CAMPUS SECURITY AND SAFETY

This report was prepared by the Cheyney University of Pennsylvania Police Department in order to comply with the Clery Act (formerly known as the Federal Student Right-to-Know and Campus Security Act of 1990). The report describes security practices and procedures at Cheyney University of Pennsylvania and lists crime and fire statistics for the most recent calendar year and the two preceding calendar years. The report will be provided to any applicant for enrollment or employment on request.

This publication is intended to provide a general description of campus security arrangements, and not to serve as a contractual agreement between Cheyney University of Pennsylvania and the recipient. Security procedures are subject to change without notice.

DEFINITION OF CAMPUS

The term "campus" means:

1. Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
2. Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).
3. The Cheyney University Center City Campus is located on the third floor of 701 Market Street, Philadelphia, PA, during the hours 9AM to 10PM, Monday through Friday.

DEFINITION OF NON-CAMPUS

The term "non campus building or property" means:

1. Any building or property owned or controlled by a student organization recognized by the institution; and
2. Any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.
3. DEFINITION OF PUBLIC PROPERTY

The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is
adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

**REPORTING CRIMES AND EMERGENCIES**

Crime reports can be made at any time. Cheyney University Police Department services are available 24 hours a day, seven days a week. Priority is given to reports of incidents that threaten the life or safety of people, the security of property and the peace of the community.

All persons who believe a crime has been committed must promptly report the suspected crime to law enforcement authorities. **When on campus, these crimes must be reported to the Cheyney University Police Department.** To report a crime, call Cheyney University Police at 610-399-2405, 911, or use an emergency call box. Boxes connect directly to the Communications Center at the Cheyney Police Department. All call boxes are marked by a highly visible blue light on the pole above the call box. Blue light will flash when you push the call button for quick visual signal assistance.

**Cheyney University Emergency Blue Light Call Boxes Locations**

- Between Harris Turner and fountains
- Emlen Hall & Cottages
- Biddle & Burleigh Halls
- Airport Parking Lot
- Cope Annex & Football Field
- Marian Anderson Parking Lot
- Between Library and DSS
- Wade Wilson Lot near bus stop and steps
- University Circle @ Tennis Courts
- Wade Wilson Quad area in front of DSS
- King Hall left of walkway
- Main Quad West near Humphreys Hall
- Harris Turner rear
- Marcus Foster
- Bailey Hall in front of Carver acing Cope Hall
- Motorcycle lot center light pole
- Truth Hall driveway
• McKnight-Rogers front walkway

Call the **Cheyney University Police Department** if:

• You see someone committing a crime
• You need to report an old crime
• Someone is injured or ill
• You see fire or smell smoke
• You see anyone or anything suspicious
• You think you see a drunken driver
• You have knowledge of a chemical spill

In addition, victims of stalkers or persons with protection orders against another party are strongly encouraged to notify the Cheyney University Police Department of the threat and to provide CUPD a copy of the protection order so that CUPD Officers may enforce it. The Cheyney University Police Department also provides an anonymous reporting option for victims of crimes who do not wish to be identified. Victims of crimes who wish to remain anonymous may obtain these forms via CUPD web site at [http://www.cheyney.edu/public-safety/Silent-Witness.cfm](http://www.cheyney.edu/public-safety/Silent-Witness.cfm). Additionally, a “Clery Act Statistic Report Form” is available to any campus official who is designated as a campus security authority (includes the following: Deans, student housing staff, athletic coaches, student activities coordinators, student judicial officers, and faculty advisors to student organizations) to complete as they become aware of a crime and the victim wishes to remain anonymous.

The Cheyney University Police Department encourages professional and pastoral counselors, although not required to report crimes, to tell victims about the Confidential Reporting Process.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Cheyney University has developed an Emergency Operations Plan that provides a comprehensive set of guidelines for directing resources before, during and after campus emergencies and disasters. The Cheyney University Police Department is very proactive in training all police officers and the community for emergency preparedness, response and recovery. The plan includes a set of guidelines for emergency procedures which are posted with evacuation diagrams in all the campus buildings.

In addition, a quick reference EOP guideline can be found at:


Please become familiar with the contents of this guide. In the event of an emergency, it is designed to serve as a quick reference for effective action. New employees and students are introduced to this guide during orientation. If there are any questions or comments regarding this guide, please contact Environmental Health and Safety Department at 610-399-2449 or Human Resources at 610-399-2058. A complete EOP is available upon request.

Guidelines that can help and assist our Cheyney Campus Community in the unlikely event of an Active Shooter are listed in the link below. Cheyney University Police Officers are highly trained in this area and
will guide you in the right steps to take. Guidelines have been developed for your protection. Please take a few minutes and familiarize yourself with them so you know what to do in the event of a Violent Behavior Situation. Remember, the best prevention is to BE PREPARED!

http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf


Cheyney Police Officers are highly trained to protect the University at all costs. Officers go through mandatory training in all categories to handle dangerous situations. All police officers in surrounding communities undergo Active Shooter training as well.

Watch this video clip of how University Police train for potential Active Shooter situations to keep you safe from harm.

http://www.youtube.com/watch?v=RFe6GnOA9VI&feature=related

The CUPD tests emergency response and evacuation procedures on at least an annual basis during drills and other exercises. These tests are initiated by the CUPD and are normally announced and publicized in advance of the drill or exercise. The CUPD maintains records of all tests, drills and exercises that include a description of the exercise, the date, time, and whether it was announced or unannounced.

Crisis Communications Plan for Cheyney University of Pennsylvania

Purpose:

To identify natural and man-made emergencies or crises that may impact the campus community and to establish communications procedures that campus officials should follow in case of an emergency.

All departments within the Cheyney University campus community should become familiar with this plan and formulate their own action plans or emergency operations checklist to complement this plan.

This plan addresses communications procedures within the Campus Emergency Management Plan conducted within the framework of the University guidelines. Any exception to these procedures will be conducted by, or with the approval of the University administrators directing and/or coordinating the emergency operations.

Advance planning for the eventuality of a crisis will accomplish two objectives for Cheyney University:

-it may uncover potential crises and thus, help the university avoid them.

-it provides a plan for action when a crisis occurs.

-it will serve to prevent the loss of goodwill from University constituents.

The plan covers two kinds of crises: emergency and non-emergency. An emergency crisis is defined as any event that places the employees of Cheyney University, its students, or its property in direct physical jeopardy.
A non-emergency crisis is any event with unexpected consequences that may adversely affect the image of the university, yet poses no immediate physical threat to people or property.

The basic emergency procedures outlined in this plan are to protect life and property through effective use of University resources, and to provide for the physical and emotional well being of the members of our campus community during and immediately following an emergency.

This plan involves an integrated response to a University emergency.

Whenever an emergency affecting the University reaches proportions that cannot be handled by routine measures, the President, or her designee, may declare a state of emergency and implement an Emergency Management Plan. The Crisis Communications Plan is an integral part of the Emergency Management Plan.

The specific actions implemented will be dependent on the nature and severity of the situation. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

TYPES OF EMERGENCIES

The following list identifies those emergencies that would pose the greatest need for a response:

- Fire
- Natural disaster
- Chemical or radiation spill
- Violent or criminal behavior
- Utility failure
- Bomb
- Civil disturbances or demonstrations
- Medical/Psychological (epidemic, poisoning, threats of harm to self, others)
- Public relations issues (athletics, budgetary issues, student safety issues, management issues)
- Transportation accident (accident involving vehicles; accident involving commercial conveyance carrying University personnel; private/corporate aircraft crash on campus)

THE PLAN FOR CRISIS COMMUNICATION

All unit heads of Cheyney University will have a copy of this written plan to handle communications in crisis situations.

This crisis plan covers both types of events:

Emergency – a situation that causes or threatens to cause loss of life or physical property, or threatens the general safety and welfare of individuals working in or around Cheyney University (e.g. fires, explosions, accidents, vehicular mishaps, or severe weather).
Non-emergencies – an unforeseen situation that threatens the reputation or stature of Cheyney University; that poses legal ramifications and that poses direct physical threat to either employees or property at the university (e.g. public disclosures of scandal).

Both types of events make news. Because Cheyney University is a public institution, the public has a right to know the facts of these events as they emerge. In a crisis situation Cheyney University will disclose factual information as quickly as possible, but always with regard for individual privacy and legal responsibility.

This crisis communications plan provides a procedural guide and contact information for key campus individuals in time of crisis. The policy of Cheyney University is to respond quickly and accurately to all legitimate requests for information about any crisis that affects the university, its employees, its students, and its public image with full regard for individual privacy and legal responsibility.

CAMPUS EMERGENCY MANAGEMENT

The Office of Public Relations and Constituent Development at Cheyney University is designated as the lead unit to coordinate and disseminate information about any crisis situation that may adversely affect the University. In this capacity, the Director of Public Relations and Constituent Development (DPRCD) functions as the principal spokesperson for the University. The President may designate an alternate to the DPRCD as the spokesperson in certain situations or in tandem with the Office of Public Relations and Constituent Development. The Office of Public Relations and Constituent Development will be the first point of contact. That office will advise others if someone else with specific in depth knowledge of a particular area has been designated to respond. It is our policy that the designated spokespersons will be fully available (round-the-clock, if necessary) to all Cheyney University constituencies for the duration of the crisis and immediately thereafter. The Office of Public Relations and Constituent Development will also maintain a list of priority contacts in the media for crisis situations. The Director of Information Technology will ensure Webpage access to the Office of Public Relations and Constituent Development.

In any emergency, a limited number of individuals are authorized to speak officially on behalf of Cheyney University. The following individuals are authorized to serve as spokespersons for the duration of an emergency; no other employees may disseminate information about the emergency to the media unless they are authorized to do so by the President or designee. All employees will refer questions about the emergency to the Office of Public Relations and Constituent Development.

Authorized Spokespersons:

University President: 610-399-2415
Provost and Vice President of Academic Affairs: 610-399-2271
Vice President of Student Affairs: 610-399-2217
Vice President of Business and Finance: 610-399-2222
Cheyney Police Chief: 610-399-2123
Director of Public Relations and Constituent Development: 610-399-2121/484-574-7265
The Cheyney University President, or her designee, is responsible for the overall direction of campus emergency operations in the declaration of an emergency.

Administrators, deans and department heads, are responsible for insuring that building evacuation information be distributed to all employees with follow-up discussions, on-the-job training or explanation as required.

Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. At the beginning of every term, the emergency alert system should be tested via siren, text, and email.

Faculty and staff supervisors should educate students and employees concerning University procedures, including evacuation procedures for their building or areas. They should evaluate, survey and estimate their assigned building facility or area in order to determine the impact a fire or earthquake could have on it. They should also report all safety hazards to the designated safety officer, and promptly submit work orders to reduce hazards and to minimize accidents.

EMERGENCY PROCEDURES
In Case of Emergency
In case of emergency call 911.
Evacuate your work area and the building, if necessary.
If you are unsure that the situation is an emergency, you should call 610-399-(2405) and report the situation.
When calling, remain calm and carefully explain the problem and location to the dispatcher.
Do not hang up until told to do so.

In Case of Non-Emergency Crises
Refer all inquiries to the Office of Public Relations and Constituent Development at 610-399-(2121).
If you are unsure that the inquiry constitutes an existing, growing, or future crisis, refer the inquiry to the Office of Public Relations and Constituent Development.

