St. Elizabeth College of Nursing

Campus Safety and Security Report (Manual) 2026-2027

Reports, Policies and Procedures for a Safe Environment

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CAMPUS SAFETY & SECURITY OVERVIEW

All colleges and universities in New York State must provide information to incoming students about: Laws and penalties for sex offenses; procedures at colleges for dealing with sex offenses; the availability of support services for victims; the nature of sex offenses on college campuses; and the methods for advising and updating students about security procedures.

An Advisory Committee on Campus Safety was established in January 1991 as required by Title II of Public Law 101-542 Crime Awareness and Campus Security Act of 1990. The composition of the committee consisting of students, faculty, and administrative staff is in compliance with this law. The goal of the committee is to develop policies, regulations, and protocols for the prevention of campus crime, resulting in a safe environment for students, faculty, and staff.

The Advisory Committee will provide upon request all campus crime statistics as reported to the United States Department of Education. For further information contact United States Department of Education's web site at https://ope.ed.gov/campussafety/#/

In compliance with this law, St. Elizabeth College of Nursing (SECON) is issuing this packet of materials to all students, employees of the College of Nursing, and MVHS security personnel. Furthermore, workshops, seminars, and other educational programs will be planned annually for your information and protection. Please note that this catalog is most up to date at time of publishing. It is encouraged that internal college constituents refer to the MVHS intranet and SECON website for most up to date policies. External constituents are referred to the SECON website, www.secon.edu, and/or contact College Administration for further information.

We are required by law to distribute this information to all students and employees. Please read the following information carefully. If you have questions consult the Health Center, 315-624-4052, the Director of Student Services, 315-624-4046 or College of Nursing Administration, 315-624-4043.

Welcome to the College of Nursing!

CRIMES AND INCIDENT REPORTING

Policy for Reporting the Annual Disclosure of Crime Statistics

St. Elizabeth College of Nursing prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the Title IX Coordinator, MVHS Security Manager and local law enforcement agencies surrounding our campus.

Each year a copy of this report will be reviewed with all students, faculty and staff. Copies of this report may also be obtained on our website at www.secon.edu or you may request a paper copy at 315-624-4035.

Specific Information About Classifying Crime Statistics

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the relevant federal law (the Clery Act). It is important to note that the crime classification definitions for which colleges and universities must provide statistics for the Clery Act differ from the state definitions. The crime statistics reported under the Jeanne Clery Act include the following:

Criminal Offenses

- Criminal Homicide
  - Murder
  - Non-negligent Manslaughter
  - Manslaughter by Negligence
- Sexual Assault
  - Rape
  - Fondling
  - Incest
  - Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Hate Crimes (those involving Race, Religion, Sexual Orientation, Gender, Disability, Ethnicity, and/or National Origin)

- Murder/Non-negligent Manslaughter
- Manslaughter by Negligence
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

- Simple Assault
- Larceny-theft
- Intimidation
- Destruction/Damage/Vandalism of Property

VAWA Offences
- Domestic Violence
- Dating Violence
- Stalking

Violations Reporting includes the following, but is not limited to:
- Liquor Law Violations
- Drug Abuse/Possession
- Weapons Carrying/Possession

Who is your Campus Safety Authority (CSA)?

A Campus Safety Authority is someone who is responsible for assisting members of the College Community with reporting crimes and offenses to the MVHS Security Department and/or applicable law enforcement officials. The Campus Safety Authority also will seek and refer members of the College Community for emotional and medical support if needed.

Although the victim will be given the option of reporting an offense to the authorities, there are some cases where the CSA will be required to document and/or file a report with law enforcement regardless if charges are filed (such as in cases of rape and/or sexual assault).

Campus Safety Authorities for the College of Nursing are:

Julie Wells-Tsiatsos, Dean of Student & Faculty Development, Title IX Coordinator
St. Elizabeth College of Nursing 315-624-4057
(After hour contact information - MVHS (The Wynn Hospital) Security Switchboard 315-917-9193 and request College Administration be contacted immediately)

Curt Giacobbe, Chief of Security
Mohawk Valley Health System (MVHS).....315-717-4823

What to Expect When a Crime is Reported

1. College of Nursing CSA's will collect information from the victim for the purposes of filing a report with the MVHS Security Department.

2. The MVHS Security Department will contact local law enforcement if necessary to report a crime or criminal offense. The information presented will also be recorded in the Crime/Incident Reporting Log. Student identifiers will not be publicized in the College Crime/Incident Reporting Log; however, the offense must be publically disclosed via the Log within two days of the incident.

3. The MVHS Security Department will provide for prompt investigation of reported crimes and shall notify the appropriate law enforcement agency as soon as practical but in no case more than twenty-four hours after a report of a violent felony.

4. College of Nursing CSA's will seek out and refer students who request medical or emotional support or services.

Crime/Incident Reporting Log

The College of Nursing is required to maintain a Crime/Incident Reporting Log that is readily available to the public. The current Log is available at St. Elizabeth College of Nursing, Room 113 or call 315-624-4058.

Sex Offender Registry Information

In accordance with the Federal Campus Sex Crime Prevention Act of 2000, Campus Security is providing a link to the New York State Offender Registry (www.criminaljustice.ny.gov/nsor/). This law requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the state may be obtained concerning registered sex offenders. It requires sex offenders already required to register in a state to provide notice, as required under law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

Applicable Laws Regarding Sexual Offenses

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- Article 129 A & B of New York State Education Law
- Title IX of the Education Amendments of 1972; 2000 Amendments
- Violence Against Women Act of 1994; reauthorized 2013

Crime Statistics

Criminal Offenses: Campus

	Total Occurrences		
Criminal Offense	**2023**	**2024**	**2025**
Murder/Non-Negligent Manslaughter	**0**	**0**	**0**
Negligent Manslaughter	**0**	**0**	**0**
Rape	**0**	**0**	**0**
Fondling	**0**	**0**	**0**
Incest	**0**	**0**	**0**
Statutory Rape	**0**	**0**	**0**
Robbery	**0**	**0**	**0**
Aggravated Assault	**0**	**0**	**1**
Burglary	**0**	**0**	**0**
Motor Vehicle Theft	**0**	**0**	**1**
Arson	**0**	**0**	**0**

