

# **CARLOW UNIVERSITY**

**Annual Security Report 2017**

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

*Including Statistics for the years 2014, 2015 and 2016*

***Consider programming these numbers into your cell phone.***

Emergency Contact Numbers

**Carlow University Police Department:**

Police Non-emergency/On campus: 412-578-6005

Police Emergency/On campus: 412-578-6007

**City of Pittsburgh Police and Fire Department/Off Campus Emergency**

Emergency: 911

Non-Emergency: 412-255-2935

# **ANNUAL CAMPUS SAFETY AND FIRE REPORT**

## **Letter of Commitment**

This information is provided as part of the commitment to safety and security on campus by Carlow University and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and The Higher Education Act: Fire Safety Report.

## **Safety: A shared responsibility**

Your safety is our priority and our concern. It also must be your concern. As a university, we work very hard to prevent crime, fire, accidents and illness, but nothing we do is as important as what you do - and, in some cases, don't do.

The Carlow University Police Department has primary responsibility for crime prevention and law enforcement on campus. Other areas, such as Student Affairs and Facilities, as well as many others, also contribute to making Carlow University a safer place to study, work and live.

This report contains valuable information about how you can help us keep you safe, on and off campus. Please pay special attention to the safety tips. Following them may greatly reduce the chances that you'll be the victim of crime, become injured or lose valuables.

Let's work together to have a safe year!

# THE CAMPUS SECURITY ACT-LEGAL REQUIREMENTS

## **Laws Governing This Report:**

Federal Legal Requirements – The Clery Act: Enacted in 1990, the Student Right to Know and Campus Security Act (pub. L. 101-542) was designed to “...assist students in making decisions which affect their personal safety...” and “...to make sure institutions of higher education provide students, prospective students, and faculty the information they need to avoid becoming the victims of campus crime”. The Higher Education Act of 1998 and the subsequent amendment of the implementing regulations (34 C.F.R. 668.46) significantly expanded institutions’ obligations under the Act and renamed it the “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act” (hereafter the Clery Act).

## **The Campus Security Act requires colleges and universities to:**

- Publish an annual report every year by October 1st that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms;
- Gather the statistics from campus police or security, local law enforcement, and other University officials who have significant responsibility for student and campus activities;
- Provide timely warning notices of those crimes that have occurred and pose an ongoing threat to students and employees; and
- Disclose in a public crime log any crime that occurred on campus or within the patrol jurisdiction of the campus police department and is reported to the campus police department.

## **State Legal Requirements - The Pennsylvania Uniform Crime Reporting Act**

The Pennsylvania Uniform Crime Reporting Act (18 P.S. §20.101 et seq.), as implemented by Chapter 33 of the Regulations of the State Board of Education, requires colleges and universities to:

- Report to the Pennsylvania State Police, on an annual basis, crime statistics for publication in the FBI’s Uniform Crime Report, which collects data on additional categories of felony and misdemeanor crime.
- Report crime rates for all reportable offenses.
- Provide the numbers of enrolled students and employees.
- Disclose information and security policies on the types of available student housing, admission of visitors to housing facilities, measures to secure entrances, and standard features to secure room doors.

The Carlow University Police Department, under the supervision of the Director of Public Safety/Chief of Police is responsible for preparing and distributing this report. It works with many other departments and agencies such as Student Affairs, Campus Life, and the City of Pittsburgh Bureau of Police, University of Pittsburgh Police Department, Northern Regional Police Department and the Pennsylvania State Police to compile the information.

The purpose of this report is to provide our community members with the information needed to aid in your personal safety safe while at the University. We encourage members of the University community to use this report as a guide for safe practices on and off campus.

Each member of the University community receives an email that describes the report and provides the web address for access to the report. For a paper copy, contact the Carlow University Police Department at 412-578-6005, or email [mmwhite@carlow.edu](mailto:mmwhite@carlow.edu).

### **ABOUT THE CARLOW UNIVERSITY POLICE DEPARTMENT**

Located at 3333 Fifth Ave, Francis Warde Hall Building, the Carlow University Police Department responds to calls for police service 24 hours a day, 365 days a year. The telephone number for emergency calls is 6007 using an on-campus phone; off campus it is 412-578-6007; the telephone number for routine business calls is 412-578-6005.

The department consists of highly trained, professional Police Officers and Police Communications Officers that are dedicated to providing best police service to the community.

Uniformed Police Officers patrol the campus on foot and in marked police vehicles. The Police Communications Center is staffed with trained Police Communications Officers who receive requests for police services.

### **CARLOW UNIVERSITY POLICE DEPARTMENT MISSION STATEMENT**

The Carlow University Police Department (CUPD) exists to provide quality police services to all people within the Carlow Community with respect, fairness, and compassion. We are committed to enhancement of the quality of life by providing a safe and secure environment; enforcing all laws and University regulations; preventing and detecting of crime, and apprehending and prosecuting violators; continually improving the professional operations of our department; seeking the support of the entire community; and supporting the mission of the University.

We nurture public trust by holding ourselves to the highest standards of performance and ethics. We operate within the framework of Federal, State and Local laws.

To fulfill its mission, the Carlow University Police Department is dedicated to providing a quality work environment and developing of its members through effective training and leadership.

### **COMMUNITY POLICING**

The Carlow University Police Department utilizes a community policing philosophy with the goals of:

1. Establishing positive contacts with the campus community;
2. Identifying real and/or perceived problems that exist in the campus community; and
3. Developing programs that aid in resolution of identified problems.

## **CAMPUS POLICE AUTHORITY AND JURISDICTION**

University Police Officer authority and jurisdiction is defined by Pennsylvania Title 22, Pa. C.S.A. Detectives and Private Police, Section 501 (c), which states, "Such policemen, so appointed, shall severally possess and exercise all the powers of a police officer in this Commonwealth, in and upon, and in the immediate and adjacent vicinity of, the property of the corporation."

While University officer jurisdiction is limited to "the immediate and adjacent vicinity", Pennsylvania courts have ruled circumstances can extend this jurisdiction. Such circumstances include "pursuits," when an officer is actively pursuing a suspect. The severity of a crime witnessed by an officer can also have an effect on jurisdiction. When needed, University officers will request assistance or intervention from The City of Pittsburgh Police.

One police communications supervisor and three police communications officers support the officers. All Police Officers are expected to be courteous, helpful and well-trained and have completed more than 750 hours of classroom and practical field training. Their extensive training includes courses on criminal justice, investigation, accident reporting, first aid, and criminal law and procedure.

All officers have extensive, on-going police training and most are certified instructors in at least one law enforcement discipline.

### **Interagency Cooperation**

The Carlow University Police Department works closely with the City of Pittsburgh Bureau of Police and has a mutual assistance memorandum of understanding with Carnegie Mellon University, Chatham University, Duquesne University, Point Park University and the University of Pittsburgh.

# POLICY FOR REPORTING CRIME

The Carlow Police Department encourages anyone who is a victim or witness to any crime to promptly report the incident to the police department. Because police crime reporting statistics are public records under state law, the Carlow police cannot hold reports of a crime in confidence. Law enforcement contact information for all campus locations can be found below:

Oakland Campus:

Crimes occurring on campus (Oakland main campus) should be reported to CUPD by calling **412-578-6007**.

Off Campus/Oakland:

Crimes occurring off campus in Oakland should be reported to the City of Pittsburgh Police Department by calling 9-1-1 (emergency).

Greensburg Campus:

Crimes occurring at the Greensburg campus should be reported to the Pennsylvania State Police Troop A/Greensburg Police Department at **(724) 832-3288** or dial 9-1-1.

Cranberry Campus:

Crimes occurring at the Cranberry campus should be reported to the Northern Regional Police Department at **(724) 625-3156** or dial 911.

## CONFIDENTIAL CRIME REPORTING

### CAMPUS SECURITY AUTHORITIES

The Jeanne Clery Campus Security Policy & Crime Statistics Disclosure Act requires Carlow University to specify those individuals on campus to whom crimes should be reported. Those designated as Campus Security Authorities (CSAs) are legally responsible to report all crimes reported to them to University Police. It is also the policy and expectation of Carlow University that all faculty and staff will report any crimes of which they become aware.

Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Carlow University Campus Security Authorities, as identified below:

The law recognizes four categories of CSAs:

1. University police;
2. Non-police security (not generally used at Carlow);
3. Individuals with significant responsibility for student and campus activities; and
4. Others whom the institution designates as people to whom crimes should be reported.

Carlow University has designated the following individuals as Campus Security Authorities:

- Vice President for Student Engagement and Dean of Students, Jennifer Carlo Ph.D, 412-578-6087, University Commons, Second Floor
- Interim Provost and Vice President of Academic Affairs, Russell Pinizzotto, 412-578-6072, Convent West Wing
- Chief of University Police, Martin White, 412-578-8898, Frances Warde Hall, Third Floor
- University Police Officers (9), 412-567-6005 ,Frances Warde Hall, Third Floor
- Carlow Administrator, Paula Bele, Cranberry and Greensburg, 724-741-1028
- Director of Campus Life, Newell C. Judge, 412-578-6069, University Commons, Second Floor
- Assistant Director of Campus Life, Gwendolyn Stevens, 412-578-8776, University Commons, Second Floor
- Graduate resident Assistants, Daniel Bowley and Caitlin Sniezek, 412-578-8776, Frances Warde Hall
- Resident Assistant Staff, 13 Students, 412-578-8776, Frances Warde Hall
- Director of Athletics, George Sliman, 412-578-8826, St. Joseph's Hall
- Director of Health Services, Carla Bergamasco, 412-578-6174, Frances Warde Hall , Fourth Floor
- Director of Human Resources, Bridgette Cofield , 412-578-8897, Convent West Wing
- Dean of College of Health and Wellness, Lynn George, 412-578- 6115, Curran, Sixth Floor
- Dean of College of Learning and Social Change, Allyson Lowe, 412-578-6663, Antonian Hall, Fifth Floor
- Dean of College of Learning and Innovation, Matt Gordley, 412-578-6262, A.J. Palumbo Hall of Science and Technology, Second Floor

### **Confidentiality**

Crimes reported to counselors at Carlow University Counseling Center or to a physician or nurse at Student Health Services are confidential by law. Some off-campus reports also may be legally confidential (for example, to clergy, physicians or certain behavioral health professionals). Counselors and physicians are encouraged to report crimes reported to them consistent with their professional ethics and the limitations imposed by applicable confidentiality laws. Therefore, crimes reported to counselors and physicians within the scope of their professional licenses may not be included in the annual crime statistics report.

Because of the Pennsylvania public records law and the law requiring individuals having knowledge of a felony to report such crime, Carlow University is not able to promise confidentiality to persons reporting crimes to non-privileged recipients, including individuals or offices that supply crime statistics for this annual report

The following individuals are specifically not designated as CSAs because they fall within the exemption for pastoral and professional counselors. However, these individuals are also trained in the responsibilities of a CSA and are strongly encouraged to report any crimes of which they become aware:

Special Assistant for Mercy Heritage, Sister Sheila Carney 412-578-6424, U.C. Second Floor

Campus Minister, Siobhan DeWitt 412-578-6651, U.C. Second Floor

University Mental Health Counselors, Chloe Heimbuch and Nicole Lacy, 412-578-8731, Frances Warde Hall, 4th floor

Counseling Practicum Student, One Student, 412-578-6467, Frances Warde Hall, 4th floor

Campus Security Authorities are given annual training in their responsibilities, as are those designated under the pastoral and professional counselor exception. They are provided with a statement of their responsibilities, which they sign, and this statement is kept by the University as documentation of their training.



## **Exceptions to Confidentiality**

In some instances, confidential resources will be required by state law to report certain information. In Pennsylvania, incidents involving minors must be reported to Childline at (800) 932-0313. Additionally, if information indicates the safety of the victim or other members of the campus community is in jeopardy, the resource may be required to break confidentiality. Finally, in rare instances, there may be occasion where a resource is required to testify in a criminal proceeding.

## **WHEN REPORTING A CRIME**

When reporting a crime or incident please provide as much information as possible, including; Specific details of what happened, clear description of any persons involved-names if possible, location, date and time of the incident.

Be as specific as possible when giving any information to the Police Communications Officer, such as your description of person(s) and victim(s). Police Officers will complete written reports of any incidents that occur on campus or other mandated areas. Follow-up investigations are conducted, and other police agencies are notified when appropriate.

Reports are kept on file by the Police Department and copies are distributed to the appropriate University departments. Reports that involve violation of the Student Code of Conduct will be referred to Student Affairs for review and potential action.

## **CONTACTING OTHER LAW ENFORCEMENT AGENCIES**

Students may also contact local law enforcement agencies. Members of the Carlow University Police Department and other University officials will assist the student in notifying the appropriate agency in the applicable jurisdiction.

## **MONITORING AND RECORDING CRIMINAL ACTIVITY OFF-CAMPUS**

The University relies on its close working relationships with local law enforcement agencies to receive information about incidents it receives concerning or involving a member of the campus community. If the University is notified of a situation in which a campus community member is the victim of a crime, the police department may issue a Campus Safety Alert, detailing the incident and providing tips so that other community members may avoid similar incidents.

If the Police Department is notified of a crime or other serious incidents that occur in the City of Pittsburgh the Police Department will forward, for disciplinary action, to Student Affairs any information regarding student misconduct in the City of Pittsburgh.

You are strongly encouraged to report a crime by contacting University Police at 412-578-6007 or by using the emergency phones located throughout campus, parking lots, inside of and at the entrances to most buildings.

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the residence halls should be reported to Carlow University Police.

In addition, you may report a crime to any Carlow University Campus Security Authority, as identified above.

## **DAILY CRIME LOG**

The Police Department maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the department's jurisdiction.

The Daily Crime Log is available for public inspection at the Police Communications Center in Francis Warde Hall. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the department as well as the disposition of the complaint, if this information is known at the time the log is created.

The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident. Posting of an event in the Crime Log may be temporarily withheld if the release of the information would jeopardize the safety of an individual, jeopardize an ongoing investigation, cause a suspect to flee or evade detection, or result in the destruction of evidence.

## **REPORTING AND ANNUAL DISCLOSURE OF CRIMES**

The Carlow Police prepares an annual security report to comply with the Jeanne Clery Act Disclosure of Campus Security Policy and Crime Statistics Act.

For the offenses of domestic violence, dating violence and stalking, such statistics are compiled in accordance with the definitions used in section 4002 (a) of the Violence Against Women Act of 1994.

The full text of this report can be found at: [http://www.carlow.edu/daily\\_crime\\_report.aspx](http://www.carlow.edu/daily_crime_report.aspx). This report was prepared in cooperation with the local law enforcement agencies surrounding our main campus, the Greensburg and Cranberry campus, and the Vice President for Student Engagement and Dean of Students. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reports to Carlow Police, designated Campus Security Authorities, and local law enforcement agencies.

Pennsylvania law requires prompt, mandatory reporting to local law enforcement agency by health care practitioners (such as Student Health Services) when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct.

Counseling staff informs their clients of the procedures to report a crime to the University Police on a voluntary or confidential basis, should they feel it is in the best interest of the client.

Each year, an email notification is made to all enrolled students, faculty and staff that provides the website to access this report. Copies of this report may also be obtained at the Department of Public Safety located at Francis Warde Hall or by calling 412-578-6005.

## **EMERGENCY OPERATIONS RESPONSE PROCEDURES**

Carlow University has established an Emergency Operations and Business Continuity Plan (EOBCP) to provide an all-hazards approach for managing its response to emergencies or disasters that threaten the safety and well-being of the University's community or disrupt its programs and operations.

The University also has established an Emergency Operations Planning Team (EOBCT) to carry out its EOBCP. These types of large-scale emergencies require a coordinated response effort between the University and local emergency response agencies. The EOBCP is an operational plan that establishes policies, procedures, responsibilities and organizational structure to be implemented during emergencies and disasters, both during campus-wide emergency planning and during an actual emergency incident.

