has made clear, either verbally or by conduct, that they do not wish to have physical contact.

Dating/Domestic Violence is the intentional use of abusive tactics and physical force in order to obtain and maintain power and control over an intimate partner.

Stalking is defined in general terms as engaging in a course of conduct or repeatedly committing acts towards another person, including following another person without proper authority with either: intent to place the person in reasonable fear of bodily injury, or intent to cause substantial emotional distress to the person.

Applicable Laws & Penalties:

New York State laws applicable to sexual assault are found in Article 130 of the New York State Penal Code. The laws provide the legal definitions of sex offenses. One significant element of every sex offense is the lack of consent.

Forcing or coercing someone to have sexual intercourse or engage in other sexual behavior is against the law.

Specifically, in New York State, if a person has sexual intercourse because they are fearful for their life or safety, or if they are unable to consent, the behavior of the perpetrator is considered rape. The perpetrator does not need to use a weapon or beat them to make them fearful for their safety.

In part, the law defines various offenses and applicable penalties as follows:

Sexual Misconduct, a class A misdemeanor, up to 1 year imprisonment

Rape in the Third Degree, a class E felony, up to 3 years imprisonment

Rape in the Second Degree, a class D felony, up to 19 years imprisonment

Rape in the First Degree, a class B felony, up to 25 years imprisonment

Sodomy in the Third Degree, a class E felony, up to 3 years imprisonment

Sodomy in the Second Degree, a class D felony, up to 10 years imprisonment

Sodomy in the First Degree, a class B felony, up to 25 years imprisonment

Sexual Abuse in the Second Degree, a class A misdemeanor, up to 1 year imprisonment

Sexual Abuse in the First Degree, a class D felony, up to 10 years imprisonment

Stalking in the Fourth Degree, a class B misdemeanor, up to 6 months imprisonment and a fine

Stalking in the Third Degree, a class A misdemeanor

Stalking in the Second Degree, a class E Felony

Stalking in the First Degree, a class D Felony

Sexual Assault

Allegations of sexual assault or rape should be reported Campus Security at the emergency number 4-911 or (845) 431-8070 or to local law enforcement agency.

The Dutchess Community College Counseling Center provides confidential personal counseling and crisis intervention services to victims of sexual assault. The focus of the interaction will be to deal with the issues surrounding the assault or rape with a goal of assisting the victim in returning to her/his previous level of functioning. This is done through non-judgmental, supportive counseling. The College Counseling Center staff routinely makes referrals to community agencies to ensure that students' personal needs and issues are addressed in the most comprehensive manner possible.

All contacts will be kept strictly confidential. The Crime Victims Assistance Program and other services, available through local police and hospitals, provide comprehensive services to rape and sexual assault victims. Referrals will be made through the Health and Counseling Offices at Dutchess Community

If You Have Been Sexually Assaulted

- Go to a safe place. Call someone you trust for support. Sexual Assault Crisis Line Counselors are available 24 hours a day. To be automatically connected with 24-hour rape hotline, please call (845) 452-7272.
- Help preserve evidence. Don't change anything about the scene where the assault occurred. Don't wash any part of your body, comb your hair or change clothes.
- Get medical attention as soon as possible. A medical examination is important to detect injury and for possible protection against a sexually transmitted disease or pregnancy.
- Think about reporting the assault to the police. Telling the police does not mean that you have to prosecute (go to trial).
- If you do want to prosecute, it is essential to have a rape exam at a hospital emergency room soon after the assault. To increase your options later, this exam is recommended, even if you are unsure about prosecution.
- Following a sexual assault, you may feel shock, embarrassment, shame, guilt, disbelief, anger, anxiety or nothing at all. These are all normal reactions to a violent crime.
- Remember, **IT IS NOT YOUR FAULT.**
- Sometimes months or even years after an assault, survivors re-experience feelings they had immediately following the attack. Counseling or support groups may help at these times.
- You may be eligible for compensation of some costs incurred as a result of a sexual assault. In order to receive assistance, contact Counseling and Career office (845) 431-8040.
- Decisions made after a sexual assault are difficult; there are no right answers, only what is right for you. Get the support you deserve.

Victims' Rights

1. Victims have the right to choose counseling and medical treatment and to prosecute and report their case through the College judicial system and or the off-campus court system. They have the right to refuse all these options without reproach from any College personnel.
2. Victims have the right to be treated with dignity and seriousness by campus personnel.
3. Victims of crimes against an individual have the right to be reasonably free from intimidation and harm.
4. College personnel are encouraged to inform all victims that:
 - Victims are not responsible for crimes committed against them. Victims are not negligent and do not assume the risk of crime.
 - Victims should always report their crime, despite the possibility of adverse publicity for the

university.