Criminal Offenses: Non-Campus Building or Property

	Total Occurrences		
Criminal Offense	**2023**	**2024**	**2025**
Murder/Non-Negligent Manslaughter	**0**	**0**	**0**
Negligent Manslaughter	**0**	**0**	**0**
Rape	**0**	**0**	**0**
Fondling	**0**	**0**	**0**
Incest	**0**	**0**	**0**
Statutory Rape	**0**	**0**	**0**
Robbery	**0**	**0**	**0**
Aggravated Assault	**0**	**18**	**0**
Burglary	**0**	**1**	**0**
Motor Vehicle Theft	**0**	**1**	**0**
Arson	**0**	**0**	**0**

Criminal Offenses: Public Property

	Total Occurrences		
Criminal Offense	**2023**	**2024**	**2025**
Murder/Non-Negligent Manslaughter	**0**	**0**	**0**
Negligent Manslaughter	**0**	**0**	**0**
Rape	**0**	**0**	**0**
Fondling	**0**	**0**	**0**
Incest	**0**	**0**	**0**
Statutory Rape	**0**	**0**	**0**
Robbery	**0**	**0**	**0**
Aggravated Assault	**0**	**0**	**0**
Burglary	**0**	**0**	**0**
Motor Vehicle Theft	**0**	**0**	**0**
Arson	**0**	**0**	**0**

Hate Crime: Campus

	Total Occurrences										
Criminal Offense	**2023**	**2024**	**2025**	**Race**	**Religion**	**Sexual Orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
Murder/Non-Negligent Manslaughter	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Negligent Manslaughter	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Rape	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Fondling	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Incest	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Statutory Rape	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Robbery	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Aggravated Assault	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Burglary	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Motor Vehicle Theft	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Arson	**0**	**0**	**0**	0	0	0	0	0	0	0	0

Hate Crime: Non Campus Building or Property

	Total Occurrences										
Criminal Offense	**2023**	**2024**	**2025**	**Race**	**Religion**	**Sexual Orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
Murder/Non-Negligent Manslaughter	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Negligent Manslaughter	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Rape	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Fondling	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Incest	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Statutory Rape	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Robbery	**0**	**0**	**0**	0	0	0	0	0	0	0	0

Aggravated Assault	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Burglary	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Motor Vehicle Theft	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Arson	**0**	**0**	**0**	0	0	0	0	0	0	0	0

Hate Crime: Public Property

	Total Occurrences										
Criminal Offense	**2023**	**2024**	**2025**	**Race**	**Religion**	**Sexual Orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
Murder/Non-Negligent Manslaughter	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Negligent Manslaughter	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Rape				0	0	0	0	0	0	0	0
Fondling				0	0	0	0	0	0	0	0
Sex Offenses-Non-Forcible				0	0	0	0	0	0	0	0
Incest	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Statutory Rape	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Robbery	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Aggravated Assault	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Larceny				0	0	0	0	0	0	0	0
Simple Assault				0	0	0	0	0	0	0	0
Burglary	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Motor Vehicle Theft	**0**	**0**	**0**	0	0	0	0	0	0	0	0
Arson	**0**	**0**	**0**	0	0	0	0	0	0	0	0

VAWA Offenses: Campus

Crime	**Total Offenses**		
	2023	**2024**	**2025**
Domestic Violence	**0**	**0**	**0**
Dating Violence	**0**	**0**	**2**
Stalking	**0**	**0**	**0**

VAWA Offenses: Non Campus Building or Property

Crime	**Total Offenses**		
	2023	**2024**	**2025**
Domestic Violence	**0**	**4**	**1**
Dating Violence	**0**	**0**	**1**
Stalking	**0**	**0**	**0**

VAWA Offenses: Public Property

Crime	**Total Offenses**		
	2023	**2024**	**2025**
Domestic Violence	**0**	**0**	**0**
Dating Violence	**0**	**0**	**0**
Stalking	**0**	**0**	**0**

Arrests: Campus

Crime	**Total Offenses**		
	2023	**2024**	**2025**
Weapons: Carrying/Possessing	**0**	**0**	**0**
Drug Abuse/Possession	**0**	**0**	**0**
Liquor Law Violations	**0**	**0**	**0**

Arrests: Non Campus Building or Property

Crime	Total Offenses		
	2023	2024	2025
Weapons: Carrying/Possessing	0	0	0
Drug Abuse/Possession	0	0	0
Liquor Law Violations	0	0	0

Arrests: Public Property

Crime	Total Offenses		
	2023	2024	2025
Weapons: Carrying/Possessing	0	0	0
Drug Abuse/Possession	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions: Campus

Crime	Total Offenses		
	2023	2024	2025
Weapons: Carrying/Possessing	0	0	0
Drug Abuse/Possession	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions: Non Campus Building or Property

Crime	Total Offenses		
	2023	2024	2025
Weapons: Carrying/Possessing	0	0	0
Drug Abuse/Possession	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions: Public Property

Crime	Total Offenses		
	2023	2024	2025
Weapons: Carrying/Possessing	0	0	0
Drug Abuse/Possession	0	0	0
Liquor Law Violations	0	0	0

Policies Regarding Crimes and Other Offenses

Internal constituents shall refer to the MVHS Intranet for the most current policies and information. Outside constituents may refer to the SECON website, www.secon.edu and/or contact personnel at the College of Nursing for more information.

St. Elizabeth College of Nursing is bound by the policies of Mohawk Valley Health System regarding the following:

- **Fire Safety Management Plan (MV-03-018)**
- **Facility Lock In/Lock Out/Lock Down (MV-03-023)**
- **Security Alert/Hostile Situation (MV-03-027)**
- **Suspected Abuse/Referral/Report: Child or Adult (MV-19-007)**
- **Sexual Harassment Zero Tolerance Policy (MV-06-031)**
- **Workplace Harassment- Discrimination, Harassment, Sexual Harassment and Horizontal Violence (MV-06-001)**
- **Active Shooter Response Plan (MV-03-008)**

Violations to the MVHS policies above can result in immediate dismissal from the College of Nursing program depending on the severity of the offense regardless if formal charges are filed with law enforcement.

