

**MUNSON-WILLIAMS-PROCTOR ARTS INSTITUTE (MWP AI)*
AND
PrattMWP SECURITY POLICY**

2016 ANNUAL SECURITY AND FIRE SAFETY REPORT

Contacting Security

The MWP AI Security Department is a service unit dedicated to the protection of life and property and providing a safe campus environment. The Security Department is staffed 365 days per year and 24 hours per day. The main Security Office is located at 1208 State Street. The on campus emergency phone number is extension 4444. This four digit extension must be dialed from an on campus phone. The non-emergency/business phone number for security is extension 2175. To contact security from off campus dial 315-797-0000 and at the prompt enter extension 2175 or 4444 (for an Emergency). Security also has a direct line at 315-724-2670. Campus phones are available in the Student Apartment vestibules, classrooms and hallways. Emergency phones are located on each floor of the residence halls.

The Security Department has New York State Licensed Security officers patrolling the campus, parking lots and campus perimeter as well as making campus building inspections 24 hours a day. From 4:00PM until 8:00AM some of the Security officers are police-trained canine officers that patrol with guard dogs. In addition to the above, the Security Department monitors a network of closed-circuit television cameras which are strategically located throughout the campus.

Canine Patrol

The Institute Security Department has two police-trained K-9s and two K-9 handlers on staff. The K-9s are trained to protect their handler while they perform their security duties for the Institute. As they are working police dogs it is necessary that they not be treated as pets. Institute staff and students are not to pet, give treats to or approach the dogs. This is to insure they do not lose their edge and that staff or students do not inadvertently put themselves in a situation the K-9 could interpret as hostile. The dogs and their handlers work at night.

- Do not approach the handler and dog from the rear without indicating your presence.
- Do not run toward or in the vicinity of the dog or handler. The dog may interpret this as a threat.
- Do not throw anything near the dog or approach the dog/handler in an aggressive manner.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Security and Safety Director, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and postings at all campus building entrances. Depending on the particular circumstances of the crime, the notice may be sent to all subscribers to the Campus emergency alert system. The Security Department also operates external public address speakers located throughout the campus for Emergency notification.

Anyone with information warranting a timely warning should report the circumstances to the Security Department at 315-797-0000 Extension 4444 or in person at the Security Office Dispatch desk, 1208 State St. at the corner of State and Henry.

**-MWP AI -used for Institute wide policies. PrattMWP - used for Pratt specific policies.*

Disclosure of Crime Statistics

The Security Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <http://www.mwpai.edu/student-life/campus-security/>. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus the Student Life Office. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the MWPAI Security Department designated campus officials (including but not limited to directors, deans, department heads, judicial affairs, advisors to students/student organizations and local law enforcement agencies. Counseling and Health Services staff inform their clients of the procedures to report crime to the MWPAI Security Department on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session. Each year, an e-mail notification is made to all enrolled students with the web site to access this report. Faculty and staff receive similar notification. Copies of the report may also be obtained at the MWPAI Security Department located at 1208 State St. or by calling (315) 797-0000 Extension 2175.

2015 CRIME DATA PRATTMWP

CRIME	ON-CAMPUS			OFF-CAMPUS			STUDENT APTS.			PUBLIC PROP.		
	13	14	15	13	14	15	13	14	15	13	14	15
MURDER	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL OFFENSE	0	1	1	0	0	0	0	1	1	1	0	2
ROBBERY	0	0	0	0	0	0	0	0	0	6	4	1
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	1	6	1
BURGLARY	0	0	0	0	0	0	0	0	0	10	3	10
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	3	1	1
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS												
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	1	1	1
DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0	20	13	11
WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0	3	0	1
CAMPUS DISCIPLINE												
LIQUOR LAW VIOLATIONS	9	18	38	0	0	0	9	18	38	0	0	0
DRUG ABUSE VIOLATIONS	7	8	16	0	0	0	5	2	16	0	0	0
WEAPONS POSSESSION	0	2	0	0	0	0	0	2	0	0	0	0

1. The Student apartment sex-offense (2014) was a non-forcible sex offense.
2. New York State Level 3 Sex Offender information available at:
http://www.criminaljustice.state.ny.us/SomsSUBDirectory/search_index.jsp
3. No Hate crimes reported for Calendar years 2013, 2014 or 2015.
4. The weapons (2104) were a BB Gun and Brass Knuckles.

Public Property areas for the MWPAI/PrattMWP campus are as follows:

300 Block Westside of Genesee St (Cottage to Plant)	500 Block Henry Street (State to Hart)
1100 and 1200 Blocks of State Street (Cottage to Plant)	500 Block Kirkland Street (State to Hart)
1100 and 1200 Blocks of Hart Street (Cottage to Plant)	500 Block Plant St (State to Hart)
Cottage Pl. from Genesee to Hart St. (10's, 500, 600)	500 Block William Street (State to Hart)
600 Block Tracy St.	

- (1) Crimes that must be reported.
 - (i) Criminal homicide:
 - (A) Murder and non-negligent manslaughter.
 - (B) Negligent manslaughter.
 - (ii) Sex offenses:
 - (A) Forcible sex offenses.
 - (B) Non-forcible sex offenses.
 - (iii) Robbery.
 - (iv) Aggravated assault.
 - (v) Burglary.
 - (vi) Motor vehicle theft.
 - (vii) Arson.
 - (viii) (A) Arrests for liquor law violations, drug law violations, and illegal weapons possession.

The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon 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 System Edition of the Uniform Crime Reporting Handbook.

