

# **CABRINI**

## **COLLEGE**

### **PUBLIC SAFETY**

#### **2011 CAMPUS PUBLIC SAFETY AND FIRE SAFETY REPORT**



**September 2011**

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## **MISSION OF PUBLIC SAFETY**

The mission of the Public Safety Department at Cabrini College is to provide a safe environment for the College community through education and crime prevention awareness programs, by promoting an atmosphere of security in and around the campus, and supporting a culturally diverse atmosphere for all employees, students and visitors. This mission would not be complete without the full support of Cabrini College. The Public Safety Department works closely with other College Departments, including Residence Life, Student Engagement and Leadership (SEal), Facilities and others.

## **YOUR SECURITY AT CABRINI COLLEGE**

Your safety and security is extremely important to us at Cabrini College. The following information is provided to share our commitment to the security of our College family, to inform you about our campus security policies and procedures and to let you know how to report crime or suspicious behavior and the steps you can take to assist Public Safety in keeping the College Community safe.

The total enrollment at Cabrini College for the fall of 2010 was estimated to be 1,309 full-time equivalent students (FTES), in on-campus programs, 2,025 full-time and part-time graduate students in on-campus and off-campus programs and 106 part-time undergraduate students. Approximately 776 (November 2010) students lived on campus and there were approximately 376 non-student personnel employed by the College. Campus security has been improved by such improvements as updating and adding additional emergency phones, and improving the lighting throughout campus. New exterior lighting included the LED lamps and fixtures to lower operating costs and increase lamp life. In addition, the College has instituted and updated a well publicized Community Standards that is vigorously enforced. It is your responsibility as a Cabrini student to familiarize yourself with the Community Standards, readily accessed at [www.cabrini.edu/handbook](http://www.cabrini.edu/handbook). The Community Standards informs students of the College's expectations of a Cabrini Student, each student's responsibilities as a member of the Cabrini Community and informs students of disciplinary procedures and sanctions.

## **PREPARING THE REPORT**

This publication has been prepared to describe the Public Safety policies and procedures of the College, in the hope that an informed campus will be a more secure campus. Links to individual Public Safety policies and procedures are also available at the Cabrini website under Public Safety and Parking at [www.cabrini.edu/publicsafety](http://www.cabrini.edu/publicsafety). This report is also prepared to comply with a number of federal and state laws and regulations: the Federal Student Right to Know and Campus Security Act of 1990, as amended, more commonly known as the Clery Act, and the Pennsylvania College and University Security and Information Act. This report is intended to keep enrolled students and current employees informed regarding the status of the College's security and fire safety. While the College makes the security and fire safety report available online, a paper copy will be provided upon request to an enrolled student or current employee, as well as to a prospective student or employee.

The Clery Act requires, among other things, an annual statistical report of certain crimes reported to Radnor Police or to a Campus Security Authority, which includes Public Safety: murder, non-negligent manslaughter, negligent manslaughter, sex offenses (forcible, non-forcible), robbery, aggravated assault, burglary, motor vehicle theft and arson. The Clery Act also requires a college to compile statistics on hate crimes, liquor law arrests and violations as well as drug law arrests and violations and those for possession of illegal weapons. The report includes recent safety requirements, such as, enhanced hate crime reporting, emergency notification, response and evacuation procedures, missing student

notification, maintenance of a fire safety log and related fire safety issues, all of which are described in more detail herein. The statistics are broken down by location: on campus, noncampus, and public property. The crimes, arrests and violations enumerated in this paragraph are all reportable “Clery Act Crimes.”

In its efforts to provide a safe campus, Public Safety and the College educate the student body about and enforce the provisions of Cabrini’s Community Standards, which is broader in scope than the Clery Act or state law. The Community Standards clearly set forth the parameters of behavior for each member of the Cabrini Community to achieve an “education of the heart”.

Both the security report and the fire safety report are available on the U.S. Department of Education website.

### **PUBLIC SAFETY STAFF**

In compliance with the Clery Act, this report provides information regarding the security practices and procedures at Cabrini College for the reporting and disclosure of certain crimes and crime statistics for the past three calendar years. The report is distributed to all current students, faculty and employees and, upon request, is also provided to any applicant for enrollment or employment. The full text of the Campus Public Safety Report is located on our web site at [www.cabrini.edu/annualecurityreport](http://www.cabrini.edu/annualecurityreport). You will also be able to connect to our site via the Cabrini Home page at [www.cabrini.edu](http://www.cabrini.edu).

The Radnor Police Department and other local law enforcement agencies and persons identified by the College as “Campus Security Authorities” (“CSAs”) all cooperate in the preparation of the report.

Campus security authorities (“CSAs”) include members of the Public Safety Department, individuals who have responsibility for campus security, but are not part of Public Safety Department and certain designated College officials. Officials are persons who have the authority and the duty to take action or respond to particular issues on behalf of the institution. Other CSAs are:

- Members of the Residence Life Department including Area Coordinators (AC) and Resident Assistants (RA)
- Department Heads
- Student Health Services
- Athletic Department including Coaches and Advisors
- Counseling

CSAs report allegations of Clery Act crimes made in good faith to either Public Safety or Radnor Police.

The Public Safety Department patrols the campus 24 hours each day, 7 days a week. The Department is responsible for the security of the Radnor campus and certain off campus buildings. The Public Safety Department consists of a Public Safety Director, Captain, Lieutenant, one Sergeant, two Corporals, three Dispatchers and twenty six full and part time Public Safety Officers, which include bicycle-patrol officers, foot and patrol officers and residence hall officers. Public Safety officers' work includes educating the campus community on security concerns, maintaining campus safety and enforcing

College policies. Additionally, the Public Safety team promotes the Cabrinian Core Values and Strategic Initiatives of the College (College's Strategic Agenda is available at [www.cabrini.edu](http://www.cabrini.edu).) The College and the Public Safety Department are a vital part of the international educational ministry of the Missionary Sisters of the Sacred Heart of Jesus.