Access and Security at St. Elizabeth College of Nursing

Members of the College Community should be aware of the following:

- Students, Faculty and Staff accept the responsibility of guests while in the building.
- Lobby doors are locked in the evening until the following morning. Students, faculty and staff can access the building during these hours with their ID badge.
- Alarms will sound on all emergency exit doors if one leaves the building by that route.
- MVHS Security is stationed in the College of Nursing lobby Monday-Friday from 8am-4pm. MVHS Security performs routine checks of the campus property to ensure the safety of the College community.
- Students must carry and display their Student ID badge at all times while in the College of Nursing, within the MVHS or anywhere they are assigned for clinical experiences.
- Students, Faculty and Staff must use their ID badge to gain access to the College of Nursing entrance.
- Security phones are located in the Library, 1st Floor Coat Room, Student Recreation Room and 1st, 2nd, 3rd and 4th floor hallways.
- Security is available 24/7 for escorts to the College or from the College to designated parking areas by contacting MVHS security at 315-917-9193.

Discrimination, Harassment and Sexual Misconduct

Sexual Harassment is a form of misconduct that undermines an individual's integrity and human dignity. Furthermore, it is a violation of the law. The St. Elizabeth College of Nursing Discrimination, Harassment and Sexual Misconduct (Title VI, Title IX, 129 A & B) Policy (CNG-100.28) has been adopted to ensure that all students, faculty, staff, and guests may work, study and enjoy the benefits of the College community without being subjected to discrimination, harassment or any form of non-consensual sexual activity.

The institution's intent is not to interfere in the relationships that people may enter into freely away from the workplace; however, such situations are often subject to individual perceptions. Any employee, student, healthcare provider, visitor or other guest of MVHS/SECON has a right to make a complaint if they feel they have been, or may have been sexually harassed. This institution encourages any person to seek clarification or advice regarding sexual harassment from their supervisor, SECON Title VI and Title IX Coordinator, Julie Wells-Tsiatsos, 315-624-4057, the Personnel (Human Resources) Department or the Administration of the MVHS.

Internal constituents shall refer to the MVHS Intranet for the most current policies and information. Outside constituents may refer to the SECON website, www.secon.edu and/or contact personnel at the College of Nursing for more information.

Procedure for reporting an incident

MVHS will investigate every incident of claimed sexual harassment. This investigation will be conducted in a professional and private manner that protects the identity of both the person lodging the complaint and the person accused to the highest extent possible. Pursuant to this, please refer to the Discrimination, Harassment and Sexual Misconduct (Title VI, Title IX, 129 A & B) Policy (CNG-100.28) located on the MVHS intranet and SECON website.

Hate Crimes and Criminal Offenses/Violations

A Hate Crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

There are 8 categories of hate crimes:

1. Race
2. Gender
3. Religion or belief
4. Sexual Orientation
5. Ethnicity
6. Gender Identity
7. National origin
8. Disability

Reportable criminal offenses punishable by law ***specifically for hate crimes*** include but are not limited to:

1. Larceny-theft
2. Simple assault
3. Intimidation
4. Vandalism/destruction/damage to personal property.

If any individual feels they have been a victim of a hate crime, this should be reported immediately to your CSA for review.

St. Elizabeth College of Nursing will not tolerate any activities related to violence or discrimination on the College campus. If a student does engage in such illegal activity, they face not only legal prosecution but also disciplinary action to include suspension and/or dismissal from the College of Nursing.

Internal constituents shall refer to the MVHS Intranet for the most current policies and information. Outside constituents may refer to the SECON website, www.secon.edu and/or contact personnel at the College of Nursing for more information.

Resources for Personal Safety and Crime Prevention Tips

Clery Center. (2024). *Staying safe on campus: A guide for families.* Retrieved July 1, 2026 from https://www.clerycenter.org/assets/docs/2024_Staying-Safe-Guide-Families.pdf

College Ave Staff. (2025). *College Safety 101: Essential tips for staying safe.* Retrieved July 1, 2026 from https://www.collegeave.com/articles/college-safety-tips/

General Guidelines for Protection against Violence

- Promote a clear, consistent, firm anti-violence stance throughout the college.
  Trust your instincts (If a situation does not feel right, chances are it is not.)
- Do not worry about being impolite and hurting someone's feelings when verbalizing feelings about being uncomfortable.
- Project a confident, assertive manner; carry a whistle or keys in your hands.
- Be alert to the surroundings and the possible escape routes on the street (95% of campus crimes that are violent are alcohol and drug related).
- Recognize your vulnerability - BE AWARE.
- Go out in groups rather than singly. Use the buddy system and watch out for your neighbor.
- Avoid unsafe situations.

988 LAW

The "988 law" refers to the National Suicide Hotline Designation Act of 2020, which designated the three-digit number 988 as the universal number for the National Suicide Prevention Lifeline.

Key features of the 988 system:

- Accessibility: 988 is designed to be easy to remember and accessible to anyone experiencing a mental health crisis.
- Confidentiality: Conversations with 988 counselors are confidential.
- Trained Professionals: 988 connects callers with trained counselors and mental health professionals, not just law enforcement.
- Crisis Support: The 988 Lifeline provides immediate support, including de-escalation, safety planning, and connection to local resources.
- Alternatives to Law Enforcement: While 988 can connect callers to 911 in cases of immediate physical danger, the primary goal is to provide a mental health-focused response, potentially diverting individuals from the criminal justice system.

STOP CAMPUS HAZING ACT

Consistent with our philosophy and policy of respect for human life, well-being, and property, all persons on the campus of St. Elizabeth College of Nursing or at College events are prohibited against physical violence or hazing. The prohibition applies to the conduct of students, faculty, and other staff as well as visitors and other licensees and invitees on the campus and property of the College of Nursing. Any person violating this policy shall be removed from the College campus and suspended from further participation in College activities. In the case of a student, faculty or staff member, the violation shall be considered by the President of the College or designee with regard to due process. Violators - if found guilty - will be suspended, expelled, or dismissed from the College. Any organization or person which authorizes hazing or other prohibited conduct shall be permanently barred from the College campus and property.