- Victims will be made aware of appropriate student services, including counseling. Victims are entitled to the same support opportunities available to the accused in a campus disciplinary proceeding.
- The victim has the right to information regarding the status of his/her case.
- Any victim who does not wish to remain in his/her present class section may be granted a transfer to another class section if available

Substance Abuse and Sexual Assault

Some basic facts on the criminal use of sedating substances to facilitate sexual assault:

For centuries alcohol has been used to facilitate sexual assault. Today it remains the substance most frequently associated with date rape, and the most accessible sedating substance. Other sedating drugs are increasingly being misused to commit sexual assault by spiking victims' beverages. These are referred to by a number of street names of which you should be aware. These include Liquid Ecstasy, Liquid X, Grievous Bodily Harm and Easy Lay for GHB, and Special K for ketamine. Common street names for Rohypnol include Roofies, Roachies, La Rocha and the forget pill.

The physical effects of alcohol and sedating drugs are very similar and include impaired judgment and motor coordination, dizziness, confusion and extreme drowsiness. If enough alcohol or sedating substances are consumed, an individual may fall unconscious or may not remember the details of what occurred. *Depending on the substance and the presence of alcohol and other drugs in the person's system, more dangerous and sometimes life-threatening side effects may occur.*

How to reduce the risk of being drugged and sexually assaulted:

- Do not leave beverages unattended.
- Do not take any beverages, including alcohol, from someone you do not know well and trust.
- At a bar or club, accept drinks only from the bartender or server.
- At parties, do not accept open-container drinks from anyone.
- Be alert to the behavior of friends and ask them to watch out for you. Anyone extremely intoxicated after consuming only a small amount of alcohol may be in danger.
- Limit alcohol consumption so you are better able to assess your surroundings and eat substantive food before drinking to help curb its sedating effects.
- When drinking in social settings, make arrangements with a friend so that you can leave together.

Most importantly, remember that whether you follow these tips or not, if someone sexually assaults you, it is *not* your fault. You are *never* to blame for someone else's actions.

Precautions

Even the best self-defense program cannot completely prevent sexual assault.

Be aware that everyone is a potential victim of sexual assault. The most vulnerable target is a woman alone. It is a myth that assault is provoked by a woman's dress or mannerisms. Opportunity and vulnerability are the key factors. Over 80 percent of all sexual assaults are committed by an acquaintance

of the victim, but almost half of these victims tell no one about the attack. Many attacks begin with casual conversation. If your gut-level response to a stranger or friend is uneasiness, try to get out of the situation as quickly as possible, even if it means being rude or making a scene. The keys to prevention are awareness, trusting your intuition, and assertive behavior. Take the time to think ahead about what you might do in the event of an attack.

The following tips are designed to increase your awareness of personal safety and to encourage you to think ahead about how you would react if assaulted:

- **Be alert to your surroundings**
 - Know your route and stay in well-lighted areas. Walk confidently. Walk with other people whenever possible.
 - Consider carrying a whistle on your key chain and use it if you find yourself in danger.
 - Know the locations of public and blue light telephones, and keep change handy.
 - If you are walking alone, don't use headphones; they distract you and prevent you from being alert.
- **If you travel by car**
 - Always keep your car locked, while you are riding and when it is parked.
 - When returning to your car, do so with your keys in your hand.
 - Check the back seat before you get in.
 - After you get in, re-lock the car immediately and keep the windows up.
 - Do not stop to assist stalled drivers. Drive on and call the police.
 - Do not accept assistance if your car is stalled. Tell anyone who offers help to call the police.
 - Do not pick up hitchhikers.
- **If you travel by bus**
 - Go to the bus stop with other people whenever possible, particularly at night. Don't accept rides from strangers.
- **If you feel you are being followed**
 - Walk to the nearest occupied or well-lighted building, *not* to your car or a bus stop. If on campus, contact campus security for assistance; if off-campus, call the police. Note the appearance of the person or persons; note the license plate number of the car. Your personal safety should come before the security of belongings, such as books, bags, etc. When in doubt, leave them behind.
- **If you feel threatened**
 - Shout "Leave me alone." Others may hear you and/or the potential criminal may be frightened away.
 - Trust your instincts. If you feel in danger, you probably are; don't be embarrassed to seek assistance.
- **Blue light phones**
 - There are 8 strategically located emergency blue light phones on campus that connect directly with the Security Office without having to dial. The phones are for emergencies requiring immediate assistance.
- **At home**, keep the doors and windows locked. Ask repair, service or delivery persons for identification or have them wait outside while you call to verify their employment. Learn to defend yourself. Ask repair, service or delivery persons for identification or have them wait outside while you call to verify their employment. Learn to defend yourself.
- **Teach children** about the potential for sexual assault and what to do if they are ever approached inappropriately. Children should be told that they are never responsible for sexual assault and to

tell a trusted adult if an assault should ever occur.

Report all incidents to Security if on campus, to the police if off campus.

Sexual Harassment

Sexual harassment includes any unwanted verbal or physical sexual advances, requests for sexual favors, sexually explicit derogatory remarks, and sexually discriminating remarks which are offensive or objectionable to the person at whom they are directed or which cause a person discomfort or humiliation.