The Public Safety Department works closely with Radnor Township, Radnor Police Department, Tredyffrin Police Department and other local law enforcement agencies surrounding our campus. There is an emergency service agreement with the Radnor Police Department to respond to all campus emergencies and alleged criminal incidents when contacted. Significant criminal incidents and suspicious criminal activity are reported to the Radnor Police Department as they are discovered by or reported to Public Safety or other CSA. Similarly, criminal events occurring off campus, but in the area that could impact the safety of the College community are transmitted by the Radnor Police Department to our Public Safety Department.

Since the use or possession of firearms or other dangerous weapons is not permitted on campus, Public Safety officers neither carry weapons nor have arrest powers, but work with the local police to carry out an arrest. All members of Public Safety Department participate in annual in-service training programs covering a variety of different subjects including Blood Borne Pathogens, Spill Prevention and Alcohol Awareness training programs. The Public Safety Department provides an ongoing program of in-service and on-the-job training for patrol officers in cardiopulmonary resuscitation (CPR), first aid, use of the Automated External Defibrillators (AEDs), patrol procedures, emergency response, fire safety, and report writing.

Public Safety officers have the authority to issue campus parking violations, request identification, determine if a person is on campus for the conduct of lawful business and enforce the Community Standards.

Upon receipt of any complaint (criminal or otherwise), an officer will respond to the site to take a report and, if applicable, include the crime in our annual crime statistics report. A follow-up investigation will be conducted in appropriate situations. Anyone who is the victim of a crime is encouraged to report the crime to Radnor Police. Public Safety officers cannot report the crime for the victim but can instruct the person on how to make a report. Radnor Police will only take a report from the victim.

Public Safety works with the Facilities Department to monitor the safety and security of College buildings and grounds. As a result of this collaboration, the College has installed high intensity discharge lights called metal halide and LED in high traffic areas and has trimmed shrubbery that could provide possible cover for criminals or suspicious behavior.

The Department of Residence Life works closely with the Public Safety Department to maintain a safe environment in and around residence halls.

Emergency telephones are located at each residence hall and throughout the campus; students and employees may call Public Safety 24 hours a day, 7 days a week and request an escort from one campus building to another, or to and from the campus parking areas.

In an effort to enhance the safety and security of Cabrini College, the Public Safety Department offers a variety of services and preventative programs. Emergency notifications and transports, vehicle jump starts for stranded motorists, room lock-outs and escorts are all provided by Public Safety personnel. The Public Safety office distributes all student, faculty, and staff photo ID cards and maintains the lost and found area.

Cabrini College's shuttle transportation system is operated by the Public Safety Department. The shuttle is available for transportation between the Main Campus, the King of Prussia Mall area and Radnor rail lines during the week and weekends. Additionally, the Public Safety Department runs the Lancaster Loop Shuttle from 6:45 p.m. to 11:50 p.m. Sunday – Saturday during the school year. An on-campus escort service is available to students traveling alone before / after shuttle service.

### **CRIME LOG**

In compliance with the Clery Act, Public Safety maintains a daily log of all reported crimes. All crimes reported to the Public Safety Department are documented in a daily crime log. The crime log records information of alleged criminal incidents reported to the Public Safety Department – the nature of the crime, its general location, the date reported, the date and time occurred and the disposition of the complaint. The crime log for the last 60-day period is open to public inspection, upon request, during normal business hours. The crime log is located in the Office of Public Safety. Portions of the crime log older than 60 days are made available within 2 business days of a request for inspection. Crime logs are kept for seven years.

### **CONFIDENTIAL REPORTING PROCEDURES**

If you are a victim of a crime and do not want to pursue action either within the College or through the criminal justice system, you may still wish to consider making a confidential report to the College. You may report an incident without revealing your identity. A confidential report helps the College to comply with your wish to keep the matter confidential, but assists the College in its efforts to make the campus a safe place.

Such reports also assist Public Safety in maintaining accurate records of the number of incidents involving students, recognizing if there is a discernible pattern of crime and alerting the campus community to any potential danger.

Reports filed in this manner are included in the annual crime statistics for the College if they are a “Clery Act Crime” and are listed in the crime log, but in a confidential manner.

College Counselors, when acting as a counselor, are not CSAs and are not required to report crimes for inclusion in the annual disclosure of crime statistics. Counselors are encouraged to inform a person being counseled of the procedures to report crimes on a voluntary and/or confidential basis.

### **RESIDENCE HALLS**

Cabrini College offers a variety of housing configurations, including singles, doubles, triples, quads and apartments. Cabrini offers coeducational residence halls as well as single-sex halls.

The Public Safety Department, the Department of Residence Life and the student residents themselves share responsibility for the security and safety of the residence halls. Three area coordinators (ACs) who are part of Residence Life manage all aspects of their assigned campus areas and also serve in counseling, supervising, advising, disciplinary and programming roles. ACs reside on campus in an apartment within one of our residence facilities and oversee 31 resident assistants (RAs), students who reside in the residence halls. Residence Life Staff (ACs and RAs) monitor residence hall safety conditions. The RAs are trained in safety and security issues and fire safety during their summer workshops.