Violence Against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-4)

VAWA Statistics-2013

Crime	On Campus	Off Campus	Student Apartments	Public Property
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Sexual Assault	0	0	0	1
Stalking	0	0	0	0

VAWA Statistics-2014

Crime	On Campus	Off Campus	Student Apartments	Public Property
Domestic Violence	0	0	0	0
Dating Violence	1	0	1	0
Sexual Assault	1	0	1	0
Stalking	0	0	0	0

VAWA Statistics-2015

Crime	On Campus	Off Campus	Student Apartments	Public Property
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Sexual Assault	1 ^a	0	1 ^a	2
Stalking	2	0	1	0

a- The same incident

Definitions:**Domestic Violence**

A felony or misdemeanor crime of violence committed by –
-a current or former spouse or intimate partner of the victim,
-a person with whom the victim shares a child in common,
-a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
-a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
-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”

Sexual Assault – as defined by New York State Penal Law Article 130. Section 130.00-130.96

Dating Violence-Violence committed by a person-

-who is or has been in a social relationship of a romantic or intimate nature with the victim; and
-where the existence of such a relationship shall be determined based on the consideration of the following factors:

- the length of the relationship;
- the type of relationship; and
- 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-fear for his or her safety or the safety of others; or suffer substantial emotional distress.

How to Report Criminal Offenses on Campus

Contact MWPAI Security Department at 797-0000 Extension -2175 (non-emergencies), or extension 4444 (emergencies only), or by using the Red Emergency telephones located in the Residential Halls. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported to the MWPAI Security Department. In addition you may report a crime to the following areas:

1. Dean of Academic Affairs

315-797-0000 ext 2284. Administration Building Second Floor

2. Counseling and Psychological Services

315-797-0000 ext 2012, Meeting House, 1124 State St, Second Floor

3. Student Health Center

315-797-0000 ext 2230 Student Health Center Lower Level Student Center

4. Human Resources Manager

315-797-0000 ext 2108, 1212 State St. First Floor

5. Student Life Director

315-797-0000 ext.2183, Meeting House, 1124 State St, Second Floor

6. Residential Life Coordinator

315-797-0000 ext.2221, Meeting House, 1124 State St, Second Floor

For Off-Campus Emergencies call 911.**Off-Campus Conduct**

PrattMWP reserves the right to regulate conduct which affects its particular interests as an academic community. Ordinarily, PrattMWP will not pursue off-campus violations unless such violations are deemed to adversely affect the safety and security of the campus, campus property or individual members of the Institute community, or if such violations occur at an Institute-sponsored activity, or the offense calls into serious question the offender’s membership in the educational community

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the PrattMWP Judicial system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director or a designee of the Security Department can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the Institute can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

SEXUAL MISCONDUCT AND HARASSMENT

The Institute's mission is to educate men and women to become creative, responsible professionals who will contribute fully to society. The Institute upholds values and standards that support that mission and maintains high expectations regarding the conduct of its students, faculty, staff, and administrators. Therefore, the Institute is committed to providing a learning and working environment in which all interpersonal relationships are based upon respect and dignity and are free from sexual harassment, which includes sexual violence. In accordance with Title IX of the Education Amendments of 1972 (Title IX), it is the Institute's policy that sexual harassment in any form will not be tolerated. Administrators, staff, faculty, and students are all responsible for taking reasonable and necessary action to prevent and eliminate sexual harassment. This policy applies to all members of MWPAI community, who are encouraged to promptly report conduct that could be in violation of this policy. Persons found in violation of this sexual harassment policy shall be subject to appropriate disciplinary action up to and including termination of employment of employees and suspension or expulsion of students. Sexual assault can happen to anyone, male or female, at anytime and anywhere. Rape is a crime of violence, anger, and power. Date/acquaintance rape occurs when you are forced or manipulated into having sex against your will. There are other forms of sexual assault. The New York State Penal Code describes five types of sexual assault with up to three degrees of seriousness for each. The penal code changes from time to time and an updated copy is available in the Security office.

No one "shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights and responsibilities under this law."

©Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act".

DEFINITIONS

Sexual Misconduct - any act of a sexual nature perpetrated against an individual without consent or when an individual is unable to freely give consent. Acts of sexual nature include, but are not limited to, touching or attempting touching of an unwilling person's breasts, buttocks, inner thighs, groin, or genitalia, either directly or indirectly: and/or rape, forcible sodomy, or sexual penetration (however slight) of another person's oral, anal or genital opening with any object. Sexual misconduct also includes sexual exploitation or harassment, defined as taking non-consensual, unjust sexual advantage of another for one's benefit or the benefit of another party. These acts may or may not be accompanied by the use of coercion, intimidation, or through advantage gained by the use of alcohol or other drugs. The Institute has absolutely no tolerance for acts of sexual misconduct between any members of the campus community. Offenders may be prosecuted under Penal Law of the State of New York Article 130 Sex offenses

Much sexual misconduct includes nonconsensual sexual contact, but this is not a necessary component. For example, threatening speech that is sufficiently serious to constitute sexual harassment will constitute sexual misconduct.

Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct.

Forcible Sex offenses-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."

Non-forcible Sex offenses-“unlawful, non-forcible sexual intercourse.”

Domestic Violence-a felony or misdemeanor crime committed by a current or former spouse of the victim; a person the victim has a child with; an individual who lives or has lived with the victim as a spouse, or a person similarly situated to a spouse; and any other person committing an act “against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the jurisdiction.”

Misdemeanor-An offense (other than a traffic infraction) for which a sentence for a term of imprisonment in excess of 15 days may be imposed, but for which a sentence to a term of imprisonment in excess of one year cannot be imposed.

Felony -An offense for which a sentence for a term of imprisonment in excess of one year may be imposed.

Dating Violence – violence committed by a person who is or has been in a relationship – of a social, romantic or intimate nature – with a victim. The existence of such a relationship is to be determined by the length and type of relationship and the frequency of interaction.

Stalking – engaging in conduct directed at an individual that would cause any reasonable person to fear for their safety or that of others, or that inflicts emotional distress.

Sexual Harassment Sexual harassment is a form of discrimination based on one's sex and will not be tolerated. This type of harassment may be blatant but is often subtle. Unwelcome sexual advances, requests for sexual favors, and other verbal or written communications or physical conduct of a sexual nature constitute sexual harassment when:

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

Students who believe they have been sexually harassed may seek assistance from the Office of Student Life

Sexual Consent- Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know -- or reasonably should know -- to be incapacitated constitutes sexual misconduct.

Explanation of what constitutes Consent in a Sexual Encounter

A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity.