- It’s better to alert someone quickly than not at all.
- It’s better to alert too many people than not enough.

SPOKESPERSON BRIEFING
Spokesperson will:
- Ensure that media receive timely, factual information.
- Provide single, consistent source of information to media
- Minimize contradictory information to media
- Minimize contradictory information from Cheyney University
- Provide perspective to emergency events and technical information and explanations to media

Cheyney University President, executive cabinet and immediate staff will:
- Completely and thoroughly inform spokesperson during all phases of emergency.
INTERNAL ALERT
Cheyney University Campus Police 610-399-2123 or campus extension 2405
Public Relations and Constituent Development:  610-399-2121 or mobile 484-574-7265

EXTERNAL ALERT (Emergency Help)
Fire Department:  911 in all emergencies
Ambulance:  911 in all emergencies
Cheyney University Police Department: 610-399-2405
Cheyney University Physical Plant: 610-399-2259
Pennsylvania State Police: 610-268-2022/610-891-6360
Pennsylvania Poison Center: 215-386-2100

EMERGENCY COMMUNICATIONS HEADQUARTERS
Up to three separate areas may be required to establish an Emergency Communications Headquarters. Cheyney University key Administrators’ Headquarters will be located in the President’s Conference Room at Biddle Hall. The 24-hour operations headquarters will be the Cheyney Police Department located in the McKnight Rogers Building; alternate: Physical Plant. The Office of Public Relations Headquarters will be Biddle Hall second floor.

The various headquarters locations are to provide sufficient space for campus leadership to develop strategies, decide on courses of action, clear messages and prepare statements to the media, brief spokespersons, and answer media calls. The staff coordinator for this room will be responsible for providing a laptop computer, telephones, and photocopy services.

STAFF COORDINATOR FOR ROOM SETUP, ACCESS, AND SERVICES:
Director of Public Relations and Constituent Development:  610-399-2121

For On-Site Media
Media Headquarters will be located in a designated area to be announced at the time of the Emergency. Written materials (e.g. news releases, updates on the emergency) will be provided here to credentialed members of the media. The staff coordinator, or designee, will be responsible for providing access to a telephone and laptops.

FOR FAMILIES, FRIENDS OF VICTIMS
If the emergency involves injuries or fatalities, the Marcus Foster Student Center  or other assigned space will be used for family and friends of victims. It will be sequestered and off-limits to all media. The staff coordinator for this site will be responsible for providing to family and friends information as it develops regarding the condition of emergency victims and other assistance as needed.

PERSONAL INJURY/DEATH COMMUNICATION POLICY
The Office of Public Relations and Constituent Development and its assigned spokespersons are the only parties authorized to release the names of injured or deceased persons.

The names of injured or deceased persons will not be released until after next-of-kin are notified and the University President has given authorization to spokespersons.
After notification of next-of-kin and at the University President’s direction, the Office of Public Relations and Constituent Development and its assigned spokespersons will release names of injured or deceased persons. All inquiries, regardless of their source, about the safety or condition of employees after an emergency at this site will be referred to the Office of Public Relations and Constituent Development.

**EMERGENCY MATERIALS**

**NEWS RELEASES**
Include:
- Nature of the emergency
- Where, when it happened
- Cheyney University’s official response to the emergency
- Measures taken to contain it
- Physical extent of the emergency (number employees injured or deceased, property damaged)
- Plans to return to normal operation
- After families have been notified, names of injured and/or deceased
- Names and phone numbers of persons to contact for more information

Do NOT Include:
- Speculation of any kind
- Attempts to fix blame for the emergency
- Identification of a specific cause of the emergency
- Monetary estimates of damage

**BACKGROUND STATEMENT**
Include:
- Brief factual summary of events
- Guidelines for employees’ discussion of event with external audiences
- Name of contact in Office of Public Relations and Constituent Development for more information

**NEWS CONFERENCES**
News conferences should be used only in those situations in which the information to be disseminated is significant and must be communicated quickly and efficiently to a large number of people at the same time. In severe emergencies that are protracted, result in large numbers victims or fatalities, or deceased, or involve massive property damage, it may be necessary to conduct news conferences as frequently as every hour.

Include:
- Director Public Relations and Constituent Development, designated spokesperson, other Cheyney University staff depending upon the nature of the emergency.
- Media Kit-including news release(s), fact sheet(s), copies of statements by speakers at news conference, biographical information of speakers.
- Media List and follow-up distribution of media kit to those who did not attend news conference.

**POST-EMERGENCY FOLLOW-UP**
Responsibility for communication with key audiences does not end with the crisis. It may be necessary to update those audiences for days, weeks, even months after a crisis, depending upon its severity.

**Media**
Communication updated on progress toward restoration to normal operations.

**Employees, Immediate Community:**
Distribute to home addresses at least one news update (from the president) on progress toward restoration of normal operations.

**EVALUATION**
As soon as possible after the event, assess the plan, how it was implemented, the outcomes, and make recommendations to revise the plan accordingly, if appropriate. The success of this plan necessitates that the University maintain a constant state of readiness to assure the efficient and orderly transition from routine activities to those associated with emergency situations. This is accomplished through a carefully planned and a continuous program of training, drills, and exercises.

**TRAINING OBJECTIVES**
To provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the campus or reputation of Cheyney University.
To respond effectively to the actual occurrence of an emergency.

**CRISIS COMMUNICATIONS PLAN – TIMELY WARNINGS AND IMMEDIATE NOTIFICATIONS**

**Purpose**
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 disrupt the normal activities of the campus and may require activation of the Cheyney University Emergency Operations Plan. This Crisis Communications Plan describes the role of Communications and Campus Relations in communicating vital information to members of the Cheyney community and the public.
This plan is to be flexibly used with emergency decision-making procedures of the campus.
Elements should be tested annually in conjunction with campus-wide emergency drills.
Appendices should be checked for accuracy and completeness at least annually, and as often as necessary.

**Objectives**
1. Determining whether the situation requires invoking this plan.
2. Assembling the Crisis Communications Team to recommend responses.
3. Implementing immediate actions to:
   (a) Identify key constituencies who need to be informed.
   (b) Communicate facts about the situation and minimize rumors.
   (c) Restore a sense of confidence and order.

**Assessment & Notification Procedures**
1. **Assessment** – The Cheyney University Vice President or their designee will be made aware of a potential crisis or emergency by the Chief of the Cheyney University Police Department or their designee. The Chief of Police and or their designees then determines whether it is appropriate to invoke this plan and activate all or part of the Crisis Communications Plan. Once activated, the Cheyney University Vice President will notify each of the institutional Communications Directors/Public Information Officers or their backups as soon as practical.

2. **Issuance of a “Timely Warning” Policy** – Per the requirements of the Clery Act, “Timely Warning” advisories are made to the campus community for crimes that are reported to the Cheyney University Police Department or local police and which may represent an ongoing threat to the safety of students or employees. The Chief of the Cheyney University Police Department or their 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 of Police or their designee shall provide the Cheyney University Vice President or their designee with the specifics of the case for the purpose of drafting the “Timely Warning” advisory. In all cases, Timely Warning advisories are then sent by Cheyney staff via electronic mail directly to all staff, faculty, students on the Cheyney University Campus using their institution-provided email accounts, and all person who have subscribed to e2Campus. These advisories may also be made using one or a combination of the following methods:
   - Press Releases
   - Crime Advisories
   - Making reports available to the campus community and media through campus websites and newspapers, and radio and television news stations
   - Advertising in campus publications

3. **Issuance of an “Immediate Notification” Policy** – 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 Chief of the Cheyney University Police Department or their designee), Cheyney University will, without undue delay, and taking into account safety of the community, determine the content of the notification and initiate the immediate 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.

As with the above section related to “Timely Warnings”, the Chief of Police or their designee shall provide the Cheyney University Vice President or their designee with the specifics of the case for the purpose of drafting the content of the immediate notification. Cheyney 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 by Cheyney University staff via the electronic Emergency Notification System (i.e. text messaging system) directly to all staff, faculty, students, and visitors on the Cheyney University Campus that have subscribed to the free system, via the Cheyney University Website. In order to receive campus-wide e-mail announcements, students, staff and faculty must have a College e-mail account, which may be obtained from the Office of Information Services. Instructions for automatic forwarding of e-mail messages from a university account to another account are available from Information Services or on the University Website. A variety of other communications tools may be used, including campus-wide email messages, broadcast voice mail messages, updates to the Cheyney University Campus Emergency Hotline (1-610-399-2198), and notices posted on electronic message boards and [http://www.cheyney.edu/public-safety/Emergency-Communications.cfm](http://www.cheyney.edu/public-safety/Emergency-Communications.cfm). Thornbury Township, Delaware County, has the capability to activate emergency sirens and a computer generated telephone message warning system that reaches out to community homes.
Crisis Communications Spokesperson

The designation of a spokesperson is incident-dependent. Generally, this is the highest-ranking individual who has direct knowledge of the events, or the Cheyney University Assistant Vice President. The individual selected will have the highest credibility and understanding of the events surrounding the crisis. Other qualified public information officers may fill in for these individuals if the crisis is prolonged, but they should not be the initial responders to the general public, the media, or the campus community.

In the event that the incident is related to a criminal act, the basic thresholds that the CUPD may use to determine the lead agency for public information are as follows:

- **Misdemeanor Crime** = Cheyney University Police Department lead (APD Chief or designee)
- **Felony Crime** = Cheyney University Police Department lead (CUPD Chief or designee)

As a criminal act relates to a particular student/faculty/staff of a single institution, the institutional PIO, (610) 399-2220, shall be the primary media contact, in partnership with the law enforcement spokesperson.

Incidents that are not crime-related will follow similar guidelines. Situations that affect a single institution, such as a student death, will be represented by the respective PIO.

LAW ENFORCEMENT AUTHORITY AND INTER-AGENCY RELATIONSHIPS

Cheyney University employs a 24-hour Police and Security force aimed to serve, protect, and educate the campus community.

The Cheyney University Police Department enforces the laws, rules, and regulations of the Commonwealth of Pennsylvania and of Cheyney University, thereby safeguarding the welfare of the university community.

Cheyney Police have 13 full time sworn police officers who have received their primary training under the Pennsylvania Municipal Police Officers Education and Training Act (PA Act 120). This is the same required training that municipal police officers throughout Pennsylvania receive. Officers on campus participate in annual police update training under PA Act 180.

Police Officers employed at Cheyney University receive their police powers from the Governor of Pennsylvania and have full power of arrest for any violation of law on campus property. University Police are responsible for enforcing all Federal, State and Local laws in addition to the rules and regulations of the University. University Police are responsible for investigating all reports of criminal activity on campus and to coordinate with other law enforcement agencies as needed.

Police Officers patrol all of the buildings on our campus around the clock every day of the year. Patrol may be conducted in vehicles, on foot or on police mountain bicycles. Police Officers not only respond to reported criminal incidents, but they also handle vehicle accidents, EMS incidents and a variety of service calls.

The Cheyney University Police Department maintains a close working relationship with the Pennsylvania State Police. The CUPD staff occasionally works with other law enforcement agencies in the local area, including the Westtown Police Department, West Chester Police Department, West Goshen Police Department, and the Chester County and Delaware County DA Offices. The CU Police Investigators work closely with the investigative staff of neighboring police departments when
incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between CUPD and any other police agency.