The main entrances of each residence hall may be accessed only electronically through the College's electronic identification card system. It is a violation of College policy for a student to permit use of his or her identification card by someone else. The buildings are secure 24 hours a day, 7 days a week, and Public Safety officers and Residence Life staff members check residence houses periodically during their shifts. The entrances to the larger residence halls, Xavier, Woodcrest, East Residence Hall, West Residence Hall, Cabrini Apartment Complex, and Dixon House are regularly staffed by Public Safety officers from 10 p.m. to 6 a.m. and by members of the Residence Life staff from 8 p.m. to 10 p.m. Doors of student's rooms are equipped with heavy-duty dead bolt locks and peepholes. The side and back doors of residence halls are alarmed to prevent propping. Visitors to the residence halls must "sign in" in a visitor's register.

The academic buildings are locked after evening classes and unlocked in the morning when classes are scheduled to begin. The Department of Public Safety patrols them on a regular basis. The College campus is considered private property and trespassers are escorted off campus by Public Safety and/or arrested by Radnor Police. Cabrini College is an open campus that is; access is not limited during the day. After hours from 10:00 p.m. to 6:00 a.m., limited security-controlled campus access is afforded through the Upper Gulph Road Welcome Center entrance.

#### **REPORT CRIMES AND ADDITIONAL SECURITY INFORMATION**

We encourage you to immediately report any crime, suspicions of a crime, no matter how small, to the Department of Public Safety. In addition to emergency phone call boxes, the College provides an emergency telephone number. Please call 610-902-8245 to report all criminal activity and/or emergencies. Public Safety answers this line immediately. The Public Safety Department is available for walk-in complaints during business hours and after hours you can call the emergency phone number. For off-campus crimes, the Radnor Police Department can be reached via 911. To the extent possible, confidentiality and anonymity are respected when requested.

Routinely, through brochures, pamphlets, memorandums, and in-house publications, members of the campus community are encouraged to report all criminal or suspicious activities that occur on campus to the Public Safety Department, and the campus community is informed of security matters both on and off campus. They are also advised to report all criminal acts occurring off campus to the local police department.

**SEXUAL ASSAULT** (See also the link to the College's sexual assault policy under Public Safety and Procedures at [www.cabrini.edu/publicsafety](http://www.cabrini.edu/publicsafety))

Cabrini College recognizes that sexual assault and rape constitute crimes that have medical, psychological, educational, social, sexual and legal implications for the victim. The College conducts ongoing educational programs to promote awareness and prevention of rape, acquaintance rape and other sex offenses. The education, awareness and training programs consist of lectures, multimedia presentations, brochures and pamphlets. There is an annual sexual violence awareness program for resident freshman plus a lecture to students related to sexual violence prevention and awareness.

The College is committed to the sensitive treatment of the victim and the need to protect their confidentiality. Victims are strongly encouraged to report sexual assault, whether it has occurred on or off campus, to the Public Safety Department or file a report with one of the other CSAs or the Radnor Police Department. Then, a victim may receive assistance and support and learn about options to file a complaint. The Public Safety Department will coordinate contact with the appropriate outside police agency, usually the Radnor Police Department. Support is available to the victim at the time of and after the incident. Members of the Campus Ministry, Counseling, Health Services, Residence Life, and Public Safety are all available on a 24 hour basis, 7 days a week to offer professional and other supportive services to the victim and to advise the victim on reporting to Public Safety or to the Radnor Police.

There are numerous sources of victim support off campus in the local community, such as Delaware County Women against Rape. This organization can be reached at 610-566-4342. The victim is cautioned not to bathe, douche, tidy up or otherwise discard or conceal any evidence that might be used to apprehend the offender.

The victim may file a Police report with the Radnor Police Department as well as report to a CSA and can do so by contacting the Police by dialing 911. CSAs will assist the victim with contacting the police and making a confidential report, if the victim desires.

The College recognizes, however, that the victim has the right to report the incident without filing a complaint on campus or filing a criminal complaint. The College also recognizes the need to protect the victim's confidentiality and will honor a request for such to the extent feasible, consistent with the College's responsibility to maintain a safe environment for its community. College personnel who receive a report of sexual assault or rape from a student should, if the student has not requested that no report be made, at a minimum, report the basic information regarding the incident (e.g., date, time; place) to a CSA who will, in turn, specifically report to the Dean of Students, the Director of Residence Life and the Director of Public Safety.

If the victim concurs, Public Safety will proceed with an investigation, with the assistance of Residence Life. Radnor Police will also investigate the charges. Charges of sexual assault are processed by the College in the same manner as all other infractions of Community Standards. Where responsibility for a Community Standards violation is in dispute, or the facts of a specific incident are in question, students suspected of a Community Standards violation may elect to have a hearing with the College Conduct Officer or his/her designate.

In cases involving alleged sexual offense, the accuser and accused are entitled to the same opportunities to have others present during any disciplinary proceeding held by the College. The accuser and the accused are both informed of the College's final determination with the respect to the alleged sexual offense and any sanctions imposed.

In the event the disciplinary proceeding results in a finding against the accused for rape, or other forcible or nonforcible sex offense, the College may impose sanctions including suspension of residence hall privileges, social probation, and suspension from the College, withdrawal from the College or expulsion.

In all cases of alleged sexual assault, the College will take all reasonable steps to ensure the victim's physical safety and general well-being, including changing living and academic situations.

**SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION: The Federal Campus Sex Crimes Prevention Act (Public Law No. 106-386 §1601) went into effect on October 28, 2000.** The law requires each state to provide information regarding registered sex offenders to the local law enforcement agency with jurisdiction where an institution of higher education is located. The law requires institutions of higher education to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. Under Pennsylvania's Megan's Law, 42 Pa.C.S. 9799.1, information regarding registered sex offenders may be obtained at <http://www.pameganslaw.state.pa.us/>

**EMERGENCY NOTIFICATION SYSTEM** (See also Emergency Notification System sign up at [www.cabrini.edu/TXT](http://www.cabrini.edu/TXT).) / **TIMELY WARNINGS** (See also Policy for Issuing "Timely Warnings" to the Campus Community at [www.cabrini.edu/publicsafety](http://www.cabrini.edu/publicsafety))

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on campus, the College will employ its emergency notification system. Once Public Safety determines that there is a significant emergency or immediate threat, the Vice President for Marketing and Communications, conferring with Public Safety shall issue the notification without delay. Where appropriate, the Vice President for Marketing and Communication and the Director of Public Safety will determine the segment(s) of the College to receive a notification. The Vice President for Marketing and Communications and the Director of Public Safety will, following the confirmation of the emergency, then determine what the notification shall contain and initiate the notification, unless the Director of Public Safety determines that to do so would endanger a victim or risk containing the emergency (see section titled Emergency/Response Plan). A timely warning will not be issued if the emergency notification has been issued based on the same circumstances. The College uses an emergency notification system called e2Campus for both emergency response and evacuation procedures and for timely warning purposes.

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety, constitutes an ongoing or continuing threat to the campus community, a campus wide "timely warning" will be issued. The "timely warning" alerts the campus to certain crimes and aids in the prevention of crime. The warning will be issued through the College notification system called e2Campus, described below. Public Safety may also provide the College community with more

immediate notification. In such instances, warnings disseminated through the College e-mail system and/or posted to the website will describe the nature of the event and/or a copy of the notice is posted in each residence hall or the front door for each apartment or other buildings which may be affected by the particular criminal threat.

e2Campus uses text messaging and email to alert students, faculty and staff to potentially dangerous situations on campus. In the event of such an emergency, the College will issue such emergency notifications and/or, when appropriate, “timely warnings” to students, faculty and staff about emergency situations or crimes occurring on or proximate to the campus, when those crimes are determined to represent a potential threat to their safety and if self-protective actions should be taken, regardless of whether or not the alleged victim and/or perpetrators are members of the Cabrini community.

Generally, e2Campus, the text message emergency notification system and any verbal notifications will direct recipients to the College’s e-mail system or website for additional information and/or updates. Although participation is voluntary, successful implementation relies on campus-wide participation. **We strongly urge all students, faculty and staff to sign up to receive timely emergency alerts.** To register or update your information with e2Campus, please go to [www.cabrini.edu/TXT](http://www.cabrini.edu/TXT). You will be required to have your cell phone, in hand, when you register. Follow the instructions, choose an opt-out date, and then validate your account after you receive your text number validation on your cell phone.

The emergency notification system is tested at least annually on an announced basis.

### **EMERGENCY RESPONSE PLAN**

The College Emergency Response Plan (or Evacuation Plan) is available on the website at [www.cabrini.edu/publicsafety](http://www.cabrini.edu/publicsafety). This plan sets forth the College evacuation plan in the event of any campus-wide emergency.

Due to the unpredictable nature of emergencies, the Emergency Response Plan is organized according to *general* detection, notification, and response guidelines. There are sections of the Plan containing specific response strategies pertinent to specific kinds of emergencies where appropriate. It is recognized that no plan can cover all contingencies; therefore, the Emergency Response Officer (the Director of the Department of Public Safety or other person as may be designated by the President of the College), and members of the Emergency Response Team (President, Vice President for Finance and Administration, Vice President for Student Development, Vice President for Academic Affairs, Director of Facilities and Vice President of Marketing and Communications, Director of Residence Life and Director of Public Safety) possess authority to employ strategies not specified in the Emergency Response Plan commensurate with their responsibility to protect life and property. Key to the effectiveness of the Emergency Response Plan is the quality of resource information contained therein. The maintenance of resource information in the Plan shall be the responsibility of the Director of Public Safety and is verified on an annual basis.

The Emergency Response Officer, or Emergency Response Team member, shall direct the immediate response of emergency assistance based on the circumstances of the emergency (e.g., Police, Fire,

Ambulance); direct the deployment of all appropriate College resources (e.g., Facilities, Student Development) and evaluate the need for additional outside assistance from private and governmental entities based on the circumstances of the emergency conditions (e.g., housing, transportation, environmental hazard, etc).

The emergency response plan is tested at least annually on an announced basis. The date, time, and description of the exercise are documented.

The Emergency Response Plan is in place and follows the Incident Command System model, enabling a coordinated response and unity of command in the event of a critical incident on campus.

**ALCOHOL AND DRUG POLICIES** (See also the Public Safety Policies & Procedures regarding alcohol and drugs at [www.cabrini.edu/publicsafety](http://www.cabrini.edu/publicsafety))

The Clery Act requires institutions of higher education to annually report the number of arrests and the number of persons referred for disciplinary action for drug and liquor law violations. Annually, the College provides these statistics to the U.S. Department of Education.

### **ALCOHOLIC BEVERAGES**

The legal drinking age in Pennsylvania is 21. In accordance with Pennsylvania law, it is both illegal and a violation of the Community Standards for students and their guests under the age of 21 to possess or consume alcoholic beverages on Cabrini's campus. Underage students are prohibited from having alcoholic beverages in their rooms, and legal-aged students are prohibited from furnishing alcoholic beverages to minors.

The College permits legal-aged students and their legal-aged guests to possess and consume alcoholic beverages, in moderation, but only in those residence hall rooms where all residents are of legal age. Students are prohibited from consuming alcoholic beverages in public areas, on campus. The College considers violations of the alcohol policy and intoxication, disorderliness or offensive behavior resulting from the use of alcoholic beverages to be a violation of the Community Standards and subject to disciplinary action and parental notification.

