MEMORANDUM

TO: JoAnn Navarro, Vice President for Operations
   For distribution to:
   Dr. Harvey Stenger, President
   Faculty, staff, administrators and students

FROM: Personal Safety Advisory Committee
       Eric Backlund, Chair

DATE: Jul 14, 2017


Following is the 2016-2017 Report of the Personal Safety Advisory Committee in accordance with directives of the Board of Trustees of the State of New York.
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II. Executive Summary

The Binghamton University Personal Safety Advisory Committee (PSAC) met several times throughout the 2016-17 academic year. In addition, the committee met for two evening safety tours (Campus-By-Night); November 2016 and May 2017.

The PSAC documented actions and concerns in the form of a Summary List and a Detailed Log; both included within this report. Both documents are also available on the PSAC web site:
http://www2.binghamton.edu/personal-safety/index.html

The 2016-17 Committee also uses an online Safety Concern Report Form, found here on Google Forms or at this full URL address:
(https://docs.google.com/forms/d/1GloYzkndgZOFbuzpaTZkHAla7jg3crrnZTNa5OaTlzc/viewform?c=0&w=1&usp=mail_form_link).
III. Log of Concerns and Actions

Summary

Concerns submitted to the PSAC as of FYE 6/30/2017:

<table>
<thead>
<tr>
<th>Category of Concern</th>
<th>New Concerns this period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit - vehicle/bicycle safety, routes, stops, shelters</td>
<td>6</td>
</tr>
<tr>
<td>Facilities - buildings, housekeeping, maintenance</td>
<td>2</td>
</tr>
<tr>
<td>Pedestrian Safety (Indoor/Outdoor) - parking lots, walking paths, lighting, walking surfaces (ice, uneven pavement, etc.)</td>
<td>29</td>
</tr>
<tr>
<td>Security - personal safety, violence prevention, building access</td>
<td>2</td>
</tr>
<tr>
<td>Indoor - air quality, ventilation, temperature</td>
<td>0</td>
</tr>
<tr>
<td>Safety equipment, Signs, Fire Safety, Exits, AEDs, First-Aid</td>
<td>3</td>
</tr>
<tr>
<td>Other:</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total New Concerns:</td>
<td>41</td>
</tr>
</tbody>
</table>

In the following sections, one entry may address the several of the same or similar concern.
A. New Concerns Closed

1. ITC Fountain accessed
   PSAC discussion:
   PSAC RECOMMENDATION: Correct the design and install elements to deter fountain access

2. Whitney G02 Classroom steps
   PSAC discussion: Concern discussed with Physical Facilities, solution recommended and designed
   PSAC RECOMMENDATION: Correct the design and install railings and elements to reduce trip hazard

3. Crosswalk lighting - 20 concerns received
   PSAC discussion: various locations discussed and observed during Campus by Night tours
   PSAC RECOMMENDATION: Add or redirect lighting to improve crosswalk visibility at night specifically near Science 4 and 5, Lot F1, walkway between Events Center and Dickinson, in front of West Gym, in front of East Gym, near Parking Garage, near Lecture Hall, in front of Couper

4. Blue buses observed driving “too fast” on Brain roadway
   PSAC discussion: recognize perceptions vary widely, and possible that campus speed limit exceeded by operators and/or possible that operators drive too fast for conditions
   PSAC RECOMMENDATION: alert campus Transportation and Parking Services (OCCT) office to nature of concern and requesting management review concern with operators.
   ADDITIONAL DISCUSSION:

5. Office using unauthorized equipment
   PSAC discussion: Incense warmer found in an office, item to be removed and occupant provided documentation
   PSAC RECOMMENDATION: follow discussion

6. Dangerous Accumulation of snow near doorways
   PSAC discussion: This concern arrived during period of extreme snowfall and individual resources were fully deployed necessitating shared resources - Physical Facilities addressed all areas satisfactorily, leaving no unsafe condition for extended period.
   PSAC RECOMMENDATION:

7. Wooded walkway between East Gym and Old Dickinson poorly lit
   PSAC discussion: Poorly lit sidewalks present safety issues. The PSAC walked this path at night after receiving the complaint and the observation was that lighting was sufficient to illuminate the path and surrounding area.
   PSAC RECOMMENDATION: no action needed
   ADDITIONAL DISCUSSION:

8. Walkway from Campus to Newman House “dark and unlit”
PSAC discussion: Poorly lit sidewalks present safety issues. The PSAC visited this path at night after receiving the complaint and the observation was that lighting was sufficient to illuminate the path and surrounding area.