The EOBCP shall be activated when circumstances indicate that there is a significant emergency or dangerous incident on campus. The first Carlow University Police Department member that arrives on scene shall establish incident command over the radio and give a detailed overview of the situation, including: the type of incident; the number of people, vehicles or buildings involved; the number of injured people and type of injuries; and whether the situation presents an immediate threat to the health or safety of students and employees. If the situation presents an immediate threat, the Carlow University Police Department (CUPD) Communications Department, under the direction of the Chief of Police (or designee) and with notice to the President, is responsible for initiating the EOBCP by immediately contacting the University's Lead Police Communication Officer (LPCO) who will coordinate the distribution of necessary notifications and activation of the Campus Emergency Operations Center. In the event that the University President or her designee determines that unsafe conditions (i.e. the threat of serious injury to persons or extensive damage to property) exist as the result of a natural, human caused or technological disaster, the President (or designee) will immediately proclaim in writing the existence of a State of Emergency and the time of its occurrence. The President (or designee) shall issue a declaration to the campus community and public through the news media and such other means of dissemination consistent with Pennsylvania Law. Prior to the issuance of the emergency proclamation, the President should, if possible, consult with members of the CU Board of Trustees and Chief of Police to discuss the proclamation of the State of Emergency.

When proclaimed, the Incident Commander immediately shall notify the Allegheny County Emergency Management Agency.

### **TIMELY WARNING**

This plan provides guidelines for communicating within the campus, and from the campus to the media and the public, in the event of an emergency or crisis.

Disasters, emergencies and crises may disrupt the normal activities of the campus and require activation of the Carlow University Emergency Operations and Business Continuity Plan (EOBCP). This Emergency Communications Plan describes the role of Police Communications department and the department of Central Administration in communicating vital information to members of the Carlow community and the public.

This plan is designed to add flexibly when used with emergency decision-making procedures of the campus. Elements are tested annually and in conjunction with campus-wide emergency drills.

Issuance of a "Timely Warning" – Per the requirements of the Clery Act, "Timely Warning" advisories are made to the campus community for crimes that are reported to the Carlow University Police Department or the city

of Pittsburgh Police and which may represent an ongoing threat to the safety of students or employees. The University Chief of Police or his/her designee, or the Vice President for Student Engagement or his/her designee shall make the decision as to whether an incident poses an ongoing threat and if a “Timely Warning” advisory is required. In the event that an advisory is required, the Chief, the Vice President or their designee, shall provide University Communications with the specifics of the case which will then be sent by the University Communications via electronic mail directly to all staff, faculty, and students and the pre-determined preferred communication method as requested by all staff, faculty, and students on the Carlow University Campus.

These advisories may also be made using one or a combination of the following methods:

- Press Releases
- Emails
- E2Campus alerts
- Making reports available to the campus community and media through campus websites and newspapers, and radio news station
- Notification to a device registered with the University for the purpose of receiving emergency notifications.
- Issuance of an “Immediate Notification” – In the event that there is a confirmed significant emergency or dangerous situation involving an immediate threat to the campus community (per the judgment of the University’s Chief of Police the Vice President for Student Engagement or his/her designee, Carlow University will, without delay, and taking into account safety of the community, determine the content of the notification and initiate the emergency notification system. However, if in the professional judgment of responsible authorities the notification may compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency, the notification may be delayed. Carlow University also maintains pre-scripted short message scripts for a variety of hazards to assist in the timely issuance of immediate notifications.
- In all cases, Immediate Notifications will be sent via the electronic Emergency Notification System, e2Campus directly to all staff, faculty, students, and visitors on the Carlow University Campus that have subscribed to the free system.

A variety of other communications tools may be used, including: mobile phone, social media accounts, the University web page [www.carlow.edu](http://www.carlow.edu), text pager, or PDA with a wireless connection.

## **EMERGENCY NOTIFICATIONS**

Carlow University uses a notification system that is capable of sending short emergency messages instantly and simultaneously to all registered email addresses, mobile phones, Blackberry's, wireless PDAs, pagers, and Smart or Satellite phones. Emergency messages are also posted to the Carlow University website. All Carlow email addresses are automatically enrolled; students, faculty and staff will need to complete, sign and submit the appropriate form found at <https://myportal.carlow.edu/carlowservices/carlowpolice/Pages/e2.aspx> to register additional contact devices, if they choose.

You may register six email addresses, two text/cell devices and four voice devices. Students are encouraged to enter parent or emergency contact email/device information.

Tests for the e2Campus system will be conducted periodically throughout the school year. You will receive prior notification of all scheduled tests.

**This will be the most effective way for you to receive notifications critical to your safety and well-being.** Messages will be of an urgent or emergency nature only.

## **TESTING OF EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The University tests its emergency notification system and its evacuation procedures once during the fall semester and once during the spring semester.

If deployed, that will constitute an unannounced test of the system. Otherwise, the tests are announced in advance to the University community via internal communication outlets, including a campus-wide E-mail.

Following any test, results (including a description of the exercise, the date, time, and whether the test is announced or unannounced) are documented with the University Police and adjustments to this test content are made where necessary.

## **CARLOW UNIVERSITY POLICY ON SEXUAL MISCONDUCT**

### **Policy Statement**

Carlow University strives to create and maintain a safe and supportive climate in which the inherent dignity of each individual is celebrated. Sexual misconduct and crime in any form {harassment, stalking, rape, sexual battery, dating violence, domestic violence etc.) is completely at odds with Carlow's core values and will not be tolerated within our campus community.

The University takes all allegations seriously and investigates them thoroughly. Students accused of sexual misconduct will face campus conduct proceedings in which the sanctions may include removal from the University or from specific residence halls or programs, as well as possible civil or criminal legal liability under federal and state laws, including Title IX. All Carlow University students and employees, regardless of gender or sexual orientation, are covered by this policy, as well as third parties on Carlow property or participating in Carlow-sponsored or -related activities.

### Definitions

Sexual misconduct is defined as unwelcome acts of a sexual nature committed by one person against another without consent. Sexual misconduct may include, but is not limited to:

- Sexual Assault- rape, attempted rape, or sodomy, or threats to commit these acts
- Unwelcome Touching or Sexual Contact- either of the complainant or by the complainant when forced by the accused assailant
- Sexual Harassment- unwelcome acts of a sexual nature that create a hostile or intimidating environment for a student or by which a student's academic or work status, advancement or evaluation is made conditional to submission to such conduct
- Unwelcome and persistent requests, propositions, or pressure for sex
- Unwelcome speech or gestures of a sexual nature or about sexual activities, body, or clothing or comments that denigrate others based on gender or sexual orientation

### **Definition of Consent**

Consent is defined as a voluntary agreement to engage in sexual activity. Consent must be explicit; silence or a lack of resistance should not be construed as consent. Consent can be withdrawn at any time, and is invalidated by coercion, force, or threats. Past consent does not imply future consent, nor does consent to engage in sexual activity with one person imply consent to engage in sexual activity with another person. An incapacitated or unconscious individual cannot give consent.

**For the offenses of domestic violence, dating violence and stalking such statistics shall be compiled in accordance with the definitions used in section 4002(a) of the Violence Against Women Act of 1994.**

## **PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT**

Carlow University is committed to providing an environment that establishes and promotes the dignity and worth of all individuals. It is the responsibility of the University community to assist students, faculty, or staff when reporting incidents of sexual misconduct and to work with appropriate officials to promote an educational environment that will not tolerate sexual assault, rape, or sexual abuse of any kind against students, faculty, staff or visitors. Carlow University does not tolerate sexual assault and/or sexual harassment. Any behavior involving sexual assault or/and harassment is prohibited by federal and state law and by University policy.

Carlow University is not immune to incidents of violence and the University community should be educated about the impact sexual misconduct has on victims. Personal safety and crime prevention guidelines are published in the Safety and Security Reference Guide and on the Police Department's website. All students, faculty and staff are encouraged to enroll in the e2Campus emergency text messaging alert system. In addition, yellow or white emergency call boxes are available throughout the campus.

In an on-going effort to prevent sexual assaults and in addition to providing various security measures, the University is committed to making available, through a variety of channels, relevant educational information and programs.

Carlow University will take whatever action may be needed to prevent, correct, and if necessary, discipline and/or prosecute behavior that violates this policy and the law. All forms of sexual misconduct and all attempts to commit such acts are regarded as serious University offenses that are likely to result in suspension, required withdrawal, expulsion, or termination. Prosecution may take place, in accordance with Pennsylvania criminal law, independent of University actions.