### **ILLEGAL DRUGS**

Under state and federal laws, the possession, use or sale of narcotics or unauthorized drugs is illegal. Such actions also violate the Community Standards. The College abides by and enforces all federal and state laws on the possession, use and sale of narcotics and other unauthorized drugs. Persons involved in this type of activity, on the Cabrini campus, are subject to disciplinary action and parental notification, in addition to possible criminal charges. Drugs and drug paraphernalia found in residence hall rooms or other campus locations are turned over to the proper authorities and, as warranted, the person is turned over to the proper authorities as well. The College will not shield students from possible legal consequences of drug possession, sale or use.

Cabrini complies with the Drug Free School and Communities Act by enforcing policies which include sanctions for illegal alcohol and other drug use and by providing students and employees with information and services to understand those policies. Cabrini's Community Standards sets forth

standards of conduct clearly prohibiting the unlawful possession, use, or distribution of alcohol or illegal drugs on the campus.

Community Standards clearly states that sanctions apply to student acts committed under the influence, such as public disturbances, endangerment to self or others, or property damage.

### **WEAPONS POLICY**

The Clery Act requires that the College annually report the number of incidents involving the possession of weapons. The possession or use of any weapon in any College building or on the campus by unauthorized persons is strictly prohibited. This prohibition assists in reducing the probability of violence and injury to the members of the College Community.

### **HATE CRIMES**

Any Clery Act crime, any other crime involving bodily injury and of the following crimes: larceny-theft, simple assault, intimidation, destruction, damage or vandalism of property, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity/national origin or disability of the victim, is a “hate crime” and included in the annual security report.

Any questions or concerns regarding prohibited harassment in the College community should be directed to Public Safety or other CSA.

The State of Pennsylvania considers certain crimes to be more serious when motivated by hatred or malice based on race, color, religion or national origin of another group. These underlying offenses include but are not limited to: crimes against persons such as harassment, terroristic threats, and assaults. Victims should immediately report any such activities or crimes to Public Safety, as well as to the local police department.

### **MISSING STUDENT NOTIFICATION**

If a member of the Cabrini College community has reason to believe that a resident student (for purposes of this section only, the term “resident” shall refer to a student who resides in on-campus student housing) is missing, he/she should immediately notify Public Safety at 610-902-8245 or notify a CSA. If a CSA is notified, the CSA shall immediately notify a member of Public Safety. Upon notification, Public Safety will inform the Dean of Students that a resident has been reported as missing and will immediately undertake an investigation to locate the resident. If the resident is not located within 24 hours of the initial report the Radnor Police Department will be notified by Public Safety. The Dean of Students shall remain informed by Public Safety of the developments in and outcome of the investigation.

If Public Safety or the Radnor Police determines that a resident IS missing, Public Safety shall inform the Dean of Students who will then notify the resident’s confidential contact person that he/she has been missing within 24 hours and then notify the Vice President for Student Development. If the missing resident is under the age of 18 and is not an emancipated individual, the Dean of Students will notify the resident’s parent or legal guardian immediately after Public Safety has determined that the resident has been missing for more than 24 hours. Unless Radnor Police made the determination that the resident

was missing, Public Safety shall inform the Radnor Police that the resident has been determined to be missing within 24 hours of its determination.

If Public Safety determines that the resident is NOT missing, it will so inform the Dean of Students who will then request a meeting with the resident upon his/her return to campus to discuss the importance of informing roommates, friends and/or family members of any departure from campus that will exceed 24 hours.

All students, resident or not, are responsible for ensuring that the emergency contact information on file with the Registrar's Office and Residence Life is accurate and current. In addition to collecting emergency contact information, each student has the option to name a contact person(s) who shall also be notified if a resident is determined missing. The confidential contact information is confidential and may only be disclosed to law enforcement personnel who are involved in the missing person investigation. Should the student decide not to declare a separate missing resident student notification form, information contained on the emergency contact form will be used.

### **STUDENT AND STAFF RESPONSIBILITY**

The cooperation and involvement of all members of the Cabrini community in an overall program of campus safety is a necessary prerequisite for success. For example, students and staff who see unfamiliar or unauthorized visitors on campus should report them at once to Public Safety. Although each individual is ultimately responsible for his or her own personal safety, by learning and practicing basic safety and security precautions, each individual will help make Cabrini College a safer place to live, work and to learn.

The Public Safety Department is responsible for the enforcement of all campus parking rules and regulations. Therefore, all student vehicles must be registered at [www.thepermitstore.com](http://www.thepermitstore.com) and all faculty and staff must register with the Public Safety Department. Please practice common sense and keep your vehicle locked at all times.

Residents should lock their room doors when the room is unoccupied - even for a minute - and at night. Keep the serial number of valuable items such as small electronic devices in a safe place. By working hand-in-hand with the Public Safety staff and students may positively influence the security of the campus.

### **PUBLIC SAFETY SUMMARY**

Criminal actions, dangerous activities, and emergencies should be reported immediately to Public Safety at 610-902-8245. Public Safety officers are on duty every day, 24 hours a day. Please program the Public Safety emergency phone number into your cell phone.

Emergency telephones are located at the entrance to every residence hall and most campus buildings. You will also see emergency telephones throughout the campus.

Members of the Cabrini College Community must assume responsibility for their own personal safety and the security for their personal property.

- 1- Report all suspicious activity to Cabrini Public Safety immediately at x8245 – 610-902-8245.