Sexual harassment can be as subtle as a look or as blatant as rape. Women are most often, though not solely, its victims.

Verbal harassment may include “humor” or “jokes” about women, sex, or sexual orientation, or remarks connecting a person’s sex with intellectual or academic abilities. Whether verbal or physical, sexual harassment is an act of aggression. It is a violation of both federal (Section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972) and New York State Human Rights law.

Verbal harassment may include: sexual innuendos and comments and sexual remarks about clothing, body, or sexual activities; suggestive or insulting sounds; sexual propositions, invitations or other pressure for sex (“My office hours are limited. Why don’t you come by my house, or we can have dinner, and get to know each other better in privacy.”); implied or overt threats (“It’s simple; if you want to pass the course, you have to be nice to me and sex is the nicest thing I can think of. It’s up to you.”)

Physical harassment may include: patting, pinching or other inappropriate touching or feeling; brushing against the body; attempted or actual kissing or fondling; coerced sexual intercourse.

Other kinds of sexual harassment may include: leering or ogling (for example, an advisor who meets with a student and stares at her breasts); obscene gestures. If you feel you are being sexually harassed at DCC, you may request help from several sources:

Sexual Harassment Officers

Allegations of sexual harassment should be reported to the Office of Counseling and Career Services in the Student Services Building (SSB) room 301 ((845) 431-8040) or the Director of Human Resources and College’s Sexual Harassment Officer, ((845) 431-8673). They will investigate sexual harassment complaints and institute the formal procedures for resolving them. These procedures are in accordance with collective bargaining agreements and established College policies and guidelines.

Student Affairs

As with other complaints about discrimination, students can contact the Dean of Students office in the Student Services Center SSB301 ((845) 431-8970). After hearing your complaint, they may suggest several courses of action, including contacting the department head of the faculty member or staff person involved, or the relevant Dean, with mediated discussion and/or hearings, which ensure confidentiality. In cases of physical harassment, they will call on security personnel, if necessary.

Counselor

Students may also feel comfortable approaching a counselor or a faculty advisor to get advice and support, or to make an initial complaint.

Campus and Community Resources:

The following programs and services are available in Dutchess County to provide assistance to you in an emergency situation or for on-going support in dealing with and recovering from a sex offense.

Dutchess Community College

Assistant Dean of Students	(845) 431-8975	Room 304 Student Center
Student Health Services	(845) 431-8075	Room 110, Student Center
Counseling Services	(845) 431-8040	Room 301, Student Center
Dean of Students	(845) 431-8970	Room 304, Student Center

Community Resources

Family Services	(845) 452-1110
Dutchess County Health Dept.	(845) 486-3400
Dutchess County Sheriff	(845) 486-3800
Town of Poughkeepsie Police	(845) 485-3666

Community Services

Sexual Assault Forensic Nurse Examiner Program	(845) 452-7272
24-hr. Rape Crisis/Crime Victims Hotline	(845) 452-7272

No matter where or when the assault occurred, support and referral resources are available to help you in notifying local law enforcement.

How to Report a Crime:

All criminal incidents and emergencies should be reported to the Campus Security Office located in the Student Center Building, in person or by telephone ((845) 431-8070). Our emergency phone number from an on-campus phone is 4-911. If necessary, the Town of Poughkeepsie Police will be informed.

Campus Security will record, classify, and log all reports received. Individuals reporting incidents will be informed of their rights and given an opportunity to file a police report for insurance or criminal purposes. All reported incidents are reviewed on an ongoing basis to determine patterns and required corrective action. Any incident of serious nature will be immediately reported to the President or his designee. A strong working relationship between Campus Security and the local police departments will be maintained. Third party reports will not be accepted by a police officer. Only persons who are involved directly in such incidents should report them.

Confidential Crime Reporting Policy:

Persons wanting to report a crime or incident can do so confidentially by contacting the Director of Campus Security, or one of his assistants, in the Security office or by calling (845) 431-8070. The reporting person's name will be kept confidential, but the incident may be included in the annual crime statistics report without divulging the person's name or any other information that would infringe on his/her confidentiality.

Although professional counselors at the College are exempt from disclosing reported offenses when acting in their professional capacity, Dutchess Community College encourages them, if and when they deem it appropriate, to inform those who they counsel of procedures for reporting crimes on a voluntary, confidential basis for inclusion in the Campus Security and Safety Report.

Loitering:

All visitors to the College not having an acceptable, legitimate reason for being on campus are subject to prosecution for loitering under the provisions of Section 240.35 of the New York State Penal Law.

Selling, Peddling, Soliciting, etc. On Campus:

Selling merchandise or services, soliciting funds, advertising or distributing leaflets or flyers is strictly prohibited without prior consent from the Office of Student Activities. Additionally it is a violation of Dutchess County Law and may result in arrest.