- The presence of consent involves explicit communication and mutual approval for the act in which parties are involved.
- Consent must be freely and affirmatively communicated between both (all) partners in order to participate in sexual activity.
- Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.”
- It is the responsibility of the person who wants to engage in sexual activity to ensure consent of their partner. Silence, lack of protest, or no resistance does not mean consent.
- Being in a current relationship or having had a past sexual relationship does not certify consent or entitlement to engage in sexual activity.
- Consent must be present throughout the sexual activity.
- Consent to some form of sexual activity does not automatically imply consent to other forms of sexual activity.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly, and all sexual activity must cease.
- If consent is not obtained prior to each act of sexual behavior (from kissing leading up to intercourse), a student risks being found responsible for violating The Institute’s Sexual Assault Policy, and/or local and federal law.

A student found responsible for sexual assault is subject to institutional sanctions up to and including suspension and/or dismissal. A person convicted of rape in a New York court of law is subject to serving up to 25 years in prison.

Asking for and obtaining consent shows that you have respect for both yourself and your partner. It also:

- enhances communication, respect, and honesty, making sex and relationships better;
- gives you the ability to know and be able to communicate the type of sexual relationship you want;
- helps you protect yourself and your partner against sexually transmitted infections and pregnancy;
- provides an opportunity to acknowledge that you and your partner(s) have sexual needs and desires;
- allows you to identify your personal beliefs and values and respect those of your partner;
- builds confidence and self-esteem;
- challenges stereotypes that rape is a women’s issue, sexism, and traditional views on gender and sexuality;
- encourages empowering positive views on sex and sexuality, and
- eliminates the entitlement that one partner might feel over another. Neither your body nor your sexuality belong to someone else.

Consent in Intimate Relationships

When it comes to sex in your relationship, establishing consent is important.

In intimate relationships, consent is when one person agrees to or gives permission to another person to do something. It means agreeing to an action based on your knowledge of what that action involves; its likely consequences and having the option of saying no. You both have a responsibility to make sure you both feel safe and comfortable every step along the way. Remember, your actions towards the person you’re with can greatly affect the way they feel about you, themselves, the relationship, and sex in general. Consent is an important part of healthy sexuality and both people should be involved in the decision to have sex.

The absence of “no” does not mean “yes.”

Regardless of a past relationship, their past experiences with other people, or the person they are with, everyone has the right to say “no,” and everyone has the right to change their mind at any time.

How do you know if the person you're with has given their consent?

The only way to know for sure if someone has given consent is if they tell you. It's not always easy to let people know that you are not happy about something. Sometimes the person you're with might appear as though they are happy doing something, but inside they're not. They might not know what to say or how to tell you that they are uncomfortable. One of the best ways to determine if someone is uncomfortable with any situation, especially with a sexual one, is to simply ask. Here are some examples of the questions you might ask:

- Is there anything you don't want to do?
- Are you comfortable?
- Do you want to stop?
- Do you want to go further?

When a Person Cannot Give Consent

By NYS penal code 130.5, there are circumstances in which a person CANNOT give consent, no matter what s/he might verbalize. One cannot give consent if:

- the person is severely intoxicated or unconscious as a result of alcohol or drugs;
- the person is physically or mentally disabled;
- a person says "no." It does not matter if or what kind of sexual behavior has happened previously in the current event, earlier that day, or daily for the previous six months. It does not matter if it is a current long-term relationship, a broken relationship, or marriage. If one partner says, "NO," and the other forces penetration, it is rape.
- when a person is under the age of consent (varies by state: 17 in New York).

What if the person you're with is too out of it to give consent?

- Drugs and alcohol can affect people's ability to make decisions, including whether or not they want to be sexual with someone else. This means that if someone is really out of it, they cannot give consent.
- Being with them in a sexual way when they don't know what is going on is the same as rape.
- If you see a friend who is out of it and is being intimate with someone, you should interrupt them and talk to both your friend and to the other person and tell them that you think your friend is not able to give sober consent. As an active bystander you can take action to keep friends and other people safe

Recognizing non-verbal communication

There are many ways of communicating. The look on someone's face and their body language is also a way of communicating and often has more meaning than the words that come out of their mouth. A person is probably not comfortable with what is happening if s/he:

- is not responding to your touch;
- pushes you away;
- holds their arms tightly around their bodies;
- turns away from you or hiding their face, or
- has stiffening muscles.

Asking questions and being aware of body language helps you to figure out if the person you're with is consenting and feeling comfortable, or not consenting and feeling uncomfortable. If you get a negative or non-committal answer to any of these questions, or if your partner's body language is like any of the above examples, then you should stop what you are doing and talk to them about it.

Slowing down or Stopping **Slowing things down**

Taking your time, making sure you are both comfortable, and talking about how far you want to go will make the time you spend together a lot more satisfying and enjoyable for both of you. Here are some suggestions of what you might say to your partner if you feel that things are moving too fast.

- I don't want to go any further than kissing, hugging, touching.
- Can we stay like this for a while?
- Can we slow down?

Stopping altogether

You always have the right to say "no," and you always have the right to change your mind at any time regardless of your past experiences with other people or the person you are with. Below are some things you can say or do if you want so stop:

- Say, directly, "No."
- Say, "I want to stop."
- Say, "I need to go to the bathroom."
- In a situation where the other person isn't listening to you and you feel unsafe, you could pretend you are going to vomit. (It's amazing how quickly someone moves away from you if they think you are going to be sick).

If someone has attempted or completed a sexual act without your consent:

- Know it is not your fault and there are numerous on-campus and off-campus resources.

The Federal Campus Sexual Assault Victims' Bill of Rights

- **Survivors shall be notified of their options to notify law enforcement**
- **Accuser and accused must have the same opportunity to have others present**
- **Both parties shall be informed of the outcome of any disciplinary proceeding**
- **Survivors shall be notified of counseling services**
- **Survivors shall be notified of options for changing academic and living situations**

WHAT TO DO IF YOU ARE THE VICTIM OF A SEXUAL ASSAULT

GETTING IMMEDIATE SUPPORT

Being raped or assaulted is **not the victim's fault**. No matter what, no one deserves to be raped. If you were a victim of sexual assault and didn't resist, don't second guess yourself! Any action you took to save your life was the appropriate response.