Sexual assault is a felony pursuant to Title 18, Crimes, and Offenses, of the Pennsylvania Consolidated Statutes. Pertinent provisions include, but are not limited to 18 Pa C.S.A. § 3101, 3104, 3105, 3106, 3107, 3121, 3123.

The Carlow University Sexual Misconduct Policy has been designed to provide members of the University community with information on procedures to be followed when dealing with the issue of sexual misconduct in the campus environment.

The policy encompasses three distinct but related areas:

- 1.) Education programs aimed at the prevention of sexual assault and the proactive measures members of the University community can take;
- 2.) The procedures to be followed when an incident of sexual misconduct occurs including the services available to the victim and the notification of appropriate personnel; and

3.) The on-campus disciplinary actions and coordination between campus and local law enforcement personnel.

## **DEFINITION OF SEXUAL ASSAULT**

The most severe type of sexual assault is rape, which is generally defined as forced sexual intercourse perpetrated against the will of the victim. This definition applies regardless of whether the assailant is a stranger or an acquaintance. The type of force used by the assailant may involve physical violence, coercion or the threat of harm to the victim.

Acquaintance rape is the most prevalent form of rape on college campuses. The acquaintance may be a date or friend or someone the victim knows only casually, from the residence hall, a class, or through mutual friends. Regardless of the relationship between them, if one person uses force or coercion to induce another into submitting to sexual intercourse, the act is defined as rape. The same University disciplinary procedures, as well as criminal laws and penalties, apply in cases of acquaintance rape as in cases of stranger rape. Although rape is the most severe type of sexual assault, other behavior, which does not involve penetration, would also constitute sexual assault.

Sexual battery is a type of assault that is generally defined as the unwanted touching of an intimate part of another person, such as a sexual organ, buttocks or breast, for the purpose of sexual arousal.

## **WHAT TO DO IF YOU OR SOMEONE YOU KNOW IS THE VICTIM OF SEXUAL MISCONDUCT**

### **Procedures If a Sexual Assault Occurs**

Regrettably, sexual assault happens and perpetrators can be relatives, friends, dates, acquaintances, or strangers. Violated victims may experience feelings of confusion, disbelief, shock, guilt, shame, resentment, anger, and fear. It is the intention of the University to increase awareness and encourage prevention, but in the event of an assault, University resources are available to provide assistance.

Go to a place that is safe and seek medical treatment. If a sexual assault occurs, safety and medical assistance are the first considerations. 24 hours assistance is available on campus and in the local area. Whether or not you decide to report the incident, seek medical treatment immediately and get counseling as soon as possible.

### **If you are assaulted**

- Get to a safe location. Following an assault, the primary concern is to get the survivor to a safe place. Once there, the survivor has several options to consider. She/he can:
- Call the Police/Public Safety or Campus Life staff in order to receive help accessing support services.
- Contact someone you can trust, a friend who can stay with you and support you.
- Seek medical attention. All survivors of sexual assault are encouraged to seek medical attention as soon as possible after the assault to ensure their physical well-being. Even if there is no external physical injury, survivors can be tested for sexually transmitted diseases, pregnancy, and internal trauma. Preservation of physical evidence is important to the successful prosecution of offenders. In order to preserve such evidence, survivors should not shower, douche or change clothes, or bedding before seeking medical attention. In addition, if oral contact was made, survivors are asked not to brush their teeth, smoke or eat. Evidence can be collected at area hospitals including Magee-Women's Hospital (412)-647-4933 and Mercy Hospital (412)-232-8222.



- Contact the Police Communications Center at 412-578-6007. Sexual assault is a crime and survivors have the opportunity to press charges. The decision regarding prosecution must be made by the survivor and will be respected by all members of the University community. However, if the survivor chooses to file charges, the Department of Public Safety and other University personnel will assist in this endeavor. If the assault happened on campus, the survivor can contact University Police or if it occurred off campus, she/he can contact the Sexual Assault Unit of the Pittsburgh Police at 412-323-7141.
- Contact a counselor. Assistance will be provided through the scheduling of emergency appointments and support through the recovery process. Services are coordinated through the University's Health Service Office at 412-578-6306. Pittsburgh Action Against Rape ([www.paar.net](http://www.paar.net)) provides counseling and other services to survivors.
- Do not douche, bathe, shower, or change clothes before seeking medical attention.
- Preserving evidence is important in later pursuing a criminal or other judicial case.
- Do not wash sheets or other bed coverings where critical DNA evidence may be found.
- If you need medical transport to Magee Women's Hospital, call the Police Department at 412-578-6007. Calling for transport will not result in a criminal investigation unless the survivor wants to pursue one.
- A qualified sexual assault counselor will meet with you and provide emotional support and advice on disciplinary and legal options.
- Conversations with clinicians and counselors are not disclosed to anyone (unless there is a threat of physical harm to that individual or others) without the expressed permission of the person seeking assistance.
- *Report the sexual assault to the authorities.* The more often sexual assaults are reported, the easier it may be to prevent them. Reporting the incident does not mean that the survivor must proceed with a criminal prosecution.
- Regardless of whether or not the survivor wants to pursue criminal prosecution, you should contact the Police Department, or a local law enforcement agency.

## **WAYS OF REPORTING SEXUAL MISCONDUCT**

You may report an incident of sexual misconduct or any other crime to:

- The University Police (412-578-6007)
- The Vice President for Student Engagement and Dean of Students (Title IX Coordinator) (412-578-6087)
- The Director of Campus Life (412-578-6069)
- The Assistant Director of Campus Life (412-578-8776)
- The Director of Human Resources (412-578-8897)
- Any member of the Residence Life staff (RAs and GRDs)

Additionally, the University publishes a list of Campus Security Authorities (CSAs) each semester, to which members of the campus community can also report any crime.

Students who experience sexual misconduct away from campus are also encouraged to report the matter to the University Police, Health Services, or Counseling staff. Even if the incident does not fall under the investigatory, campus conduct, or legal jurisdiction of Carlow University, our goal is to ensure that students have the support and resources they need, and we will assist in making notification to outside law enforcement agencies as requested.

## **Confidentiality**

The University encourages any individual who has experienced sexual misconduct to make a formal report and to fully pursue the matter through both campus conduct and external legal channels. Any individual who files a formal report in good faith will be fully supported.

However, reporting sexual misconduct to the University Police or other campus authorities does not automatically require someone to pursue further conduct or legal action either on or off campus. That choice remains with the individual making the report. We encourage students to make a report as early as possible to facilitate the investigation and any future campus or legal processes. The Vice President for Student Engagement and the Chief of Police must be informed that an incident has been reported, but you may request that your name and any identifying characteristics be kept confidential.

The two University Counselors, the Campus Minister, and the Special Assistant to the President for Mercy Heritage fall within the Clery Act reporting exemption for personal and pastoral counselors and are therefore not required to report crimes in the same way as the Campus Security Authorities. However, these individuals will encourage students to utilize campus reporting procedures and connect with other resources.

If the survivor or witness elects to contact the Police Department to file a formal report of the assault, officers are trained in investigating sexual assault and will work with the individual to gather the pertinent information. The survivor always retains the right to decide whether to proceed with a criminal prosecution. The officer will ensure that the survivor gets the counseling and other assistance they need. The safety of the survivor will always remain the top priority of the Police Department members

Because of the Pennsylvania public records law and the law requiring individuals having knowledge of a felony to report such crime, Carlow University is not able to promise confidentiality to persons reporting crimes to non-privileged recipients, including individuals or offices that supply crime statistics for this annual report.

**The University strongly encourages crime victims to report all criminal activity to police in order to insure prompt evaluation for timely warning or emergency notification and for inclusion in the statistics for the annual crime report.**

## **ON-CAMPUS AND COMMUNITY VICTIM RESOURCES**

Numerous resources are available to assist individuals dealing with sexual misconduct, both on and off campus: Carlow University has counseling and health services available to all students. Services are free of charge and confidential. We have a registered nurse and two licensed counselors on staff, supported by a consulting arrangement with UPMC Adolescent Medicine and a consulting psychiatrist. Any student, who has experienced sexual misconduct at any time, on or off campus, past or present, is encouraged to use these support services.