Weapons on Campus:

Firearms and dangerous weapons of any type are not permitted on campus. Intentional use, possession, or sale of firearms or other weapons is strictly forbidden and is a violation of state and

Policy on Alcohol and Drugs:

Alcohol and drug abuse are devastating both to the user and to the College community. Substance abuse is a major cause of accidents, and can seriously affect academic performance and campus morale. In addition, under local, state, and federal laws, illegal use of drugs and alcohol is a serious crime. Conviction of a felony carries serious consequences, including loss of citizenship rights during the period of sentence and a possible jail term. Convictions may also jeopardize future employment opportunities.

The college policy prohibits alcohol and illegal substances on campus. Violators of this policy will be subject to appropriate disciplinary action. The Student Rights and Responsibilities Handbook explains the College's policy regarding the use of alcohol and illegal substances.

Further information on the legal consequences of alcohol and drug abuse can be found in the Library/Educational Technologies Center under Public Law 101-226. Additional information is also available from the Dean of Student Personnel Services Office, the Counseling office, and from the Campus Security Department.

Cars on Campus:

Dutchess Community College is pleased to offer free parking to students, faculty, staff and members of the general public attending events on campus. DCC assumes no liability for theft, loss or damage to vehicles on College property. We encourage you to keep your vehicle locked and to remove attractive articles from view. For a parking sticker, go to the Security Office in the Student Center.

For further information about rules, handicapped parking, ticketing, towing, or fines please see the Traffic and Parking Rules and Regulations brochure available through the Security Office.

Lost & Found:

The lost and found program is handled by the Security Office. Found items should be taken to the Security office. If you have lost an item you can call Security or go to their office to see if it has been turned in. Property may be claimed Monday through Friday during normal business hours.

Smoke-Free Campus:

The Surgeon General of the United States has determined that cigarette smoking is the largest preventable cause of illness and premature death in this country. Non-smokers regularly exposed to tobacco smoke are also at increased risk. Dutchess Community College has been, and continues to be, committed to the health

and well-being of its staff, faculty, and students. The College not only has a vested interest in the vitality of its students and those who administer and operate the programs here, but also a role to play in the promotion and advancement of the general health of our society as a whole. DCC is dedicated to providing a safe and healthful environment.

Prior to May 31, 2016, in an effort to limit exposure to secondhand smoke for our students, faculty and staff, Dutchess Community College had eight designated smoking areas on the main campus in Poughkeepsie, and one at DCC South.

As of May 31, 2016 Dutchess Community College became a smoke- and tobacco-free campus. Smoking and the use of other tobacco products are prohibited in the buildings and exterior grounds of the college. This includes burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, electronic smoking devices, cigars, pipes and hookahs. Smoking also is prohibited in all college vehicles. DCC makes every effort to assist and encourage those who want to stop smoking by offering smoking cessation information/programs.

College Identification Cards:

All members of the college community must obtain a photo identification card. This can be done in the Security Office located in the Orcutt Student Services Center. Once you have your DCC ID you must carry it with you whenever you are on campus.

Students are required to show their College ID at the Student Accounts office, the Library, in Computer Labs and whenever requested by college personnel. An ID is also required to enter special events held at the College and to participate in Student Activities programs.

The DCC Photo ID card can be used as a debit card for purchases in the Cafeteria and some of the Vending Machines on the Campus. There are 2 locations where money can be added to the card: Bookstore, and the various cash to card machines on campus. The machines accept \$1, \$5, \$10, \$20 and \$50. The maximum that can be put on your card at any one time is \$75.

To get an ID, visit the Security Office in the Student Center. You need to bring your class schedule and a government issued photo ID. Your first ID is free. Each time you lose your ID a new one will cost you Five dollars. Contact the Security office for more information.

Visitors to Campus:

DCC sponsors many events for the community including concerts and assemblies, activities and shows. Parking in E and D lots is permitted for visitors. Call (845) 431-8070 for more details or if you have any questions.

Emergencies on Campus:

All criminal incidents and emergencies should be reported to the Campus Security Office in person or by telephone. The on campus emergency phone number is 4-911. When necessary, Campus Security will notify the Fire Department, EMS or Town of Poughkeepsie Police of the emergency.

Building Evacuations:

A building evacuation, for fire or other reasons, is an event that may directly affect the life and/or safety of persons on our campus. As such, building evacuations and building evacuation drills require the active participation and support of all college employees and should be carried out by each of you in a manner

befitting a representative of Dutchess Community College. Evacuation drills are conducted at the beginning of each semester, both during the day and evening, and at the beginning of summer session. In the event of a building evacuation, the Dutchess Community College Security Department has primary responsibility to initiate and coordinate an appropriate response, including notification of emergency services and the college administration. Security Officers will be dispatched to assist in effecting an orderly and efficient evacuation and will provide specific instructions to building evacuees as appropriate. You must comply with instructions given by Security Officers and Staff.