- 2- Never take personal safety for granted.
- 3- Trust your instincts. If something doesn't feel right, it probably isn't.
- 4- Travel in groups and use well-lit routes.
- 5- Carry only small amounts of cash.
- 6- Use good judgment when traveling off campus.
- 7- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
- 8- Never let strangers into the residence halls, apartment buildings or houses.
- 9- Be mindful what you place on the internet.
- 10- Inventory your personal property and insure it appropriately with insurance coverage.

Specific crime statistics are available from Cabrini's Director of Public Safety. For information, call 610-902-8245. (<http://ope.ed.gov/security/>) and published by the United States Department of Education at [www.ed.gov/](http://www.ed.gov/).

The information in this publication has been compiled in compliance with the College and University Information Act (ACT 73) of the Commonwealth of Pennsylvania. No warranty, guarantee or representation is made by Cabrini College as to the absolute security and safety of the campus.

The College reserves the right to change these policies, but will alert enrolled students and current employees of any changes. Please refer to the Community Standards for Student Conduct and the Public Safety Website for further details on policies and procedures.

#### **AVAILABILITY OF THE ANNUAL CAMPUS SECURITY REPORT**

The Annual Campus Security Report is available online at ([www.cabrini.edu/AnnualSecurityReport](http://www.cabrini.edu/AnnualSecurityReport)). The College will provide a paper copy of the report upon request from enrolled or prospective students and current or prospective employees of the College.

#### **LOCATION AND GEOGRAPHIC DEFINITIONS**

**Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

**Residence Facilities:** On campus residence halls or other residential facilities for students. This means a student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

**Non-campus:** Any building or property owned or controlled by a student organization that is officially recognized by the institution. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonable contiguous geographic area of the institution.

**Public Property:** All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

**Department Phone Numbers:**

Public Safety:	610-902-8245
Residence Life:	610-902-8410
Student Engagement and Leadership (SEal):	610-902-8755
Facilities:	610-902-8242

## CRIME RATES AND STATISTICS

The statistics below represent incidents reported to and confirmed by the Department of Public Safety at Cabrini College. They do not represent actual arrests for crimes allegedly committed on campus. The number of citations for the following specific crimes that occurred is as follows: (Crimes reported in the residential facilities are also included in the on-campus category)

<b>CABRINI COLLEGE CRIME RATES AND STATISTICS</b>					
<b>Offense</b>	<b>Location</b>				
	<b>On Campus</b>	<b>Residential Facilities</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Optional Total</b>
<b>Murder/Non-Negligent Manslaughter</b>					
2008	0	0	0	0	0
2009	0	0	0	0	0
2010	0	0	0	0	0
<b>Negligent Manslaughter</b>					
2008	0	0	0	0	0
2009	0	0	0	0	0
2010	0	0	0	0	0
<b>Sex Offenses, Forcible</b>					
2008	3	3	0	0	3
2009	0	0	0	0	0
2010	0	0	0	0	0
<b>Sex Offenses, Non-Forcible</b>					
2008	0	0	0	0	0
2009	1	1	0	0	1
2010	0	0	0	0	0
<b>Robbery</b>					
2008	0	0	0	0	0
2009	0	0	0	0	0
2010	0	0	0	0	0
<b>Aggravated Assault</b>					
2008	1	1	0	1	1
2009	1	2	0	1	2
2010	0	0	0	0	0
<b>Burglary</b>					
2008	9	9	0	0	9
2009	3	3	0	0	3
2010	4	3	0	0	4
<b>Motor Vehicle Theft</b>					
2008	0	0	0	0	0
2009	0	0	0	0	0
2010	0	0	0	0	0
<b>Arson</b>					
2008	0	0	0	0	0
2009	0	0	0	0	0
2010	0	0	0	0	0

\*\* The College has no sorority or fraternity buildings. The College operates classes in various locations in Philadelphia, Delaware, Chester and Bucks County. No Clery Act crimes were reported on non-campus locations.

<b>CABRINI COLLEGE CRIME RATES AND STATISTICS</b>						
<b>Offense</b>	<b>Location</b>					<b>Referred for Disciplinary Action</b>
	<b>On Campus</b>	<b>Residential Facilities</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Optional Total</b>	
<b>Liquor Law Violations</b>						
2008	250	250	0	0	240	240
2009	177	172	0	0	177	177
2010	147	130	0	0	147	147
<b>Liquor Law Arrests</b>						
2008	32	19	0	0	32	32
2009	15	15	0	0	15	15
2010	7	2	0	0	7	7
<b>Drug Law Violations</b>						
2008	23	23	0	0	23	23
2009	37	36	0	0	37	37
2010	39	28	0	0	39	39
<b>Drug Law Arrests</b>						
2008	6	1	0	0	6	6
2009	6	5	0	1	6	6
2010	6	1	0	0	6	6
<b>Illegal Weapons Possession</b>						
2008	0	0	0	0	0	0
2009	0	0	0	0	0	0
2010	0	0	0	0	0	0
<b>Illegal Weapons Arrests</b>						
2008	0	0	0	0	0	0
2009	0	0	0	0	0	0
2010	0	0	0	0	0	0

**HATE CRIMES**

2008: There were three crimes of bias all related to vandalism. One instance of vandalism appeared to be based on ethnicity and sexual orientation, the two remaining instances of vandalism appeared to be based on race.

2009: One reported crime of bias related to vandalism. This instance of vandalism appeared to be based on ethnicity.

2010: One reported racial intimidation.

## **2011 Annual Fire Safety Report on Student Housing**

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008, requiring academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. Cabrini College has prepared this report, which includes required information about student housing fire safety systems, fire drills, fire safety policies and education and training programs.