Both Magee Women's Hospital (300 Halket Street, Pittsburgh, PA 15213. (1-866)-MyMagee) and UPMC Mercy (1400 Locust Street, Pittsburgh, PA 15219. (412) 232-8111) have Forensic Nurses available 24 hours a day, seven days a week at their emergency departments. These Forensic Nurses are calls SANE nurses in Allegheny County, Pennsylvania. SANE stands for Sexual Assault Nurse Examiners. SANE nurses can help by collecting evidence and connecting individuals.

RAINN (Rape, Abuse, and Incest National Network) is the largest anti-sexual assault organization in the country. They provide access to a wide variety of support and educational services to survivors of sexual misconduct and those who support them. Rape, Abuse, and Incest National Network (RAINN): 1-800-656-HOPE (4673)

The Investigations Bureau of the Pittsburgh City Police investigates crimes including sexual misconduct. To report a crime in the City of Pittsburgh, call 911 or the number below.

City of Pittsburgh Police Investigations Bureau- Sex Assault/Family Violence: 412-323-7141

### **Victim Resources Hospitals**

Police Department 412-578-6005 Magee Women's 412-641-1000

Counseling Center 412-578-8731 UPMC Presbyterian 412-647-2345

Health Services 412-578-6174 UPMC Montefiore 412-648-6000

Campus Ministry 412-578-6651 Western Psychiatric 412-624-2100

### **Community Resources**

Pittsburgh Action Against Rape (PAAR) 866-363-7273 (24-hour)

Victims of Violent Crime 412-392-8582 (24-hour) 866-644-2882

Women's Center and Shelter of Greater Pittsburgh 412-687-8005 (24-hour) 877-338-8255

### **PROCEDURES FOR HANDLING SEXUAL MISCONDUCT ALLEGATIONS ON CAMPUS**

Carlow University has made several important modifications to its usual conduct procedure for cases of alleged sexual misconduct. At all times, the University's paramount concerns are the physical and emotional welfare of all parties involved, as well as the safeguarding of the rights of both the complainant and the accused.

Retaliation against anyone who makes a complaint of sexual misconduct or serves as a witness or otherwise participates in a conduct proceeding will not be tolerated and the University will investigate and strongly respond to any reports of alleged retaliation.

Mediation is not an appropriate option in sexual misconduct cases, and rather than mediation, the University will respond to formal complaints with an investigation and student conduct proceedings.

The University encourages any student who experiences sexual misconduct to make a report and to seek help without the additional fear of consequences to their own conduct record. Therefore, no student making a sexual misconduct complaint will be subject to University discipline for the sole violation of having used alcohol on the occasion when the alleged misconduct took place

As in other campus conduct proceedings in which the consequences can include removal from the University, sexual misconduct cases will be heard by a Student Conduct Board of trained faculty, staff, and students who will make recommendations to the Vice President for Student Engagement based on a preponderance-of-the-evidence (more likely than not) standard of proof.

When appropriate, residence hall assignments, class schedules, transportation and work schedules can be modified to prevent contact between the complainant and the accused, and no-contact requirements or even interim suspensions can be used to protect the safety of those involved.

Both the complainant and the accused are entitled to the assistance of an advocate from within the campus community to explain Carlow processes and provide ongoing advice and support.

While individuals from outside the campus community (i.e., advisors, parents or guardians, attorneys, advocates, etc.) are not permitted to actively participate in campus conduct proceedings, they may be present nearby, and both the complainant and the accused will be permitted to consult with their own external advisors, advocates and parents and guardians.

Both the complainant and the accused will simultaneously be provided with a written outline of their rights and responsibilities and with written notice of the outcomes of any campus conduct proceedings.

The University Police will facilitate and support any complainant who wishes to file legal charges with the City of Pittsburgh Police in addition to or instead of campus conduct proceedings.

Internal campus proceedings and external legal processes are conducted independent of each other and the outcome of one does not necessarily influence the other.

Carlow University will ensure that such proceedings shall:

- a. Provide a prompt, fair and impartial investigation and resolution.
- b. Be conducted by officials who receive annual training on issues relating to domestic violence, dating violence, sexual assault and stalking.
- c. Be conducted by officials who receive annual training on issues relating to proper investigation and hearing processes that protect the safety of the victim and promote accountability.
- d. Ensure that the accused and the accuser are afforded the same opportunities to have others present during an institutional disciplinary proceeding; including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- e. Ensure that both the accuser and the accused are given timely notice of meetings at which one or the other or both may be present.
- f. Ensure that the accuser, the accused and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.
- g. Ensure that the accuser and the accused are simultaneously informed in writing of:
  1. The outcome of any institutional disciplinary proceeding that arises from an allegation domestic violence, dating violence, sexual assault or stalking.
  2. The procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding
  3. Any change to the results that occurs prior to the time that such results become final.

4. When such results become final.

Upon request, Carlow University will disclose the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to:

- The alleged victim
- The next of kin, if the victim is deceased

### **Promptness, Fairness and Impartiality**

These procedures provide for prompt, fair, and impartial investigations and resolutions. The Investigating Officer shall discharge his or her obligations under these complaint resolution procedures fairly and impartially. If the Investigating Officer determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, the Investigating Officer shall inform the Title IX Coordinator or appropriate alternate so that another appropriate individual can be designated to administer these procedures.

The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the accused and the accuser will be given periodic updates regarding the status of the investigation. If either the accused or accuser needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) days.

### **Standards of Evidence:**

Carlow University employs the "Preponderance of Evidence" standard in the determination of the results of proceedings.

### **Compliance**

**Compliance with these provisions does not constitute a violation of the General Education Provisions Act (20 U.S.C. 123g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA)**

### **Definitions:**

Proceeding: Formal or informal inquiry and adjudication of reported misconduct.

Result: Decision of consequences based on findings of proceeding.

### **Protecting Accusers, Reporters and Witnesses**

#### **Retaliation**

The University does not tolerate retaliation and will pursue actions against those who take retaliatory measures against reporting individuals or witnesses. When an individual reports sexual misconduct, relationship violence, or stalking to any campus resource, that resource will work with the Title IX Coordinator or the appropriate Investigating Officer to ensure that the Complainant and reporter are protected from further misconduct and from retaliation for making the report. The Title IX Coordinator or her/his designee will consult with the

Complainant regarding protective measures such as changes to University housing and/or academic schedules, changing office locations, removing the reporting individual's information from the Campus directory, and/or issuing a "no contact order." Protective measures applicable to students will be enforced under the Student Code of Conduct by the Vice-President for Student Engagement and Dean of Student Affairs. Protective measures applicable to staff will be enforced by the Director of Human Resources. Protective measures applicable to faculty will be enforced by the Provost and Vice President for Academic Affairs.

### **Amnesty**

In order to facilitate reporting, the Vice-President of Student Engagement and Dean of Student Affairs may choose not to charge students who report sexual misconduct, relationship violence, and stalking and any material witnesses with Student Code of Conduct violations for behavior that would otherwise be considered violations (for example, consuming alcohol underage or consuming illegal drugs).

### **False Accusations**

**Deliberately false and/or malicious accusations of sexual misconduct, relationship violence, or stalking, as opposed to complaints which, even if erroneous or made in good faith, are taken very seriously by the University and persons that are found in violation will be subject to appropriate disciplinary action.**

### **Sanctions and Protective Measures**

The University's primary goal is to ensure that any victim of sexual misconduct, relationship violence, or stalking is safe. Regardless of whether an accuser chooses to pursue disciplinary action, when necessary the University will take interim measures to protect the party (ies) involved and ensure that all safety, emotional, and physical well-being concerns are met.

Interim measures to protect the safety of the accuser will be determined on a case-by-case basis. In making the determination, the University will consider, at a minimum, the accusers' expressed need, the severity or pervasiveness of the allegations, the continuing effects on the accuser, the likelihood that the accuser will come into contact with the accused through daily activities, and whether any legal steps have been taken to protect the accuser.

The University will also consider, as appropriate, whether and what interim measures and remedies should be provided or offered to the accused.

