



## 2022 ANNUAL SECURITY AND FIRE SAFETY REPORT

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other Federal laws require colleges and universities to publish and distribute an annual security and fire safety report containing policies and procedures as well as campus crime and fire safety statistics.

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### Important Telephone Numbers

#### Monroe College Department of Public Safety:

##### 24-Hour Contact Numbers:

BRONX Campus:	646-393-8495
NEW ROCHELLE Campus:	914-740-6854

#### Local Law Enforcement:

##### Dial 911

BRONX Campus:	<i>NYPD 52<sup>nd</sup> Precinct:</i>	718-220-5811
NEW ROCHELLE Campus:	<i>New Rochelle Police Department:</i>	914-654-2300

#### Monroe College Health and Wellness Centers:

BRONX Campus:	<i>Student Health &amp; Wellness Services</i>	646-393-8295
NEW ROCHELLE Campus:	<i>Student Health &amp; Wellness Services</i>	914-740-6420

#### Rape or Crisis Programs:

BRONX Campus:	<i>Dove Program:</i>	212-305-2255
NEW ROCHELLE Campus:	<i>Victims Assistance Services:</i>	914-354-9111

#### Title IX Coordinators:

BRONX Campus:	<i>Jeannette Slim-Makodila</i>	646-393-8777
NEW ROCHELLE Campus:	<i>Jamie Kopchynski</i>	914-740-6773
Title IX Administrator:	<i>David Dimond</i>	914-740-6436

#### To Report Security- or Fire-related Maintenance Concerns:

BRONX Campus:	646-393-8495
NEW ROCHELLE Campus:	914-740-6854

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# Introduction

## A Word about the Preparation of Monroe College's Annual Security and Fire Safety Report

### **Questions? Please contact:**

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The College's Public Safety department ("Public Safety") compiles statistics for the annual report based on incidents reported directly to the local police, Public Safety, and other College officials with significant responsibility for student and campus activities.

The statistics represent activity both on campus and on streets adjacent to campus property. Reported **On-Campus** offenses include all offenses within the campus area that occur in campus buildings or property, including residence halls. Incidents occurring in any campus building or on campus property that is not within the same reasonably contiguous geographic area of the campus are reported under **Non-Campus Building or Property**. Offenses occurring on public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus, are reported under **Public Property**.

The College (Public Safety) surveys the following offices for this report: Student Services, FYE, Residence Life, Athletics, and Student Activities.

In addition, pastoral and professional mental health counselors as well as medical professionals refer persons they are counseling to report crimes on a voluntary and confidential basis for inclusion in the annual crime statistics. Students are informed that, if they wish, they can confidentially report an incident for inclusion in the statistical report to Public Safety or to a campus security authority at one of the offices listed above.

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## **Public Safety at Monroe College**

The safety of the campus community is a 24-hour-a-day, 365-day-a-year operation.

Monroe College's Public Safety team is comprised of seasoned administrators and officers with considerable professional security and law enforcement experience and expertise.

All of Monroe College's Public Safety officers are licensed by the State of New York. These officers are not sworn and do not carry firearms, nor do they have police powers. All officers receive extensive yearly training in public and community relations, listening skills, sensitivity and diversity, report writing, patrol techniques, and fire prevention and control.

Public Safety maintains a close working relationship with local, state, and federal law enforcement agencies, including the New York City and New Rochelle Police Departments; there is no written memorandum of understanding with these agencies.

Public Safety personnel report all incidents requiring police assistance to the appropriate law enforcement agency and obtain any pertinent information from the local police for the Annual Security and Fire Safety Report. Information is exchanged daily to ensure that the College is aware of all incidents that occur on or off-campus, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

In the event that a serious crime occurs on- or off-campus that may impact the College community, Public Safety will issue a timely warning notice. Depending on the circumstances, a timely warning may be disseminated by using one or a combination of the following: notice of the crime is e-mailed to all persons with a Monroe College e-mail account, by telephone and text via Blackboard Connect (or Regroup), or posted in academic buildings and residence halls.

The College recognizes that the key to public safety is awareness on campus. Information on safety awareness, campus security, and crime prevention is available at the offices of Public Safety (2501 Jerome Avenue / King Hall in the Bronx and 368 Main Street / Allison Hall in New Rochelle).

## **Campus Security Practices and Crime Prevention**

The College:

- Presents crime prevention lectures and discussions for groups of any size.
- Presents orientation programs for first-year and new transfer students.
- Inspects Monroe College properties and promptly recommends repairs necessary to ensure safety and security.
- Requires its managers to walk through the campus to interact with students, observe conditions, and review lighting and other environmental concerns.
- Distributes information on crime prevention to the community.
- Public Safety personnel patrol the campus on foot and in standard patrol vehicles. Public Safety personnel patrol academic and residential buildings.

The Director of Public Safety urges the campus community to take advantage of the various services offered by Public Safety. These services include student escorts, campus transportation, victim assistance, residential security, lost and found office, medical assistance/first responder, campus patrols, crime pamphlets and information.

## **Safety-Related Policies**

### **Access to Academic and Administrative Buildings**

Access to College facilities is limited to members of the Monroe community. All academic and administrative buildings are locked in the evening and on weekends, according to the scheduled use of the facilities. Access to these facilities is limited to Monroe students, faculty, and staff, as well as badged guests and visitors conducting official College business.

### **Access to Residence Halls**

Monroe College provides student housing in traditional-style residence halls, apartments, and suites. Monroe does not have student organization-sponsored off-campus locations recognized by the institution (such as fraternity or sorority houses). Access to the residence halls is limited to resident students and their guests. Resident students must carry their Monroe College ID at all times and swipe their card in a card-reader to enter most residence halls. Resident students visiting another residence hall must provide their Monroe ID and be signed in when entering. Persons who do not live on campus must provide valid photo ID, register at the Public Safety desk, and be greeted by their host.

### **Maintenance Services**

The Facilities Department maintains the College buildings and grounds with an emphasis on safety and security. It responds immediately to reports of potential safety and security hazards such as broken windows and locks. Public Safety assists Facilities personnel by reporting possible hazards. Community members are encouraged to report any possible hazards by calling The College's Public Safety office in the Bronx (**646-393-8495**) or New Rochelle (**914-740-6854**).

### **Alcoholic Beverages**

Monroe College encourages and sustains an academic environment that respects individual freedoms and promotes the health, safety, and welfare of all community members. Monroe College is a **dry, drug, and smoke-free** campus. Possession or consumption of alcoholic beverages is not permitted on property owned, leased, or controlled by Monroe College. Monroe strictly enforces all local, state, and federal alcohol laws, including prohibition on underage drinking. Individuals found to be in violation of these laws may be referred to local police. For more information, call Public Safety in New Rochelle at **914-740-6854**.

## **Illegal Drugs**

Any person found responsible for illegal possession, distribution, sale, or consumption of any controlled substance is subject to disciplinary action by the College and may be referred to local police. Under federal and New York state laws, these violations may result in penalties ranging from fines to imprisonment.