The "Stop Campus Hazing Act" was signed into law by the federal government in 2024 as an amendment to the Clery Act. The term 'hazing' means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against a student regardless of that student's willingness to participate, that:

- was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in, an organization (such as a club, society, association, athletic team, fraternity, sorority, or student government) (Hazing in the First Degree); and

- causes or is likely to contribute to a substantial risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical training necessary for participation in an athletic team), of physical injury, mental harm, or degradation (Hazing in the Second Degree).

The New York State law states that a person is guilty of hazing when, in the course of another person's initiation into or affiliation with any organization, she/he intentionally or recklessly engages in conduct that creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury. This offense is a Class A misdemeanor, which may be punishable by a fine, probation or incarceration.

Hazing Education

SECON will provide a comprehensive program to prevent hazing that shall:

- be a campus-wide program for students, staff, faculty, and other campus stakeholders, such as alumni and families of students;
- be a research-based program;
- be designed and implemented in partnership with a broad coalition of campus stakeholders, including leadership of SECON, faculty, staff, students, alumni, and families of students;
- include information on hazing awareness, hazing prevention, the SECON's policy on hazing, how to report hazing, and the process used to investigate hazing.
- Additional education may include: skill building for bystander intervention, information about ethical leadership, and the promotion of strategies for building group cohesion without hazing.

Reporting

Hazing can be reported to:

- administration (President or Dean)
- faculty/staff
- student organization officers

SECON recognizes that students that have been drinking and/or using drugs may be hesitant to report such incidents due to dear of potential consequences. SECON strongly encourages students to report hazing incidents. A bystander acting in good faith, or a reporting individual acting in good faith, who discloses any incident of hazing will not be subject to SECON's code of conduct for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the hazing.

Investigation of Reports

SECON has adopted procedures that provide for prompt and equitable investigation of complaints. The process will begin upon receiving the complaint and will include gathering information from potential victims and witnesses, collecting evidence, conducting interviews with alleged perpetrators and group members, reviewing relevant policies and procedures, and compiling a detailed report with findings and recommendations for disciplinary action. Steps in the investigation include:

A. Gathering basic details as to the date, time, location, alleged perpetrators, and potential victims.

B. Contacting the involved parties to obtain initial statements and gather basic information.

C. Interviewing potential witnesses who may have knowledge of the alleged hazing incident.

D. Conducting detailed interviews with alleged victims to gather specific details about the incident, including the nature of the hazing activities, dates, times, and any physical or emotional harm experienced.

E. Collecting any potential evidence related to the hazing incident, such as photographs, text messages, social media posts, or physical items.

F. After informing them of their rights, interviewing alleged perpetrators to obtain their perspective on the events and gather their version of the story.

G. After reviewing all collected information and evidence, a comprehensive report outlining the findings, including details of the incident, witness statements, evidence collected, and any violations of policies will occur.

H. Based on the investigation findings, recommend appropriate disciplinary action for those involved in the hazing incident, which may include sanctions like suspension, expulsion, community service, or other consequences.

Campus Hazing Transparency Report

The Campus Hazing Transparency Report shall include, for each formal finding the following:

- The violation that resulted in a formal finding of guilt, responsibility, or culpability, was committed in connection;
- A general description of the violation that resulted in a formal finding of guilt, responsibility, or culpability, the charges, the findings of SECON, and the sanctions placed on the organization;
- The dates on which:
    - the incident was alleged to have occurred;
    - the violation that resulted in a formal finding of guilt, responsibility, or culpability was charged;
    - the investigation was initiated; and
    - the investigation ended with a finding that a violation occurred.
- The report will not include any information that would reveal personally identifiable information about any individual student.

SECON will provide on the secon.edu website, a link to the webpage that contains the Campus Hazing Transparency Report. The webpage will include:

- a statement notifying the public of the availability of information including findings or sanctions, except information protected under FERPA;
- a description of how a member of the public may obtain such information;
- a statement that SECON is required to provide such information;
- a statement notifying the public of the availability of the statistics required to be reported;
- and information about the SECON's anti-hazing policy.

SECON will maintain the Campus Hazing Transparency Report on its website for a period of 7 academic years.

DRUG AND ALCOHOL FREE COLLEGE

Introduction
The St. Elizabeth College of Nursing (SECON) is committed to maintaining an environment free of illegal drugs and drug and alcohol abuse. In compliance with the Federal Drug-Free Workplace Act of 1988, SECON prohibits the unlawful manufacture, distribution, possession and/or use of controlled substances or alcoholic beverages on its premises, in its buildings, or at SECON-sponsored events on or off campus. This prohibition also applies to student sponsored social activities or professional meetings attended by employees that the campus authorizes and/or use any campus resources. The Drug-Free Schools and Communities Act Amendments of 1989 (effective 9/1/90) requires the distribution of the following information to all students and employees. The following list reflects the major sections of this document.

SECON's Policy on Drugs
Sale, use, possession or distribution of prohibited drugs or controlled substances, or loitering with intent to engage in these activities, is prohibited in SECON buildings or grounds and at SECON-sponsored events. The term "drug" covers all controlled substances as defined in Section 220.00 of the New York State Penal Law and the Marijuana Reform Act of 1977. Offenders are subject to college discipline, up to and including dismissal from the college or termination of employment, and referral for prosecution, independent of action taken by the civil authorities.

Although the Marijuana Regulation and Taxation Act of 2021 changes the way New York State regulates cannabis, cannabis remains illegal under federal law. That means New York colleges and universities remain bound by the federal requirements in the Drug Free Schools and Communities Act and the Drug Free Workplace Act. Any form of cannabis use or possession is still prohibited on campus.

An employee convicted of any violation of the criminal drug statutes for activities in or on property owned or controlled by SECON or at activities sponsored by SECON must notify the President, or Dean of the conviction, in writing, within five calendar days of conviction.

Obligations of SECON
SECON must notify the appropriate federal agency (e.g., Department of Education, National Science Foundation) of the conviction of any employee or student worker paid in whole or in part by agency funds within ten days of receipt of the notice of conviction. SECON must also make a good faith effort to maintain a drug-free workplace, offer drug awareness education, assist students and employees seeking treatment or rehabilitation, notify employees and students of its policy, and implement and enforce the policy.

SECON's Policy on Alcohol
Employees and students are expressly prohibited from selling, dispensing, or consuming alcoholic beverages on campus.