Your primary responsibility in the event of a building evacuation is to immediately, safely and efficiently exit the building via the shortest safe route. ALL evacuation alarms must be treated as real, even if there are multiple alarm activations within the same day. Additionally, your adherence to the following simple guidelines is necessary to help ensure the safety of all building occupants during an evacuation:

- If you see a fire, **immediately** pull the nearest fire pull station to initiate the fire evacuation alarm.
- If you receive an unconfirmed report of fire or smell smoke, immediately call the DCC Emergency number at extension 4911 from any campus phone, or (845) 431-8070 from an outside line. Security will be dispatched to investigate the report.
- Once an evacuation is initiated, make sure to immediately exit the room and proceed to the nearest safe building exit.
- Close the door as the last person exits and proceed to the nearest building exit.
- If you see an open door as you are exiting the building, close the door and continue to the nearest safe building exit. Do not deviate from the shortest safe exit route to do this.
- If you see any occupants in the building who do not appear to be evacuating, inform them there is an evacuation and that they must exit the building immediately.
- If you are aware of occupants who you believe did not evacuate the building as required, notify the nearest Security Officer or Emergency Services Person immediately upon exiting the building. Inform them of how many persons and where they were last seen.

Dutchess Community College

JEANNE CLERY DISCLOSURE OF CAMPUS CRIME STATISTICS

January 1, 2013 – December 31, 2015

Under the federal law entitled "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," statistics regarding major crimes "reported" to campus security authorities must be published for the past three calendar years. A crime is "reported" when it is brought to the attention of a campus security authority or the local police. **It is not necessary for the crime to have been investigated by the police or campus security, nor must a finding of guilt or responsibility be made.** Information in this report was obtained from the files of the Office of Safety and Security, the Office of Student Services and the law enforcement agencies that surround our main campus and alternate sites.

The reported categories, crimes and relevant statistics follow.

OFFENSE DEFINITIONS: The following definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapons law violations, drug abuse violations, and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the national incident-based reporting edition of the Uniform Crime Reporting Handbook. The terms dating violence, domestic violence, and stalking have the meaning given such terms in the Violence Against Women Act of 1994.

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, suicide, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: The killing of another person through gross negligence.

Sex Offenses-Forcible: Any sexual act directed against another person, forcibly and/or against that person's will ; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape is the carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

B. Forcible Sodomy is oral or anal sexual intercourse with another person , forcibly and /or against that person's will ; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the

person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non Forcible: Unlawful, non forcible sexual intercourse limited to Incest and Statutory Rape.

A. Incest is the non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape is the non forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: Unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit larceny; house-breaking; safe-cracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. This includes cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

Arson: The willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction... or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person—

- A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i) the length of the relationship,
 - ii) the type of relationship,
 - iii) the frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- A) fear for his or her safety or the safety of others; or
- B) suffer substantial emotional distress

Weapons Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons: Carrying deadly weapons, concealed or openly: Furnishing deadly weapons to minors: Aliens possessing deadly weapons: All attempts to commit any of the aforementioned.

Liquor Law Violations: The violation of laws or ordinance prohibiting: The manufacture, sale, transportation, furnishing, possessing of intoxicating liquor: Maintaining unlawful drinking places: Bootlegging: Operating a still: Furnishing liquor to a minor or intemperate person: Using a vehicle for illegal transportation of liquor: Drinking on a train or public conveyance: All attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non narcotic drugs (Barbiturates, Benzedrine.)

HATE CRIME REPORTING

- There were no reported hate crimes in **2013** and **2014**.
- There were two hate crimes reported in **2015**. They were both incidents of intimidation motivated by bias regarding sexual orientation. Both incidents occurred on campus not in a residence hall.

Hate Crime: A Hate Crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their:

- Race
- Gender
- Religion
- Disability
- Sexual orientation
- Ethnicity
- National origin
- Gender identity

Hate crimes include any offense in the following group that is motivated by bias:

- Murder and non-negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Larceny/ theft
- Simple assault
- Intimidation
- Destruction/ damage/ vandalism of property.

Criminal Offenses

ON CAMPUS				
Criminal Offense	2013	2014	2015	2015 Unfounded
Murder/ Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible Sex Offenses (including forcible rape)	5	0	4	0
Non-Forcible Sex Offenses	0	0	2	0
Robbery	0	2	1	0
Aggravated Assault	0	0	0	0
Burglary	0	1	0	0
Motor Vehicle Theft	2	0	2	0
Arson	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	2	3	8	0
Stalking	1	1	3	0

ON CAMPUS – IN RESIDENTIAL HALLS				
Criminal Offense	2013	2014	2015	2015 Unfounded
Murder/ Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible Sex Offenses (including forcible rape)	3	0	2	0
Non-Forcible Sex Offenses	0	0	0	0
Robbery	0	0	1	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	1	1	1	0
Stalking	0	0	0	0