We also work with the campus Office of Judicial Affairs and hold students accountable for their behavior both on and off campus. Contractual security is used to supplement campus police during special events and activities.

**SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

A community and its police must do more than simply react to crime. It is important to look for opportunities to deter and/or prevent crime. Cheyney University Police Department provides the following services and programs to improve safety on campus and to make the community aware of campus crime and efforts to reduce criminal activity, as well as to minimize their chances of becoming a victim. Links for information about identity theft, personal safety, sex crimes, domestic abuse, and the silent witness program are listed on the Cheyney Police Department Homepage; [http://www.cheyney.edu/public-safety/index.cfm](http://www.cheyney.edu/public-safety/index.cfm).

Programs provided by Cheyney University Police Department include:

**EACH SEMESTER**

**New Student Orientation**
This presentation on crime, personal safety, and security is given to new students.

**ON REQUEST**

**Drug Information Seminars**
These talks cover recognition of controlled substances, their effects on people, and what to do if one suspects that someone is using or selling drugs.

**EACH SEMESTER/ON REQUEST**

**Personal Safety on Campus**
This program, usually given to small groups, covers ways to avoid being the victim of physical or sexual assault.

**ON REQUEST**

**Robbery and Identity Theft Prevention**
This seminar gives tips on how to survive an armed robbery and be a good witness. It covers the identity theft points listed on this link [http://www.cheyney.edu/public-safety/-Identity-Theft.cfm](http://www.cheyney.edu/public-safety/-Identity-Theft.cfm).

**ON GOING**

**Crime Analysis**
Cheyney University Police staff will review reported crimes and determine if focused patrol activity may be required for repeated offenses in any given area.

**ON REQUEST**

**Alcohol or Drug Education**
Drug Free World /Online Education [http://education.drugfreeworld.org/](http://education.drugfreeworld.org/)
The above website features full lesson plans, assignments and classroom activities that capture and retain young people’s attention—and elicit their participation. Students willingly read, view and, most importantly, use the information to make the right choices about drugs.
Pennsylvania State Office LCB, www.lcb.state.pa.us/edu/

ON REQUEST

Sexual Abuse Counseling
Delaware County Chapter of WAR: www.delcowar.org
RAINN

ON GOING

Escort
After hours, Cheyney University Police will provide a limited escort service for people walking on campus. Students, staff and faculty are always encouraged to walk with others when possible and to choose paths that are well illuminated.

ON GOING

Electronic Alarm Systems
Cheyney University Police monitors intrusion, fire, environmental and general emergency alarms with the help of a sophisticated computerized monitoring system. The terminal for the alarm readouts is at the Police Dispatch Office in the McKnight –Rogers Building.

ON GOING

Architectural Design
Cheyney University Police has significant input into the design of all new and renovated campus facilities with regard to physical and electronic security systems.

ACCESS TO CAMPUS FACILITIES

Cheyney University Police Department has the primary responsibility for coordinating the locking and unlocking of most campus buildings. Cheyney University Police also works closely with the Facilities Management Department to maintain building security and key control. Administrative and academic buildings are locked during non-business hours. Unauthorized persons are not permitted in the buildings during these hours. In certain buildings on campus, individuals can request special access afterhours. To gain admittance to a building that is closed, proper identification must be presented to Cheyney University Police Officers.

All four residential building front doors are locked 24 hours daily and are accessed via the student’s ID card. All secondary exits are alarmed 24 hours a day. Most secondary exits are alarmed and have internal crash bar mechanisms and no outside door handles. Resident students and their guests are required to use the main entrance when entering or exiting a building. Access to residence halls is restricted to residents and their approved guests, and other approved members of the University community. Residents gain entry by swiping their cards in the card access readers at the main entrance. The front desk is staffed limited hours a day, seven days a week. All residence halls are equipped with an automatic fire alarm system that is monitored by the Cheyney University Police Department. Notification of any safety and security measures that have changed will be updated annually and would be announced via use of University media. Each student room is equipped with a lockable door. Lock changes are ordered when students report a lost key.
The staff supervises a file key and master key system that is used to gain entry to a student's room under special circumstances only. Over extended breaks, the doors of all residence halls will be secured around the clock. Student ID cards are deactivated, except for those who have been approved by Residence Life to remain on campus. A list of students remaining on campus over extended breaks is made available to CUPD.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic are studied or work orders are submitted. Administrators from the Dean's Office, Physical Plant, Residence Life, and other concerned areas review identified problems. Any security issues may include: landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities Management, Housing, Residence Life, Campus Police, and Maintenance meet to discuss issues of pressing concern.

**ALCOHOL AND DRUG POLICY**

No persons regardless of age are permitted to possess, transport or consume alcoholic beverages on campus with the exception of certain presidential legally approved non-student activities. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession, sale, manufacture or distribution of any alcohol or any controlled substance (drugs) is illegal under both state and federal laws. Such laws are strictly enforced by the Cheyney University Police Department. Violators of the law are subject to University disciplinary action and criminal prosecution under state and/or federal laws. The university has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and university disciplinary actions.

**ILLEGAL DRUGS**

The Cheyney University campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Cheyney University Police Department. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

More specific and detailed information about Cheyney University policies addressing drugs and alcohol concerns can be found in, student handbooks, personnel offices or administrative policy information. Faculty, staff and students are encouraged to obtain this information through the Residence Life, The Student Code of Conduct [http://www.cheyney.edu/studentlife/documents/student_code_conduct_2012.pdf](http://www.cheyney.edu/studentlife/documents/student_code_conduct_2012.pdf), or by contacting the Cheyney University Police Department.

**PREVENTION PROGRAMS**

The University has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

**Alcohol and Drug Education:** Student Wellness Services educational workshops, WorkLife benefits from Optum® for employees.
**Counseling Services:** Student Wellness Services, Student Health Center, United Behavioral Health employee services

**Referral Services:** Student Wellness Services, Student Health Center, Community Hospital in Chester, PA, Cognizant Behavioral Services, Family Services of Chester County, Employee Mental Health and Substance Abuse services

**College Disciplinary Actions:** Faculty/Student Judicial Review Committee

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**CAMPUS SEXUAL ASSAULT POLICY**

Cheyney University educates the student community about sexual assaults and date rape through mandatory freshman orientations each fall. The Police Department offers sexual assault education and information programs to University students and employees upon request. Literature on date rape education, risk reduction, is available through the Office of Residence Life and Housing, The Cheyney University Police Department, National Sexual Violence Resource Center.

If you are a victim of a sexual assault at Cheyney University, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Cheyney University Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a University officer and/or to a Housing and Residential Education representative. Filing a police report with a University officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Cheyney University Police Department, a representative from Office of Residence Life and Housing will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the University Judicial Office, or only the latter. A University representative from the Police Department, Office of Residence Life and Housing or support counselor will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the University through the Student Support Counselor or University Health Center. Counseling and support services outside the University system can be obtained through The Delaware County Women Against Rape, and The Crimes Victim Center of Chester County, Inc. The University will make every effort to accommodate victim requests associated with academic and living situations that can reasonably be accomplished. Reasonable measures will be taken to avoid victim/suspect contact until final disposition and due process take place. Violators of sexual assault statutes can be prosecuted criminally and are subject to University judicial proceedings as well. During judicial proceedings, both the victim and the suspect have equal rights to have others present. Both the victim and the suspect will be advised of the outcome of any judicial proceeding. A judicial hearing board may impose a sanction for violations of this nature, including probation, loss of on-campus housing, suspension, or expulsion from the institution.
Disclosure to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

Cheyney University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Cheyney University will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

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 Pennsylvania State 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. In the Commonwealth of Pennsylvania, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

Information regarding registered sex offenders can be found at; http://www.pameganslaw.state.pa.us/

FIRE SAFETY AND STATISTICS

This fire safety plan is a guide for use by the faculty, staff and students of Cheyney University. All recipients of the plan should become familiar with its contents and directors/supervisors should discuss this information with their employees. All offices should review these plans and become very familiar with the contents. New employees and all students should be introduced to these procedures during orientation.

RESPONSIBILITY

- Vice Presidents, Deans, Directors and Chairpersons are responsible for overseeing the application of health and safety policies by ensuring that supervisory personnel reporting to them assume their responsibilities for adhering to safety regulations and guidelines. They should also identify and report situations requiring further review by the Cheyney Police Department.
- Supervisors are to implement all possible measures to provide a safe working environment for those under their direction and to instruct them in safe work procedures. Situations requiring further assistance should be reported to the department director/supervisor.
• The Cheyney Police Department advocates and promotes safe study and work conditions within the University by addressing the local, state and federal regulations. Departmental officers' responsibilities are to inform and help implement the safety policies at the departmental level.

• Each individual is responsible for conducting activities in a manner that will not endanger him/herself or others. Any difficulty in performing procedures safely is to be reported to the immediate supervisor. Individuals are also expected to take an active part in correcting and reporting hazards.

• Each individual should become familiar with the location of exits, fire alarm and fire suppression systems in the area. If trained, become familiar with the location and type of fire extinguishers in the area.

• Due to the transitory nature of the university population, Facilities Operations and Cheyney Police personnel are trained in the use of fire extinguishers and will be instrumental in assisting with emergency evacuations.

• However, fire alarms alone do not ensure any person's safety unless that person knows how to safely exit a building when the fire alarm sounds.

• **Fire Drills** are conducted frequently in all residence halls. These drills are run by Cheyney Police and Residence Life. The first drill is scheduled early in the fall semester and all residents are told in advance. Additional drills are conducted during the fall semester with no advance warning. Fire drills will be conducted during the spring semester.

• If residents do not evacuate a hall in a reasonable amount of time, the drill is repeated until officials are satisfied with the evacuation time. All repeat drills are unannounced.

• When the fire alarm sounds, you should leave the building immediately—even if someone else tells you it is a false alarm. Do not use the elevator and do not assume it is an alarm test (unless a test has been announced)—fire alarms should never be taken lightly.

• **You may go back into the building when personnel from the Concordville Fire Dept. or Cheyney Police Department tells you it is safe to re-enter.**

### POTENTIAL FIRE HAZARDS: IDENTIFICATION AND CONTROL

Fires, like all other types of accidents, are largely preventable.

Fire hazards at a university can range from popcorn in a microwave oven to flammable liquids stored in a laboratory. Usually most fires are small and are quickly extinguished. Fires on college campuses are especially difficult because of the population density. Students are concentrated in classrooms, places of assembly, and dormitories. When a fire starts, it can affect a large population at one time. Another problem complicating the fire problem on campuses is the nature of the buildings. Buildings housing classrooms and residences can be old, unprotected with open stairwells, and have limited fire equipment.

The following procedures are designed to reduce the potential for fires in academic and residential buildings by controlling combustible materials, reducing ignition sources, and ensuring that means of egress are properly maintained.

### Residence Hall Fire Safety Rules

The following are prohibited in or around the residence halls: a) the use or possession of weapons, pyrotechnics, or other materials including flammable substances which may endanger resident's health and safety; b) use or possession of items which pose a fire hazard such as hot pots, hot plates, and sun lamps, as
well as candles and incense or any sources of open flame; c) the preparation of meals in a resident's room; d) smoking in any residential facility.