Students: Compliance with the provisions of SECON's drug and alcohol policies is a condition of attendance at SECON. Violators of these policies are subject to discipline, up to and including expulsion from SECON and referral to appropriate law enforcement agency and/or discipline, under the judicial procedures specified in the Rules and Regulations for the Maintenance of Public Order and the Student Code of Conduct, and/or corrective action(s) as SECON deems appropriate, including satisfactory completion of an approved drug or alcohol rehabilitation program.

Local, State and Federal Laws - Alcohol
For the dispenser of alcoholic beverages, the following provisions of the New York State law pertain:

"Dram Shop" Law: It is a criminal offense to sell or give alcoholic beverages to a minor (under the age of 21). Anyone who serves a minor, whether knowingly or unknowingly, is liable for the minor's actions under the influence of alcohol. The law makes no distinction as to intent or efforts to determine legal age; the law simply asks whether the person who was served was of legal age and holds the server liable for damages.

Minimum Purchase Age: No person shall sell, deliver, give away, or cause, permit or procure to be sold, delivered, or given away, any alcoholic beverage to someone under or appearing to be under the age of 21 years. The dispenser is obligated to demand proof of legal age whenever in doubt.

Malicious Action: Anyone who knowingly supplies alcoholic beverages to an intoxicated person or acts with malicious intent in supplying alcohol to another person is subject to civil suit for compensable damages and punitive damages if intoxication results in injury or damage.

False Identification: Anyone under the age of 21 years who presents false or fraudulent written identification in order to secure alcoholic beverages is guilty of a criminal offense.

Possession of Alcohol by a Minor: A minor can be arrested and fined for possession of an alcoholic beverage with intent to consume it.

Drinking and Driving: All states prohibit drinking and driving. In New York State, it is a DWI violation to operate a motor vehicle with a blood alcohol content (BAC) of 0.08% or higher. There are many factors that can determine an individual's BAC. There are no one size fits all standard to estimate how many drinks would bring a person to a .08 BAC.

Zero Tolerance Law: It is illegal for an individual under 21 years of age to operate a motor vehicle with a BAC of .02 -.07. The Zero Tolerance violation carries a penalty of license suspension and fine.

The rules and penalties for drinking and driving also apply to driving a motor vehicle while under the influence of illicit drugs.

For a summary description of NYS Alcohol offenses and penalties:
http://dmv.ny.gov/tickets/penalties-alcohol-or-drug-related-violations

Local, State and Federal Laws - Drugs

New York State Penal Law: The Penal Law lists the various controlled substances, specific offenses, and sanctions ranging from a fine of not more than $100 to imprisonment for life. It is a crime under New York State law to loiter with intent to use drugs, use or possess drug paraphernalia, and sell or possess controlled substances.

For a summary description of NYS Drug offenses and penalties:
https://ypdcrime.com/penal.law/felony_sentences.php

Persons convicted of drug offenses in New York State may be sentenced to any of the following: conditional discharge that may include any amount or kind of community service that the court deems appropriate; probation; shock probation (a combination of 60 days' jail time plus a maximum of three years' probation); intermittent imprisonment, which may include weekdays or work Saturdays; or straight jail time.

New York State Public Health Law: It is a violation of the Public Health Law in New York to sell or possess a hypodermic needle without a doctor's permission (Class A misdemeanor punishable by up to one year in a local correctional facility), or to manufacture, sell, or possess with intent to sell, an imitation controlled substance (Class A misdemeanor; second offense is a Class E felony punishable by a minimum of one year and maximum of four years in state prison). It is also a violation to inhale any glue that releases toxic vapors or fumes (Class A misdemeanor). A private vehicle, boat or plane that has been used to transport a controlled substance can be seized and forfeited under the law.

Federal Law: Federal drug laws parallel New York State drug laws in many respects. It is a federal offense to manufacture, distribute, or possess with intent to distribute, a controlled substance or an imitation controlled substance. All property associated with the unlawful handling of controlled substances is subject to forfeit to federal authorities. For a summary description of Federal Drug offenses and penalties:
https://www.justice.gov/usao-nh/frequently-used-federal-drug-statutes

Additional Resources:
https://www.dea.gov/index.shtml
https://www.campusdrugprevention.gov/
Under federal law, a person convicted of any federal or state offense involving possession of a controlled substance is ineligible to receive any and all federal benefits (e.g., student loans, social security) for a period of up to one year. A person convicted of the distribution of a controlled substance may be ineligible for any or all federal benefits for up to five years.
There are both federal and state laws dealing with the distribution or manufacture of controlled substances in or near schools or colleges or universities. Federal law provides that a drug offense within 1,000 feet of SECON property is punishable by a term of imprisonment and a fine of up to twice the amount authorized for the same offense when it is committed away from SECON property.

SMOKING/VAPING
The Wynn Hospital and the College of Nursing (SECON) are TOBACCO-FREE. No smoking or other tobacco use is allowed within the buildings or on the grounds owned or leased by MVHS.
For further information, refer to: **SMOKING & TOBACCO FREE POLICY (MV-03-063)**

SECON's Good Samaritan Act and Amnesty Policy
Per the Student Code of Conduct, the following also apply:

Good Samaritan Act
At SECON the health and safety of the members of the SECON community is of primary importance and all students are strongly encouraged to be active bystanders who respond in potentially dangerous situations without fear of reprisal from the College. Therefore, a student seeking medical treatment or emergency help for themselves or for any other person who is in immediate medical need, will not be subject to student conduct action related to the violation of using or possessing alcohol or other prohibited controlled substances. This applies to emergencies both on and off campus. The positive impact of reporting a medical emergency will always hold the highest priority when determining the appropriate response for code of conduct violations. Repeated use of the Good Samaritan Act may be cause for concern for the well-being of the student and amnesty in such cases will be individually reviewed.

Policy for Alcohol and/or Drug Use Amnesty
The health and safety of every student at St. Elizabeth College of Nursing is of the utmost importance. SECON 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 misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SECON strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual misconduct to College officials and/or the Title IX Coordinator. A bystander or a reporting individual acting in good faith that discloses any incident of intimate partner violence, stalking, or sexual misconduct to SECON officials or law enforcement will not be subject to SECON's Student 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 misconduct.