## **Drug/Alcohol Education Programs**

The Office of Residence Life (**914-740-6459**) serves as a resource to all Monroe College students regarding issues related to drug and alcohol intervention and education. The College requires students who are referred through the conduct system for these types of violations to participate in various alcohol or drug education programs.

In addition, students with drug/alcohol violations are subject to increasingly serious sanctions including: counseling, disciplinary warning/probation, residence hall removal, suspension or expulsion. The Social Worker in the Office of Residence Life is available for informal counseling with students who may be experiencing problems with alcohol and/or drugs. Students may then be referred to outside Counseling Services for a formal assessment and follow-up treatment plan.

Students may also utilize allied health services in the Bronx for assistance with alcohol and/or drug issues. Proactive measures taken by the Student Service Offices include distributing informational literature to students and student leaders relating to the topic of drug and alcohol use, and collaborating with other departments within the College to support ongoing educational efforts and nonalcoholic social programs for the entire student body.

In addition to addressing issues relating to alcohol and drug use during the College's New Student Orientation program, the Office of Residential Life sponsors many alcohol-free social programs throughout the semester for the students who reside on campus. Each Resident Assistant is encouraged and guided to host educational seminars related to the topic of drugs and alcohol for the students they oversee.

Monroe College's Drug and Alcohol Prevention Program is available on its website in the Drug Free Workplace Information section (<https://www.monroecollege.edu/About/Right-to-Know/>).

## **Missing Student (Resident Students)**

Monroe College will investigate any report of a missing student living in one of the College's residence halls. Public Safety and the Office of Residence Life work in tandem should a report be received.

All students residing in a campus residence hall are requested to complete a Confidential Contact Information form, available upon check-in to their residence hall. The resident student is asked to identify the name and contact number of the individual(s) to be contacted in the event the student is determined to be missing, as set forth below. This contact information is registered confidentially and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation, and authorized Monroe College officials, including Public Safety officers.

The College understands that students may stay outside of the residence halls voluntarily. As such, the location of students in the halls is not monitored by Resident Assistants or other College staff.

If a student intends to leave his or her residence hall for an extended period of time, the student is strongly encouraged to advise the residence hall staff before leaving to avoid the student being reported "missing."

In the event that there is reason to believe a resident student is missing, all reasonable efforts will be made to locate the student to determine his or her state of health and well-being. These efforts, which are done in conjunction with Public Safety, include, but are not limited to, checking the student's room, speaking with friends and/or roommates, checking ID access, locating the resident student's vehicle, and calling the student's cell phone number or other known contact.

If a student has been missing for 24 hours, students, employees, or other individuals are to contact the Office of Residence Life at **914-740-6459** or Public Safety at **914-740-6854** (NEW ROCHELLE) or **646-393-8495** (BRONX). The Office of Residence Life will refer all missing student reports immediately to Public Safety.

If Public Safety determines that a resident student is absent without explanation, staff from Public Safety and/or Residence Life will contact the resident's designated Confidential Contact within 24 hours.

For any resident student under the age of 18, Monroe College will notify a custodial parent or guardian, in addition to any other individual designated on the Confidential Contact Information form, within 24 hours after the time the resident student is determined to be missing by Public Safety.

Public Safety will continue to investigate, utilizing established investigative procedures in collaboration with staff from Residence Life, other campus offices and local law enforcement agencies.

Where a Confidential Contact cannot be located or has not been assigned, Public Safety will inform the appropriate law enforcement agency and/or contact the student's parent or legal guardian. In all cases where Public Safety determines that a student is missing, Public Safety will notify the appropriate law enforcement agency within 24 hours.



## Emergency Response and Evacuation Procedures

In the event of an emergency, contact Public Safety immediately:

**Bronx Campus: 646-393-8495**

**New Rochelle: 914-740-6854**

Once Public Safety confirms that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, Public Safety, through the Campus Alert Notification Network (CANN), will notify the campus community, which includes students, faculty, and staff.

Monroe College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of Public Safety and/or senior administration, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

If necessary, Public Safety will contact local police to share pertinent information about the emergency with the larger community.

The Campus Alert Notification Network is a notification network used to disseminate emergency information to the campus community in the event of an emergency.

The CANN utilizes the following methods of communication:

- A text and/or voice message sent to the phone number or email address supplied by the campus community member.
- An alert posted on [www.monroecollege.edu](http://www.monroecollege.edu).
- A call to the 24-hour emergency numbers for Public Safety on the Bronx campus (**646-393-8495**) and the New Rochelle campus (**914-740-6854**).
- A public address/fire system will broadcast emergency information.

The CANN is used in emergencies when there is imminent danger to the health, safety, or well-being of the entire Monroe community that has not been contained or controlled, and an immediate response is required by members of the community.

In short, the system is used to distribute information regarding emergencies that dictate immediate action by those who receive the message. Some examples of this would be a fire or chemical spill or an ongoing criminal incident that requires community members to act to secure their safety. Public Safety managers are trained to assess situations when the CANN may be activated. This training includes identifying which populations of the campus community to be notified, the content of the notification, and how to initiate the CANN.

If the CANN has been activated, members of the community are asked to follow the directions provided in the message. These messages will follow the procedures outlined in the Emergency Response Plan. Therefore, it is important to review the emergency response and evacuation procedures. An all-clear message will indicate that the emergency is over.

The Emergency Response Plan is tested and updated on a regular basis, and announced and unannounced emergency evacuation drills are conducted as well, as described below.

Emergency response and evacuation procedures are disseminated to the Monroe community in conjunction with testing. In addition, Public Safety will document each test including a description of the exercise, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced.

Records of each test will be maintained by the Senior Vice President of Operations.

### **General Evacuation Procedures**

Public Safety officers decide whether immediate evacuation is necessary. Evacuees will be moved to a staging area where College personnel will conduct a census to establish that the evacuation is complete.

### **Evacuation of Individuals with Physical Disabilities**

Public Safety officers will assist individuals with physical disabilities in an evacuation, making every attempt to lead them to safety. Hearing-impaired students have TTY phone capability in their residence hall rooms, and the fire alarm system is connected to strobe lights.

**In an emergency, call Public Safety on your campus – in the BRONX at 646-393-8495 or in NEW ROCHELLE at 914-740-6854 – or call 911 to tell them where you are and what assistance is needed.**

Students with a disability that could impair their ability to perform any of the above evacuation procedures, must adhere to the following:

- Inform Public Safety or the Services for Students with Disabilities Office of their circumstances upon arrival to campus and request a meeting to discuss any special emergency response accommodations needed.

#### *Services for Students with Disabilities Office:*

Bronx/New Rochelle/Online: 646-393-8228

- If they are a residential student, contact their Resident Assistant to confirm inclusion on the master list of all resident students requiring assistance during a building evacuation (maintained by the Office of Residence Life)
- Notify professors that assistance will be needed if an evacuation is declared.