The potential danger posed to the residence community by fire is very severe. Consequently, any resident identified as intentionally, or through negligence, igniting any facility, furnishings, equipment or substance within the residence halls or tampering with fire safety equipment will be subject to applicable University and/or civil action. See Cheyney University Student Housing agreement for more details, http://www.cheyney.edu/pr/documents/32012-2013StudentHousingAgreement.pdf.

COMMON CAUSES OF FIRES

- Overloaded electrical circuits, unsafe wiring and defective extension cords.
- Appliances such as coffee pots/makers, hot plates and other heating devices left on when not in use.
- Unattended cooking.
- Overheated motors and other equipment not maintained properly.
- Improper use of non-electrical heating systems (space heaters).
- Improper disposal of smoking material such as emptying ash trays in trash cans and/or coming in contact with other combustible material.
- Not using an ash tray -- leaving a lighted cigarette on combustible material such as furniture.
- Improper use, handling, and storage of flammable material (gasoline, solvents, paints).
- Improper use of candles, Christmas tree lights and associated electrical cords.
- Poor housekeeping which results in accumulation of combustibles such as paper, boxes, oil-soaked rags, and flammable liquids.
- Improper use of welding torches and equipment.

CHEMICAL HANDLING AND STORAGE

- Leaks, spills, and overflows must be avoided. Storage of flammable and combustible liquids in open containers is not permitted.
- Chemicals, specifically flammable and combustible liquids, should be stored in appropriate cabinets approved by Safety.
- Incompatible materials in storage areas must be segregated. Specifically, separate ignitable material from oxidizers or sources of ignition. In general, do not store different types of incompatibles in the same container.

EXIT WAYS

The following procedures are designed to ensure that halls and exits do not present a fire hazard and are maintained according to State Fire Code Regulations:

1. No obstructions of any kind shall be placed in front of or upon any fire escape, balcony, or other exit intended for egress from a fire.
2. No aisle, exit access, or stairway in a place of occupancy shall be obstructed with tables, show cases, filing cabinets, coat racks, or other obstructions to reduce its required width as an exit way during the hours the facility is open to employees and the public.
3. All exit doors shall be unlocked when the building or a portion of the building, served by the exit, is occupied. Exit doors shall swing with exit travel.

4. Storage of any kind, or use of office or laboratory equipment in hallways is not permitted.

5. Permanently attached bulletin boards, display cabinets, etc. may be permitted in some hallways, subject to the approval of the Safety Office. Transparent covers on bulletin boards and display cabinets must be safety glass or non-splintering material.

6. Storage of materials on stairs, landings, or under stairs is strictly prohibited.

7. Fire doors separating stairwells from hallways, or smoke partition doors are to be equipped with self-closing mechanisms or automatic release hold-open devices and must be maintained in working order. They are never to be blocked, wedged or tied open.

8. Stairways, hallways, and other exit ways including the exterior open spaces to or through which exits lead, shall be kept adequately lighted at all times when the building is occupied.

9. Lighting shall provide at least 1.0 foot candles on walking surfaces.

10. The area immediately outside building exits shall be maintained free of material at all times.

11. Bicycles and gasoline operated vehicles are not permitted in hallways, stairwells, or on sidewalks immediately next to exits.

12. All exits shall be marked with a readily visible sign. Doors, passages, or stairs that could be mistaken for an exit must be marked with a sign stating "Not an Exit."

13. Emergency lighting should be provided for exit floor illumination in case of failure of normal lighting.

**Electrical & Mechanical Equipment**

Electrical defects, generally due to poor maintenance, mostly in wiring, motors, switches, lamps and hot elements are the number one cause of fires in industry. Fires in mechanical equipment are usually due to friction and contact with hot surfaces. Electrical and mechanical fires can be prevented by adhering to the following guidelines:

1. Use only UL or FM approved equipment.

2. Install and maintain electrical equipment according to the National Electric Code.

3. Establish regular maintenance on equipment.

4. Ensure that extension cords are UL listed, suitable for the application, and only used as a temporary measure.

5. Use proper size and type of fuses. Do not by-pass fuses.

6. Ensure that terminal connections are clean and tight.

7. Use only approved equipment in hazardous locations where flammable vapors, liquids, gases, and combustible dust are present.

8. Do not store materials within three feet of an electrical panel.

9. Check your work area for frayed wires, ensure that electrical equipment is working properly.

10. When an electrical malfunction occurs always have it repaired as soon as possible.

11. Do not use temporary or makeshift wiring unless absolutely necessary.

12. Properly lubricate machinery.

13. Properly adjust and/or align machinery.

14. Ensure that hot pipes are clear of combustible materials.

15. Provide ample clearance around boilers, furnaces, and heaters.


17. Remove combustible dust and lint from bearings and shafting.

18. Keep oil holes for bearings covered.

19. Ensure that penetrations through fire walls, floors, or ceilings are fire stopped.
20. Do not store combustible materials in mechanical storage rooms.

Smoking

Carelessly discarded smoking materials is a major source of fires. Smoking in Commonwealth of Pennsylvania Buildings is prohibited. "No Smoking" areas should be conspicuously posted where combustibles are stored. Matches and smoking materials must be discarded in a safe container rather than on the floor.

FLAMMABLE LIQUIDS

Flammable liquids are among the most common occupational hazards found in the work place. Flammable liquids can easily vaporize and form flammable and explosive mixtures in air. The degree of hazard is determined by the flash point of the liquid, the concentration of the air-fuel mixture, and the availability of ignition sources. In addition, many flammable chemicals react violently with oxidizing compounds and may start a fire. The flammability properties of a chemical should be checked before a flammable liquid is used. The danger of fire and explosions can be eliminated or reduced by strict handling, dispensing, and storage procedures.

Safety Procedures

Ventilation

Ventilation is essential to prevent the buildup of vapors that could lead to fires and explosions. Vapors must be controlled by confinement, local exhaust, or general room ventilation. Ventilation systems should be designed to keep the vapor concentration below 25% of the lower flammability level. Room ventilation should be adequate to prevent the accumulation of dangerous concentrations of vapors if only very small quantities are released.

Ignition sources

Flammable liquids should never be heated with an open flame. Containers should always be kept closed to reduce the possibility of flammable vapors contacting an ignition source. When flammable liquids are used, all unnecessary ignition sources should be removed. Ignition sources include open flames, non-explosion proof electrical equipment, hot surfaces, and static sparks.

Smoking

Smoking is prohibited in areas where flammable liquids are used or stored.

Fire extinguishers

Appropriate fire extinguishers must be located in work areas using flammable liquids.

Warning signs
"No Smoking" and "Flammable Liquids" signs shall be prominently posted in areas where flammable liquids are used or stored.

**General storage**

Flammable liquids should not be stored near heat, ignition sources, powerful oxidizing agents, or other reactive chemicals. Flammable liquids should not be stored near an exit, stairway, or any area normally used for the safe egress of people. Storage in glass bottles should be avoided if possible. If glass must be used, the bottle should be protected against breakage. The quantity of flammable liquids should be limited to what is immediately needed. As much as possible of working quantities should be stored in safety cans. Flammable liquids should not be stored above eye level. Store solvent soaked rags in closed metal containers and empty frequently.

**Flammable Storage Cabinets**

Quantities of flammable liquids greater than 10 gallons must be stored in flammable storage cabinets, approved safety cans, or a properly designed flammable storage room. Approved storage cabinets are designed to protect flammable liquids from involvement in an external fire for 10 minutes. All cabinets must comply with OSHA and NFPA requirements. Metal or wooden cabinets may be used if they comply with thickness and construction specifications. Maximum storage limits for flammable liquids in approved storage cabinets are 120 gallons. Of this total, only 60 gallons of Class I and Class II liquids are allowed. No more than three such cabinets may be stored in a fire area. Storage cabinets are not required to be vented. Venting a cabinet may defeat the cabinet’s purpose of protecting the contents from involvement in a fire for 10 minutes. Cabinets must be labeled in conspicuous lettering "Flammable-Keep Fire Away."

**Safety Cans**

Portable approved safety cans can be used to safety store, carry, and pour flammable and combustible liquids. The main purpose of the safety can is to prevent an explosion of the container when it is heated. Safety cans must be UL listed and FM approved, and properly labeled to identify contents. All approved cans must have a lid that is spring loaded to close automatically after filling or pouring. The lid also acts as a relief valve when pressure builds up in the can. A flame arrestor screen must be inside the cap spout to prevent fire flashback into the can.

**Refrigerators**

Flammable solvents must not be stored in standard refrigerators; explosions may result from the ignition of confined vapors by sparking electrical contacts. These refrigerators should be posted as unsafe for storage of flammable liquids. Only explosion-safe or explosion-proof refrigerators may be used. Explosion-safe or flammable storage refrigerators have been modified to eliminate the spark producing mechanisms. Explosion-proof refrigerators not only protect against flammable vapors inside the unit, but may also be used in rooms that have an explosive atmosphere. These units must be permanently wired to the electrical system.

**Container size**
Flammable and combustible liquids must be stored in appropriate containers according to their classification. Containers of flammable and combustible liquids are limited to the following sizes:

<table>
<thead>
<tr>
<th>Class</th>
<th>Glass or Plastic</th>
<th>Metal (non DOT)</th>
<th>Metal (DOT)</th>
<th>Safety Cans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class IA</td>
<td>1 pt</td>
<td>1 gal</td>
<td>60 gal</td>
<td>2 gal</td>
</tr>
<tr>
<td>Class IB</td>
<td>1 qt</td>
<td>5 gal</td>
<td>60 gal</td>
<td>5 gal</td>
</tr>
<tr>
<td>Class IC</td>
<td>1 gal</td>
<td>5 gal</td>
<td>60 gal</td>
<td>5 gal</td>
</tr>
<tr>
<td>Class II</td>
<td>1 gal</td>
<td>5 gal</td>
<td>60 gal</td>
<td>5 gal</td>
</tr>
<tr>
<td>Class III</td>
<td>1 gal</td>
<td>5 gal</td>
<td>60 gal</td>
<td>5 gal</td>
</tr>
</tbody>
</table>

**Inside storage rooms**

Bulk quantities of flammable liquids, such as 30 or 55 gallon drums, must be stored in properly designed indoor storage rooms or outside storage areas. Indoor storage rooms containing flammable and combustible liquids must meet the requirements of OSHA Standard 1910-106(d). These standards include spill control measures, spark-proof electrical fixtures, fire suppression equipment, and ventilation requirements.

**Electrical grounding**

Transferring liquids from one metal container to another may produce static electricity sparks capable of igniting the flammable vapors. To discharge the static electricity, dispensing drums should be adequately grounded and bonded to the receiving container before pouring. Bonding between containers may be made by means of a conductive hose or by placing the nozzle of the dispensing container in contact with the mouth of the receiving container. If the container cannot be grounded, then the liquid should be poured slowly to allow the charge time to disperse.

**Spills**

Appropriate spill kits should be available in work areas using flammable liquids. Materials should absorb the solvent and reduce the vapor pressure so that ignition is impossible.

**Transportation**

Flammable solvents should be transported in metal or other protective containers.

