



ANNUAL CAMPUS SECURITY REPORT

ALCOHOL & DRUG ABUSE POLICY AND PREVENTION

ANNUAL FIRE SAFETY REPORT

2018

SITE: LANGHORNE CAMPUS

This document is designed to inform you of the University's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Pennsylvania Public School Code of 1949, the Pennsylvania College and University Security Information Act and Chapter 33 of the State Board of Education of Pennsylvania, the Federal Campus Sex Crimes Prevention Act of 2002, the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989, the Violence Against Women Act of 1994, and the Higher Education Opportunity Act of 2009.

Preparation of Disclosure of Crime Statistics

This report is prepared in compliance with the Jeanne Clery Disclosure of Campus Policy and Crime Statistics Act and Pennsylvania legislation and is located on the University's web site <http://www.Cairn.edu/info/security/safety.pdf>. Each year, an e-mail notification of the web site URL to access this report is sent to all enrolled students, faculty, and staff. Paper copies are also available from the President's Office, the Office of Safety and Security, or the Office of Student Life. All prospective employees may obtain a copy from the Office of Human Resources.

Office of Safety and Security (OSS)

Although the Cairn Office of Safety and Security (OSS) is not a police department and has no sworn officers, it derives its authority from the following: Title 22, Pennsylvania law regulating private detectives and security agencies; Title 53, Municipal Police Training and Education Act, Section 2161 through 2171; Title 71, Section 646, Administrative Code of 1929; and Amendment 246.1 to Code of 1929 defining campus police powers and duties. Cairn's Office of Safety and Security does not have the power of arrest, but does exercise its power to detain. Security officers are not permitted to carry firearms; however, the Director and Assistant Director are authorized by the University and certified under Act 235 to carry firearms. The Office does not have a formal Memo of Understanding (MOU) with local law enforcement agencies; however, it does maintain a working relationship with all law enforcement agencies holding jurisdiction over its campus and accomplishes this by reporting all required crimes limited to their jurisdiction; which includes the campus property.

The University employs a security force of unsworn personnel with a full-time director and assistant director, two full-time staff supervisors, and 20-25 part-time student officers who are all under the supervision of the Senior VP for Student Affairs & Administration. All part-time employees are full-time undergraduate/graduate students.

All officers are assigned to patrol student housing facilities and all buildings on campus. Two security offices are staffed and the security force is in operation 24 hours a day, 365 days of the year. The director and assistant director are available weekdays from 8:00 a.m. to 4:00 p.m. in the Carriage House. During the evenings and overnights, Monday - Friday, one full-time staff supervisor is on duty and other security officers work out of the Mason Activity Center. Extra officers are employed for special events.

Patrol officers receive approximately 50 hours of classroom and on-site job training in the following areas: first aid/CPR and AED, fire safety, report writing, interviewing victims and witnesses, and safety as it relates to the goals of the University.

Each patrol officer is equipped with a two-way radio which permits direct communication with the other officers on duty. The supervisor also carries a cell phone to receive incoming calls or to notify the authorities in an emergency situation. Two patrol cars are available for emergency purposes.

Each patrol officer is responsible for ensuring the protection and safety of both people and property. The officer accomplishes this by properly checking all doors and windows within his/her area of responsibility and by reporting any suspicious or unusual activities. Officers are responsible to report maintenance-related security problems such as malfunctioning locks, broken windows, or burned-out lights. They also issue vehicle citations for parking and traffic violations. Officers maintain a written daily report of rounds including any problems encountered during their shift. These are later reviewed by the directors and supervisors and put on file.

Security can be contacted 24 hours a day by calling 215-702-4350. Security problems should be addressed to the director or assistant director (215-702-4350). Medical emergencies are handled by the health services nurse (215-702-4334). Medical emergencies after the Health Center is closed should be handled by calling Security at (215)702-4350 and 911. Maintenance emergencies should be reported to (215)702-4346.