### **Student Remedies:**

Some examples of immediate remedies the University may provide to a student include modifying class schedules, workplace schedules, and/or extracurricular activities; changing housing arrangements; providing counseling and academic support services; providing a Support Advocate; offering extra time to complete, re-take or withdraw from a class without academic or financial penalty; and providing escort services on campus from the campus police. The University may also initiate a no contact order, alter the housing accommodations of the Respondent; and alter the class, work or extracurricular schedule of the Respondent. Where it is deemed appropriate, the University may issue an interim suspension for a student.

**Staff Remedies:**

Some examples of immediate remedies the University may provide to a staff member include: modifying work schedule or shift, workplace department or location, supervisor or direct reports if the accuser is a supervisor; providing a Support Advocate; assisting in obtaining counseling services through the Employee Assistance Plan or otherwise; providing escort services on campus and increasing security around an accuser. If an investigation against a named accused person occurs, the University may initiate a no-contact order, issue a *persona non grata* order to prevent a person from coming on campus, and/or alter the assigned department, work schedule or work location, or the supervisory reporting structure of the accused.

**Faculty Remedies:**

Some examples of immediate remedies the University may provide to a faculty member include: modifying teaching schedule, workplace schedule, and/or extracurricular schedule; providing a Support Advocate; assisting in obtaining counseling services through the Employee Assistance Plan or otherwise; providing escort services on campus and increasing security around the accuser. If an investigation against a named accused occurs, the University may initiate a no-contact order, issue a *persona non grata* order to prevent a person from coming on campus, and/or alter the class or work schedule of the accused.

**RESOLUTION PROCESS**

The process used for resolution of reported sexual misconduct, relationship violence, or stalking, including application of sanctions, will be determined by the relationship of the accused to the University (i.e., student, faculty or staff). Regardless of the process utilized, the University commits to providing parties with timely notice, equal opportunities to be heard and equal opportunities to respond to the reported behavior.

**Informal Resolution**

An informal resolution is a mechanism for achieving resolution between parties without a formal investigation. This process may not be used in incidents where the reported behavior could constitute a crime, such as sexual assault, dating or domestic violence, or stalking. Accusers choosing this path of resolution do not forego access to remedies needed to continue their education. Mediation is not considered an appropriate method of resolution for a sexual assault complaint.

Through the informal resolution process, accusers are choosing to have their report of misconduct shared with the accused. The Title IX Coordinator will meet with the accused to inform him or her of the reported misconduct. The accused will have the opportunity to accept or deny responsibility for the accused alleged misconduct. If the accused accepts responsibility for their action, appropriate disciplinary actions will be imposed by the Title IX Coordinator.

The Accuser will be notified of the accused acceptance of responsibility and that the case has been resolved. Neither the accuser nor the accused may appeal from an informal resolution.

## **Formal Resolution**

Once an investigation is conducted and all relevant information has been provided to the Title IX Coordinator, the resolution process will begin. The University aims to complete the resolution process, including notifying all parties of the outcome of the investigation, within 60 days.

The Title IX Coordinator is responsible for reviewing information and determining whether a violation of the University's Policy Prohibiting Sexual Misconduct, Relationship Violence and Stalking has occurred. This determination will include a full review of all relevant information and be based on a preponderance of the evidence standard (i.e., whether it is more likely than not that a violation occurred).

Upon making a decision on whether a violation has occurred, the Title IX Coordinator will issue an Outcome Letter outlining the decision made, and will also explain the imposed sanctions and remedies. Sanctions for those found responsible for sexual assault may include, but are not limited to, required prevention education, suspension or expulsion. This information will be provided in writing to the accuser and the accused, taking into account any applicable privacy issues. The Title IX Coordinator will review the Outcome Letter with the accuser and accused separately to ensure the reasoning of the decision is fully understood and to inform both parties of the right to appeal. *Note, however, that an accuser or accused who has refused to participate in the investigation process has no right to appeal.*

If it is determined that a violation of the Policy Prohibiting Sexual Misconduct, Relationship Violence and Stalking did not occur, but the reported behavior would violate a different University policy, such as the Student Code of Conduct, the case may be referred to the appropriate office for resolution.

## **Right to Appeal**

Except as noted above, both the accuser and the accused have the right to appeal the decision of the Title IX Coordinator.

## **Applicability**

These Complaint Resolution Procedures apply to the resolution of all reports under the Sexual Misconduct Policy. They apply to the resolution of complaints against students, faculty, administrators, staff, and third parties, and they are the exclusive means of resolving complaints of sexual misconduct.

## **SEX OFFENDER REGISTRATION INFORMATION**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Carlow University Police Department is providing a link to the **Pennsylvania State Police Sex Offender Registry**.

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Pennsylvania's General Assembly has determined public safety will be enhanced by making information about registered sexual offenders available to the public through the internet.



Knowledge whether a person is a registered sexual offender could be a significant factor in protecting yourself, your family members, or persons in your care from recidivist acts by registered sexual offenders.

Public access to information about registered sexual offenders is intended solely as a means of public protection. Pursuant to 42 Pa. C.S. § 9798.1, the State Police has established this website to provide timely information to the public on registered sexual offenders who reside, attend school, or are employed/carry on a vocation, within this Commonwealth.

Pennsylvania's Megan's Law, 42 Pa. C.S. § 9799.1, requires the State Police to create and maintain a registry of persons who reside, work/carry on a vocation, or attend school in the Commonwealth and who have either been convicted of, entered a plea of guilty to, or adjudicated delinquent of **certain sexual offenses** in Pennsylvania or another jurisdiction.

Any person who uses the information contained herein to threaten, intimidate, or harass the registrant or their family, or who otherwise misuses this information, may be subject to criminal prosecution or civil liability.

**The Pennsylvania State Police is responsible for maintaining this registry. Follow the link below to access the Pennsylvania State Police website:**

**Pennsylvania State Police Sex Offender Registry**

**<http://www.pameganslaw.state.pa.us/>**

## **Definitions:**

### **Programs to prevent:**

The term programs to prevent refers to comprehensive educational and training programs intended to prevent violence that incorporate diverse approaches that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and consider risk and protective factors as they occur on the individual, relationship, community and societal levels.

### **Primary prevention:**

The term primary prevention refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs. Efforts to change behavior and social norms, and promote healthy relationships, healthy sexuality and egalitarian gender roles, or efforts to understand risk factors and protective factors for bystander inaction and change social norms around bystander inaction are all examples of primary prevention.

### **Awareness programs:**

The term awareness programs refers to programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration. These efforts can include campus communitywide mobilizations as well as targeted audience specific programming (including both students and employees). Awareness month campaigns, "Speak Outs," rallies or marches, informational poster campaigns or resource websites, and educational programming that focuses on sharing resources and information about these issues are examples of awareness programs.

### **Bystander intervention:**

The term bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action.

### **Risk reduction:**

The term risk reduction refers to approaches that seek to mitigate risk factors that may increase the likelihood of perpetration, victimization, or bystander inaction. Risk reduction focuses on helping individuals and communities address the institutional structures or cultural conditions that facilitate sexual violence, domestic violence & stalking to increase safety. Examples of risk reduction may include but are not limited to general crime prevention education, campus escort programs, programs that educate on how to create individual and community safety plans and strategies, and bystander intervention programs that educate the campus on how to recognize and interrupt situations of harm, or implementing a communications system that can notify the entire campus community of immediate threats to security.

### **Ongoing awareness and prevention campaigns:**

The term ongoing awareness and prevention campaigns refers to campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to sexual assault, domestic violence and stalking prevention. These programs will occur at different levels throughout the institution (i.e. faculty, athletics, incoming students) and will utilize a range of strategies. Ongoing awareness and prevention campaigns may include information about what constitutes sexual assault, dating violence/intimate partner abuse, and stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and advancing pro-social behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved.

## **MISSING STUDENT NOTIFICATION POLICY**

### **PURPOSE:**

This policy contains the official notification procedures of Carlow University concerning missing students who reside on campus, in accordance with the requirements of the Higher Education Opportunity Act (HEOA) of 2008. The purpose of this policy is to promote the safety and welfare of the campus community through compliance with the HEOA requirements, and should be adhered to by all members of the campus community, faculty, staff and students.