## Short-Term/Medium-Term/Long-Term Evacuations

- **Short-Term:** When residential students must occupy temporary quarters for a relatively short, predictable period of time, they will be moved to lounges in the nearest safe residence hall. If residence hall lounges are not available, students will be moved to lounges in the nearest non-residence hall building. Emergency workers and/or College personnel will provide services as needed (medical care, food, hygiene, etc.).
- **Medium-Term:** The College will use the MAC (Monroe Athletic Complex) as a housing area when lounge space is insufficient to handle the number of evacuees. Proper bedding will be provided with the help of Facilities. Students will be housed in lounges and other public spaces on campus that can accommodate them satisfactorily. Students will be assigned to available spaces in the residence halls.

When it is impossible to predict how long students will have to occupy alternative quarters, the College will take the same steps as for a medium-term evacuation, unless a substantial part of the campus is under an evacuation order. If evacuees must be moved off campus, the College will coordinate transportation.

## Timely Warnings/Safety Alerts

To help prevent crimes or serious incidents, Public Safety, in conjunction with other departments on campus and local police departments, issues safety alerts in a timely manner to notify community members about certain crimes in and around our community.

Members of the community who know of a crime or other serious incident are to report it as soon as possible to Public Safety so that a safety alert can be issued, if warranted.

## Distribution of Safety Alerts

Public Safety distributes safety alerts in various ways. Depending on the circumstances, a timely warning may be disseminated by using one or a combination of the following: e-mailed to all persons with a Monroe College e-mail account; and/or posted in academic buildings and residence halls.

Safety Alerts will not contain any information regarding the identity of the victim.

## Daily Crime and Fire Log

The Public Safety maintains a daily crime and fire log that records all reported crimes, fires and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the department's patrol jurisdiction.

The daily crime and fire log is available for public inspection at the Public Safety office on the Bronx and New Rochelle campuses.

## **Criminal Acts**

Any member of the College community who is, or thinks they may be, the victim of a crime must report the incident to Public Safety.

Victims of crimes will be assisted in filing their complaints with the New York City or New Rochelle Police Departments. Public Safety will also assist the crime victim in obtaining medical and/or counseling services, if necessary. The College will provide counseling for students. For more information about Student Counseling Services, please call **914-740-6420**.

If a student is charged with a felony, the following guidelines apply:

- Regardless of the location of the incident or the identity of the victim, if a Monroe College student is charged, the College retains the prerogative to summarily suspend the student pending the outcome of the investigation. This action would be taken because of the potential threat the student poses to the Monroe community as stated in the Code of Conduct.
- After the case is adjudicated by outside authorities, the charges will then be reviewed under the College's Code of Conduct.

## **Campus Sex Crimes Prevention Act**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community of where law enforcement agency 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, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services or is a student.

The New York State Division of Criminal Justice Services maintains the state's Sex Offender Registry, which contains information about individuals convicted of certain sex offenses. This information is available by calling 518-457-9847 or visiting <https://www.criminaljustice.ny.gov/>

## **Drug and Alcohol Amnesty Policy**

The health and safety of every student at Monroe College is of utmost importance.

Monroe College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Monroe College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials.

A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Monroe College's officials or law enforcement will not be subject to Monroe College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Nothing in this section shall be construed to limit an institution's ability to provide amnesty in additional circumstances.

### **Students' Bill of Rights**

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Decide about whether to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

## Sexual Assaults

Acts of sexual violence, assault or abuse such as rape, acquaintance rape, or other forms of nonconsensual sexual activity are not tolerated at Monroe College. Such acts are criminal behaviors and create an environment contrary to the goals and missions of the College. It is important for members of the campus community to be aware that there can be serious legal consequences for certain sexual conduct.

In a campus setting, sexual assault often occurs when one or both parties are under the influence of alcohol or other drugs. Therefore, it is important to understand that intercourse or other sexual activity with a person who is unable to give free and full consent (e.g., because of intoxication, substance abuse, or intimidation) may constitute sexual assault or rape. Furthermore, the offender's use of a mind-altering substance does not in any way diminish his or her responsibility for abusive behavior. There are several measures that you can take to reduce your chances of being a victim of sexual assault. (See **Safety Tips**, page 20.)

## Important Information for Survivors of a Sexual Assault

The safety and well-being of any student following a sexual assault are of paramount importance.

Survivors of sexual assault are encouraged to take the following actions immediately:

1. Go to a safe place.
2. Contact or have a friend contact **Public Safety on the Bronx Campus at 646-393-8495 or the New Rochelle Campus at 914-740-6854**. Public Safety will assist you in reporting the crime to the police and in getting medical and counseling services.

Additional support and help is available through:

### Rape or Crisis Programs:

BRONX Campus:	<i>Dove Program:</i>	212-305-2255
NEW ROCHELLE Campus:	<i>Victims Assistance Services:</i>	914-354-9111

3. Do not touch any evidence or straighten up the area where the assault occurred.
4. It is strongly recommended that survivors of a sexual assault do not shower, bathe, douche, brush your teeth, use mouthwash, comb your hair or change your clothes, as these actions will destroy evidence of the attack.
5. It is strongly recommended that you go to a hospital emergency room. Public Safety will assist. Medical evidence for use in a criminal prosecution of a criminal offense is collected at the hospital.
6. NOTE: You are NOT obligated to press charges just because you consent to this procedure; however, this evidence is very important should you later decide to prosecute. Public Safety or the police will provide transportation if needed. Bring a full

change of clothing because the clothes you were wearing at the time of the attack may be kept as evidence.

### **Crisis Management Team**

Crisis Management Team members respond to crisis incidents reported to Public Safety, including incidents of sexual abuse. Members of the team include the following or their designated representative:

- Senior Vice President of Operations
- Director of Public Safety or designee
- Health Services Manager
- Associate Vice President/Dean of Student Services
- Director of Resident Life
- Title IX Coordinator

A member of the Crisis Management Team will inform the survivor of the following:

- Counseling services are available, both on and off campus.
- Medical services are available off campus.
- Options are available regarding reporting the case to the proper authorities, both on campus and to local police.
- Assistance will be provided in notifying these authorities, if such assistance is needed.

### **Reporting Sex Offenses**

To report a sexual offense, including domestic violence, dating violence, sexual assault, or stalking to Monroe College, please contact the Title IX Coordinator Public Safety, or any administrator.

#### **Title IX Coordinators:**

BRONX Campus:	<i>Jeannette Slim-Makodila</i>	<b>646-393-8547</b>
NEW ROCHELLE Campus:	<i>Jamie Kopchynski</i>	<b>914-740-6773</b>
Title IX Administrator:	<i>David Dimond</i>	<b>914-740-6436</b>

To notify local law enforcement to file a complaint against the perpetrator, contact:

BRONX Campus:	<i>NYPD 52<sup>nd</sup> Precinct:</i>	<b>718-220-5811</b>
NEW ROCHELLE Campus:	<i>New Rochelle Police Department:</i>	<b>914-654-2300</b>

A complaint may also be filed through Monroe College's Disciplinary Procedure (outlined below). Sexual assault survivors may pursue one, both, or neither of these options. Monroe personnel will assist you in contacting local law enforcement to file a complaint.