Beau's Law: Notification of Parent, Guardian, or Emergency Contact for Alcohol and Controlled Substance Violations
St. Elizabeth College of Nursing (SECON) promotes student safety while strictly adhering to the Family Educational Rights and Privacy Act (FERPA) and New York State Education Law §6438-d (Beau's Law). The following discusses how St. Elizabeth College of Nursing (SECON) plans to promote student health and safety while ensuring transparency regarding notification practices under these laws.

SECON will notify a students' parent(s), guardian(s), or designated emergency contact(s) when a student under the age of 21 is involved in one or more of the following, including but not limited to:

- Violations of institutional policies related to the use or possession of alcohol or a controlled substance;
- Violations of federal, state, or local laws involving alcohol or controlled substances;
- Alcohol- or controlled substance-related medical emergencies, including
    - Hospitalization
    - Overdose
    - Other situations presenting a serious risk to the student's health or safety.

Notification determination and communication with a parent, guardian, or emergency contact will only be made by the President, Dean and/or Director of Student Services. When feasible and appropriate, the student will be informed that the person has been or will be notified.

All notifications will be handled with sensitivity and respect for student privacy according to applicable privacy laws. Information shared is limited to what is necessary to address health, safety or welfare concerns. All disclosures made will be documented in accordance with FERPA requirements.
SECON will provide regular training to faculty and staff regarding:

- FERPA requirements and exceptions;
- Beau's Law and its requirements;
- And appropriate reporting and escalation procedures.

In addition, SECON will publish on its web site, secon.edu, the above practice as a public notification to comply with Beau's Law.

Health Risks of Alcohol and/or Substance Use and Abuse: St. Elizabeth College of Nursing is committed to supporting an environment which fosters academic success and continual learning as well as the health and well-being of the members of its community. The use and/or abuse of illegal drugs, tobacco, and alcohol carries possible health risks to the individual user as well as the campus community and community at large. Health risks associated with use and abuse may include damage to major organs such as the brain, heart, lungs and liver as well as medical problems such as high blood pressure, cancer, heart attack, or stroke. Physical and mental dependence are also possible health risks associated with use and abuse. The use of alcohol during pregnancy may cause injury to the fetus or Fetal Alcohol Syndrome. Users of needles for the use of drugs such as heroin or crack carry the risk of spreading HIV and Hepatitis from the sharing of those needles. Additional health risks exist for driving under the influence of alcohol or other substances (including those prescribed by a provider) and may result in criminal charges, driving related injuries, and fatalities. Addiction is another very serious health risk associated with the use of alcohol or other substances. Addiction is a primary, progressive, chronic and potentially fatal disease.

Signs and symptoms of addiction may include:

- Drinking or using substances for the relief of withdrawal symptoms
- Increased tolerance or reverse tolerance (drug sensitization)
- Feeling guilt, shame or remorse (as a result of behavior while under the influence of alcohol or other drugs)
- Anxiety, depression, or other mental health diagnosis
- Concern from family and/or friends about drinking or drug use
- Decline in work performance or loss of interest in hobbies and daily activities
- Inability to remember what happened when drinking (blackouts)
- Financial difficulties including making sacrifices for the purchase of drugs
- Having problems with the law through increasingly risky behaviors and impaired judgment
- Denial or not being aware that a problem exists
- Much time dedicated to the use of a substance (obsession)
- Use that continues despite known health problems that have developed from use

Available Resources: If you, or someone you know, have a concern (or suspect a problem) with alcohol or other drug abuse, there are several ways you may seek assistance or support on campus and in the community.

Resources for Off Campus Alcohol and Substance Abuse Services

Alcoholics Anonymous
(315) 732-6880
276 N. Genesee Street
Utica, NY 13502
http://www.aa.org/

Beacon Center (Utica & Herkimer Offices)
Utica Office
(315) 366-4100
1508 Genesee Street #1
Utica, NY 13501
http://www.beaconcenter.net/locations/utica

Herkimer Office
(315) 717-0189
210 South Main Street
Herkimer, NY 13350-2375
http://www.beaconcenter.net/locations/herkimer

Center for Family Life and Recovery, Inc.
(315) 733-1709
502 Court Street, Suite 401
Utica, NY 13502-4233
http://www.whenthereshelpthereshope.com/

Community Recovery Center (Rome Memorial Hospital)
(315) 334-4701
264 W. Dominick Street Rome, NY 13440-5812
www.romehospital.org

Herkimer County Prevention
(315) 894-8080
61 West Street
Ilion, NY 13357-1723
http://www.herkimercountyprevention.org

Insight House Chemical Dependency Services
(315) 724-5168
500 Whitesboro Street
Utica, NY 13502
https://www.rehab.com/insight-house-drug-abuse-residential

McPike Addiction Treatment Center
(315) 738-4600
1213 Court Street
Utica, NY 13502-3803
McPike ATC is certified by the NYS Office of Alcoholism & Substance Abuse Services (OASAS).
https://oasas.ny.gov/location/mcpike-addiction-treatment-center

Rescue Mission of Utica, Addictions Crisis Center
(315) 735-1645
210 Lansing St.
Utica, NY 13501
https://recovered.org/rehabs/rescue-mission-of-utica-utica-ny

Additional Hotline and 1-800 Agency Phone Numbers for Assistance:

- NYS AIDS Hotline 1-800-541-AIDS (2437), en espanol 1-800-233-7432
- NYS OASAS Substance Abuse Hopeline 1-877-8-HOPENY(467369)
- Federal Substance Abuse & Mental Health Services Administration 1-800-985-5990
- Poison Control Center 1-800-222-1222

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to themselves or to others, or is out of touch with reality due to a severe drug reaction or psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behavior, or complete withdrawal. Psychological crises may occur in response to traumatic or tragic events affecting the campus community.

In addition, psychological crises may involve individuals in severe distress who are unable to manage themselves and may be creating serious adverse responses in people around them.