PSAC RECOMMENDATION: no action needed

ADDITIONAL DISCUSSION:

9. Maintenance crews parked in traffic lane on Bartle Drive during morning rush with no safety cones, flashing lights or flag operators
PSAC discussion: Employee/contractor safety is highly regarded, and safety measures should be taken to ensure preservation of safety for workers as well as drivers
PSAC RECOMMENDATION: forward concern to Physical Facilities. Vehicles used for maintenance when parked on roadways should ALWAYS use hazard indicators, flashing/rotating lights, flag operators and/or safety cones to alert drivers to pending roadway obstacles and workers.

B. New and Open Concerns (no complete solution yet)

1. Health Center Going out East Drive – needs sidewalk (long term concern)

2. FA/Anderson Center 2nd floor walkway “Bridge” needs sensor
PSAC discussion: The lights on the walkover bridge are on switches and like many other campus hallways should be changed out to sensors to illuminate when people are present or nearing the hallway.
PSAC RECOMMENDATION: Replace manual switches with sensors

3. Crosswalk Lighting around campus (Existing Open)
PSAC discussion: Many issues addressed above and the PSAC supports installation of additional speed tables and better lighting at various locations.

4. Lot Q1 diagonal crosswalk problematic (Existing Open)
PSAC discussion:
PSAC RECOMMENDATION: remove steps from Q1 to Union, direct all foot traffic down slopes to recognized crosswalk locations

5. Lighting on sidewalk at south end of Bartle Library (Existing Open)
PSAC discussion: Mike Kukawa will follow up with designers on what could be used in that location.
PSAC RECOMMENDATION: Install wall packs or cans to illuminate walkway

6. Curb cut needed near CPS from East Gym (Existing Open)
PSAC discussion: This location viewed during Campus by Night; observed as needing a curb cut.
PSAC RECOMMENDATION: install curb cut here

7. East Drive Yield sign at Bartle is dangerous (New and Open)
PSAC discussion: The intersection can be confusing and witnesses report horns/brakes up to several times each day.
PSAC RECOMMENDATION: Replace Yield sign with STOP sign for East Drive traffic, giving right of way to vehicles exiting Couper loop/Lot B.
8. Crosswalk in front of Couper not signed as crosswalk/unlit/paint slippery when wet  (New and Open)  
PSAC discussion: PSAC observation at night and while raining revealed all concerns here present safety issue. 
PSAC RECOMMENDATION: Couper crosswalk “signed” like other crosswalks, installation of traffic “calming” methods, flashing lights, or similar indicators so drivers are alerted to pedestrian crossing activity.

9. “Otter Slide” – PEC-discussed concerns, ad hoc walking path from Appalachian Collegiate Center to the Upper Paid Parking Lot.  
   (Existing Open)  
PSAC discussion: continued from past semesters  
PSAC RECOMMENDATION: 

10. Sidewalk near northeast corner of Mohawk catches water and ice  
PSAC discussion: The sidewalk is in an area due for construction in summer 2017, sidewalk will likely have modifications  
PSAC RECOMMENDATION: Regrade walkway and surrounding area to allow for drainage
IV. SUNY Board of Trustees Charge to the PSAC

Policy Title: Establishment of Campus Safety Advisory Committees
Effective Date: July 1, 2004
This policy item applies to: State-Operated Campuses

Summary:
It is the policy of the State University of New York (University) to comply with legal requirements of Article 129-A of NYS Education Law §6431 (Regulation of Conduct on Campus and Other College Property Used for Educational Purposes). Accordingly, the Board of Trustees of the State University of New York has adopted written rules requiring campuses to establish campus safety advisory committees. These committees will provide advice and written reports on issues relating to personal safety on the campus as well as perform identified requirements of 20 USC §1092(f), also known as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” (See the University procedure on Campus Security Policy and Campus Crime Statistics Reporting for information regarding the requirements and format for reporting official crime statistics.)

Policy:
I. Establishment of Campus Safety Advisory Committee
It is the policy of the State University of New York (University) to comply with legal requirements of Article 129-A of NYS Education Law §6431 (Regulation of Conduct on Campus and Other College Property Used for Educational Purposes). Accordingly, the Board of Trustees of the University has adopted written rules requiring campuses to establish campus safety advisory committees.

A. Committee Composition – The committee shall consist of a minimum of six members:
   1. at least half of the committee shall be female;
   2. one-third of the committee shall be appointed from a list of students that contains at least twice the number to be appointed, which is provided by the largest student governance organization on the campus;
   3. one-third of the committee shall be appointed from a list of faculty members that contains twice the number to be appointed, which is provided by the largest faculty organization on the campus; and
   4. one-third of the committee shall be selected by the president.

B. Committee Responsibilities - The committee shall review current campus security policies and procedures and make recommendations for their improvement. It shall specifically review current policies, plans and procedures for:
   1. educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault pursuant to 6432 of Article 129-A of NYS Education Law (connects to an external link);
   2. educating the campus community about personal safety and crime prevention;
   3. reporting sexual assaults and dealing with victims during investigations;
   4. referring complaints to appropriate authorities;
   5. counseling victims; and
   6. responding to inquiries from concerned persons.