Sexual assault survivors may request a change in academic, living, transportation, or working situations, regardless of whether the crime was reported to local law enforcement. The College will make accommodations if staff determine such accommodations are necessary and reasonably available.

Sexual assault survivors may also request that Monroe issue a "no contact order" barring the alleged perpetrator from contacting them while an investigation is pending. Such an order will be issued at the sole discretion of the Monroe administrators.

Sexual assault survivors may also pursue a request for restraining orders, orders of protection, or similar lawful orders from civil or criminal court.

### **Preserving Evidence**

Sexual assault survivors are reminded of the importance of preserving evidence necessary for the proof of an offense. Time is a critical factor for evidence collection.

Sexual assault survivors should not shower or bathe, use the toilet, or change clothing, if possible. All clothing worn at the time of the assault should be placed in a paper bag – *do not use a plastic bag*.

The location where the offense took place should be left as it was at the time the incident occurred.

### **Counseling Services**

Counseling services are available through Monroe College and local support agencies. Monroe personnel will assist sexual assault survivors in contacting the service of your choice.

Assistance is available from the College social worker in New Rochelle through the Office of Residence Life at 914-740-6459 **(6459)** and on the Bronx Campus at 646-393-8295.

### **Monroe College Grievance Procedure and Disciplinary Action**

Members of the College community believing they may be the victim of domestic violence, dating violence, stalking, or sexual assault may elect to pursue disciplinary action against the perpetrator or perpetrators through Monroe College's Title IX Grievance Procedure.

The Title IX Grievance Procedure is designed to provide a prompt, fair, and impartial investigation into alleged misconduct. The investigation is conducted by Monroe officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing that protects the safety of victims and promotes accountability.

Monroe College's Title IX Policy can be found here: <https://www.monroecollege.edu/info/title-ix-and-sexual-misconduct-policies>.



## Educational Programs

Primary prevention and awareness programs to increase understanding and knowledge about rape, acquaintance rape, and other forcible and non-forcible sex offenses, including dating violence, domestic violence, stalking, and sexual assault, are conducted for new students during their orientation programming; they are also conducted in the residence halls throughout the academic year. These programs are open to the entire College community.

Other programs on sexual assault are offered throughout the year. These programs:

- Reiterate the College's prohibition on domestic violence, dating violence, sexual assault and stalking
- Provide the definition of these crimes as well as consent in reference to sexual activity in New York state
- Deliver safe and positive options for bystander intervention; and
- Help the College community reduce personal risk and help each other do so by teaching how to recognize the warning signs of abusive behavior and how to avoid potential attacks.

The program also provides an overview of the College's procedure for disciplinary action in the case of violations of its sexual harassment and misconduct policy. The New York Police Department and other subject matter experts are invited to provide sexual assault education and information programs to students and employees.

Additional information is available from the Office of Student Services on the Bronx and New Rochelle Campuses.

## Bystander Intervention Options

The College stresses to the campus community that personal safety is paramount when considering whether to intervene in a situation. Bystanders are encouraged to call Public Safety in any such situation where assistance is needed.

- **Direct:** Address the situation directly. Use this when the person that you're trying to stop is someone who knows and trusts you. Consider other intervention methods when drugs or alcohol are being used.
- **Distract:** Distract either person in the situation to intervene. Interject yourself into a conversation where another person seems unsafe.
- **Delegate:** Find others who can help you to intervene in the situation. This might include asking a friend to distract one person in the situation while you distract the other to separate the individuals, or asking someone to go sit with them and talk.

- **Delay:** You may not be able to do something right in the moment. If you're feeling unsafe or if you're unsure whether or not someone in the situation is feeling unsafe, you may just want to check in with the person. In this case, you can combine a distraction technique by asking the person to use the bathroom with you or go get a drink with you to separate them and then asking them, "Are you okay?"

The College also shares information from these bystander intervention resources:

Step Up: <http://www.stepupprogram.org>

Bystander Intervention Toolkit: <http://www.health.ny.gov/publications/2040.pdf>

RAINN: <https://www.rainn.org/articles/your-role-preventing-sexual-assault>

### How to Report an Incident

Members of the College community are asked to please promptly report criminal incidents, emergencies, and suspicious activity, including instances when the victim of a crime does not elect, or is unable to make, such a report. Public Safety will accept reports from students, staff, and faculty 24 hours a day, seven days a week. The campus emergency numbers are as follows:

#### Monroe College Department of Public Safety:

##### 24-Hour Contact Numbers:

BRONX Campus:	646-393-8495
NEW ROCHELLE Campus:	914-740-6854

#### Local Law Enforcement:

##### Dial 911 or:

BRONX Campus:	<i>NYPD 52<sup>nd</sup> Precinct:</i>	718-220-5811
NEW ROCHELLE Campus:	<i>New Rochelle Police Department:</i>	914-654-2300

### 911 should be used for all fire, medical, and police emergencies.

Monroe College makes every effort to ensure that students and others can easily report criminal actions or emergencies that occur on or off campus. Incidents can be reported to a Public Safety officer located in King Hall (Bronx) or Allison Hall (New Rochelle), or any location where a Public Safety officer is posted.

When reports are received, the following actions are taken:

- Students, faculty and staff are encouraged to report all crimes to the police and are assisted in doing so. Victims are referred to the appropriate offices/agencies on and off campus, including health/medical services and judicial affairs.

- A summary of reported incidents is sent to the appropriate Senior Vice President and Dean of the campus for review and follow-up with students.
- A summary of reported incidents concerning staff and faculty is sent to the appropriate administrative or academic departments for review and follow-up.

Public Safety distributes information on campus crime to the College community via campus email. In the event of serious crimes on or off campus, such as robbery or assault, safety alerts are immediately distributed to the College community. In addition, Public Safety analyzes the reports, compiles crime statistics, and develops strategies to reduce criminal incidents and enhance preventive measures.

## Student Services

Related services available for students, as well as staff and faculty:

**Student Escorts:** Student escorts are available daily between dusk and dawn to walk or drive any member of the Monroe community to their car or residence hall. Escorts can be arranged by calling Public Safety (BRONX: **646-393-8495** / NEW ROCHELLE: **914-740-6854**)

**Transportation:** The Monroe College shuttle bus is a free service for members of the College community needing to travel between the Bronx and New Rochelle campus. Schedules are available at the Public Safety Desk in all buildings.

**Campus Patrols:** Public Safety officers patrol the campus on foot, bicycles, and in standard patrol vehicles. Officers also patrol academic and residential buildings.