Policies and Procedures

• Reporting of Criminal Offenses

Everyone is encouraged to promptly and accurately report crimes to the OSS and local/state police department having jurisdiction. To report a crime, contact the OSS by dialing 4350 from any campus telephone or (215)702-4350 from any off-campus telephone. In addition, emergency phones which can be used to contact Cairn security or to call 911 with the push of a button are located outside two Manor campus dormitories, outside the kitchen entrance to the Mason Activity Center, or from emergency call boxes located in Lots A, G, H and J. Crimes may also be reported in person to any OSS member, Resident Assistant or Resident Director, Director of Resident Life, Dean of Students, Athletic coach, or faculty/staff advisor. All reports will be taken seriously, investigated, and a written report made. Unless the victim indicates otherwise, the OSS reports all crimes to the police department having jurisdiction for investigation.

• Anonymous Reporting of Criminal Offenses

A crime may be reported anonymously by calling the Office of Safety and Security at 215-702-4350 and advising one of the Security staff members of the information you have regarding a crime.

• Voluntary, Confidential Reporting

A victim or witness of a crime who does not want to pursue action within the University system or the criminal justice system

may wish to consider making a confidential report to the Office of Safety and Security. With permission from the individual, the director of safety and security can file a report on the incident while keeping the individual's identity confidential. In this way the University is able to protect the safety of students and employees. Incidents reported this way are counted and disclosed in the annual crime statistics for the University. Crimes reported confidentially to the OASIS Counseling Center are not disclosed in the University's crime statistics or reporting processes, unless those crimes are also reported to the OSS by the victim. Counselors encourage victims to report crimes of sexual assault, domestic violence, dating violence, and stalking to the OSS to ensure inclusion in the annual disclosure of crime statistics within this Annual Security and Fire Safety Report. Counselors also encourage the reporting of other crimes to the OSS for the same reasons.

- **Daily Complaint and Incident Logs**

The Office of Safety and Security maintains a daily electronic log reflecting complaints and incidents which have occurred at the Cairn University main campus in the prior 30 days. These electronic logs are updated daily and retained in the main security building at 708 N. Pine Street. They may be reviewed by contacting the director of safety and security at (215)702-4535, Monday through Friday, 8 a.m. to 5 p.m.

- **Timely Warnings**

In the event a situation arises, either on or off campus, which, in the judgment of the director of safety and security constitutes an ongoing or continuing threat to campus users and/or property, a campus-wide "timely warning" will be issued. This warning will be appropriate to the circumstances and may be issued to students, faculty, and staff through the Cairn e-mail system, Cairn telephone system, cell phone text messaging, alarm, personal (room by room) communication, outdoor emergency siren/audible alert system, or a combination of these. Depending on the particular circumstances of the crime, especially in all situations posing an immediate threat to the community and individuals, Cairn may also post a notice on the University website. Anyone with information warranting a timely warning should report the circumstances to the Office of Safety and Security by phone (215-702-4350) or in person at the Office of Safety and Security on Pine Street. Timely warnings shall withhold the name(s) of the victim(s) as confidential, and are intended to aid in the prevention of similar occurrences. Pre-recorded messages covering a variety of response methodologies have been developed by the Critical Incident Response Team and are in place for immediate release by the Technology Services office.

- **Missing Student Notification**

Reports regarding any student living in on-campus housing who has been missing for 24 hours or more must be referred immediately to the Office of Safety and Security at (215)702-4350. In addition, Resident Life staff should be notified any time a student is missing for 24 hours or more. Students living in on-campus housing are encouraged to identify a contact person(s) whom Safety & Security, in conjunction with the Office of Student Life, will attempt to notify if a student is determined to be missing. Students may confidentially list these individuals as an emergency contact on Cairn's Intranet at this secure link: <https://intranet.Cairn.edu/node/769>. Only authorized campus officials and law enforcement officers, in furtherance of a missing person investigation, may have access to this information. This information will not be disclosed outside of a missing person investigation. Even if a student has not registered a contact person, local/state law enforcement will be notified, unless it is the local/state law enforcement agency which made the determination the student is missing. If the missing student is less than 18 YOA and not emancipated, Cairn will attempt to notify a custodial parent, guardian, or other designated contact person.