**FLAMMABLE GAS CYLINDERS**

Compressed gas cylinders are especially dangerous because they possess both mechanical and chemical hazards. Due to the large amount of potential energy resulting from compression of the cylinder, gas cylinders should be handled as high energy sources and as a potential explosive. In addition, the gases contained in the cylinders are hazardous because of flammable, toxic or corrosive properties. The most common hazard associated with gas cylinders is leakage from regulators that can allow the gas to diffuse throughout the room. Flammable gases can mix with the air and present fire and explosion risks.
Identification

The contents of compressed gas cylinders must be clearly identified and bear the appropriate DOT hazard label. Labels should not be removed or defaced. If the labeling on a cylinder becomes defaced, the cylinder should be marked "contents unknown" and returned to the manufacturer.

Transportation

Manual transportation of cylinders should always be done with a hand truck. Cylinders should be securely fastened with a strap or rope. The valve cap must be in place. Cylinders should never be lifted by the valve cap or dragged, rolled, dropped, or permitted to strike hard objects or another cylinder.

Training

Persons who handle flammable gas cylinders should be adequately trained in the physical and chemical properties of the gas and the proper methods to use the cylinders.

Storage

Cylinders shall be stored upright where they are unlikely to be knocked over, or secured by a heavy chain, strap, or base support. Cylinders cannot be stored in stairwells or within a required exit corridor. The valve protection cap must always be in place when the cylinder is not being used. Cylinders should never be stored on their sides or near a heat or ignition source. Storage areas shall be posted with the name of the gases stored, well ventilated and dry. Storage rooms should be of fire resistive construction. Temperatures shall not exceed 130 degrees F. Containers shall not be stored near readily ignitable substances such as gasoline, waste, or bulk combustibles.

Flammable gas cylinders stored inside occupied buildings shall be separated from flammable liquids, highly combustible materials, and oxidizing cylinder by at least 20 ft. or a 5 ft. high wall with a 2-hour fire rating. Flammable gas cylinders in storage and in use should be kept away from arcing electrical equipment, open flames, or other sources of ignition. Adequate portable fire extinguishers shall be located in storage and use areas and "No Smoking" signs posted. Hydrogen gas systems shall not exceed 400 cubic feet unless the Safety Manager has approved the system.

Outdoor storage

Cylinders may be stored outdoors if adequately protected from the weather and direct sunlight. It is recommended that cylinders be stored under a non-combustible canopy and protected from the ground by a concrete pad.

GENERAL FIRE SAFETY EVACUATION PROCEDURES

Fire Safety Education and Training Programs Provided to Students and Employees

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train
everyone on the procedures to be followed in case there is a fire and distribute information on the college’s fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory.

**BEFORE A FIRE/EMERGENCY**
- Know the locations of fire alarm pull stations in your area and how to work them.
- On the main campus, know the fire alarm and be aware of two exits from your area in a building.
- If you have had training, make note of the fire extinguisher locations in your area.
- If you feel you may need special assistance in the event of an emergency and/or evacuation, contact the Cheyney Police Department as soon as possible for more information.
- Sponsors of all events scheduled in the academic facilities must familiarize themselves and announce area exits to the attendees at the beginning of the program.

**DISCOVERING A FIRE**
- Remove any person in immediate danger.
- Alert all persons in the area.
- If the fire is small and manageable, and only if you have had formal training, use the proper type of fire extinguisher to control and extinguish the fire. Do this only after the evacuation has started, and the proper emergency numbers have been called.
- If you notice flames, smoke, or any evidence of fire, activate the building fire alarm. (Pull stations are clearly marked and located near the exits.)
- If a fire alarm has been pulled, call Cheyney Police Department to give the location and description of the fire. X2405
- In the event that the general alarm is sounded leave by the nearest safe exit in your area. Once outside of the building, move away from the doors to enable others to exit.

**EXITING**
- When a fire alarm has been activated, Cheyney Police Officers will be on hand to assess the situation and help in the evacuation procedure.
- Instructors will advise students in classrooms or laboratories to evacuate.
- Staff and students with disabilities will evacuate with the help of identified assistant or request for help from area occupants.
- Any person showing confusion, disorientation, or hysteria must be assisted and escorted to safety.
- **DO NOT USE THE ELEVATORS**
- All doors and windows in the vicinity of the fire should be closed.
- Feel the door or door knob with the back of your hand before opening any door. **DO NOT OPEN THE DOOR IF IT IS HOT.**
- If door is not hot, brace yourself behind the door and open slightly. If heat or heavy smoke is present, close the door.
- If an exit is blocked by fire heat or smoke, go to another exit.
- Be prepared to crawl or move close to the floor to avoid smoke.
- Leave the building using the nearest exit and follow any directions given by Cheyney Police Officers at the scene or through the public address system.
- Upon evacuation, report to a faculty member - if evacuated from class; hall staff - if evacuated from residence hall or director - if evacuated from office.
ENCOUNTERING BLOCKED EXITS

- If an exit is blocked, proceed to an alternate exit. Be prepared to crawl along the floor, if necessary.
- If area exits are blocked, go to a room or area that is removed from the fire.
- While in the room/area, if possible, open the window a few inches for fresh air.
- By telephone, by hanging something out of a window, or any other means of notification inform the emergency personnel of your location.
- While in the room/area, seal the cracks around the door with towels, clothing or other materials.
- Continue with efforts of notifying emergency crew of your location.
- The Fire Department will search the building upon arrival.

*Personnel may not re-enter the building until an all clear has been given by the Cheyney Police Department.*

Emergency Evacuation of Buildings

The following procedure will be utilized to promote the safety and well-being of all university personnel (students, teaching faculty, and staff) in classroom and non-classroom settings.

At Cheyney University, when a fire alarm sounds everyone must evacuate the building. Cheyney Police Officers will assist in the evacuation procedure.

Classroom Settings

**A. Teaching Faculty**

1. Review aloud an evacuation route for each classroom with reference to at least two exits. This should be done during the first two weeks of classes.
2. Request that class members with disabilities identify themselves in private in order to set up a plan for assistance in case of an emergency. The person with a disability should specify what type of assistance is required and expected.
3. Request that students with disabilities identify assistants for help during an emergency while in the classroom. If the student with a disability approves, can request class members for volunteers.
4. Faculty members with disabilities also need to pre-plan their evacuation strategy in cooperation with student or other assistants within the same time frame.
5. Supervise evacuation by leaving the classroom with the class immediately upon hearing the fire alarm.
6. Close classroom windows and doors, but do not lock them.
7. Provide feedback, written and verbal, following an actual emergency evacuation to the Cheyney Police Department.

**B. Students with disabilities** (Those with severe auditory, visual, mobility or other impairments which place them "at risk" during an emergency mass exit evacuation)

1. Identify himself/herself to each of his/her teaching faculty, indicating the extent of assistance required. If this is not feasible, contact the Office of Student Affairs and request information and assistance. The responsibility to initiate evacuation related discussions rests solely with each student with a disability.
2. Students with disabilities are responsible for knowing their specific evacuation needs and be willing and capable of communicating such information to teaching faculty and assistants. Students with disabilities who need assistance in planning their evacuation should contact the Office of Residence Life or the Cheyney Police Department.

3. Find/request the necessary assistants to help in an emergency evacuation. If unable to find assistants, request the help of the teaching faculty to identify willing assistants.

4. All assistants should be informed/become familiar with the type of assistance that is required and expected in case of evacuation drills and actual emergencies. The assistant should also:
   
   A. Be serious about accepting the job of assistant to a person with disabilities.
   B. Discuss the assistance needed and do what is requested.
   C. Attempts to carry an immobilized person are to be discouraged. Contact Cheyney Police.
   D. Designated person, other than the assistant, should inform Cheyney Police Officers or the Fire Department of the location of the person with a disability and assistant within the building.
   E. People that are visually impaired or blind but mobile should be moved out of the rush of traffic, then assisted to safety by an assigned assistant.
   F. People that are hearing impaired or deaf but mobile should be made aware of the need to evacuate and assisted to safety.
   G. People that are temporarily immobilized, such as those wearing casts or using crutches, should be given such assistance as needed.

5. Those who assist people with disabilities during an emergency evacuation are protected against liability under the Pennsylvania Good Samaritan Act as long as reasonable care is taken.

Non-Classroom Settings

   A. All persons, (students, faculty and staff) should plan evacuation routes using exit signs as guides from the classrooms and/or offices that have been assigned to them.
   B. People with disabilities must make arrangements with assistants for safe emergency evacuation, as soon as possible and inform their supervisor (or person in charge) of their evacuation plans.
   C. Upon notification of the need for an emergency evacuation, all personnel will immediately exit the building using the appropriate pre-planned escape route.
   D. Elevators are not to be used by anyone during any evacuation procedures.
   E. Office windows and doors must be closed but not locked, since offices and other rooms may be used as safe areas if exits become blocked.

Conferences, Offices and Student Affairs Facilities

   A. Exits are posted and should be used as guides for evacuation routes in all areas.
   B. The sponsor of any event scheduled in the academic facilities shall familiarize themselves with the area exits prior to the start of the function. At the start of each session, the exits to be used shall be announced to the attendees. The sponsor is responsible for the orderly evacuation of the attendees, should an emergency occur.
C. The sponsor of any function shall be responsible for taking steps to identify if anyone present is disabled and in cooperation with that person, determine the extent of assistance needed in the event that an emergency evacuation is required.

Office Areas

A. Exits are marked in office areas and should never be obstructed with plants or even easily moved items.
B. The office supervisors are responsible for making sure that the office personnel are familiar with all the possible exits in their areas.
C. Staff that have disabilities and their supervisors are responsible for planning for assistance in case of emergency evacuation.

Student Affairs Facilities

A. The Student Affairs Facility administrators shall follow the emergency rules as stated in this plan and be responsible for informing students and others in the facility about these requirements. They should also be prepared to render assistance when needed.

RESIDENCE HALL FIRE ALARM SYSTEMS

- Alarm pull stations are activated by completely pulling down a lever located at the lower half of the alarm station cover. Pull stations are located near exits and stairways. Fire alarms can also be automatically tripped by actuation of smoke or heat detectors.
- When activated, the alarm system in residence buildings causes an alarm to sound continuously throughout the building.
- Individual room smoke detectors sound an alarm only in that room.

Fire Safety Systems in Cheyney University Residential Facilities

<table>
<thead>
<tr>
<th>Facility</th>
<th>On Site Fire Alarm Monitoring</th>
<th>Partial 1* Sprinkler System</th>
<th>Full 2* Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans &amp; Placards</th>
<th># of fire drills per calendar yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>King Hall -Alumni Ln</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>5</td>
</tr>
<tr>
<td>Truth Hall-Alumni Ln</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>6</td>
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<tr>
<td>Emlen Hall-Quaker Ln</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>5</td>
</tr>
<tr>
<td>Tubman Hall -College Ln</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>3</td>
</tr>
<tr>
<td>Yarnall Hall-Cheyney Rd</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>6</td>
</tr>
</tbody>
</table>

1* Partial Sprinkler System is defined as having sprinklers in the common areas only.
2* Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.
Cheyney University Fire Statistics for Residential Facilities 2012

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truth Hall, University &amp; Alumni Lane</td>
<td>2</td>
<td>1</td>
<td>intentional burned roll of toilet paper</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>intentional paper towels on fire</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>King Hall, University &amp; Alumni Lane</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Emlen Hall, University &amp; Alumni Lane</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>New Residential Housing, Creek Rd &amp; Alumni Lane</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Yarnall Hall, Creek Rd</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Tubman Hall, College Lane</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Testing**

Fire alarm systems are installed, repaired, and tested, by outside contractors and Facilities. All horns are checked for operation. Alarms in the Residential Halls are completely tested every six months by an outside contractor in accordance with NFPA regulations. Problems are corrected as quickly as possible. Records are maintained in the Cheyney Police Department concerning all tests.