NON CAMPUS BUILDING OR PROPERTY				
Criminal Offense	2013	2014	2015	2015 Unfounded
Murder/ Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible Sex Offenses (including forcible rape)	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

ON PUBLIC PROPERTY				
Criminal Offense	2013	2014	2015	2015 Unfounded
Murder/ Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible Sex Offenses (including forcible rape)	0	0	1	0
Non-Forcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

Disciplinary Actions/Referrals

ON CAMPUS				
Criminal Offense	2013	2014	2015	2015 Unfounded
Liquor Law Violations	83	108	56	0
Drug Law Violations	36	50	47	0
Illegal Weapons Possession	0	0	0	0

ON CAMPUS – IN RESIDENTIAL HALLS				
Criminal Offense	2013	2014	2015	2015 Unfounded
Liquor Law Violations	83	108	54	0
Drug Law Violations	27	40	39	0
Illegal Weapons Possession	0	0	0	0

NON-CAMPUS BUILDING OR PROPERTY				
Criminal Offense	2013	2014	2015	2015 Unfounded
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Illegal Weapons Possession	0	0	0	0

ON PUBLIC PROPERTY				
Criminal Offense	2013	2014	2015	2015 Unfounded
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Illegal Weapons Possession	0	0	0	0

Arrests

ON CAMPUS				
Criminal Offense	2013	2014	2015	2015 Unfounded
Liquor Law Violations	0	0	1	0
Drug Law Violations	2	1	2	0
Illegal Weapons Possession	0	0	0	0

ON CAMPUS – IN RESIDENTIAL HALLS				
Criminal Offense	2013	2014	2015	2015 Unfounded
Liquor Law Violations	0	0	0	0
Drug Law Violations	1	1	0	0
Illegal Weapons Possession	0	0	0	0

NON-CAMPUS BUILDING OR PROPERTY				
Criminal Offense	2013	2014	2015	2015 Unfounded
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Illegal Weapons Possession	0	0	0	0

ON PUBLIC PROPERTY				
Criminal Offense	2013	2014	2015	2015 Unfounded
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Illegal Weapons Possession	0	0	0	0

Annual Fire Safety Report

Dutchess Community College is pleased to serve a diverse and vibrant academic community in Poughkeepsie, New York. For many of our residential students, Dutchess Community College is their first living experience away from home. The challenge to our College is to provide a safe environment within which faculty, staff, students, and visitors can learn, live and work.

The integral parts of our life safety philosophy include fire safety education, engineering controls, and enforcement of campus policies, state laws and state fire codes. It is with this combination of education, engineering and enforcement, that we are able to reduce the risk of a fire event on our campus. This report will describe our fire prevention and life safety programming at the College, and will demonstrate how the three E's work together to make sure that all members of our community can return safely home without fire related injury or loss of property.

Perhaps the most important of the three E's is Education. It is through life safety and fire prevention training, emergency evacuation drills, that the message of awareness and emergency response is disseminated throughout our community. We are excited to partner with the New York State Office of Fire Prevention and Control and the Fairview Fire Department in providing valuable life preserving information to our community members.

Engineering controls describe Dutchess Community College's efforts in the construction of Conklin Hall to include full fire sprinkler systems and fire alarm systems. Dutchess Community College has an energetic program of plan review, and construction inspections, and upgrades for safe and code compliant spaces. Engineering controls also describe the ongoing inspection, testing and maintenance of fire protection systems on campus. This work ensures that these systems perform as designed in the event of a fire emergency.

Enforcement of state laws, campus regulations, and state fire codes is important in maintaining safe behaviors and buildings. Dutchess Community College Security personnel and the Town of Poughkeepsie Police department are empowered to respond to emergency calls, investigate crimes, and make arrests. As such, they are responsible for maintaining order through the enforcement of campus rules and regulations, some of which arson, criminal tampering, and falsely reporting an incident have a direct connection to fire safety. Additionally, Campus Safety and Security and Residential Life staff work together in administering campus standards of conduct. These standards can be found in the Dutchess Community College student handbook "Student Rights and Responsibilities". Conflicts with campus standards can be heard by the Office of Student Affairs.

Enforcement and Education work together in an annual fire safety inspection by the New York State Office of Fire Prevention and Control. Every space on campus is inspected in detail on an annual basis. Periodic inspections of the residence hall is also made by the Dormitory Authority of the State of New York. While code violations are cited in the inspection process, these inspections are also used as an opportunity to educate students and staff to be more aware of their collective health and safety.