If you are a victim of sexual assault:

Tell someone immediately—a friend, a resident advisor, a security officer. The advantage of telling an RA or security officer is twofold: They can offer immediate support and advice, assist individuals as to where and how to get medical treatment, and assist in the process of reporting the crime.

While victims are not obligated to report a sexual assault to the police, they are strongly encouraged to do so. Reporting a sexual assault does not necessarily mean that a court appearance will be required.

Extreme care is taken to protect the privacy and confidentiality of the victim.

Whether or not a victim chooses to notify campus security or the police, she or he is strongly urged to obtain a medical examination as soon as possible. This action is important not only in case injury or disease is involved but also because medical exams provide evidence needed should the victim decide to report the crime at a later date.

Whether or not victims report the crime and whether or not they receive medical assistance, they should take advantage of on-campus or off-campus counseling services

SEXUAL ASSAULT-GUIDELINES FOR ASSISTANCE

- **IF YOU ARE RAPED OR SEXUALLY ASSAULTED, GET TO A SAFE PLACE AS SOON AS YOU CAN.**
- **TRY TO PRESERVE ALL PHYSICAL EVIDENCE** Do not bathe, wash, shower, douche, brush your teeth, comb your hair, change clothes, or clean up, as these actions will destroy evidence of the attack. Do not touch, move, or destroy any article that may be evidence. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic bag.
- **GET MEDICAL ATTENTION** as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- **CONTACT THE CAMPUS SECURITY DEPARTMENT** by calling ext. 4444 or the Utica Police Department by calling 911. On-campus, the emergency phones will connect you directly with the Campus Security Department dispatcher.
- **TALK WITH A COUNSELOR** who will maintain confidentiality, helps explain your options, give you information, and provide emotional support.
- **CONTACT SOMEONE YOU TRUST** to be with you and support you.

REPORTING A SEXUAL ASSAULT

Medical Treatment

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

Immediate Emergency Services

A special exam should be conducted as soon as possible after an assault to make sure of your physical well being and to collect evidence that may be used in criminal proceedings. Even if you have not been physically hurt, this special exam is strongly recommended to maintain all your legal options. After the evidence is collected, it can be stored in case you wish to press criminal charges. The exam is performed by an emergency department physician or gynecologist. A female nurse is present throughout the procedure, and a support person of your choice can also be present.

Students can receive the exam at St. Elizabeth's or St. Luke's Emergency Units. Each hospital emergency unit follows the national standard for victim care, rape exams, and evidence collection procedures.

Note: Ordinarily the police are contacted by hospital personnel whenever they provide treatment for injuries resulting from a crime. If you seek treatment at a local hospital and the police are contacted, this does not mean you have to proceed with criminal charges.

What to do and expect at the hospital:

- a. Inform the doctor of the exact acts committed upon you.
- b. The doctor will examine you in a private examination room. No police personnel will be present during the examination.
- c. The doctor will note any bruises, injuries, bleeding, lacerations, etc., internal and external.
- d. With your permission, the doctor will use a sex crimes evidence collection kit during the examination to document the attack. The tests in this kit were designed to be as non-invasive as possible.

Note: You are not obligated to press charges just because you consent to this procedure. However, the use of this kit is very important as evidence should you decide to prosecute later.

Inform the police department investigator of ALL details of the attack, no matter how intimate.

WHERE DO I GO FOR HELP?

The following is a list of local hospitals that provide Sexual Assault Forensic Examiner Services, which are considered the best approach to acute health care for sexual assault patients.

Hospitals

Faxton-St. Luke's Healthcare

St. Luke's Campus

1656 Champlin Avenue

New Hartford, N.Y. 13413

General Information 315-798-6000

Emergency 315-798-6112

St. Elizabeth Medical Center

2209 Genesee Street

Utica, N.Y. 13501

General Information 315-798-8100

Emergency 315-798-8111

ON-CAMPUS SUPPORT SERVICES

On Campus

The Health Office is located in the Student Center and counseling is located in the Meeting House Building. Counselors can provide confidential support for you during this difficult period. They can inform you of common emotional reactions to this crisis and discuss coping methods that may assist you immediately after the assault and later. Talking about your concerns with a counselor in a safe, supportive environment may help you sort through your feelings and decide what to do. You do not need to disclose your name if you call the Counseling Center for information. Counselors will not reveal your identity to anyone without permission. Students may be seen on an emergency walk-in basis or by appointment.

PrattMWP Counselor

Meeting House

1124 State St. Room 103

Utica, NY 13502

315-797-0000 Ext. 2012

PrattMWP Health Center

Student Center

501 Kirkland St. (Lower Level)

Utica, NY 13502

(315) 797-0000 Ext. 2230

These individuals and offices maintain an extensive off-campus referral system—from psychiatrists and psychologists to support groups and advocates

Off Campus

Oneida County- Domestic and Sexual Violence Services **315-797-7740**, provides confidential hotline and advocacy services 24 hours a day, 7 days a week, as well as free short-term individual and group counseling. Advocates from the YWCA can be present with you at your request each step of the process.

<http://ywcamv.org/>

REPORTING TO THE CAMPUS SECURITY DEPARTMENT

This can be done immediately after the incident by calling the emergency number, 4444. If you decide at a later date to report an incident of sexual assault or rape, you can contact Campus Safety at 4444 or 2175. If you choose to report the incident, a Campus Security Officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s), and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview. Note: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are not obligated to contact the police or continue with legal proceedings or college disciplinary action. Remember you can choose whether or not to participate in proceedings at any point.

COLLEGE CONDUCT PROCESS

If you have been sexually assaulted by another student or group of students and are considering college Disciplinary action, you are encouraged to discuss the matter with a counselor and/or any Student Life staff member. This will allow you a chance to review the procedures should you decide to file a formal complaint through the college's conduct process. This discussion does not obligate you to pursue official action. If you are willing to take part in the college conduct process, you should contact the Student Life Office at ext. 2183. Charges may either be filed directly by you or by the college on the basis of your written statement. Such a charge would be handled in accordance with the procedures relating to violations of the college's Code of Student Conduct regulations, as outlined in the Student Handbook. Assailants could be subject to disciplinary action pending review by the college conduct process. If you have been sexually assaulted or harassed by anyone, this is a violation of the law and/or college policy.