- **Emergency Response & Evacuation Procedures**

Confirmation of a significant on-campus emergency or dangerous situation involving an immediate threat to the health and/or safety of students/employees, should be immediately reported to the Office of Safety & Security by calling (215)702-4350 or on campus extension 4350, or by utilizing one of the campus emergency phones. Cairn will without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system; unless the notification will, in the judgment of University authorities, compromise the efforts to assist victims or contain, respond to or otherwise mitigate the emergency. Safety & Security will take the primary lead in confirming a significant emergency exists, in conjunction with the Critical Incident Response Team (CIRT). The CIRT will convene and determine who should be notified, the content of the notification and then initiate the notification system. The CIRT consists of: President, Sr. V.P. & Provost, Sr. V.P. for Finance, Sr. V.P. for University Advancement, Sr. V.P. for Student Affairs & Administration, Sr. V.P. for Marketing & Enrollment, Director of Safety & Security, Director of Campus Services, Director of Technology Services and the Administrative Assistant to the Provost. Initial and follow-up emergency information is disseminated via the University e-mail system, telephone, cell phone text messaging, alarm, personal (room by room) communication, outdoor emergency siren/audible alert system, or a combination of these. In addition, Cairn may utilize local media outlets to make follow-up notifications to the local community. Cairn tests its procedures annually via a table-top or live exercise involving the CIRT; as well as testing the various electronic notification systems. Tests may be announced or unannounced, and all tests will be documented via incident report by the OSS which will include: a description of the exercise, the date, time and whether the test was

announced or unannounced. In 2017 Cairn provided the following training to its CIRT members: live training involving an active shooter scenario with multiple deaths/injuries, incorporating members of the Penn del Police, Middletown Township Police, Langhorne Manor Borough Police, Langhorne Borough Police and Pennsylvania State Police; classroom emergency response/duties power-point training conducted by the Director of Security.

The Cairn Campus

Most of the buildings on the main campus are located in the Borough of Langhorne Manor, a residential community of approximately 250 homes. The Manor employs a small part-time police force. The University also owned (sold June 2017) a 66-unit apartment complex in Penn del Borough where both undergraduate and graduate students lived. Penn del Borough is both a residential and commercial community with a full-time police force. Forty-eight acres of the main campus are also located in Middletown Township. With the exception of the Mason Activity Center, Maintenance Building, and the athletic fields, this section of the campus is wooded and undeveloped.

Access to Campus Facilities

During business hours, the University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all University facilities is by key (if issued), electronic access card, or by admittance via the Office of Safety and Security or Residence Life staff.

Security of Residence Halls

- **Locks**

All University student housing is single sex. Approximately 450 single students (2 to a room) reside in the main Manor Campus Dorms and Heritage Hall. Entrance to these buildings is through a computerized access key card issued to each resident. Entrance to the student's suite and individual room is gained through a metal key. All windows have locking devices. Entrances and parking lots are amply lighted. The Penn del Apartments (sold June 2017) housed approximately 200 students (2-5 in an apartment). There were approximately six apartments in every unit with a total of 44 apartments. In addition, there were 12 married couple/family renter's apartments in Penn del. The entrance to each unit had a conventional lock that was key-operated and a metal key was also used to gain entrance to the individual apartments. All apartment windows had locking devices. The apartment complex was also protected by a chain link fence enclosing the area behind the buildings.

- **Vacation/Holiday Periods**

Security coverage remains uninterrupted during these times.

- **Guests**

Visitors are not admitted to the residence halls without prior approval from the resident director. All overnight guests must register with the resident assistant.

- **Fire Alarm Systems**

Fire alarm systems are in all residence halls, and administrative buildings and are monitored 24 hours a day by Siemens alarm monitoring service. In the event of a fire, the Siemens automatically dispatches the fire department.

- **Maintenance of Campus Facilities**

All campus facilities are maintained via the tenets of Crime Prevention through Environmental Design, with lighting, CCTV, and access control provided as deemed necessary/feasible.

Off-Campus Student Organizations

The University does not have any off-campus student organizations.