Any student shall be deemed missing when he or she is reportedly absent from the University for more than 24 hours without any known reason.

### **PROCEDURES:**

In the event that a member of the campus community has reason to believe that a student who resides in an on-campus housing facility is missing, he/she should immediately notify the Carlow University Police Department (CUPD). CUPD will then notify the University's Vice President of Student Engagement or her designee, prepare a missing persons report, and initiate an investigation.

Per HEOA requirement, each student has the option to identify a confidential contact to be notified within 24 hours of the determination by the CUPD or other law enforcement agency that the student is missing. If a student elects to identify a confidential contact, that information will be maintained by the Vice President of Student Engagement Office, and is accessible only to authorized campus officials. The information may not be disclosed, except to law enforcement officials in furtherance of a missing persons investigation. If a separate missing persons contact is not identified by the student, an investigation will still be initiated and the emergency contact on record will be notified.

If the missing student is under 18 years of age and not emancipated, he/she can still designate a confidential contact. However, in compliance with the HEOA, a legal parent or guardian will also be notified.

- All students who register for on-campus housing will be advised of this policy at the time of registration and/or upon housing check-in. During the registration process, specific emergency contact information will be captured. At that time, students will have the opportunity to provide separate missing person contact information as well, if they choose to do so.
- All missing person contact information is registered and confidential.

- All reports of missing students shall be directed to the CUPD who will work with Campus Life to determine whether the student is missing in accordance with this policy.
- All police officers are properly trained and clearly understand the requirements and how to handle the reports. Students are advised that their missing person contact information is registered and confidential.
- Upon check-in to the campus residence halls, suites, or apartments, all students will have the opportunity to identify an individual to be contacted by the University in case the student is determined to be missing.
- Every student has the opportunity to list an emergency contact by completing an Emergency Contact form available at the Office of Campus Life.

If a missing person's complaint is received the following steps will be taken:

- When a student is reported missing, residence life staff will immediately be contacted by a member of the Carlow University Police Department.
- The Police Communications Officer receiving the complaint will immediately dispatch a Carlow police officer to the location of the complainant.
- The responding officer will gather all essential information about the missing Person (contact information, description, clothes last worn, where subject might be, who they might be with, vehicle description, etc.) A current photograph of the missing person may also be obtained to aid in the search.
- The responding officer will also gather information about the physical and mental well-being of the individual who is missing.
- Review of the access system to see where and when the last time the student's ID was scanned
- Appropriate campus staff will be notified of this location to aid in the search for the individual.
- A quick, but thorough search will be conducted in all campus buildings and parking lots.
- Class schedules of the missing person will be obtained and a search of classrooms will be conducted.
- A call will be placed missing student's cell phone and a text message will be sent.
- Interview roommates, suitemates and known friends
- Look at social networking sites such as Facebook for any activity
- Check with faculty members to see when the student was in class or if they have had contact
- Attempt to locate student's vehicle on campus
- Carlow University Police will contact area hospitals and law enforcement to see if they can provide any information.

If the above actions are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing (i.e. a call from parents, guardians), the investigation will be turned over to the appropriate local law enforcement agency. That agency then becomes the authority in charge and the Carlow Police Department will assist them as needed.

The Vice President of Student Engagement and Dean of Students or her/his designee will be responsible for communicating with the family or relatives of the missing person. The emergency contact will be notified within 24 hours to verify if the person is missing or has voluntarily left her residence. If the student is less than 18 years of age, and not emancipated, their parent or guardian will be notified.

## CAMPUS SAFETY PROGRAMMING AND AWARENESS EVENTS

The Police Department offers a wide variety of crime prevention and safety awareness programs to the university community. The Police Department participates in student and parent orientation, student organizations and community functions in which we explain available services and educational/training programs that is provided to the community. The theme of most crime prevention programs is to encourage students and employees to be aware of their responsibility for their own safety and the security of others.

The Police Department in cooperation with other university organizations and departments, present crime prevention awareness sessions and educational strategies and tips on sexual assault prevention, underage drinking and illegal drug use, theft prevention, identity theft, residence hall safety tips, vehicle safety tips, avoid becoming a crime victim, protecting your credit, reduce risk of book theft, and prevent bicycle theft.

### **Summary of Community Policing/Crime Prevention Programming.**

The following is an overview of safety programs offered by the University and its Police Department. Programs are available throughout the academic year. In addition to the campus safety programming, The Carlow University employs many additional crime prevention initiatives, including:

#### **Event Description**

Alcohol Awareness/ "Fatal Vision" Program	This program discusses the law, culture and consequences of consuming alcohol. There also are activities to show the effects of alcohol on motor skills and driving a motorized vehicle while wearing "Fatal Vision Goggles." CUPD attends at minimum three such events a year.
Self-Defense Course	This program is available monthly at no cost to all faculty/staff and students. This program is a modified combined version of several forms of self-defense. The program teaches easy to learn and highly effective techniques for safety and self-defense. These courses are available monthly. These programs are available on a monthly rotational schedule. These programs are available at no cost to all students, faculty and staff.
CPR/First Aid	A two year certification card is issued through the American Heart Association upon successful completion of these training events. These courses are available monthly.
Registration and Assessment	These programs give participants an overview of CUPD and safety tips for on and off campus living and personal safety tips, including: how to identify a suspicious person, location and use of campus safety phones and the availability of the campus escort service. These events are held 6 times a year.

## Oakland Campus

Crimes	Year	Residence	On-Campus	Off-Campus	Public Property
Arson	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Aggravated Assault	2016	0	0	0	0
	2015	0	0	0	3
	2014	0	0	0	0
Burglary	2016	0	0	0	0
	2015	1	1	0	0
	2014	0	0	0	0
Non Negligent Manslaughter	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Robbery	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Sex Offense Forcible	2016	1	1	0	0
	2015	NA/1	NA/1	NA/1	NA/1
	2014	NA/1	NA/1	NA/1	NA/1
Sex Offense Non-Forcible	2016	NA/1	NA/1	NA/1	NA/1
	2015	NA/1	NA/1	NA/1	NA/1
	2014	NA/1	NA/1	NA/1	NA/1
Domestic Violence	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Dating Violence	2016	0	0	0	0
	2015	0	0	0	0
	2014	1	1	0	0

Crimes	Year	Residence	On-Campus	Off-Campus	Public Property
Stalking	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	1	0
Sex Offenses, Rape	2016	0	0	0	0
	2015	0	0	0	0
	2014	1	1	0	0
Sex Offenses, Fondling	2016	0	0	0	0
	2015	1	1	0	0
	2014	1	1	0	0
Sex Offenses, Incest	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Sex Offenses, Statutory Rape	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Arrests, Liquor Violations	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Arrests, Drug Violations	2016	0	0	0	0
	2015	0	0	0	2
	2014	0	0	0	0
Arrests, Illegal Weapons Possessions	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Referral, Liquor Violations	2016	6	7	0	0
	2015	2	2	0	0
	2014	3	3	0	0
Referral, Drug Violations	2016	6	14	5	7
	2015	3	3	0	0
	2014	0	0	0	0
Referral, Illegal Weapons Possession	2016	1	1	1	0
	2015	0	0	0	0
	2014	0	0	0	0

<sup>1</sup> These crimes are required to be broken out differently for 2014. See Sex Offenses, Rape; Sex Offenses, Fondling; Sex Offenses Incest; and Sex Offenses, Statutory Rape for 2014 numbers.

\* Crimes included in the residential facilities column are included in the on campus category.

## Bias Crimes/Hate Crimes

Crimes	Year	Residence Halls	On-Campus	Off-Campus	Public Property
Hate Crime, Non-Negligent	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Hate Crime, Negligent Manslaughter	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Hate Crime, Rape	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Hate Crime, Fondling	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Hate Crime, Incest	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Hate Crime, Statutory Rape	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Hate Crime, Larceny-Theft	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Hate Crime, Simple Assault	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Hate Crime Intimidation	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	0	0	0
Hate Crime, Destruction/Dam Vandalism-	2016	0	0	0	0
	2015	0	0	0	0
	2014	0	1	0	0

## Bias Crimes/Hate Crimes

Hate crimes are violent actions intended to hurt and intimidate someone because of their race, ethnicity, national origin, religion, sexual orientation, gender or disability.