CRIMINAL INVESTIGATION AND CHARGES

If you want to press criminal charges, we recommend that you contact the Counseling Center, Student Life Office, or the Campus Security Department before you notify the local police, so they can assist you with legal processes. Campus Security officers can notify the appropriate authorities, or you may contact them directly. Depending on the timing of your report and your preference, it may be possible for you to make a statement in the presence of a Campus Security Officer and the local police at the same time. Be advised that questioning can be difficult. Remember that you may request that a support person be with you during police interviews (Counselors are available upon request). If it is possible or appropriate for the assailant to be apprehended, the suspect will be taken by police before the local court judge or magistrate and charged with appropriate offense(s) at a preliminary arraignment. You do not need to be present for this proceeding. The assailant may be jailed or released on bail, depending on the circumstances of the crime. One of the conditions of bail is usually that the suspect not try to contact you. If you are contacted by the suspect or feel threatened in anyway, you should immediately call Campus Security and/or local police. Bail can be revoked and additional charges can be filed if necessary. The District Attorney or Assistant District Attorney will represent you without cost throughout the criminal proceedings. You may also speak with an attorney of your choice.

ANONYMOUS REPORTING

If you are assaulted and do not want to pursue action with the college system or the criminal justice system, you may still want to consider making an anonymous report. With your permission, the Director of Campus Security can file a report on the details of the incident without revealing your identity. The purpose of an anonymous report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the college can keep accurate records about the number of incidents involving students; determine where there is a pattern of assaults with regard to a particular location, method, or assailant; and alert the campus community to potential danger.

Campus Security Policies

Building Access

The Student apartments' entrances are locked 24 hours a day, with access granted via a state of the art proximity card access system. All entrance and exit doors are alarmed and monitored via computer and a fiber-optic closed circuit camera system.

Classroom buildings are open when classes are in session. During the hours that the school is closed, college buildings are locked and only faculty, staff and students with the proper identification can access the buildings. The main academic buildings are alarmed and monitored via computer and a fiber-optic closed circuit camera system.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, Facilities, Residence Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities, Residence Life, Campus Safety, and Maintenance meet to discuss issues of pressing concern.

Building Closing Times

Due to the various times different buildings must be closed, it is requested that all inquiries be made to the Security Department. All buildings are closed on official school holidays and over breaks.

Residence Hall Security and Safety

PrattMWP is located in an urban environment; therefore, all students must be keenly aware of their own personal safety and security and must contribute to the overall safety and security of all members of the community. PrattMWP's Security Department is located at 1208 State St. The Security Department is available 24 hours a day, 7 days a week. If you experience a security-related problem or need to report an incident, you may do so by calling the Security Department at 797-0000 (x 4444). Security escorts are available by calling ext. 2175. Although 24-hour coverage is provided by the Security Department, each student must be conscious of their personal safety.

For example, you are advised not to:

- Walk around the neighborhood/campus alone after dark.
- Leave the door to your room/apartment unlocked, whether or not you are home.
- Carry large amounts of cash.
- Leave personal property alone unattended in public areas.

Emergencies

In case of emergency, call Security from on campus at extension 4444. To report emergencies from your apartment phone you must dial 797-0000 (x 4444). When experiencing a problem which does not necessarily require Security or the Police, you should contact the RA on duty. In case of fire in your room, leave immediately and pull the closest fire pull box as you exit the building. Once you have left the building, call security and give your name, location and type of fire. Each room or apartment is equipped with a smoke detector. Students who tamper in any way with any fire safety equipment, jeopardize their continued residency in PrattMWP Residence Halls. Students who falsely activate a fire alarm will be disciplined.

Lockdown and Lockout Procedures

These lockdown and lockout procedures are established to protect PrattMWP students, faculty, and visitors for threats or emergencies involving gunfire, dangerous intruders and safety hazards. When a lockdown emergency is called, all activity is to cease and all are to find a safe space with the room. No one is to leave that space or open the door for anyone for any reason. When a lockdown warning is issued, students are instructed to follow all directions of Security Officers, faculty members, or administration. When a lockout warning is issued, the main entrance to PrattMWP and MWPAI buildings is locked and only accessible to authorized people. Students, faculty, and administration will be asked to return inside the building. When it is certain that there is no danger, a Security Officer will announce an "All Clear" and normal operations can resume. LOCKDOWN. LOCKOUT AND EVACUATION POSTERS IN ALL CLASSROOMS AND STUDIOS.

Identification Cards

Students are required to make arrangements to have their picture taken for an identification card. It must be carried while on the PrattMWP campus or using PrattMWP facilities. Further, students are required to produce this card when requested by an authorized person, such as security personnel or an administrator/faculty person responsible for a facility. The card will enable them to use all campus facilities and services. Students may be entitled to discounts at student and/or Institute sponsored events and is required for resident and non-resident students to gain access to student apartments. The card serves as identification for the meal plan and must be presented when entering the dining hall. An I.D. card that has been lost or stolen can be replaced for a \$25 dollar replacement fee. Verification of College status is always required prior to the issuance of an I.D. card. Students who provide false information or misrepresent other persons for the purpose of obtaining a falsified I.D. card will be subject to disciplinary action. Students will not be permitted access into the residence halls without presenting a valid PrattMWP I.D. Lost cards should be reported to the Security Department immediately. Maintaining safe halls is one of the major goals of the Security Department and PrattMWP. Students who fail to show a valid I.D. upon entrance to a residence hall will face judicial action. Lost or stolen identification and/or proximity cards must be reported to Security. A fee of \$25 will be charged for replacement.