**False Alarms**

Persons who knowingly turn in a false fire alarm endanger the lives of others and may cause damage to the persons and equipment responding to the false alarm. This is a violation of the Code of the State of Pennsylvania and may result in jail terms and/or fines. Persons maliciously activating fire alarms or fire detection equipment will be severely disciplined. Possible dismissal from student residence, expulsion from school, and/or criminal prosecution is possible.

**Investigations**
All fire alarms are investigated by the Fire Marshal to determine the cause and to prevent recurrence of the alarm. A fire incidence report is completed by the Cheyney Police in Residence Halls and in academic buildings. Reports are kept on file in the Cheyney Police Department.

**SMOKE DETECTORS**

Smoke detectors respond to both visible and invisible products of combustion and sense fire at the earliest practical detection stage. Since the mid 1970's, when smoke detectors became widely available, there has been a tremendous reduction in the number of fire deaths in the U.S. Smoke detectors are used for numerous fire alarm functions ranging from warning occupants to automatically closing doors.

**Locations**

Residential buildings have single station smoke detectors located in sleeping areas. Hardwired detectors are located in the halls and hardwired detectors are located in each student room. Detectors located in the halls and other public areas are connected to the building alarm system. Units located in bedrooms are not connected to the building alarms. Some smoke detectors are connected to the fire alarm system and provide many functions such as shutting down air handler units, elevator recall, and release of magnetic door holders. These detectors are powered by the building fire alarm power source.

**Inspections**

Any smoke detector problems should be reported to the RD as soon as possible. The Resident Director inspects all room smoke detectors during school closings (Thanksgiving, Winter Break, Spring, Summer). Inspections are documented and sent to the Cheyney Police Department for review. All problems are sent to Office of Housing for repair.

Hardwired smoke detectors in the Residence Halls are inspected by an outside contractor.

**Maintenance**

In order for smoke detectors to function properly they must be periodically cleaned and tested. Dust accumulates in detectors over time and reduces the ability of the detector to detect smoke. Simple vacuuming on a regular cycle increases life expectancy and reliability. Hardwired smoke detectors in the Residence Halls are cleaned and tested by an outside contractor to ensure the sensing chamber and alarm circuits function properly.

**Abuse**

Misuse, deactivation or tampering with smoke or heat detectors is prohibited. Smoke detectors must not be covered or blocked. Nothing may be attached to the wiring of hardwired detectors.

**WHEN A FIRE ALARM SOUNDS IN A RESIDENCE HALL**
1. All hall staff must go to their designated locations to begin evacuation of the building.
2. Evacuate the building according to each hall's established plan.
   a. Until it is determined to be a false alarm, every attempt should be made to gain entry into
      student rooms to alert them of the fire.
   b. Knock loudly on all residents' doors announcing the need to evacuate immediately.
   c. Check all public and common areas of the building.
3. Secure the floors so access is denied until the "all clear" is given by the Cheyney Police Department
   and the fire detection system has been reset.
4. Follow all designated procedures in notifying and helping evacuate students with disabilities.

If you notice an increase in room temperature or a strong smell of smoke in your area:

1. CAREFULLY FEEL THE DOOR OR DOOR KNOB USING THE BACK OF YOUR HAND. If it is hot, do not
   attempt to open. If you feel no heat, then;
2. PARTIALLY OPEN THE DOOR WHILE STANDING BEHIND IT FOR PROTECTION. Survey the existing
   condition before exiting. If your passage is blocked, then;
3. Close the door and use any available material (towel, shirt, blouse, etc.) to seal door cracks and
   openings. If a water source is available, soak materials before packing them into place.
4. Use the room phone to contact Cheyney Police (610-399-2405 or x2405 on a campus phone) to let
   them know your exact location. If no telephone is available, signal your location by placing a cloth or
   similar material out the window.
5. IF SMOKE BEGINS TO ENTER YOUR AREA, partially open a window and stay near it, keeping low and
   breathing the fresher air from outside.

Residence Life staff is to follow the procedures outlined in their evacuation plan.

New Dorm
Evacuate to Marcus Foster. Exit the building without delay and proceed to Marcus Foster.

Emlen Hall
Evacuate to Marcus Foster. Exit the building without delay and proceed to Marcus Foster.

Truth Hall
Evacuate to Marcus Foster. Exit the building without delay and proceed to Marcus Foster.

King Hall
Evacuate to Marcus Foster. Exit the building without delay and proceed to Marcus Foster.

Immediately upon hearing the fire alarm, notify Cheyney Police at X 2405.

Students, faculty, staff, administrators, and visitors to our campus are expected to observe appropriate
fire safety practices by exercising prudence and adhering to the procedures and regulations established. It
is a serious violation of this policy, as well as a significant safety hazard not to leave the building when
the fire alarm is activated.

Upon the sounding of the fire alarm, all persons occupying the building at that time are expected to
adhere to the following:
1. Immediately exit the building using the nearest exit door.
2. Cheyney Police Officers and Security will go through from the top floor down, evacuating every
   room, sending all residents down the steps. This must be done quickly and orderly. Cheyney Security
   Officers will assist Cheyney Police.
3. Everyone MUST evacuate the building and adjacent areas MUST be completely cleared.
   a. Feel doors before opening. If hot, do not open.
b. If there is smoke in the room or in the hallway, grab a blanket or a towel to prevent smoke inhalation. Also, be sure to stay low to the ground.
c. Be sure to lock your room door and take your key with you. Do not attempt to use the elevators.
d. In the event the fire alarm sounds in the evening or at night, be sure to leave the ceiling light in your room on the “on” position.
4. Once you have exited the building, move at least 500 feet away from the building. When you arrive in the Marcus Foster area, check-in with the AD or designated Team Leader, so that you can be accounted for, and it can be documented that you have safely evacuated.
5. All persons are to remain in the designated safe area until the signal to return has been given by the Cheyney Police Officer.
6. An “All Clear” signal will be given by staff member or police at which time students may re-enter the building.
7. Anyone who fails to evacuate the building when the fire alarm sounds will be given a Judicial and a Criminal Citation.

PROCEDURES FOR LABORATORY FIRES

1. In the event of a fire in a lab, inform those present and determine if anyone is in immediate danger. If so, attempt to rescue without putting yourself or others in danger.
2. Pull the nearest fire alarm switch, which will activate the alarm in that building. This is connected to the Cheyney Police Department.
3. If possible, disconnect all electrical equipment and close all gas valves.
4. Get everyone out of the lab.
5. If trained, use fire extinguishers to assist in safe evacuation or for fighting small fires. Do not attempt to fight a major fire on your own.
6. Use the nearest exit to evacuate from your lab and meet at the designated area for your class.
7. When leaving, close, but do not lock the windows and door.

ACCOUNTABILITY

During an evacuation:

IF THERE IS FACULTY, STAFF OR STUDENTS THAT ARE UNACCOUNTED FOR DURING AN EMERGENCY EVACUATION, INFORM CHEYNEY POLICE AND/OR THE FIRE DEPARTMENT PERSONNEL IMMEDIATELY.

OTHERWISE IF/WHEN REQUESTED, THOSE ACCOUNTABLE HAVE TO REPORT TO CHEYNEY POLICE OR THE FIRE DEPARTMENT.

Each department must have a system of accountability in case of evacuation.
In the residence halls, the hall staff member(s) is/are responsible for ensuring that all the floor residents know of a meeting place outside of the building and that all the residents of the floor have evacuated.
In the classroom, the faculty member is responsible for evacuating and accounting for students in his/her class.
The director, chairperson, or supervisor is responsible for informing the office/departmental personnel of a meeting area outside of the building and accounting for the personnel.
Verbal/written feedback regarding any emergency evacuation should be provided to Cheyney Police, who in turn will share the information with the Concordville Fire Department, and Student Coordinator, and others with a need. Feedback from disabled persons should be especially sought and changes in their emergency evacuation strategy made on an as-needed basis.

CRISIS COMMUNICATIONS
When Cheyney University faces an emergency situation which may attract media attention, such as an accident or crime, or requires communication with the community through the general media, the Director of the News Media Office should be contacted. If the emergency occurs after hours, this notification is usually made by Cheyney Police Department, which will also notify other appropriate university officials. The News Media staff will work with the:

- **Dean for Student Affairs** if students are involved.
- **Vice President for Academic Affairs** when faculty is involved.
- **Vice President for Finance and Administration** when other staff is involved.
- **Other administrators as necessary.**

The News Media staff will collaborate with university management to gather necessary information and shape any public statements that may be made. An appropriate spokesperson will be selected to provide information to the media and/or public.

FIRE SUPPRESSION EQUIPMENT

The university maintains appropriate fire suppression systems in each building to include: ANSUL systems, fire extinguishers, sprinkler systems, standpipes and interior hose packs.

PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers are the first line of defense against a fire. They are designed to extinguish or contain a small fire or open an escape route. Portable fire extinguishers are not designed to fight a large or spreading fire. Fire extinguishers should be used after the evacuation plan has started. If you know how to use an extinguisher, locate and identify the ones in your area . . . before you need them.

**Operation**

Fire extinguishers should only be used by persons trained in their proper use. If you have the slightest doubt about using a fire extinguisher, get out and call the fire department.

1. Never fight a fire if:
   - The fire could block your escape route.
   - You are unsure of the proper operation of the extinguisher.
   - You are in doubt that the extinguisher is designed for the type of fire or is large enough.
2. Fight the fire only if all of the following are true:

- The fire department has been notified.
- The area has been evacuated.
- The fire is small and confined to its immediate area of origin (wastebasket, sofa, small appliance).
- You have a way out and can fight the fire with your back to an exit.
- You have the proper extinguisher and know how to use it.
- You use careful judgment and get out fast if the fire starts to spread.

3. To operate a fire extinguisher, recall the word **PASS**:

- **PULL** the pin by grasping the extinguisher neck in one hand and removing the pin with the other.
- **AIM** the nozzle, hose, or horn at the base of the fire.
- **SQUEEZE** the handle to release the extinguishing agent.
- **SWEEP** from side to side at the base of the fire until it is out.

**Responsibilities**

Approximately 300 portable fire extinguishers are located throughout the campus. The Physical Plant Personnel are responsible for training, inspecting, testing, and refilling fire extinguishers.

**Types of fire extinguishers**

Fire extinguishers vary in type based upon the extinguishing agent they contain. Every extinguisher must be clearly labeled to show the classification of the fires it is effective against. Water fire extinguishers must be labeled to indicate that they cannot be used on electrical fires. Pictograms show in blue the type of fire the extinguisher should be use against. Fires on which the extinguisher should not be used are shown in black with a red slash through the pictogram. Extinguishers may carry labels, pictograms or both.