**Lost and Found:** There is a Lost and Found located in King Hall (Bronx) and Allison Hall (New Rochelle). It is open 24 hours a day. Owners of missing items may call to inquire if their item was turned in. Recovered items may be claimed after proper identification has been produced. (BRONX: **646-393-8495** / NEW ROCHELLE: **914-740-6854**)

## Victim Assistance Program:

Students, faculty, and staff are encouraged to report incidents of crime. Public Safety will assist in reporting incidents to the police, dealing with the court system, and obtaining medical, counseling and other necessary services.

## Residential Security:

All residence halls are staffed by Resident Assistants (current College students) 24 hours a day, seven days a week. Resident Assistants are trained at the beginning of each semester and receive refresher training during the semester.

## **Parking:**

Parking is available for vehicles registered with Public Safety. Prompt registration of vehicles (including changes in state license plate numbers when necessary), proper display of the College parking permit with current term sticker, and observance of all parking regulations are required to retain these privileges. There is no fee for parking permits. Parking permits may be obtained at the Bursars Office, Monday through Thursday, 8:30 a.m. to 4:30 p.m. Parking for disabled individuals is available for those who receive authorization from the Monroe Health and Wellness Center.

## **Safety Tips for the College Community**

### **Residence Hall Safety Tips**

- Never leave a door propped open.
- Always lock your door when you leave your room and take your keys.
- Lock your door when you go to sleep.
- Identify visitors using the door viewer (peephole) before you let them in.
- Report any unusual telephone calls or behavior to Public Safety.
- If you do receive a telephone call from someone you do not know, never give out any personal information (room number, telephone number, last name, Social Security number, etc.) or information of someone you know.
- Report suspicious activity to Public Safety.

If you are assaulted, find a safe place and a friend, and call Public Safety at:

#### **24-Hour Contact Numbers:**

BRONX Campus:	<b>646-393-8495</b>
NEW ROCHELLE Campus:	<b>914-740-6854</b>

### **Vehicle Safety Tips**

- Always lock your vehicle.
- Do not leave valuables in your vehicle.
- Park in well-lit areas.

### **Personal Safety Tips**

- Travel on streets where there is pedestrian traffic.
- If possible, use the buddy system – don't walk alone – especially at night.
- Be aware of and alert to your surroundings.
- Do not leave valuables unattended.
- Use the College shuttle bus and escort service.

### **Social Situations**

- Before going on a date know the person's full name, address, and friends.
- Meet new acquaintances in public places.
- Do not rely on someone you just met for a ride home.
- If you begin to feel uncomfortable on a date, for any reason, remove yourself from that situation.
- Speak up! Communicate your wishes clearly. Don't let anyone assume your intentions.
- Assert yourself. Insist on being treated with respect.

## Definitions of Reportable Crimes

### Criminal Homicide

- *Murder and non-negligent manslaughter:* The willful (non-negligent) killing of one human being by another.
- *Negligent manslaughter:* The killing of another person through gross negligence.

### Forcible Sex Offenses

- *Forcible rape:* The carnal knowledge of a 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 because of his or her temporary or permanent mental or physical incapacity (or because of his/her youth).
- *Forcible sodomy:* Oral or anal sexual intercourse with 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 because of his/her youth or because of his or her temporary or permanent mental or physical incapacity.
- *Sexual assault with an object:* 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 the 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 or her temporary or permanent mental or physical incapacity.
- *Forcible fondling:* 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 or her temporary or permanent mental or physical incapacity.

### Non-forcible Sex Offenses

- *Incest:* Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Statutory rape:* 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 the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accomplished by the use of a weapon or by a 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 that 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 a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

### **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

### **Arson**

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

### **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 a 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.

### **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 the Violence Against Women Act, 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.

## 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.

## Hate Crimes

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the preceding section and for other crimes involving bodily injury to any person in which the victim is selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, gender identity, national origin, or disability of the victim.

In August 2008 the Clery Act was amended to include the following additional crimes under the hate crimes category:

- **Larceny/Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property (Except "Arson"):** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## Other Offenses

*Liquor Law Violations:* The violation of laws or ordinances prohibiting the manufacture, sale, transporting, 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; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)

*Drug Law Violations:* The violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivative (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

*Illegal Weapons Possession:* The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.



## Crime Statistics

The following information was compiled by Monroe College's Department of Public Safety according to the reporting procedures outlined above. The year 2022 Report includes statistics for 2022, 2021, and 2020. The low number of reported crimes and arrests at Monroe College speaks well of the tradition of personal security that has long been established on our campus.

### Bronx Campus

The below statistics are reported in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (includes all crimes reported to Public Safety, Campus Authorities, and New York City Police Department).

YEAR 2022				
Crime Category (includes attempts)	On Campus	Off-Campus Building	Public Property	Dorm/ Residential
Criminal Homicide				
A. Murder/Non-Negligent Manslaughter	0	0	0	N/A
B. Negligent Manslaughter	0	0	0	N/A
Sex Offenses				
A. Rape	0	0	0	N/A
B. Fondling	0	0	0	N/A
C. Incest	0	0	0	N/A
D. Statutory rape	0	0	0	N/A
Robbery	0	0	0	N/A
Aggravated Assault	0	0	0	N/A
Burglary	0	0	0	N/A
Motor Vehicle Theft	0	0	0	N/A
Arson	0	0	0	N/A
Dating Violence	0	0	0	N/A
Domestic Violence	0	0	0	N/A
Stalking	0	0	0	N/A
<b>Total Crimes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

YEAR 2021				
Crime Category (includes attempts)	On Campus	Off-Campus Building	Public Property	Dorm/ Residential
Criminal Homicide	0	0	0	N/A
C. Murder/Non-Negligent Manslaughter	0	0	0	N/A
D. Negligent Manslaughter	0	0	0	N/A
Sex Offenses	0	0	0	N/A
E. Rape	0	0	0	N/A
F. Fondling	0	0	0	N/A

<b>Crime Category (continued) (includes attempts)</b>	<b>On Campus</b>	<b>Off-Campus Building</b>	<b>Public Property</b>	<b>Dorm/ Residential</b>
G. Incest	0	0	0	N/A
H. Statutory rape	0	0	0	N/A
Robbery	0	0	0	N/A
Aggravated Assault	0	0	0	N/A
Burglary	0	0	0	N/A
Motor Vehicle Theft	0	0	0	N/A
Arson	0	0	0	N/A
Dating Violence	0	0	0	N/A
Domestic Violence	0	0	0	N/A
Stalking	0	0	0	N/A
<b>Total Crimes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

**YEAR 2020**

<b>Crime Category (includes attempts)</b>	<b>On Campus</b>	<b>Off-Campus Building</b>	<b>Public Property</b>	<b>Dorm/ Residential</b>
Criminal Homicide	0	0	0	N/A
E. Murder/Non-Negligent Manslaughter	0	0	0	N/A
F. Negligent Manslaughter	0	0	0	N/A
Sex Offenses	0	0	0	N/A
I. Rape	0	0	0	N/A
J. Fondling	0	0	0	N/A
K. Incest	0	0	0	N/A
L. Statutory rape	0	0	0	N/A
Robbery	0	0	0	N/A
Aggravated Assault	0	0	0	N/A
Burglary	0	0	0	N/A
Motor Vehicle Theft	0	0	0	N/A
Arson	0	0	0	N/A
Dating Violence	0	0	0	N/A
Domestic Violence	0	0	0	N/A
Stalking	0	0	0	N/A
<b>Total Crimes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

[illegible][illegible]

## New Rochelle Campus

The below statistics are reported in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (includes all crimes reported to Public Safety, Campus Authorities, and the New Rochelle Police Department).