Keys

All issued keys remain the property of Munson-Williams-Proctor Arts Institute. Students will sign for keys when they move into their apartments. If students move they must return their keys to the Security Department and sign for the keys to the new apartment. Trading of keys is not allowed and will result in a fine. All lost/stolen keys must be reported to the Security Department immediately. The fee for replacement of a lost room key is \$10.00 per key (all issued keys for that core will be replaced) and \$50 per core. The individual who lost the key will be assessed for all keys and cores. The fee for replacement of a lost mailbox key is \$10.00.

Key Sign-out

Students may sign out keys to the studios when the appropriate monitors are available, during designated hours. Keys are not to be transferred to anyone. When signing-out keys students must surrender their apartment keys, they will be returned when the student returns the studio keys. Lost keys will result in a charge for replacement and loss of key sign-out privileges for the semester.

Campus Insurance and Liability Policy

While every effort is made to ensure the safety and security of individuals and their property at PrattMWP, students' property is not covered by an insurance policy that covers losses or accidents sustained. It is important to note that works of art by students are not deemed to be of any monetary value beyond the costs of materials used, which must be properly documented. For this reason, students may want to purchase their own comprehensive insurance (including theft, accident, and personal liability) to protect themselves.

Residential Students, included in your welcome package is a form for you to fill out which lists all your valuable property and the corresponding serial numbers. If you need additional forms they are available at the Security Department office. This list will be maintained in the security office while you are a dormitory resident. The list should be updated when items are purchased or sold. NOTE: The list is to be used as a tool to assist in the recovery of your property should it be lost or stolen. MWPAI assumes no liability for the property other than that previously specified in your housing agreement and the residence hall handbook.

Lost and Found

The Security Department is responsible for the administration and functioning of MWPAI's Lost and Found program. All items of value found on the Utica Campus should be turned into the Security Department 1208 State St. or to a Security Officer. Security can be reached at ext. 2175. The individual should provide the date, time and location the property was found.

Items valued at under \$100

- If the items have identifying marks and/or information, the Security Department will attempt to contact the owner. If the owner cannot be located within (90) ninety days, the property will be given to charity. If the Security Department has available storage space the items will remain in the Security Department, 1208 State St., until the end of the academic year. There is no guarantee the items will remain longer than the 90 days.
- Clothing, shoes, umbrellas fall into the under \$100 category.

Items with a value over \$100

- If the items have identifying marks and/or information the Security Department will attempt to contact the owner, and will check to make sure the item has not been reported stolen. All items will be disposed of in accordance with New York State Law.
- Purses, wallets, checkbooks, bicycles and computers generally fall into this category.

Locating Lost items

Contact Security at ext. 2175 or stop by 1208 State St. If you have lost an item and it has not been turned in to Security, the information will be logged in case the item is turned in at a later date.

Weapons

The possession of any dangerous instrument on campus is prohibited. These include, but are not limited to, any gun, rifle, pistol or other firearm (whether operable or inoperable, loaded or unloaded), dynamite cartridge, bomb, grenade, mine, incendiary or explosive device, BB gun, air rifle, air pistol, airsoft pistol, firecracker, knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, “nunchucks”, razor and razor blades (except solely for personal shaving) or any device which may readily be used as a weapon or to inflict or cause harm to any person or structure. Likewise, metal darts, dartboards and laser pointers are prohibited as well. **(Prohibited items will be confiscated by Security and not returned).** Any resident found in violation will be subject to disciplinary action and possible legal action, as well. Disciplinary action may include immediate removal from the residence hall and loss of all housing privileges.

Campus Parking Policy

The MWPAI campus is designated as private property and the use of the roadways and parking areas are a privilege restricted to persons who have a direct and legitimate relationship with the Institute. The object of these regulations is to provide more effective and convenient use for all. Parking is permitted only in designated areas. Regulations are enforced throughout the year, including vacation periods. Any questions pertaining to the regulations must be directed to the Security Department, as we are not responsible for information given out by others. All motor vehicles to be parked on campus must be registered with the Security Department and properly display a current permit. Parking permits cost \$120 annually. The expiration date is located on the permit application. It is the responsibility of the person who registers a vehicle to ensure that the permit is displayed at all times while parked on-campus and is clearly visible. All updates of vehicle registrations must be reported to Security. Motorcycles are subject to the same regulations as other vehicles. Parking areas designated for parking, as established by the regulations of this college, are the only legal parking areas on campus. All other areas, whether marked or not, are illegal.

Lock your vehicle and conceal all valuables. The college assumes no responsibility for vehicles or their contents on campus property. Any incident must be reported to the Security Department immediately. Parking violations are issued when necessary. Repeated violations may result in the loss of parking privileges and/or the vehicle may be towed by a commercial towing service at the owner’s expense. Vehicles may also be “booted” until outstanding fines have been paid. Student transcripts, diplomas, and re-registration will be held until all financial obligations have been resolved by the Security Department. Vehicles without permits displayed so they can be easily viewed by officers may be booted without notice. All permit holders will be responsible for their permit number regardless in what vehicle it is displayed. There is a \$25 replacement fee for lost permits.

For complete rules and regulations see the "Parking and Traffic Handbook" available in the Security Office. A copy will be provided to all students when they register their vehicle. Fines are payable in the Security Office Monday to Friday 9:30 a.m. to 3 p.m. cash or check. Fines may be charged to the student’s account.

Campus Law Enforcement Authority

Munson-Williams-Proctor Arts Institute (MWPAI) Safety and Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at MWPAI. MWPAI security officers have the authority to issue parking tickets, which are billed to financial accounts of students. MWPAI Safety and Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Safety and Security Office at MWPAI maintains a highly professional working relationship with the Utica Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Safety and Security Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. The MWPAI Security Department maintains a close working relationship with the Utica Police Department (UPD). The officers of MWPAI and UPD communicate regularly on the scene of incidents that occur in and around the campus area. There is no written memorandum of understanding between MWPAI and UPD.