Quick Response…Protect Yourself

Call 911 to report an emergency
Call MVHS Security Officer on Duty 24/7 (on SECON Campus): 315-917-9193
Call Student Health Services: 315-624-4052
Call Student Counseling Services: 315-624-4051
Call Oneida County Crisis Hotline: Dial 988
YWCA Crisis Hotline: Oneida County 315-797-7740 or Herkimer County 315-866-4120

****Unusual or Potential Dangerous Situations****

- Never try to handle a situation by yourself that you feel is dangerous. Call MVHS Security.
- Clearly state that you need immediate assistance. Give your name, where you are calling from, and state the nature of the problem.
- All suicide attempts should be reported to MVHS Security so that proper procedures may be followed to ensure the safety of those involved.

****Reacting to Violent Situations****

- Send positive body signal by keeping a positive posture and maintaining eye contact.
- Do not touch or approach a person who may become violent.
- Be in control by not getting angry and keep the person talking.
- Show concern yet maintain a distance.
- Don’t forget to call 911 or have someone else call!

FIRE SAFETY AND AWARENESS

Fire Safety, Protection and Prevention

The College of Nursing participates in Fire Safety, Prevention and Protection procedures to ensure a safe environment. To ensure the College Community is prepared in the instance of a fire, drills are performed every semester in conjunction with the MVHS Environmental Safety and Security Departments. The MVHS has also instituted regulations in regards to fire prevention and safety:

- Electrical cooking appliances are only permitted in approved areas of the College. This includes the College kitchen, Faculty and Student Lounge, and the Staff Break room.
- All power surge strips for electrical use must be preapproved by the MVHS Facilities Department.
- Un-popped microwave popcorn cannot be made or popped anywhere in the College. This item has been removed from all vending machines.
- Food items in microwaves cannot be left cooking unattended. Do not attempt to microwave aluminum foil.
- Christmas lights in offices and/or wrapping doors to decorate during the holidays are not permitted, unless lights are battery operated and shut off when no one is in the office.
- Televisions and stereos in the Student and Faculty Lounges need to be powered off when no longer in use.

Internal constituents shall refer to the MVHS Intranet for the most current policies and information. Outside constituents may refer to the SECON website, www.secon.edu and/or contact personnel at the College of Nursing for more information.

What to Expect in the Event of a Fire (smoke or fire)

In the event of an outbreak of fire, smoke or during a fire drill exercise, R.A.C.E. procedures are to be utilized as follows:

Rescue: Rescue anyone in immediate danger without risking your own safety.

Alarm: Student/Faculty/Staff identifying smoke/fire or simulation is to pull the nearest fire box/alarm and dial 911 or direct another to do so. Report your name, location and any other pertinent details.

Contain: Contain the fire, check each room for smoke, fire or other hazardous conditions before closing door. If present, remove others before closing the door. Close all doors and windows. Clear corridors for emergency personnel.

Extinguish: If properly trained, use fire extinguisher to put out fire.

P – Pull the Pin
A – Aim the extinguisher at the base of fire
S – Squeeze the handles together
S – Sweep back and forth at the base of fire

***On campus* –** An alarm will sound that can be heard on all floors and levels of the College of Nursing. When this alarm sounds, all fire doors will automatically shut. Faculty and staff are to close the windows and doors of personal offices and those adjacent to them, as well as classrooms that are vacant.

Students, faculty and staff will proceed to first floor of the building and exit via the nearest exit (whether a drill or an actual fire). Do not attempt to use the elevators to transit to the first floor. It is important that all parties remain calm. Once outside go to the assembly area located at the Genesee St. Lobby entrance and remain under the overpass until clearance to return into the building is given from either the Fire Department or MVHS Fire Marshal/Safety Officer. In the event that there is an actual fire you will be directed to the safe area Parking Lot A to await further instructions.

Once the situation is under control authorities will give clearance to re-enter the College Building.

Emergency Exits:
1st floor – Front, southeast, facing court yard
Front, northeast, facing driveway
Rear, east to parking area
Rear, east next to Receiving Room

All other floors – Exits are stairways on North and South sides of corridors.

Fire Extinguishers and Fire Alarm Boxes:

- Located on all floors between Storage Room and Stairway on North side
- All floors between elevator and stairway on south side
- 1st floor alarm boxes—Near emergency exit doors
- There are hand extinguishers in the science lab (4th floor), in Room 306, and in the duplicating room (1st floor)
- It is our policy not to use fire extinguishers unless they are needed to exit the area of a fire for threats of life or death

CODE LIST FOR INPATIENT EMERGENCIES

Emergency Codes and Conditions

Code Phone Number – 78911; Wynn External – 315-917-8911

"Attention, Attention! Active Shooter in…"
Active Shooter Situation Response – *Always be aware of surroundings and nearest exits.*
Security – MV-03-008

CODE AMBER
Infant / Child Abduction – *keep eyes open and report anything suspicious to security.*
Nursing / Security - MV-03-032

CODE ORANGE
Prisoner Patient Escape – *keep eyes open and report anything suspicious to security.*
Security – MV-03-045

CODE RED
Smoke/Fire – Respond with **R.A.C.E** (Rescue, Alarm, Contain, Extinguish/Evacuate)
Emergency Preparedness - MV-03-018

RAPID RESPONSE TEAM – *called when patient and/or visitor need medical help inside or outside our facilities. (ex. fall in waiting area/parking lot)*
Rapid Response Team - Nursing – MV-20-034

CODE ELOPEMENT
Lost or Missing Patient/Resident (Elopement) – *listen to description and keep eyes open*
Security - MV-03-033

CODE STROKE
Individual Exhibiting STROKE Symptoms – *call this code if you witness this.*
Nursing – MV-20-080

CODE LOCKDOWN/Lockout
Facility Lock Down Plan
Security – MV-03-023

CODE BERT
Behavioral Emergency – *used to call for manpower in response to behavioral issues.*
Security – MV-03-004

CODE MI
Cardiac Case
Nursing – MV-20-009

CODE BLUE
Cardiopulmonary Arrest 14+ yrs old
Nursing – MV-20-033

CODE PALS
Cardiopulmonary Resuscitation
Nursing – NS-PDP010

"The DECON Team Has Been Activated…"
Safety/EM
Emergency Preparedness - MV-03-036

"Carbon Monoxide Alarm in the…."
Carbon Monoxide detection
Emergency Preparedness – MV-03-031