C. Written Annual Reporting - The committee shall report in writing, at least once (June 15) each academic year to:
   1. the campus president;
   2. the entire campus including faculty, staff, administrators and students in publications or appropriate mailing; and
   3. when requested, applicants for enrollment or employment.

This annual written report does not constitute the mandatory reporting of official crime statistics (see the University procedure on Campus Security Policy and Campus Crime Statistics Reporting).
V. 2016-2017 PSAC Committee Composition

The Personal Safety Advisory Committee is structured to align with the charge of the Trustees, including the Male/Female requirement (as per committee charge of at least 50% female).

Faculty
Donald Brister, Senior Catalog Librarian, University Libraries  
dbrister@binghamton.edu
Kevin Wright, Professor, CCPA Human Development  
wright@binghamton.edu
TBD

Appointed by the President
CHAIR: Eric Backlund, Risk Management and Administrative Compliance  
backlund@binghamton.edu
Madeline Bay, Deputy Chief, Binghamton University Police  
mbay@binghamton.edu
Mike Kukawa, Director of Operations, Physical Facilities  
mkukawa@binghamton.edu

Student Members
Raaga Rajagopala  
rrajago1@binghamton.edu
Bryana Snyder  
bsnyder5@binghamton.edu
TBD

Ex officio Members
William Ziegler, Associate Professor Watson School of Engineering, Executive Director Binghamton University Scholars, Executive Director President’s Scholars  
ziegler@binghamton.edu
Renee Andrews, Project Coordinator, Physical Facilities  
randrews@binghamton.edu

The PSAC Website
Contains safety information useful to students, staff, faculty, and visitors:  
http://www2.binghamton.edu/personal-safety/index.html

PSAC Detailed Log of Actions and Concerns
Tracks each concern in more detail, as reported to the PSAC. The PSAC Log is summarized above within this report.
VI. Binghamton University Security, Safety, Policies and Procedures

A. Clery Act Information


As per the requirements of the Clery Act, on an annual basis all faculty and staff are informed of the website containing information about crime statistics at the University. A copy of Binghamton University’s Annual Security Report is available by accessing the following website: http://asr.binghamton.edu/ (the 2015 ASR is the most current available as of this date).

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Binghamton University; and on public property within, or immediately adjacent to and accessible from, the campus.

The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. Preparation and dissemination of the Annual Security Report and Annual Fire Report is coordinated by the University’s Clery Act Coordinator, with the assistance of several other offices.

B. Mandated Online training for employees


C. Employee-centered reports/policies include:

- Clery Act reporting: http://www2.binghamton.edu/human-resources/policies/clery-act.html
- Campus and Workplace Violence Prevention: http://www.binghamton.edu/human-resources/policies/workplace-violence.html
- The Employee Assistance Program (EAP) can provide information and referral assistance to faculty and staff dealing with drug or alcohol-related problems. The Associate Director of EAP Ada Robinson-Perez (arobins@binghamton.edu) and EAP Coordinator Mary Ellen Niefer (mniefer@binghamton.edu) can be reached at x7-6655.
- Domestic Violence in the Workplace Policy at http://www.binghamton.edu/human-resources/policies/domestic-violence.html. Refer to the contact information included within the policy.
D. Campus Safety Resources

- Campus Safety – General: [http://www.binghamton.edu/about/campus-safety.html](http://www.binghamton.edu/about/campus-safety.html)
- Emergency Management website at [http://emergency.binghamton.edu](http://emergency.binghamton.edu)
- Environmental Health and Safety (fire, general, lab safety): [http://www.binghamton.edu/ehs/](http://www.binghamton.edu/ehs/)
- Facilities Master Plan [http://www.binghamton.edu/physical-facilities/facilities-master-plan.html](http://www.binghamton.edu/physical-facilities/facilities-master-plan.html), includes many safety features
- New York State University Police - [https://www.binghamton.edu/police/index.html](https://www.binghamton.edu/police/index.html)
- Off Campus Safety - Specific Measures and Activities: [http://www.binghamton.edu/occ/safety.html](http://www.binghamton.edu/occ/safety.html)
- Safe Ride
- Walking Escorts

E. Emergency Alert System and Emergency Communications

There is no single communication method capable of reaching 100% of the campus community 100% of the time. To maximize the ability of reaching the largest possible percentage of people on campus, Binghamton University utilizes multiple methods of communicating emergency information. Available techniques for communicating critical information include the following methods:

- Text / electronic messaging. Text messaging allows emergency messages to be sent directly to your mobile device. **This service is the only service which requires individuals to register for this service.** Emergency text messages will not be delivered to people who have not registered for this service. Registration is available to all students, staff and faculty through the BU Brain ([https://bubrain.binghamton.edu/](https://bubrain.binghamton.edu/))
- Outdoor siren. Binghamton University operates an outdoor siren capable of being heard from all outdoor spaces on the Vestal campus. See Outdoor Siren procedures for additional information.
- BU Alert line (607-777-7700). Calling this number will provide a recorded message with updated information regarding all emergency incidents and weather related information for the Binghamton University campus.
- Electronic LED message boards & TV Screens. The university manages a series of electronic message boards and TV screens that are placed at various locations throughout the campus. Common locations for these types of signs include the entrances to campus as well as dining facilities. These boards may be quickly ‘captured’ and programmed to display emergency messages whenever necessary.
- Campus voice mail. All university-owned hard wired phones are capable of receiving voicemail messages. During an emergency incident, a recorded message containing critical information can be distributed to all campus phones.
- University web page. The university web page ( [www.binghamton.edu](http://www.binghamton.edu) ) is the official site of Binghamton University. This page will contain important information regarding critical incidents.
- University cable channel 42. On campus televisions may tune to cable channel 42 to receive important information during emergency events.
- University e-mail listservs (i.e. B-Line and Dateline). The university manages several listservs that may be utilized during emergency incidents. B-Line is the official listserv for students and Dateline is
the official listserv for staff and faculty. The listservs may be utilized to provide updates and critical information during emergency situations.

- Campus & local television and radio. Binghamton University will continue to work with traditional media outlets to distribute information regarding emergency events and weather cancellations.
- Mobile public address systems (vehicle mounted). Emergency vehicles on the Binghamton University campus are equipped with public address systems which may be utilized to convey emergency messages when other methods may not be available or appropriate.
- Social media. Follow Binghamton University to stay up-to-date on all things Binghamton University, Facebook, Twitter, Instagram.

Please see the Binghamton University Emergency Alert Policies and Procedures document for details regarding the use of these emergency communication methods.

F. Other Safety Initiatives

Tied to this are two annual surveys, the Risk Assessment Survey, which is intended to solicit workplace safety concerns and input from department heads and the All-Employee Workplace Violence Survey, intended to solicit workplace safety concerns and input from ALL Employees.

G. University Committees/Groups/Departments that Address Safety Issues on Campus

- Alcohol and Other Drug Committee (AOD) - Smart Choices - http://www.binghamton.edu/smart-choices/
- Diversity, Equity, and Inclusion - http://www.binghamton.edu/diversity-equity-inclusion/
- Domestic Violence in the Workplace – http://www.binghamton.edu/human-resources/policies/domestic-violence.html
- Environmental Health and Safety (fire, general, lab safety) - http://www.binghamton.edu/ehs/
- Greek Life - http://www.binghamton.edu/greek-life/
- Green Dot - https://www.binghamton.edu/cce/ccedatabase/vieworg.php?oid=M0M2RDk4
- Harpur's Ferry - http://www.harpursferry.org/
- ISSS - http://www.binghamton.edu/issss/
- IVP - https://www.binghamton.edu/ivp
- New York State University Police - http://www.binghamton.edu/police/
- OCC/Dave Husch works with the Binghamton Coalition - http://www.binghamton.edu/occ/safety.html
- Office of Student Conduct - http://www.binghamton.edu/student-conduct/
- Ombudsman - http://www.binghamton.edu/ombudsman/
- Residential Life - http://reslife.binghamton.edu/staff.html
- Sexual Assault Programs – see Team20:1
● Student of Concern Committee, Chair, Dean of Students: dos@binghamton.edu, also see Dean Of Students web page at: http://www.binghamton.edu/dean-of-students/emergency.html
● Team20:1 - https://www.binghamton.edu/counseling/services/sexual-assault-peer-education/about.html
● Title IX - Diversity Equity and Inclusion -https://www.binghamton.edu/rmac/title-ix/index.html
● Women, Gender and Sexuality Studies - http://www.binghamton.edu/womens-studies/

H. Student Association chartered student groups related to safety concerns

● High Hopes: http://www.highhopeshelpline.com/
● PEACE OUT: http://paws.binghamton.edu/organization/peace
● Powerful Unite Ladies Striving to Elevate (PULSE): https://bengaged.binghamton.edu/organization/Powerful-United-Ladies-Striving-to-Elevate-SA
● Rainbow Pride Union: https://bengaged.binghamton.edu/organization/rpu
● Red Zone Project: https://bengaged.binghamton.edu/organization/red-zone/about
● SHADES (trying to create a safer campus): https://bengaged.binghamton.edu/organization/shades
● Women's Student Union: https://bengaged.binghamton.edu/organization/womens-student-union