Accurate and Prompt Crime Reporting

If a crime or emergency occurs on campus call Security at Extension 4444 from any on-campus phone. Dispatchers are available at this telephone number 24 hours a day to answer your call. In response to a call, MWPAI Security will take the required action, dispatching an officer or asking the victim to report to the Security Office to file an incident report. Incident reports are forwarded to the Student Life Director office for review and potential action by Student Judicial Services. If assistance is required from the Utica Police Department or the Utica Fire Department, (UFD) MWPAI Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including MWPAI Security, will offer the victim a wide variety of services. The Student Handbook contains information about on-campus and off campus resources. That information is made available to provide the MWPAI community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about “resources” is not provided to infer that those resources are “reporting entities” for MWPAI. Crimes should be reported to the MWPAI Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the YWCA Rape Crisis Center would not be included in the MWPAI crime statistics.

Counselors and Confidential Crime Reporting

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The Federal rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Security Awareness Programs for Students and Employees

During orientation in August students are informed of services offered by the MWPAI Security Department. Video and PowerPoint presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to seminars, information is disseminated to students and employees through crime prevention awareness e-mails, security alert posters, displays, videos, and articles. When time is of the essence, information is released to the Institute community through security alerts posted prominently throughout campus, through computer memos sent over the Institutes electronic mail system and a voice broadcasting system.

Sex Offender Registration

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the "Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act", the "Jeanne Clery Act" and the "Family Educational Rights and Privacy Act of 1974", the MWPAI Security Department is providing a link to the New York State Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The New York State Division of Criminal Justice Services is responsible for maintaining this registry.

Follow the link below to access the NYS DCJS website.

http://www.criminaljustice.state.ny.us/SomsSUBDirectory/search_index.jsp

Munson-Williams-Proctor Arts Institute and PrattMWP are in Utica, NY Zip Code 13502. To access records for the rest of the City of Utica use zip code 13501.

Missing Student Notification Policy and Procedures

If a member of the Institute/College community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify MWPAI Security Department at 315-797-0000 ext-4444. MWPAI will generate a missing person report and initiate an investigation. In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by MWPAI/PrattMWP in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, MWPAI/PrattMWP will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the PrattMWP Student Life Office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation. After investigating a missing person report, should MWPAI Security Department determine that the student has been missing for 24 hours, MWPAI/PrattMWP will notify UPD and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, MWPAI/PrattMWP will notify the student's parent or legal guardian immediately after MWPAI Security Department has determined that the student has been missing for 24 hours.

FIRE SAFETY

Student Housing Evacuation in the Case of a Fire

In the event of a fire, PrattMWP expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system, if the system has not already sounded, as they leave. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, PrattMWP policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees, except Facilities Staff, in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm, if necessary as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building. Emergency evacuation plans are posted in every residence hall suite, classroom and studio.

Fire Drills

Fire drills are conducted throughout the year in all campus buildings (student apartments, academic buildings, and administrative buildings). All students, faculty, and staff are required to participate. Evacuate the building immediately if you hear a fire alarm.

JANUARY-DECEMBER 2015

4 FIRE DRILLS WERE CONDUCTED IN EACH OF THE THREE RESIDENCE HALLS

Fire Safety Education and Training Programs Provided to Students and Employees

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the college's fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Fire safety education and training programs are taught by local fire authorities as well as the Security and Safety Director who is experienced in fire safety matters. If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location. They are to remain in that location so that the Residence Life Coordinator, Graduate Resident Assistant or Resident Assistant has documented that the student has left the building.

Person(s) or Organization to Whom Students and Employees Should Report That a Fire Occurred

Per federal law, MWPAI/PrattMWP is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the MWPAI Security Department may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

MWPAI Security Department (315) 797-0000 extension 2175

Student Life Office (315) 797-0000 extension 2183

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Decorations

We ask that all students refrain from posting pornographic material or other material that could possibly offend others including, but not limited to, references pertaining to race, religion, sexual orientation and ethnicity. Live, cut Christmas trees are prohibited. String lights are prohibited due to fire safety requirements. Candles or any other open flame items such as sterno or oil lamps are forbidden.

Window Decorations

No window coverings may be placed over the window. Aluminum foil, cardboard, tape, newspaper, computer paper, garbage bags, contact paper, posters, flags, etc., may not be used to cover windows. Residents are prohibited from installing any blinds or curtains. Decorative lights, such as Christmas lights, party lights are prohibited.

Electrical Appliances

New York State Dormitory fire code prohibits the use of decorative lighting including Christmas lights, party lights, or similar mini-bulb string lighting; the use of lamps without UL approval or covered by decorative shades, the use of extension cords; and the connecting together or “daisy-chaining” of multiple power strips. Appropriate UL approved power strips with surge protectors are permitted. Students are reminded to avoid placing any cords, including computer and television cable under area rugs or overloading any one electrical outlet. We also ask students to consider using energy efficient fluorescent light bulbs in lamps. For a complete list of approved electrical appliances please refer to your *Residence Hall Housing License*.

OPEN FLAME(S) AND SMOKING ARE PROHIBITED IN ALL INSTITUTE BUILDINGS.

**Fire Safety Sanctions (Note these sanctions will be revised for academic year 2016-2017)
See the Student Life office for the most current information)**

Covering Any Fire or Smoke Detection Device or Carbon Monoxide Detector (CO2)

First Offense:

- Immediate Social Discipline Probation
- Minimum of a \$1,000 fine per responsible student
- Restitution charges for damage to equipment or property
- An educational component

Second Offense:

- Immediate removal from the Residence Halls
- Potential for removal from PrattMWP
- Minimum of a \$1,000 fine per responsible student
- Restitution for damage to equipment or property
- Potential for the case to be handed over to the Utica City Fire Department and Utica City Police Department

Tampering with Sprinklers, Pull Stations, Fire Equipment, Carbon Monoxide Detectors

Each Offense:

- Immediate Social Discipline Probation
- Minimum of a \$1,000 fine per responsible student
- Restitution for any damage to equipment or property
- An educational component

Obstructing, Tampering With or Inappropriate Use of Emergency Fire Exits or Emergency Phones

Each Offense:

- Immediate Social Discipline Probation
- Minimum \$500 fine per responsible student
- Restitution for damage to equipment or property
- An educational component

Inappropriate Discharge of Fire Extinguishers

Each Offense:

- Immediate Social Discipline Probation
- Minimum \$250 fine per responsible student
- Replacement/Refill charge for each discharged extinguisher
- All associated cleaning charges
- Restitution for damage to equipment or property
- An educational component

Causing an Avoidable Fire Alarm

Each Offense

- Immediate Social Discipline Probation
- Minimum \$200 fine per responsible student
- Restitution for damage to equipment or property
- An educational component

Burning, Open Flame, or Smoking Within Residence Hall

- Immediate Social Discipline Probation
- Minimum \$200 fine per responsible student
- Restitution for damage to equipment or property
- An educational component

**JEANNE CLERY ACT &
NEW YORK STATE KERRY ROSE FIRE SPRINKLER NOTIFICATION ACT**

1229 Hart St.

- Wet sprinkler throughout the entire building. Including suites, bedrooms, mechanical rooms, stairwells and hallways. Flow and valve tamper switches monitored by the fire alarm panel.
- Addressable fire alarm panel with hard-wired photo-electric smoke detectors in hallways; hard-wired smoke/heat detectors in mechanical rooms, custodial closets, lounges & student rooms; hard-wired heat detectors in kitchens.
- Sounder bases on all smoke detectors.
- All building doors are fire rated. Hallway and stairwell doors close automatically when an alarm signal is received.
- Carbon Monoxide detectors are installed in all bedrooms.
- Stairwells and elevator have automatic smoke hatches
- Fire alarm panel annunciates to Security.

512 Plant St.

- Wet sprinkler in mechanical rooms, stairwells, hallways and basement. Flow and valve tamper switches monitored by the fire alarm panel.
- Addressable fire alarm panel with hard-wired photo-electric smoke detectors in hallways; hard-wired smoke/heat detectors in mechanical rooms, custodial closets, lounges & student rooms; hard-wired heat detectors in kitchens.
- Carbon Monoxide detectors are installed in all bedrooms.
- Hallway doors are fire- rated and close automatically when an alarm signal is received.
- Fire alarm panel annunciates to Security.

16 Cottage Place

- Wet sprinkler in mechanical rooms, stairwells, hallways and basement.
- Flow and valve tamper switches monitored by the fire alarm panel.
- Addressable fire alarm panel with hard-wired photo-electric smoke detectors in hallways; hard-wired smoke/heat detectors in mechanical rooms, custodial closets, lounges & student rooms; hard-wired heat detectors in kitchens.
- Carbon Monoxide detectors are installed in all bedrooms.
- Horn Strobes in each suite.
- All building doors are fire rated.
- Hallway doors close automatically when an alarm signal is received.
- Fire alarm panel annunciates to Security

RESIDENCE HALL FIRE ALARM STATISTICS

Statistics For On Campus Student Resident Facilities

2015	CAUSES													Injuries relating to fire resulting in treatment at medical facility	Death related to Fire	Value of Property Damaged by Fire	
	System Trouble	Cooking	Cigarette type smoke	Unknown	Other Responses	Other Responses by resident not fire	Fire	fog machine	Steam	construction	Falsepull station	Candle	TOTAL				
On-Campus Student Housing Facilities																	
1229 Hart St	0	5	0	0	2	0	0	0	0	0	0	2	9	0	0	0	
512 Plant St.	1	1	0	1	1	0	0	0	3	0	0	0	7	0	0	0	
16 Cottage Place	0	1	0	1	1	0	0	0	1	0	0	0	4	0	0	0	
ALARM TOTAL	1	7	0	2	4	0	0	0	4	0	0	2	20	0	0	0	

Property Damage: 1 Microwave oven.

Statistics For On Campus Student Resident Facilities

2014	CAUSES													Injuries relating to fire resulting in treatment at medical facility	Death related to Fire	Value of Property Damaged by Fire
	System Trouble	Cooking	Cigarette type smoke	Unknown	Other Responses	Other Responses by resident not fire	Fire	fog machine	Steam	construction	Falsepull station	Candle	TOTAL			
On-Campus Student Housing Facilities																
1229 Hart St	0	3	0	1	1	0	0	0	1	0	0	0	6	0	0	\$0.00
512 Plant St.	0	0	1	2	0	0	0	0	6	0	0	1	10	0	0	0
16 Cottage Place	0	0	2	0	2	0	0	0	1	1	0	0	6	0	0	0
ALARM TOTAL	0	3	3	3	3	0	0	0	8	1	0	1	22			

Statistics For On Campus Student Resident Facilities

2013	CAUSES															
On-Campus Student Housing Facilities	System Trouble	Cooking	Cigarette type smoke	Unknown	Other Responses	Spontaneous combustion not fire	Fire	fog machine	Steam	construction	Falsepull station	Candle	TOTAL	Injuries relating to fire resulting in treatment at medical facility	Death related to Fire	Value of Property Damaged by Fire
1229 Hart St	0	3	0	0	1	0	0	0	0	0	0	0	4	0	0	0
512 Plant St.	1	0	0	1	0	0	0	0	3	0	0	0	5	0	0	0
16 Cottage Place	0	0	1	1	2	0	0	0	3	0	0	0	7	0	0	0
ALARM TOTAL	1	3	1	2	3	0	0	0	6	0	0	0	16	0	0	0

Additional resources and references:

1. Munson-Williams-Proctor Arts Institute- Emergency Action Plan-

- Hard copies available in the Security Office or
- <http://www.mwpai.org/staff-information/security/>

2. Munson-Williams-Proctor Arts Institute- Emergency Action Plan Flip Chart and Lockdown, Lockout, Evacuation procedures posted in all classrooms and studios

3. Parking and Traffic Handbook-

- Hard copies available in the Security Office or
- <http://www.mwpai.org/staff-information/security/>

4. PrattMWP Residence Hall housing License- See the Student Life Director, Meeting House 1124 State St, 2nd Floor.

5. PrattMWP College of Art & Design

Sex Discrimination, Sexual Harassment & Sexual Misconduct (Title IX)

Procedures for Resolution of Complaints of Sexual Misconduct or Sexual Harassment

Students' Bill of Rights involving Sexual Assault Domestic/Dating Violence and Stalking

For additional information, questions or copies of this report contact:

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