SECURITY ALERT / HOSTILE SITUATION
Weapons Display / Hostage Situation
Security - MV-03-027

"Incident command Has Been Activated.."
Initiate Disaster Response Plan (HICS)
Emergency Preparedness - MV-03-021

CODE AIRWAY
Code that is used when patients need to be intubated– MV-20-157

CONDITION CLEAR
Emergency Code / Condition Concluded

EMERGENCY OPERATION PLAN (EOP)
MVHS AND COLLEGE OF NURSING

Incident Command is activated and is located at the Wynn Campus Command Center (3rd Floor)

↓

College of Nursing will be notified by MVHS Administration

↓

President of College (or Designee) reports if requested

↓

Faculty on Nursing Units remain on unit with students

↓

Faculty in College of Nursing remain in building until called…faculty may be called at home if assistance is needed

↓

Nursing students will be called as needed

↓

Students/Faculty may be called by Nursing/Incident Command for assistance

ACTIVE SHOOTER ON CAMPUS:
HOW TO RESPOND

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good Practices for Coping with an Active Shooter Situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate them.

CALL 911
WHEN IT IS SAFE TO DO SO

<u>How to Respond when an Active Shooter is in your Vicinity:</u>

Quickly determine the most reasonable way to protect your own life.

RUN
If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- ***Call 911 when you are safe!***
- ***Information to provide to 911 operator (if possible) includes location of active shooter, number of shooters (if more than one), physical description of shooter(s), number and type of weapons held by the shooter(s), and number of potential victims at the location.***

HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movements

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against them
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to Respond when Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers, who usually arrive in teams of four (4), may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, or handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to React when Law Enforcement Arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for directions or help when evacuating, just proceed in the direction from which officers are entering the premises.

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so. Do not discuss events with the media as it may jeopardize others who may not have escaped.

EMERGENCY NOTIFICATION AND COMMUNICATION

What to Expect in an Emergency

In the event of an actual emergency the college community will be notified either via e-mail or cellular text alerts. The type of emergency and instructions for how to proceed will be included. Students, faculty and staff will be responsible for regularly checking their e-mail and cellular text accounts within SONIS WEB (Student Information System). **It is important that all parties update their contact information as soon as possible when an e-mail account is closed or your cellular number has changed.** This can be done in SONISWEB. (https://secon.jenzabarcloud.com)

The College Community will be advised of a significant emergency in one or all of the following occurrences:

- Snow closings
- Extreme weather (approaching tornado/hurricane)
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder (shooter on campus)
- Bomb threat
- Civil unrest/rioting
- Explosion
- Nearby chemical or waste spill
- Outbreak of a serious communicable disease

Emergency Notifications *will not be* used for:

- Power outages
- String of larcenies

Notification and Alert Preferences

The College of Nursing will request both Primary and Emergency Contact Information from members of the college community in the event of an emergency; however, the emergency notification and/or alert will be sent to the primary contact information first. It is important that your primary e-mail address is current as this will be the default gateway for notification. Cellular phones will also be used for notification via short message signals (SMS) texts if one is available on the individual's record.

How to Proceed in the Event of an Emergency

Definitions and Terms

Please become familiar with the following terms:

- ***Code Lock Down/Lockout:*** an order that prevents any individual from entering or leaving a designated side, floor or area of the building. This is only used in emergency situations.
- ***Defend in place***: an order that instructs the individual to remain in the room or area they are currently in and to take precautionary measures to ensure their safety. This may include proceeding to a safe area, moving away from windows so that one is not visible, and/or locking doors to prevent intruder entry from the hallways.
- ***Shelter/Remain in place***: this is more applicable for extreme weather related events. This order means individuals should seek cover away from windows and/or doors and not attempt to transit to a different area of the College. If possible they should seek refuge in a safe area.
- ***Evacuate:*** an order that instructs the individual to exit the College of Nursing building in a calm, timely manner. During an evacuation, students will be advised as to what Safe Area they will need to report to.

Figure 1. Sample Notification Alert*

College Security Alert: Please be advised that a **Code Lockdown/Lockout has** been initiated at the College of Nursing. On campus: ***Defend in place*** until instructed otherwise. Off campus: Do not attempt to return to the College of Nursing at this time.

** The format of italics and bold print will not appear in the alert. This serves to help identify key terms in the message.*

- ***Condition clear***: an order that the situation is all clear or under control. When this is announced it is safe to resume operations at the College. Members of the college community in addition to the clients and visitors of the MVHS offices located in the College building will be permitted to return into the building.

Evacuation Drills and Emergency Preparedness

The Emergency Notification System will be routinely tested during the semester to ensure notifications are received in a timely matter and that all gateways are utilized appropriately.

Drills will also be performed at least once a year to ensure that the College community is aware of the procedures in place and that they are followed accordingly.

COMMUNITY RESOURCES AND EMERGENCY PHONE NUMBERS

REFERRAL SOURCES FOR VICTIMS OF ABUSE AND/OR CRIMES

Community Resources

NYS Office of Children & Family Services/Child Protective Services **Child Abuse Hotline**	1-800-342-3720
The Legal Aid Society of Mid-New York, Inc.	315-793-7000
Mobile Crisis Assessment Team (MCAT) **Emergency Mental Health & Crisis Services**	315-732-6228
National Suicide Prevention Lifeline	988
NYS Domestic Violence Hotline **National Domestic Violence Hotline**	1-800-942-6906 1-800-799-7233
Oneida County Dept. of Social Services **Adult & Child Protective Services**	315-798-5700 1-800-342-3720
YWCA Domestic Violence & Sexual Violence Hotline Oneida County..... Herkimer County.....	 315-797-7740 315-866-4120

Emergency Phone Numbers

Emergencies	911
MVHS Security Officer on Duty 24/7 (On SECON campus)	315-917-9193
Wynn Security Operations Center	315-917-9193
Utica Police Department	315-735-3301 or 911
Utica Fire Department	315-801-8911 or 911
Oneida County Sherriff	315-736-8364 or 911
NYS State Troopers (Marcy, NY)	315-357-3333
Wynn Hospital Emergency Dept.	315-917-7111
Kunkel Ambulance	315-797-4111

Reviewed and approved 8/6/2026