YEAR 2022				
Crime Category (includes attempts)	On Campus	Off-Campus Building	Public Property	Dorm/ Residential
Criminal Homicide				
A. Murder/Non-Negligent Manslaughter	0	0	0	0
B. Negligent Manslaughter	0	0	0	0
Sex Offenses				
A. Rape	0	0	0	0
B. Fondling	1	0	0	1
C. Incest	0	0	0	0
D. Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	2	0	0	2
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	0
Stalking	0	0	0	0
<b>Total Crimes</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

YEAR 2021				
Crime Category (includes attempts)	On Campus	Off-Campus Building	Public Property	Dorm/ Residential
Criminal Homicide				
C. Murder/Non-Negligent Manslaughter	0	0	0	0
D. Negligent Manslaughter	0	0	0	0
Sex Offenses				
E. Rape	0	0	0	0
F. Fondling	0	0	0	0
G. Incest	0	0	0	0
H. Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	7	0	0	7

Crime Category (continued) (includes attempts)	On Campus	Off-Campus Building	Public Property	Dorm/ Residential
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Dating Violence	1	0	1	1
Domestic Violence	0	0	0	0
Stalking	0	0	0	0
<b>Total Crimes</b>	<b>8</b>	<b>0</b>	<b>1</b>	<b>8</b>

YEAR 2020				
Crime Category (includes attempts)	On Campus	Off-Campus Building	Public Property	Dorm/ Residential
Criminal Homicide				
E. Murder/Non-Negligent Manslaughter	0	0	0	0
F. Negligent Manslaughter	0	0	0	0
Sex Offenses				
I. Rape	0	0	0	0
J. Fondling	1	0	0	1
K. Incest	0	0	0	0
L. Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	4	0	0	4
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	0
Stalking	0	0	0	0
<b>Total Crimes</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>

[illegible]

NEW ROCHELLE CAMPUS													
NUMBER OF ARREST/REFERRALS FOR SELECT OFFENSES (INCLUDES ATTEMPTS)													
	Description	On Campus			Off Campus Building			Public Property			Dorm/ Residential		
Year		'22	'21	'20	'22	'21	'20	'22	'21	'20	'22	'21	'20
	Liquor Law Violations	0	0	0	0	0	0	0	0	0		0	0
	Arrests	0	0	0	0	0	0	0	0	0		0	0
	Referred for campus disciplinary action	0	0	0	0	0	0	0	0	0		0	0
	Drug Law Violations	0	0	0	0	0	0	0	0	0		0	0
	Arrests	0	0	0	0	0	0	0	0	0		0	0
	Referred for campus disciplinary action	0	0	0	0	0	0	0	0	0		0	0
	Illegal Weapons Possession	0	0	0	0	0	0	0	0	0		0	0
	Arrests	0	0	0	0	0	0	0	0	0		0	0
	Referred for campus disciplinary action	0	0	0	0	0	0	0	0	0		0	0
<b>Total Crimes</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

## Section II: Annual Fire Safety Report

**In accordance with the Higher Education Opportunity Act (HEOA) of 2008, Monroe College is required to provide two fire safety-related sources of information:**

### 1. Annual Fire Safety Report

Institutions with on-campus student housing facilities must publish an annual fire safety report that provides information on campus fire safety practices and standards.

Monroe College complies with this HEOA regulation by issuing each year the Monroe College Annual Security and Fire Safety Report. Information contained in this annual report includes: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliances, smoking and open flames.

To report a fire *for inclusion in this report*, please contact Monroe Public Safety:

BRONX Campus:	<b>646-393-8495</b>
NEW ROCHELLE Campus:	<b>914-740-6854</b>

### 2. Fire Log

Monroe College keeps a fire log that states the nature, date, time, and general location of each fire occurring in on-campus student housing facilities.

The College complies with this HEOA rule by including all fire-related incidents in the daily crime and fire log. Please note that information regarding all residence hall fires and fire alarms are maintained in a database within Public Safety.

#### **Residence Hall Fire and Life Safety Systems**

Monroe College has a total of five (5) on-campus student residence halls. Each residence hall is equipped with an interior fire alarm system with detection throughout the building, including smoke and heat detectors, and pull-box stations. Some residence halls are protected with a building fire sprinkler system.

All fire safety and building access systems are monitored by Public Safety, 24 hours a day, and 365 days a year.

### **Mandatory Supervised Evacuation/Fire Drills**

Monroe College conducts mandatory evacuation/fire drills during the calendar year. These evacuation drills are supervised by Public Safety and conducted with a team of College employees. The drills are intended to familiarize students, faculty and staff with emergency procedures and individual roles.

Public Safety performs three (3) evacuation/fire drills per year for each on-campus residential hall. All academic and administrative buildings undergo three (3) evacuation/fire drills each year.

### **Residence Hall Health and Safety Inspections**

The Office of Residential Life and the Campus Facilities Department performs residential inspections throughout the year. These inspections are conducted to identify safety violations as well as conditions that may be detrimental to the health or well-being of the wider residential community.

Inspections include a visual examination of electrical cords, sprinkler heads, smoke detectors and other life safety systems. In addition, each room is examined for the presence of prohibited items such as candles, halogen lamps, unauthorized appliances, pets, etc. Rooms are also examined for evidence of prohibited activity such as smoking in the room, removal of door closers, unauthorized door locking or alarm mechanisms, removal of security screens or other equipment, tampering with life safety equipment, etc.

This inspection also includes a general assessment of cleanliness of the room, including food and waste storage. Conditions warranting follow-up are reported and documented. A re-inspection will follow. Residential Life staff members are expected to communicate with residents, apply sanctions that can range from fines to expulsion from housing, and document follow-up. Each residents signature on the Residential Living Agreement, required in order to take occupancy, signifies their acceptance of and responsibility for abiding by residential and College policies as provided through all printed publications, websites, e-mail and other vehicles.

Specific health and safety policies and procedures are outlined in the Residential Life Student Handbook, as well as the Monroe College Student Housing Agreement. Per the agreement, Residence Life staff and authorized College personnel may enter any room at any time for the purposes of inspection, establishment of order, maintenance, extermination, inventory correction, or cleaning, or in case of emergency or other reasonable purposes.

### **Education and Training Programs**

Fire safety training is provided at the start of each semester for students. Students, faculty and staff participate in evacuation fire drills throughout the year.

As per the current New York State Fire Code (NYSFC), information and training related to fire safety is presented to all students enrolled in higher education on an annual basis.