**Class A**

Class A fire extinguishers are used to extinguish fires in ordinary combustibles such as wood, paper, cloth, rubber, and plastics. These extinguishers should not be used on electrical, flammable liquid or combustible metal fires. Extinguishers effective against type A fires contain water or a special dry chemical agent.

**Class B**

Class B fire extinguishers are effective against flammable liquids and gas fires such as solvents, oil, gasoline, and grease. Dry chemical agents, carbon dioxide, and halogenated agents are typically used. Water will only spread a flammable liquid fire and should **not** be used as an extinguishing agent for Class B fires.

**Class C**

Class C fire extinguishers are used to extinguish fires involving energized electrical equipment. Non-conducting agents such as dry chemical, carbon dioxide, or halogen compounds are used. Water should never be used to extinguish an electrical fire.
Class D

Class D fire extinguishers contain a special granular formulation that is effective against combustible metal fires such as sodium, potassium, magnesium, and lithium. Normal extinguishing agents must not be used against combustible metal fires because they may increase the intensity of the fire.

Class ABC

ABC fire extinguisher will put out most types of fires that could start on campus—wood, paper, flammable, and electrical fire. These extinguishers are also known as multi-purpose extinguishers. Most extinguishers on campus are classified as ABC.

Location

Fire extinguishers are installed according to guidelines established by BOCA and NFPA. Laboratories, workshops and other areas in which flammable solvents are used must have an appropriate fire extinguisher. Travel distances should normally be less than 75 feet for ordinary combustible and 50 feet for flammable liquids.

Access

Fire extinguishers should be readily accessible and the location of the extinguisher should be clearly identified. Fire extinguishers must be mounted off the floor and no higher than five feet. Extinguishers weighing more than 40 lbs. should be mounted no higher than 3 2 ft.

Inspections

All portable fire extinguishers should be visually inspected each month. Missing, discharged, or damaged fire extinguishers are usually replaced by the Physical Plant within one week in low hazard areas. Fire extinguishers are replaced within one day in high hazards areas and areas with overnight accommodations. Broken glass in fire extinguisher boxes in the Residence Halls will be replaced by the Housing Office. Discharged fire extinguishers are to be reported to Cheyney Police.

Records

Maintenance, hydrostatic testing records and an inventory of all fire extinguishers are maintained by the Physical Plant. Hydrostatic testing and maintenance records are placed on the fire extinguisher.

Training

Training on the proper use of portable fire extinguishers is offered by the Cheyney Police for faculty, staff, and students. Classes can be scheduled by calling the Cheyney Police at 399-2330.
Maintenance

Maintenance of portable fire extinguishers is performed by Facilities via contracted service. Automatic extinguishers (ANSUL systems) located in kitchens are tested by a qualified and licensed contractor. Every fire extinguisher is numbered and a record kept showing the inspection date, maintenance date, type of extinguisher, and name of the person performing the maintenance. Upon completion of the routine yearly maintenance the fire extinguisher tag is initialed. Maintenance procedures include a thorough examination of mechanical parts, extinguishing agent and expelling means. Hydrostatic testing is performed within the time specified by the manufacturer according to NFPA 10. Hydrostatic testing is done by an outside contractor.

Misuse

Misuse of fire extinguishers is prohibited. Fire extinguishers are not to be removed from their proper locations or discharged unless there is a true fire emergency. Anyone found tampering with a fire extinguisher will be subject to disciplinary action and/or criminal charges. Report vandalism and/or discharged fire extinguishers to the Cheyney Police Department.

AUTOMATIC SPRINKLER SYSTEMS

Automatic sprinkler systems consist of a series of pipes and nozzles that distribute water when heat activates the sprinkler heads. Most sprinkler heads activate at 165 F. Only the heads exposed to this heat will discharge. They are typically connected to the building fire alarm systems. Automatic sprinkler systems are extremely effective at preventing fire spread. In terms of life safety there have been no reported cases of multiple deaths occurring in fully sprinkled buildings where the system was operating properly. Sprinklers seldom fail to control fires, but when they do, failure is usually due to a closed supply valve.

Location

Automatic sprinkler systems are located in the following residence buildings: Tubman Hall, Yarnall Hall, King Hall, Truth Hall and Emlen Hall.

Inspections

All automatic sprinkler systems are inspected quarterly by an outside contractor. Documentation is maintained in the Cheyney Police Department.

Precautions

Storage shall be maintained at least 18 inches below the sprinkler head. Sprinkler heads must be kept clean and not painted. Ensure that all heads are pointed down, except side discharge heads. Do not cover or block sprinkler heads. Piping shall not be used to support ladders, equipment or other materials.

OVERHEAD FIRE EXTINGUISHING EQUIPMENT

Kitchen Fire Protection Systems
Kitchen systems consist of cylinders of dry or wet extinguishing agent connected by piping to discharge nozzles. The nozzles are located in the kitchen hoods over cooking appliances such as grills and deep fat fryers. The extinguishing agent is activated by manual activation of a pull station or discharge button, or automatic activation of heat activated fusible links in the hood. Systems in Ada Georges, Marcus Foster, and Harris-Turner will activate the building alarm. Dry chemical systems act the same way as ABC dry powder fire extinguishers. Powder from these systems smothers the fire and can cover everything in the kitchen. A kitchen can be put out of operation for several hours, or days. Wet chemical systems use a foamy material similar to soap that smothers and cools the fire. The wet extinguishing agent stays in the hood area and does not spread throughout the room.

Fire suppression systems in the kitchens are inspected and cleaned by an outside contractor. Hoods and ducts are cleaned quarterly. Filters are inspected and cleaned quarterly or as needed. Fusible links are replaced every six months. The Building Manager conducts periodic inspections to oversee the work of the contractors.

Facilities Operations has responsibility for maintenance of all portable fire fighting equipment. Any need for service of discharged fire extinguishers or provision of such equipment should be reported at x-2297.

Classroom and general building fire extinguishers are inspected monthly, and receive an annual maintenance by the qualified fire extinguisher service contractor.

Residence Hall and Auxiliary buildings are inspected monthly and receive an annual maintenance by a qualified fire extinguisher service contractor. All maintenance and service is contracted out.

PHONE NUMBERS

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

CHEYNEY POLICE DEPARTMENT  
Cheyney Campus - 610-399-2405, on campus, x2405  
(Available 24 hr)

RESIDENCE LIFE  
Cheyney Campus - 610-399-2427, on campus, x2427  
(Available 8:30 am to 5:00 pm)

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

FACILITIES OPERATIONS
Cheyney Campus - 610-399-2297, on campus, x2297
(Available 8:00 am to 5:00 pm)

NEWS MEDIA
Cheyney Campus - 610-399-2417, on campus, x2417
Web Address for this Fire Safety Policy
http://www.cheyney.edu/public-safety/index.cfm

FIRE LOG

Cheyney University maintains a fire log that records any fire that occurs in an on-campus student housing facility. The log shows the date of the fire, the date reported, the incident report number, the location, and the nature of the fire. This fire log is maintained by the CUPD and is available for inspection by the public at the CUPD Dispatch Office. A copy of the fire log and appropriate documentation is available from CUPD upon request. This fire log is updated when an on campus student housing facility fire is reported.

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY
If we obtain the means, we would like to do the following:
Label all campus building entrances with reflective numbers and letters, incorporate
http://www.pbfeducation.org/courses/igot2kno in our fire safety education program, and develop a training program for elevator safety for students.

FIREARMS, WEAPONS AND EXPLOSIVES POLICY

A. Scope
This policy applies to all Students, Staff, Faculty and Visitors
B. Policy Statement
While on university-controlled sites and at university-directed activities, persons are prohibited from introducing, possessing, using, buying, or selling unauthorized weapons, firearms, ammunition, explosives, or items deemed by Cheyney Police to be dangerous. This policy applies to employees, students and individuals visiting or conducting business on University property.
C. Reason for Policy
A safe and secure environment is a fundamental prerequisite for fulfilling the university mission of teaching, research, and public service. CU is committed to maintaining a workplace and educational learning facility that is free of violence. This obligation includes eliminating recognized hazards from campus communities that contribute to violence or serious harm.
D. Procedures
Any employee who becomes aware of a violation of this policy is required to immediately notify the Cheyney Police Department. Any student who becomes aware of a violation of this policy is required to immediately notify the Cheyney Police Department.
E. Definitions

1. **An unauthorized firearm** is any firearm, regardless of whether the owner has a valid state permit to carry the firearm. The following firearms are excluded from this definition:
   a. A firearm in the possession of a law enforcement officer who is authorized to possess the firearm, either on or off duty, by the employing law enforcement agency.
   b. A firearm in the possession of a person who has received prior written authorization from the university police chief to possess a firearm on campus.

2. **University premises** refers to all Cheyney University properties.

3. **A university-directed activity** is an event intended solely for CU faculty, employees, students, or invited guests of the university; these activities include, but are not limited to, graduation events, receptions, meetings, social functions and conferences.

4. **A campus police chief** is one who has been assigned administrative responsibility for campus law enforcement or security activities.

5. **Weapons are defined as:**
   - Knives, firearms, ammunition, hunting arrows, potentially injurious war souvenirs, explosives, fireworks, firecrackers, highly flammable materials, and dangerous chemicals.
   - Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO2. This includes but is not limited to rifles, shotguns, handguns or other firearm, BB/pellet gun, flare gun, stun gun or dart gun and any ammunition for any such device.
   - Any replica of the foregoing is also prohibited.
   - Any explosive device including firecrackers and black powder.
   - Any device that is designed or traditionally used to inflict harm including but not limited to any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.
   - Weapons are not permitted to be stored on campus or in vehicles.
   - Any weapon on campus in violation of this policy will be confiscated.
   - Possession or use of such explosives or weapons will result in confiscation, disciplinary action and/or arrest.

F. Sanctions

- Violation of this policy is considered a serious offense that endangers the safety of the university communities. Therefore, this offense may result in immediate termination of employment, expulsion from school and/or arrest.
- Violation of this policy by employees constitutes misconduct and may subject the offender to discipline including immediate termination.
- Violation of this policy by students will be adjudicated in accordance with the Student Code of Conduct. Depending on the circumstances violation of this policy may subject the offender to discipline up to and including dismissal from the University.
- Violation of this policy by individuals visiting or conducting business on University property will result in the individual being required to leave the University property or event as the case may be and may also result in the individual receiving a written directive to remain off of University property.

The University may refer any violation of this policy to the Cheyney Police Department for investigation and/or arrest.

G. Exceptions to this policy include:
• Members of the Cheyney Police Department who are regularly employed by the University and are required to carry a weapon in accordance with departmental policy.
• Delaware and Chester County Municipal Police and Pennsylvania State Police officers who assist Cheyney Police.
• Private security firms must obtain prior written approval from the Chief of Cheyney Police Department before bringing any weapon on University property.
• A weapon, real or replica, used in connection with drill, public ceremony or a theatrical performance with prior approval of the Chief of Police.
• Any federal, state or local law enforcement officer in the performance of his or her official duties.

H. Notification of Use of Replica or Prop Weapons

Due to the risk of being identified as a real weapon, any item which looks like a weapon and is used for any purpose on University property must be reported to and approved by the University Police Department prior to use in any activity. Examples of such activities include official ROTC military exercises, color guard, intercollegiate athletics, class instruction or presentations, dramatic plays, and similar artistic events.