### **On Campus Housing Fire Safety Equipment and Fire Statistics**

On-campus student housing facility is a dormitory or other residential facility for students located on an institution's campus. Cabrini College has thirteen on-campus student residence halls. The chart at the end of this report indicates the fire safety equipment in each hall as well as fire events for the past 3 calendar years. Fire alarm systems are monitored 24 hours a day, 365 days a year by a certified central station fire alarm monitoring company. When an alarm is activated, the central station dispatcher immediately contacts the Public Safety office where campus officers are immediately dispatched to the activation location. Campus officers have two way radio communications with the public safety dispatch center and can advise them if fire department response is warranted. The Public Safety dispatcher then calls 911 to request Fire Department response as needed.

Tampering with fire safety equipment or setting off a false alarm is illegal. It also makes the alarm system ineffective and endangers the lives of other persons living in the residence halls. Any person who sets off a false alarm, interferes with the operation of the alarm system, damages or removes any part of the alarm system, fire extinguishers, smoke detectors, or exit signs, or in any other manner interferes with or otherwise hampers the effectiveness of the fire safety system, is subject to severe disciplinary action, including dismissal from the residence halls, possible suspension or expulsion from the College, and/or criminal prosecution. If a smoke detector is detached from the wall for any reason, it is the responsibility of the person residing in that room to report it immediately. If not reported, all residents will be held responsible for tampering with fire safety equipment and will be disciplined and/or fined.

Inspection, testing, and maintenance programs for fire sprinkler, fire/smoke detection, and fire alarm systems are performed and recorded on an annual basis in accordance with National Fire Protection Association (NFPA) 72, National Fire Alarm Code and with NFPA 13 and 13A. Training and competency of State Certified personnel responsible for the routine inspection, testing and maintenance of fire sprinkler, fire/smoke detectors and alarm systems is handled by the certified contractors hired to perform these inspections. Fire extinguishers are checked twice each month by campus safety officers and inspected annually by our contractor in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Newly constructed residential facilities on the campus as well as those that undergo reconstruction, as defined by the building code of Pennsylvania, have sprinkler systems and complete fire and smoke detection and alarm systems.

### **Supervised Fire Drills**

Unscheduled fire and evacuation drills are conducted in the residence halls approximately every month, above the recommended number. The drills are supervised and conducted by the Public Safety and Residence Life Departments. Drills are documented and problems are addressed. Students must participate in the fire drills and it is a violation of the College Community Standards not to evacuate during a drill.

### **Evacuation Policy and Procedures**

The purpose of evacuation drills is to prepare occupants for an actual, organized evacuation in case of fire or other emergency. Occupants of a residence hall and their guests must immediately evacuate the building upon the sounding of a fire alarm, regardless of its nature (drill, false alarm or actual alert) and follow the directions of College officials during the evacuation. During a drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In the event of an actual fire, notify a Residence Life staff member or Public Safety personnel immediately. Public Safety will call 911 for fire department assistance.

Alarm pull-stations alert residents only; they do not notify the fire department. At the sound of the alarm, each resident should immediately leave by the nearest fire exit and proceed directly to their assembly location. When possible, students are encouraged to pick up coats and shoes as they exit the building and to close room windows and doors.

The Resident Life Staff (RAs) living in each hall assist with accountability of residents outside the building during the evacuation process. Residents are instructed on the location of the assembly area for their hall by the RAs. Residents and RAs are not permitted to re-enter the building until the "all clear" is given by an on-scene campus public safety officer or fire department official. Should the situation prohibit a timely re-entry into the affected building, evacuated residents will be temporarily relocated to another campus building.

Evacuation route placards are posted on the back of the door of each residence hall room. Students should become familiar with multiple evacuation routes out of their building and should leave from the nearest safe exit. Elevators are not to be used during a fire alarm evacuation of any building.

RAs and residents are to assist individuals with disabilities. If someone cannot be evacuated due to an injury or disability, notify the first Public Safety officer or RA encountered as you are leaving the building.

Residents are not expected to fight fires and are encouraged not to use fire extinguishers unless designated and trained. Individuals designated and trained by the College in the proper use of

extinguishers may use a portable fire extinguisher to fight a small fire where there is little risk of harm from smoke, heat or flames.

Security, faculty and staff are encouraged to report all campus fires to the Office of Public Safety.

### **Fire Safety Violations and Prohibitions**

The *Cabrini College Student Handbook*, *Residence Life Section*, contains information on residence hall policies. The Student handbook is located on the college web page under Student Life. RAs conduct periodic health and safety inspections of residence hall rooms during each semester. Listed below are fire safety guidelines and prohibitions.

- Nothing may be hung from or attached to ceilings or other horizontal surfaces above the head.
- Nothing may be hung or draped over electrical outlets, smoke detectors, lamps, or other items with the potential to ignite the item through excessive heat exposure.
- Nothing may be hung from sprinkler pipes, or within 18" of any sprinkler head.
- Electrical outlets and extension cords may not be overloaded.
- Only UL-approved and rated electrical extension cords may be used on campus. The rating must be visible and legible on the cord. Total combined voltage of all appliances on the cord may not exceed the UL rating for that cord. Cords without the UL label, or those carrying total wattage in excess of the cord's rating will be disconnected, confiscated and disposed. High power drawing appliances (irons, hair dryers, televisions and refrigerators) should be plugged directly into electrical sockets and not extension cords or power strips.
- Surge protectors should be circuit-breaker protected and UL approved. Instead of extension cords, use surge protectors for multiple plugs. Surge protectors should not be linked to other surge protectors or be placed underneath carpets.
- Candles, lit or unlit, functional or decorative, are prohibited in the residence halls.
- Appliances with open heating elements, including hot plates, griddles, toaster ovens and space heaters are prohibited in the residence halls.
- Items involving open flames (e.g., incense and potpourri burners, kerosene lamps) are also prohibited.
- Flammable/combustible materials, liquids or devices including gasoline, lighter fluid, open paints, paint thinner, turpentine, BBQ grills, helium tanks are prohibited.
- Microwave ovens are prohibited in all residence hall living areas.
- Live Christmas trees, wreaths and/or garland are fire safety hazards are prohibited in the residence halls. Holiday decorations involving lights must use cords that meet the UL requirements outlined earlier and that are in good condition.
- Equipment or vehicles powered with gasoline or combustible fuels are prohibited in residence halls.
- Blocking or preventing the use of room doors, hallways, exit doors and stairwells or propping of exterior access doors and fire doors is prohibited.
- SMOKING is prohibited in any residence hall.