### **Fire Policies for On-Campus Student Housing Facilities:**

Monroe College policies relating to fire safety are in accordance with New York State law and Westchester County ordinances.

The College's primary concern is maintaining the safety and well-being of the members of our community. New policies have been created and existing policies have been modified to ensure that Monroe College provides a safe environment and is in compliance with all New York State Fire Codes, as well as those of the City of New Rochelle and New York City Fire Departments.

Students must comply with the specific policies listed herein, as well as all other policies listed in The Residence Life Student Handbook, the College's guide to residential living.

Any violation of the following requirements is considered a violation of the Student Conduct Codes:

#### **a. Door Chocking (Propping)**

A door leading out to a main hallway (common area), used as fire and/or smoke door, should not be chocked (propped) open, blocked or obstructed to prevent the normal self-closing operation of said door. [Ref; NYSFC F-703.2]

#### **b. Electric Wall Outlets**

All electric cords from devices must be plugged directly into a wall outlet or an approved surge protector strip. All surge protector strips must be plugged directly into the wall outlet. No extension cords are permitted in residential halls. Furniture should not obstruct a wall outlet as to prevent an electrical plug from easily being removed from the outlet (without requiring that furniture be moved). [Ref; NYSFC F-605.5]

#### **c. Items Suspended from Ceilings and Walls**

No items shall be suspended from the ceiling or within 24" of the ceiling as to obstruct or cover lighting, smoke detectors and/or sprinkler heads. [Ref; NYSFC - 901.6 and 805.1 and 315.2.1] No decorative, holiday, or theme lighting shall be placed/hung on or around doors or windows.

#### **d. Decorations**

No tapestries or fabric items (including flags) shall be placed on the ceilings or walls of any room. Wall coverings may include pictures and posters are permitted, but may not exceed 50 percent of total wall space. Tapestries and/or fabric items (including doormats) shall not be placed in common areas. [Ref; NYSFC 304.1] No window curtains or valances are permitted to be hung in rooms/ suites/apartments.

**e. Natural Cut Trees**

No natural cut trees of any sort shall be erected in the common or living space of any residence hall [Ref; NYSFC 804.1.1] All students must comply fully with all fire safety regulations. Violations may result in monetary, educational, and/or conduct sanctions.

**f. Candles/Incense**

No candles (including those used "for decoration only"), incense, or anything that burns are permitted in residence halls. Open flames of any kind are not permitted in residence halls.

**g. Smoking**

Monroe College is a smoke-free environment in all buildings. There is no smoking or lighting of smoking-type products in any residence hall/room or facility, or within 20 feet of all building entrances/exits.

**h. Malicious False Alarms**

The alteration and/or destruction of fire safety equipment affects the safety of all members of the Monroe community. Malicious damage to any fire safety equipment, including fire extinguishers, exit signs, fire doors, emergency lighting and/or the activation of a fire pull station (when the threat of fire is not present), is a crime and will be prosecuted to the fullest extent of the law. All students must comply fully with all College fire safety regulations. Violations may result in monetary, educational, and/or conduct sanctions.

**i. Refrigerator/Microwave**

Residents may not bring their own refrigerator for their residence hall room or suite. They must be rented directly from the College. Additionally, personal microwaves are prohibited in on-campus residence hall rooms and suites.

**j. Electrical Appliances Policy**

Due to safety issues, the following items are prohibited in the traditional residence halls: hot plates, electrical skillets, toaster ovens, toasters, hot oil popcorn poppers, halogen lights, sun lamps, electric heaters, refrigerators larger than five cubic feet, microwaves, electric grills, deep fryers, coffee makers, humidifiers, multiple outlets, extension cords and any other appliances deemed by the Office of Residential Life as inappropriate for residence hall use.

**k. Cooking Policy**

There is a \$100 fine, per appliance, for possession of prohibited cooking and/or electrical appliances in the residence halls. Any additional violation of this policy is grounds for further disciplinary action and/or fines. There are various food and beverage vending machines located in the lobbies or lounges of the residence halls. Report malfunctioning kitchen appliances or vending machines to the resident assistant.

## I. Evacuation/Fire Alarms — What You Should Do

Evacuation is necessary when any buildings fire alarm has been activated or the building becomes uninhabitable because of an event such as a fire, flooding, gas leak, contamination, pandemic flu, extreme weather conditions, or the loss of critical services. The response depends on the extent of the emergency. The Members of the College community must familiarize themselves with the evacuation routes posted in the buildings in which they live or those they use frequently. When an evacuation order is issued, impacted students, faculty, and staff must cooperate fully with Public Safety/emergency personnel.

Additionally, in the event of a fire:

- Don't panic. Stay calm.
- Take keys, wallets and essential belongings.
- If possible, wear weather-appropriate clothing.
- If a door feels hot, place a wet towel under it and DO NOT OPEN IT. Instead, open a window.
- Call Public Safety:
 

BRONX Campus:	646-393-8495
NEW ROCHELLE Campus:	914-740-6854
- Alert emergency personnel by waving something from the window.
- If the hallway is filled with smoke, crouch down as low as possible (smoke rises) and hug the wall. Walls eventually lead to doors.
- Use the stairs only.
- Do NOT use elevators; elevators turn into chimneys when there is a fire.
- Close, but do NOT lock, doors.
- Provide assistance to those with physical disabilities.
- Evacuate in a safe and orderly fashion to the nearest staging area (as determined by college personnel) and await additional instructions.
- Move away from the building. Do not return to the building until instructed to do so by Public Safety or Residential Assistant (RA) staff member.
- Find an RA on duty for the purpose of letting someone know you have safely evacuated the building.

## Fire Statistics Chart — Definitions and Interpretations

<b>Fire:</b>	Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
<b>Fire-Related Deaths:</b>	Any instance in which a person is killed because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control or attempting a rescue, or a person escaping from the fire scene who dies within one year of injuries sustained because of a fire.
<b>Fire-Related Injuries:</b>	Any instance in which a person is injured because of a fire, including an injury sustained from a natural or accidental cause. This includes first responders attempting to control the fire or attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.
<b>Value of Property Damage:</b>	The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul.
<b>Evacuation Procedures Posted:</b>	When a fire alarm is activated, evacuation is mandatory. DO NOT use elevators; evacuate the building using the nearest available exit and proceed to the nearest staging area (as determined by College personnel) and await additional instructions.
<b>Fire Alarms Monitored by Public Safety:</b>	Fire alarms are monitored 24 hours a day, seven days a week, within Public Safety.
<b>Fire Safety Training Programs Delivered:</b>	Number of training programs delivered by responsible persons of authority within the College.
<b>Buildings Equipped with Fire Alarm Systems and Smoke Detectors:</b>	Buildings that have functional fire alarm systems and smoke detectors installed. Please note: All residence halls are equipped with a functional fire alarm system and smoke detectors.