## Cranberry Campus

Crimes	Year	Residence Halls	On-Campus	Off-Campus	Public Property
Arson	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Aggravated Assault	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Burglary	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Non Negligent Manslaughter	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Negligent Manslaughter	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Motor Vehicle Theft	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Robbery	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Sex Offense Forcible	2016	NA/2	NA/1	NA/1	NA/1
	2015	NA/2	NA/1	NA/1	NA/1
	2014	NA/2	NA/1	NA/1	NA/1
Sex Offense Non-Forcible	2016	NA/2	NA/1	NA/1	NA/1
	2015	NA/2	NA/1	NA/1	NA/1
	2014	NA/2	NA/1	NA/1	NA/1
Domestic Violence	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Dating Violence	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0

Crimes	Year	Residence Halls	On-Campus	Off-Campus	Public Property
Stalking	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Sex Offenses, Rape	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Sex Offenses, Fondling	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Sex Offenses, Incest	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Sex Offenses, Statutory Rape	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Arrests, Liquor Violations	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Arrests, Drug Violations	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Arrests, Illegal Weapons Possessions	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Referral, Liquor Violations	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Referral, Drug Violations	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Referral, Illegal Weapons Possession	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0

<sup>1</sup> These crimes are required to be broken out differently for 2014. See Sex Offenses, Rape; Sex Offenses, Fondling; Sex Offenses Incest; and Sex Offenses, Statutory Rape for 2014 numbers.

<sup>2</sup> This campus does not have resident student facilities.

\* Crimes included in the residential facilities column are included in the on campus category.

## Bias Crimes/Hate Crimes

Crimes	Year	Residence Halls	On-Campus	Off-Campus	Public Property
Hate Crime, Non-Negligent	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Negligent Manslaughter	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Rape	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Fondling	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Incest	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Statutory Rape	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Larceny-Theft	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Simple Assault	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime Intimidation	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Destruction/Dam Vandalism-	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0

## Bias Crimes/Hate Crimes

Hate crimes are violent actions intended to hurt and intimidate someone because of their race, ethnicity, national origin, religion, sexual orientation, gender or disability.

## Greensburg Campus

Crimes Reported	Year	Residence Halls	On-Campus	Off-Campus	Public Property
Arson	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Aggravated Assault	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Burglary	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Non Negligent Manslaughter	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Negligent Manslaughter	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Motor Vehicle Theft	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Robbery	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Sex Offense Forcible	2016	NA/2	NA 1	NA 1	NA/1
	2015	NA/2	NA/1	NA/1	NA/1
	2014	NA/2	NA/1	NA/1	NA/1
Sex Offense Non-Forcible	2016	NA/2	NA/1	NA/1	NA/1
	2015	NA/2	NA/1	NA/1	NA/1
	2014	NA/2	NA/1	NA/1	NA/1
Domestic Violence	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Dating Violence	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0

Crimes Reported	Year	Residence Halls	On-Campus	Off-Campus	Public Property
Stalking	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Sex Offenses, Rape	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Sex Offenses, Fondling	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Sex Offenses, Incest	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Sex Offenses, Statutory Rape	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Arrests, Liquor Law Violations	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Arrests, Drug Law Violations	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Arrests, Illegal Weapons Possessions	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Referral, Liquor Law Violations	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Referral, Drug Law Violations	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Referral, Illegal Weapons Possession	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0

<sup>1</sup> These crimes are required to be broken out differently for 2014. See Sex Offenses, Rape; Sex Offenses, Fondling; Sex Offenses Incest; and Sex Offenses, Statutory Rape for 2014 numbers.

<sup>2</sup> This campus does not have resident student facilities.

\* Crimes included in the residential facilities column are included in the on campus category.

## Bias Crimes/Hate Crimes

Crimes	Year	Residence Halls	On-Campus	Off-Campus	Public Property
Hate Crime, Non-Negligent	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Negligent Manslaughter	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Rape	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Fondling	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Incest	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Statutory Rape	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Larceny-Theft	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Simple Assault	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime Intimidation	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0
Hate Crime, Destruction/Dam Vandalism-	2016	NA/2	0	0	0
	2015	NA/2	0	0	0
	2014	NA/2	0	0	0

## Bias Crimes/Hate Crimes

Hate crimes are violent actions intended to hurt and intimidate someone because of their race, ethnicity, national origin, religion, sexual orientation, gender or disability.

# Annual Fire Safety Report

**2017** *Including Statistics for the years 2014, 2015 and 2016*

The Higher Education Opportunity Act became law in August 2008 and requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Carlow University for the following years; 2014, 2015 & 2016.

## Daily Fire Log

All fires on campus are entered into the Fire Log within two business days of the occurrence. Posting of a fire event in the Fire Log may be temporarily withheld if the release of the information would jeopardize the safety of an individual, jeopardize an ongoing investigation, cause a suspect to flee or evade detection, or result in the destruction of evidence.

The Fire Log is kept in the Police Communications Center

## Residence Hall Fire Prevention Information

**Smoke Detectors and Sprinkler Systems:** All residence halls have smoke detectors and sprinkler systems installed and a Fire Alarm Control Panel. There are smoke detectors in each student room as well as in common areas. These are connected to the central alarm system which reports to the fire department and also the on-campus dispatch center.

**No open flames.** Candles, incense, and open flames are prohibited in the residence halls of Carlow University, as is smoking.

**Avoid electrical hazards, such as overloaded outlets.** Never overload outlets with multiple extension cords, use cheap or frayed cords, or run cords under rugs. The University prohibits the use of certain appliances, such as halogen lamps and electric blankets, in residence halls.

**Use caution when cooking.** Never leave boiling pots or sizzling pans unattended. If you do start a fire, use a Class B or Class C fire extinguisher if you are comfortable doing so. If you don't have a fire extinguisher, you can smother a fire with baking soda. Never throw water on a grease fire; that will cause it to spread. Your main concern during a fire should be to evacuate, not to extinguish.

***Appliances such as hot pots and hot plates are prohibited in Carlow University's residence halls.***

***Only approved microwaves as provided are permitted in the Residence Halls***

## **Fire Drills:**

CUPD in conjunction with the Student Life/Housing conducts fire drills (evacuations) from each residence hall during the academic year. The University requires complete evacuation of buildings during a fire alarm. Individuals who ignore fire alarms and required evacuations may face disciplinary action or criminal charges. Since false alarms may lower the evacuation response from students, the University will analyze the cause or causes of false alarms and work to reduce their occurrence. By reducing the number of false alarms, we hope to maintain students' diligence in responding.



## Common Causes of Fire in Residence Halls

The causes of fires in Residence Halls usually involve one of the following:

- Improper use of electrical appliances
- Cooking/grease fires
- Smoking
- Portable heaters
- Unapproved cooking appliances

### Before a fire:

- Know your building and escape routes.
- Enter emergency telephone numbers into your cellphone.
- Get training on the use of fire extinguishers.
- Do not overload electrical outlets.
- Keep all electrical appliances away from anything that can catch fire. Always turn them off when not in use.

### During a fire:

- Activate the nearest emergency pull station, no matter how small the fire.
- Get out as quickly and as safely as possible.
- Close doors in each room after escaping to delay the spread of the fire.
- Use the stairs to escape. Do not use elevators.
- When evacuating, low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.

### If unable to leave the building:

If you are unable to leave the building, you should create an area of refuge:

- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth, breath through your nose only.
- Signal for help. Use the telephone, or hang something in the window.

### After a fire:

- Give first aid where appropriate. Seriously, injured or burned victims will be transported to professional medical help immediately.
- Stay out of damaged buildings. ONLY return when local fire authorities say it is safe.
- Discard food that has been exposed to heat, smoke or soot.

### If you discover a fire or smoke condition: Remember "RACE:"

R = Rescue anyone in immediate danger, if possible.

A = Alarm. Activate the nearest fire alarm pull station.

C = Contain. Close doors and windows when possible.

E = Evacuate. Follow EXIT signs and posted Emergency Evacuation Routes.