- Fireworks, projectiles or explosives of any type are prohibited in residence halls.
- Tampering with fire alarm or fire protection systems, including extinguishers, smoke detectors, alarms, sprinklers, fire exit signs and fire doors or deliberately causing a false fire alarm are violations of the student conduct code and students found responsible are subject to strict sanctions.
- The use of halogen lamps or floor lamps is prohibited in residence hall rooms or common areas. Having such lamps will result in disciplinary action and immediate removal of the lamp.
- Keep room clear of fire hazards that are created through the accumulation of potentially flammable materials such as newspapers, magazines, boxes, etc.
- Stairway and hallway fire doors shall be kept closed at all times. These closed doors can contain a fire long enough to allow the occupants to escape.

### **Fire Safety Education and Training**

Residence Life Area Coordinators and RAs are staff and students who live in and supervise the college's residence halls. These personnel receive annual fire safety, evacuation, and fire extinguisher training prior to residential students arriving for the fall semester. The staff holds educational floor meetings when students arrive on campus at which time fire safety and evacuation procedures are covered with the resident students. Fire evacuation routes and procedures are posted on the back of the door of each residence hall room.

Fire and building evacuation is also addressed in the faculty and staff handbooks. Specialized training is routinely provided to service employees (such as Dining Service and Housekeeping staffs) who work in high occupancy campus buildings and residence halls.

The Public Safety Department and the Facilities Department maintain an active working relationship with the Radnor Township Fire Marshall and consult with that office on matters of fire safety when questions arise. The Fire Marshall's office conducts periodic inspections of campus facilities.

### **Fire Log**

The Public Safety Department maintains a Fire Log that records all fires that occur in a residential housing building by the date the incident was reported. The Fire Log is available for public inspection at the public safety office. The Fire log includes the nature, date, time, and general location of each fire reported to the department. The Public Safety Department posts fire incidents in the Fire Log within two business days of receiving a report of a fire and reserves the right to exclude reports from the log in certain circumstances.

### **Future Improvements**

Cabrini College continues to upgrade and improve its fire safety systems on an as-needed basis. Planned improvements coincide with scheduled renovation, summer projects and/or new construction. There was no new construction performed in 2010 in any academic or residential building.

**Availability of the Annual Fire Safety Report**

The Annual Fire Safety Report is available online at ([www.cabrini.edu/AnnualSecurityReport](http://www.cabrini.edu/AnnualSecurityReport)). The College will provide a paper copy of the report upon request from enrolled or prospective students and current or prospective employees of the College.

**Residential Reported Fire Statistics by Building Location  
for all Cabrini College On-Campus Residence Halls**

Residence Hall		Fire Statistics			
Name of Hall	Total Number of Fires	Type of Fire	Fire Related Deaths	Fire Related Injuries	Value of Damage to Property
<b>On-Campus Residence Halls</b>					
<b>East Residence Hall</b>					
2008	0		0	0	\$0
2009	0		0	0	\$0
2010	1	Bathroom trashcan	0	0	\$40
<b>Cabrini Apartment</b>					
2008	0		0	0	\$0
2009	0		0	0	\$0
2010	0		0	0	\$0
<b>Woodcrest Hall</b>					
2008	0		0	0	\$0
2009	0		0	0	\$0
2010	0		0	0	\$0
<b>West Residence Hall</b>					
2008	0		0	0	\$0
2009	0		0	0	\$0
2010	0		0	0	\$0
<b>Xavier Hall</b>					
2008	1	Shirt on fire in front of building	0	0	\$0
2009	0		0	0	\$0
2010	0		0	0	\$0
<b>Maguire House</b>					
2008	0		0	0	\$0
2009	0		0	0	\$0
2010	0		0	0	\$0
<b>Dixon House</b>					
2008	0		0	0	\$0
2009	0		0	0	\$0
2010	0		0	0	\$0
<b>Infante House</b>					
2008	0		0	0	\$0
2009	0		0	0	\$0
2010	0		0	0	\$0
<b>McManus House</b>					
2008	0		0	0	\$0
2009	0		0	0	\$0
2010	0		0	0	\$0
<b>Casey House</b>					
2008	0		0	0	\$0
2009	0	Oven fire	0	0	\$400
2010	0		0	0	\$0
<b>Lanshe House</b>					
2008	0		0	0	\$0
2009	0		0	0	\$0
2010	0		0	0	\$0
<b>Sullivan House</b>					
2008	0		0	0	\$0
2009	0		0	0	\$0
2010	0		0	0	\$0
<b>Rooymans Hall</b>					
2008	0		0	0	\$0
2009	0		0	0	\$0
2010	0		0	0	\$0

Consistent with the Clery Act, the Department of Public Safety has designated its reporting area for the Cabrini Campus by using a map.