**Buildings Protected with Automatic Sprinkler System Throughout:**

Indicates an automatic sprinkler system protects all areas of a building. Please note: All residence halls are equipped with sprinkler systems throughout. Residence halls have wet-pipe automatic sprinkler systems.

**Emergency Evacuation Drills (formerly known as Fire Drills):**

The number of supervised scheduled drills or actual events at campus residence halls that are facilitated and certified by Public Safety in cooperation with assigned College building personnel. Various drills are conducted throughout the year to familiarize students, faculty and staff with emergency procedures and individual roles. Each year Public Safety facilitates four emergency evacuation drills targeting all residence halls. All academic and administrative buildings undergo three emergency evacuation drills each year.

**FIRES REPORTED BY BUILDING LOCATION FOR ALL MONROE COLLEGE RESIDENCE HALLS FOR THE YEAR 2022**

<b>Building</b>	<b># of Persons Who Received Fire-Related Injuries that required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage</b>	<b>Malicious False Alarms</b>	<b>Incident Number</b>
33 Echo Ave.	0	0		0	
Allison Hall	0	0	\$1000	0	NR22-124
5 Franklin Ave.	0	0		0	
Gaddy Hall	0	0		0	
Locust Hall	0	0	0	0	NR22-093
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>\$1000</b>	<b>0</b>	

**FIRES REPORTED BY BUILDING LOCATION FOR ALL MONROE COLLEGE  
RESIDENCE HALLS FOR THE YEAR 2022**

<b>Building Name</b>	<b>Total Fires</b>	<b>Fire Number</b>	<b>Date</b>	<b>Time</b>	<b>Cause</b>
33 Echo Ave.	0				
Allison Hall	1	NR22-124	11/2/22	4:09 pm	Dryer overheated
5 Franklin Ave.	0				
Gaddy Hall	0				
Locust Hall	1	NR22-093	9/22/22	2:34 pm	Burning bag
<b>TOTAL</b>	<b>2</b>				

**FIRES REPORTED BY BUILDING LOCATION FOR ALL MONROE COLLEGE  
RESIDENCE HALLS FOR THE YEAR 2021**

<b>Building</b>	<b># of Persons Who Received Fire-Related Injuries that required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage</b>	<b>Malicious False Alarms</b>	<b>Incident Number</b>
33 Echo Ave.	0				
Allison Hall	0				
424 Main Street	0				
Gaddy Hall	0				
Locust Hall	0				
<b>TOTAL</b>	<b>0</b>				

**FIRES REPORTED BY BUILDING LOCATION FOR ALL MONROE COLLEGE  
RESIDENCE HALLS FOR THE YEAR 2021**

<b>Building Name</b>	<b>Total Fires</b>	<b>Fire Number</b>	<b>Date</b>	<b>Time</b>	<b>Cause</b>
33 Echo Ave.	0				
Allison Hall	0				
424 Main Street	0				
Gaddy Hall	0				
Locust Hall	0				
<b>TOTAL</b>	0				

**FIRES REPORTED BY BUILDING LOCATION FOR MONROE COLLEGE**  
**RESIDENCE HALLS FOR THE YEAR 2020**

<b>Building Name</b>	<b>Total Fires</b>	<b>Fire Number</b>	<b>Date</b>	<b>Time</b>	<b>Cause</b>
31-L Franklin Ave	0				
565 Main Street	0				
33 Echo Ave.	0				
21 Fountain Place	0				
Allison Hall	0				
5 Franklin Ave.	0				
14 Franklin Ave.	0				
31 Franklin Ave.	0				
45 Lafayette Ave.	0				
26 Locust Ave.	0				
46 Locust Ave.	0				
50 Locust Ave.	0				
424 Main Street	0				
450 Main Street	0				
458 Main Street	0				
555 Main Street	0				
522 Main Steet	0				
Gaddy Hall	0				
Syndicate Hall	0				
<b>TOTAL</b>	<b>0</b>				



**FIRES REPORTED BY BUILDING LOCATION FOR MONROE COLLEGE  
RESIDENCE HALLS FOR THE YEAR 2020**

<b>Building</b>	<b># of Persons Who Received Fire-Related Injuries that required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage</b>	<b>Malicious False Alarms</b>	<b>Incident Number</b>
31-L Franklin Ave	0				
565 Main Street	0				
33 Echo Ave.	0				
21 Fountain Place	0				
Allison Hall	0				
5 Franklin Ave.	0				
14 Franklin Ave.	0				
31 Franklin Ave.	0				
45 Lafayette Ave.	0				
26 Locust Ave.	0				
46 Locust Ave.	0				
50 Locust Ave.	0				
424 Main Street	0				
450 Main Street	0				
458 Main Street	0				
555 Main Street	0				
522 Main Steet	0				
Gaddy Hall	0				
Syndicate Hall	0				
<b>TOTAL</b>	<b>0</b>				

**FIRES REPORTED BY BUILDING LOCATION FOR  
ALL MONROE COLLEGE BUILDINGS (NON DORM) FOR THE YEAR 2022**

Building Name	Total Fires	Fire Number	Date	Time	Cause
<b>New Rochelle Campus</b>					
Milavec Hall	0				
Main Hall	0				
Franklin Hall/CAC	0				
Main Hall	0				
MAC	0				
Gaddy Hall	0				
145 Huguenot	0				
<b>Bronx Campus</b>					
King Hall	0				
Jerome Hall	0				
Monroe Hall	0				
West Hall	0				
Ustin Hall	0				
<b>TOTAL</b>	<b>0</b>				

**FIRES REPORTED BY BUILDING LOCATION FOR  
ALL MONROE COLLEGE BUILDINGS (NON DORM) FOR THE YEAR 2021**

Building Name	Total Fires	Fire Number	Date	Time	Cause
<b>New Rochelle Campus</b>					
Milavec Hall	0				
Harrison Hall	0				
Franklin Hall	0				
Main Hall	0				
Syndicate Hall	0				
Constable Hall	0				

**FIRES REPORTED BY BUILDING LOCATION FOR  
ALL MONROE COLLEGE BUILDINGS (NON DORM) FOR THE YEAR 2021**

<b>Bronx Campus</b>					
King Hall	0				
Jerome Hall	0				
Monroe Hall	0				
South Hall	0				
West Hall	0				
Ustin Hall	0				
Annex	0				
<b>TOTAL</b>	0				

**FIRES REPORTED BY BUILDING LOCATION FOR  
ALL MONROE COLLEGE BUILDINGS (NON DORM) FOR THE YEAR 2020**

Building Name	Total Fires	Fire Number	Date	Time	Cause
<b>New Rochelle Campus</b>					
Milavec Hall	0				
Harrison Hall	0				
Franklin Hall	0				
Main Hall	0				
Syndicate Hall	0				
Constable Hall	0				
<b>Bronx Campus</b>					
King Hall	0				
Jerome Hall	0				
Monroe Hall	0				
South Hall	0				
West Hall	0				
Ustin Hall	0				
Annex	0				
<b>TOTAL</b>	0				