MISSING STUDENT NOTIFICATION

Purpose:
Cheyney University of Pennsylvania is required by federal law to comply with HEA missing student notification regulations.
Definition:
Higher Education Act 34 CFR 668.46(b)(14). HEA missing student regulations apply only to students who reside in on-campus housing. This applies to students residing on-campus in student housing, declared missing for 24 hours. This policy is strictly for missing person purposes.
Procedure:
1. Any faculty, student, staff or non-affiliated member of the community who is aware that a university student, in on-campus housing, is missing, he or she should immediately contact any one of the following university personnel in this order:
   • Cheyney Police Department (610) 399-2405
   • Director of Residential Life and Housing (610) 399-2428
   • Manager of Housing Operations & Auxiliary Services (610) 399-2428
   • An assistant director of Residential Life and Housing
   • The Vice President for Student Affairs and Student Life (610) 399-2217
   • Any university professor (See University Telephone Directory)
   • Any academic chairperson (See University Telephone Directory)
2. Once the missing student report is received by any one of the individuals above, the individual receiving said report MUST bring this information to the attention of the Cheyney Police Department.
3. In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by CU in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, CU will notify that individual no later than 24 hours after the student is determined to be missing. A student
who wishes to identify a confidential contact can do so through the CU Residential Life; see form below. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should CUPD determine that the student has been missing for 24 hours, CU will notify CUPD and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, CU will notify the student’s parent or legal guardian immediately after CUPD has determined that the student has been missing for 24 hours.

CHEYNEY UNIVERSITY OF PENNSYLVANIA
OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND STUDENT LIFE

Dear Cheyney University Student:

If you are a student residing in on-campus housing, you have the option to identify CONFIDENTIALLY an individual to be contacted by Cheyney University in the event that you are determined to be missing for more than 24 hours. If you identify such an individual, Cheyney University will notify that individual no later than 24 hours after you have been determined missing. If you wish to identify a confidential contact, please fill out the form below. Your confidential contact will be accessible only by authorized campus officials and law enforcement in the course of the investigation. Your confidential contact is strictly for missing person purposes. You have the option, even if you have already identified an emergency contact, to identify someone as your missing person contact. Your emergency contact and missing person contact are not required to be the same.

MISSING PERSON CONTACT INFORMATION

Please identify an individual to be notified by Cheyney University if you are determined to be missing. If you are determined missing, Cheyney University will also notify the appropriate law enforcement agency not later than 24 hours after the time you are determined missing. In addition, if you are under the age of 18 and not an emancipated individual, Cheyney University is also required to notify your custodial parent or legal guardian if you are determined missing. Please check the box if you are under 18 and not an emancipated individual. An emancipated individual refers to a minor who is self-supporting and independent of parental control, usually as a result of a court order.

CONTACT INFORMATION

Contact First Name: ___________________________ Contact Last Name: ___________________________
Contact Relationship: ___________________________
Street Address 1: ___________________________ Street Address 2: ___________________________
City: ___________________________ State: _____ Zip: ________
DEFINITIONS OF REPORTED CRIMES

The following definitions are crimes that Federal Law requires institutions to report:

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

**Criminal Homicide-Manslaughter by Negligence:** The killing of another person through gross negligence.

**Criminal Homicide-Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

**Sex Offenses-Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. **Forcible Rape**—The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. **Forcible Sodomy—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. **Sexual Assault With An Object**—The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will;
or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex Offenses—Non-forcible:** Unlawful, non-forcible sexual intercourse.

A. Incest—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Additionally, the following violations should be reported to ACPD or to the appropriate institutional Judicial Affairs office. The police or judicial affairs staff will make tabulation of statistics from these referrals.

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

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

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Hate Crimes:** Of the crimes described above and any other crime involving bodily injury to any person and the crimes of larceny-theft, simple assault, intimidation and vandalism, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity or disability of the victim that are reported to campus security authorities or local police agency, the data shall be collected and reported according to category of prejudice.

**Policy Statement Addressing Preparation of Disclosure of Crime Statistics**

The University Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at http://www.cheyney.edu/public-safety/Crime-Statistics.cfm. You will also be able to connect to our site via the CU Home page at http://www.cheyney.edu/. This report is prepared in cooperation with the University Police Department, Housing and Residential Services, the Judicial Affairs Officer, the Division of Business Affairs, and the Division of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the CU Police, designated campus officials (including but not limited to directors, deans, department heads, designated HRLO staff, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. Counseling and Wellness Services staff inform their clients of the procedures to report 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 e-mail notification is made to all faculty, staff and enrolled students that provides the web site to access this report. Copies of the report may also be obtained at the University Police Department Headquarters located at McKnight-Rogers Building or by calling (610) 399-2405. All prospective employees may obtain a copy from the University Police Department Headquarters located at McKnight-Rogers Building or by calling (610) 399-2405.

CRIME AND FIRE STATISTICS 2009-2011
1837 University Circle, Cheyney, PA 19319-0200
For more information about this institution, visit http://www.cheyney.edu

Campus: Main Campus

General
1837 UNIVERSITY CIRCLE
CHEYNEY, PA 19319

Security Officer
Name: Lawrence Richards
Title: Chief of Police - Cheyney Police Department
1837 UNIVERSITY CIRCLE
CHEYNEY, PA 19319
Phone: 610-399-2123

Fire Safety Officer
Name: Lawrence Richards
Title: Chief of Police
1837 University Circle
CHEYNEY, PA 19319
Phone: 610-399-2123

This campus provides On-campus Student Housing Facilities.
On-campus Student Housing Facilities statistics are a subset of On-Campus statistics.

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.

Criminal Offenses - On campus

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
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<tr>
<td>c. Sex offenses - Forcible</td>
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<tr>
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</table>

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.
### Criminal Offenses - On-campus Student Housing Facilities

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
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<td>a. Murder/Non-negligent manslaughter</td>
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### Criminal Offenses - Public Property

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<th>2011</th>
</tr>
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<tr>
<td>f. Aggravated assault</td>
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<tr>
<td>g. Burglary</td>
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<tr>
<td>h. Motor vehicle theft</td>
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<td>i. Arson</td>
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### Hate Crimes - On campus

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2011 Total</th>
<th>Race</th>
<th>Religion</th>
<th>Sexual orientation</th>
<th>Gender</th>
<th>Disability</th>
<th>Ethnicity/National origin</th>
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<td>Disability</td>
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### Criminal offense 2009 Total Category of Bias for crimes reported in 2009

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<th>Criminal offense</th>
<th>Race</th>
<th>Religion</th>
<th>Sexual orientation</th>
<th>Gender</th>
<th>Disability</th>
<th>Ethnicity/National origin</th>
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<tbody>
<tr>
<td>a. Murder/ Non-negligent manslaughter</td>
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**Caveat:**
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

### Hate Crimes - On-campus Student Housing Facilities

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2011 Total</th>
<th>Category of Bias for crimes reported in 2011</th>
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<tbody>
<tr>
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<td>b. Negligent manslaughter</td>
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<td>c. Sex offenses - Forcible</td>
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<tr>
<td>h. Motor vehicle theft</td>
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<td>Criminal offense</td>
<td>2010 Total</td>
<td>Category of Bias for crimes reported in 2010</td>
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<tr>
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<td>Race</td>
<td>Religion</td>
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<tr>
<td>i. Arson</td>
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<td>a. Murder/ Non-negligent, manslaughter</td>
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</tr>
<tr>
<td></td>
<td>b. Negligent manslaughter</td>
<td></td>
</tr>
<tr>
<td></td>
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<td>0</td>
</tr>
<tr>
<td></td>
<td>d. Sex offenses - Non-forcible</td>
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</tr>
<tr>
<td></td>
<td>e. Robbery</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>f. Aggravated assault</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>g. Burglary</td>
<td>0</td>
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<tr>
<td></td>
<td>h. Motor vehicle theft</td>
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<td>i. Arson</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>j. Simple assault</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>k. Larceny-theft</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>l. Intimidation</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>m. Destruction/damage/vandalism of property</td>
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<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2009 Total</th>
<th>Category of Bias for crimes reported in 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Race</td>
<td>Religion</td>
</tr>
<tr>
<td></td>
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<td></td>
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<tr>
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<td>0</td>
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<tr>
<td>Criminal offense</td>
<td>2011 Total</td>
<td>Race</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------</td>
<td>------</td>
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<tr>
<td><strong>f. Aggravated assault</strong></td>
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**Caveat:**
If you have changed prior years’ data, you must add a caveat explaining the change. Use the following format: “For (YEAR), Line (X) was changed from (A) to (B) because (REASON).”

### Hate Crimes - Public Property

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2011 Total</th>
<th>Race</th>
<th>Religion</th>
<th>Sexual orientation</th>
<th>Gender</th>
<th>Disability</th>
<th>Ethnicity/National origin</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Murder/ Non-negligent manslaughter</strong></td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>b. Negligent manslaughter</strong></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td><strong>c. Sex offenses - Forcible</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
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<td><strong>d. Sex offenses - Non-forcible</strong></td>
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<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
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<td>0</td>
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<td>0</td>
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<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2010 Total</th>
<th>Race</th>
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<td>0</td>
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</tbody>
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**Occurrences of Hate crimes**

- **Category of Bias for crimes reported in 2011**
- **Ethnicity/National origin**
### Arrests - On campus

<table>
<thead>
<tr>
<th>Law Violation</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>3</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>3</td>
<td>5</td>
<td>21</td>
</tr>
</tbody>
</table>

**Caveat:**
If you have changed prior years’ data, you must add a caveat explaining the change. Use the following format: “For (YEAR), Line (X) was changed from (A) to (B) because (REASON).”
### Arrests - On-campus Student Housing Facilities

<table>
<thead>
<tr>
<th>Law Violation</th>
<th>Number of Arrests in On-Campus Student Housing Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2009</td>
</tr>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>3</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>3</td>
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</tbody>
</table>

**Caveat:**

### Arrests - Public Property

<table>
<thead>
<tr>
<th>Crime</th>
<th>Number of Arrests</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2009</td>
</tr>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
</tr>
</tbody>
</table>

**Caveat:**

### Disciplinary Actions - On campus

<table>
<thead>
<tr>
<th>Law Violation</th>
<th>Number of persons referred for Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2009</td>
</tr>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>1</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>7</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Caveat:**

### Disciplinary Actions - On-campus Student Housing Facilities
**Note:** This category was added to the web survey for the 2009 data collection.

<table>
<thead>
<tr>
<th>Law Violation</th>
<th>Number of persons referred for Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2009</td>
</tr>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>9</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>5</td>
</tr>
</tbody>
</table>

**Caveat:**

#### Disciplinary Actions - Public Property

<table>
<thead>
<tr>
<th>Law Violation</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
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<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
</tr>
</tbody>
</table>

**Caveat:**
Fires in On-campus Student Housing Facilities statistics were not collected prior to the 2010 data collection.

**Summary of Fires**

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fires</td>
<td>Injuries</td>
<td>Deaths</td>
</tr>
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<tr>
<td>Yarnall Hall</td>
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<tr>
<td>Tubman Hall</td>
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<tr>
<td>Emlen Hall</td>
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<tr>
<td>Truth Hall</td>
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**Caveat:**