Fire Incident Log

Statistics and Related Information Regarding Fires in Residential Facilities for 2012							
Residential Facility		Total Fires in the Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Conklin Hall, 91 Cottage Rd	2013	0	N/A	N/A	N/A	N/A	N/A

Statistics and Related Information Regarding Fires in Residential Facilities for 2013							
Residential Facility		Total Fires in the Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Conklin Hall, 91 Cottage Rd	2014	0	N/A	N/A	N/A	N/A	N/A

Statistics and Related Information Regarding Fires in Residential Facilities for 2014							
Residential Facility		Total Fires in the Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Conklin Hall, 91 Cottage Rd	2015	0	N/A	N/A	N/A	N/A	N/A

Fire Safety

Policy for Reporting on Campus Fires

A fire, for purposes of Higher Education Opportunity Act of 2008 (HEOA) regulations, is defined as *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*

All incidents of fire and alarms of fire on the campus of Dutchess Community College shall be reported to the local fire department immediately, per the Fire Code of the State of New York. All system reports of fire are signaled to the Office of Safety and Security. Security has no discretion regarding the notification of the local fire department – all alarms of fire must be reported immediately to Dutchess County 911 and Fairview Fire department.

The Dutchess Community College Office of Safety and Security will publish incidents in fire on the Fire Safety Log per the United States Department of Education “Handbook for Campus Safety and Security Reporting”.

Fire safety is an issue Dutchess Community College takes seriously. Violation of campus regulations concerning fire alarms and fire safety may result in expulsion. The residence hall is equipped with many safety features. In addition, annual fire safety inspections are conducted by local and state officials. Any failed or successful attempt to dismantle or bypass any of these safety features is prohibited. This includes, but is not limited to, security cameras, building access doors, exterior and interior safety lights, sprinkler system and fire alarm system. Residents are expected to observe fire code regulations. Violators of these regulations are subject to student conduct action, payment of any damages, and fines. Fines for misuse or abuse of safety equipment can range from \$100-\$1500 plus cost of damages.

Conklin Hall Fire Safety Equipment

- The entire residence hall is equipped with a sprinkler system.
- All activated fire alarms will automatically alert Campus Security.
- All student rooms have a direct wired, local smoke/heat detector.
- The residence hall has a fire alarm system, which is activated by a pull box, a public area smoke detector, or by a smoke/heat sensor in a student's room.
- All student rooms and suites have a solid core door, which offer a high level of protection from an active fire penetrating into the living space.
- The residence hall mattresses and upholstered furniture in resident student rooms and lounges must meet the standards outlined in the Caltech 133 Fire Retardant Bulletin.
- All carpets used in public areas must meet the State's fire retardant standards.
- The residence hall has clearly marked exits and hallway fire doors where required by law, which close automatically during an alarm.
- The residence hall fire alarm pull stations have a "Fire Stopper" cover over them. These covers, once released, activate a loud, local alarm to deter false alarms.
- College personnel test the residence hall fire alarms twice a year. This includes the testing of all student room smoke/heat detectors and the activation of the alarm system to check that all systems are functioning properly.
- The residence hall has fire extinguishers that are placed in specific locations as prescribed by law. These are inspected weekly by hall staff when the hall is occupied.
- All extinguishers are professionally inspected annually as prescribed by the National Fire

Protection Association. An outside contractor administers pressure testing.

Conklin Hall Fire Safety Rules

The following is a list of rules and regulations specific to fire safety. In Conklin Hall students found in violation of those listed below may face student conduct charges and/or removal from residence.

- Stairwell doors leading to hallways should be kept closed at all times when not in use.
- Hallways must be kept clear at all times. Furniture and personal belongings may not be placed in the hallways.
- Ceiling hangings of any description are not permitted, as they interfere with the proper function of the fire/smoke detection and sprinkler system. Room decorations shall be non-combustible or flame retardant.
- No items are allowed to be placed on the top of the standing closets (armoires).
- Wall decorations must be 18 inches below the ceiling height and cannot take up more than 20 percent of each wall. Wall decorations cannot cover windows, such as blankets or tapestry.
- Bicycles are not permitted in the residence hall. Bike racks are provided by the College near the residence hall. Students are strongly encouraged to always lock up their bicycles.
- Flammable holiday decorations such as live Christmas trees (cut or balled) and wreaths are not permitted in the building.
- Combustible liquids such as gasoline, turpentine, charcoal lighter, diesel fuel, liquid propane tanks or cylinders and self-starting charcoal are prohibited from being stored in student rooms or anywhere in the building.
- Lighting or heating devices that can produce an open flame are prohibited. A list of prohibited items is specified in the Housing Handbook.
- Motorized vehicles, including motorcycles, mopeds, and motorbikes, are not allowed in or near the residence hall.
- When cooking, unattended food should not be left in the microwave. All cooking instructions must be read prior to starting to cook.

Conklin Hall Fire Alarm Procedure and Evacuation

Residents are required to become familiar with all of the building's exits and know that the residence hall will have at least two planned fire drills per semester. One drill is always done "pre sunset" and one is always "post sunset". Resident students must familiarize themselves with evacuation procedures and acquaint themselves with the evacuation plan located near the elevators on each floor.

- When the alarm is sounded, always consider it an emergency.
- If an alarm sounds, leave the building immediately and if possible contact Campus Security from a cell phone or the nearest campus phone outside that building.
- Residents should immediately get dressed, taking weather conditions into account and putting on hard-soled shoes as they may be outside for an extended period of time or may be relocated to a safe place. A towel may be used to cover one's face to assist with breathing if smoke is encountered.
- BEFORE opening any door, feel it to see if it's hot. Also, look and smell for smoke. Should a door be hot or if smoke is present, stay in the room/suite. Keep the door closed and place a towel under the door to prevent smoke from entering. Call 431-8070 to let Security know where you are in the building. Do not panic. Fire department personnel

will assist you.

- If there is no sign of heat or smoke, be sure windows are closed before opening the door. Leave the room/suite and the building quickly, but carefully, via the shortest route to the safest exit. Close the room/suite door as you exit.
- When evacuating the building, continue to check doors for heat, look and smell for smoke, and look for flames. Should any of these conditions be encountered, quickly change the exit route and report what has been observed to personnel once outside.
- Disabled persons on other than the Basement level, 3rd & 4th floor should respond to a designated Area of Refuge or fire-rated stair tower. The fire department's first incident priority is the rescue of persons who are trapped or cannot evacuate on their own. Persons should not use the elevator as a means of egress. Two-way communication is provided between the Office of Safety and Security, which is staffed 24 hours per day when Conklin Hall is occupied.
- Once outside, students must assemble at a safe distance from the hall (at least 150 feet away from the building), gathering at a predetermined location. If someone is missing or needs assistance evacuating, contact emergency personnel or staff.
- It is important that roadways and routes to the building are kept clear so that emergency vehicles and personnel can get through quickly.
- Students must respond to directions given by Residence Hall Staff, Campus Safety and Security, Police Officers, the Fire Department, and/or other College officials.
- Students will not be allowed to re-enter the building until directed to do so by College officials.

Conklin Hall Emergency Relocation Plan

In the event that all or a portion of the residence hall is rendered uninhabitable due to fire and/or smoke damage, flooding, malfunction of heating, electrical or plumbing systems, or any other calamity, and where such resulting deficiencies cannot be remedied within a reasonable period of time, the following actions may be initiated:

- All existing vacancies will be used to relocate those persons who are displaced.
- Should available vacancies and overflow spaces not suffice, rooms may be tripled as needed. A reduction in room rates will be applied to the accounts of those affected.
- When feasible, and in appropriate situations (e.g. short-term dislocation and/or when no other options are available), residents may be housed in the Falcon Hall athletic center until other suitable arrangements are made. In this event, transportation to and from campus will be provided in order to accommodate academic and food service needs.
- If, as the result of some unforeseen calamity, the number of residence hall spaces affected renders the above actions impossible, the College will immediately formulate and adopt an alternate emergency response plan which addresses the academic and personal needs of those involved.

Residence Hall Emergency Evacuation Drills

Emergency evacuation drills in Conklin Hall were conducted during the calendar year 2014 in compliance with the requirements of the Fire Code of New York State.

Annual Security And Fire Report Distribution

The information in this annual security report is made available to you in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly

the Student Right to Know Act of 1990. It is our hope that this information assists you in making intelligent, informed decisions. Please read it carefully and use the information to become partners with Dutchess Community College in preventing crime and fire on our campus. This Clery brochure is prepared annually in a hard copy print version and in an electronic PDF form.

Kerry Rose Fire Sprinkler Notification Act Compliance

Conklin Hall is equipped with addressable fire alarm systems including smoke and heat detection devices. Activated fire alarm systems notify building occupants with distinctive audible and visual notification devices. All fire alarms ring into the Office of Safety and Security, which is monitored 24 hours a day. EVERY alarm of fire is reported to Dutchess County 911 and the Fairview Fire Department. Evacuated buildings are not re-occupied until the fire department has arrived on scene, investigated the alarm, and has given its approval to re-occupy the building.

Conklin Hall has a full fire sprinkler system, and all residential rooms have a direct wired, local smoke/heat detector. The Hall is provided with emergency illumination through emergency lighting and illuminated exit signs.

Mattresses and upholstered furniture in resident rooms and lounges meet the Standards outlined in the Caltech 133 Fire Retardant Bulletin. Additionally, all carpets in public areas meet the State's fire retardant standards.

Fire alarm systems are inspected, tested and maintained in accordance with the National Fire Alarm Code. This work is completed through contract with a third party.

Fire sprinkler systems, fire pumps, and fire hydrants are inspected, tested and maintained in accordance with NFPA 25 "Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems". This work is completed by trained employees of Dutchess Community College.

Fire extinguishers are placed in specific locations as prescribed by law and extinguishers are professionally inspected.

Emergency illumination is inspected, tested, and maintained by trained employees of Dutchess Community College

Special hazard systems are inspected, tested, and maintained through contract with a third party. These systems include the commercial kitchen hood fire suppression systems.

Dutchess Community College's Annual Clery Security and Fire Safety Report can be accessed at <http://www.sunydutchess.edu>.