Educational Programs

Students:

The entire resident life program of the University is directed and planned by the Director of Resident Life. Each residence site is supervised by a full-time Resident Director. In addition to the Resident Directors, all residential areas of the University are staffed by student Resident Assistants. The RA to student ratio is approximately 1:20. Education relating to security measures begins with the Resident Life staff. Security personnel train Resident Life staff concerning security matters at the beginning of the fall semester. Security and emergency procedures are reviewed and a list of emergency telephone numbers is distributed. At the beginning of the semester, Resident Life staff are responsible to meet with new and returning students to explain security and safety procedures. Regulations outlined in the *Student Handbook* are reviewed and emergency information such as propping open entry doors, locking personal dorm rooms, and the location of fire extinguishers and alarms is discussed. Throughout the academic year, security reminders and updates are published in the student newspaper, *The Scroll*; on the University's website; and in special alert e-mail messages. Changes in procedures are announced through the student mailbox

system. Residence hall meetings, chapel sessions, and crime awareness seminars provide further instruction relating to Cairn security. Security information is also provided to the entire University community via the Internet and includes housing security and enforcement procedures. Informational pamphlets and booklets are available in several locations on campus.

Employees:

Mandatory classroom and/or on-line training via the University's learning platform "e-learning" is provided to employees prior to every fall semester, covering a variety of topics including personal safety and emergency response. Throughout the academic year, security reminders and updates are published in the weekly Campus Walk bulletin; on the University's website; and in special alert e-mail messages. Changes in procedures are announced through the employee e-mail system and University update meetings. The University's Sexual Harassment Policy addresses procedures for reporting sexual violations. Any student who feels threatened in any situation is strongly encouraged to contact either a Resident Assistant or security officer immediately.

Student Responsibility

The cooperation of the entire campus community is critical to the safety and protection both of individuals and property. It is essential that everyone follows established regulations and takes simple precautions to avoid problem situations.

1. ALWAYS lock room doors when you are not there.
2. DO NOT leave valuables or cash unprotected.
3. Mark valuables such as stereos, cameras, and computers with engraving instruments (available in the Office of Safety and Security).
4. Park cars, motorcycles, and bicycles in the designated areas and keep them locked at all times.
5. Put valuables in the trunk of a car rather than in full view.
6. At night, walk: (a) ONLY in lighted areas; (b) quickly and confidently; (c) always with a friend.
7. Challenge the presence of strangers in the residence halls. Immediately report any persons looking or acting suspiciously to campus security or to a resident assistant.
8. **NEVER** prop open an exterior door. (\$50 fine for violation of this rule.)
9. Do not give unidentified persons access to a resident unit.
10. Carry your keys at all times and do not lend them to anyone.
11. Do not give residence or personal telephone numbers to anyone whom you do not know well.

If you have further questions about security, please contact the director of safety and security at (215) 702-4350.

Crime Statistics

In accordance with federal and state requirements, the director of the Office of Safety and Security maintains statistics of reported crimes on or adjacent to the University's campus. Reported incidents do not include those which have been determined to be unfounded by police investigation. Incidents which are designated as "cleared" have been resolved through the University's discipline process and/or referred to local law enforcement. This report includes reports obtained from the following sources: the Office of Safety & Security, the Langhorne Manor Borough Police Department, the Middletown Township Police Department, the Penn del Borough Police Department, the Pennsylvania State Police, the Hilltown Township Police Department, and non-police or OSS personnel who have been designated as "Campus Security Authorities or CSA's." For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. Final report preparation is coordinated by the Director, Office of Safety & Security.

A written request for statistical information is made at least on an annual basis to all Campus Security Authorities or CSA's (as defined by federal law). Campus Security Authorities are also informed in writing and through training to report crimes to the OSS in a timely manner so those crimes can be evaluated for timely warning purposes. A Campus Security Authority or CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An **official** is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

All statistics are gathered, compiled, and reported to the University community via this report, entitled the "Annual Security

and Fire Safety Report” which is published by the OSS. The OSS submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

The OSS sends a notification letter (via e-mail) to every enrolled student and current employee on an annual basis. The email and letter include a brief summary of the contents of this report. The email and letter also include the address for the OSS website where the “Annual Security and Fire Safety Report” brochure can be found online and a physical copy may be obtained by making request to the OSS by calling **(215)702-4350** or in person at the OSS headquarters building: 708 S. Pine St.

The Pennsylvania Uniform Crime Reporting Act

The Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and crime rates to students and employees, and it requires those statistics be available to applicants and new employees upon request. The rate is based on the actual number of Full Time Equivalent (FTE) students, faculty, and staff calculated according to a state-mandated formula. The index in the table below is based on incidents per 100,000 FTEs.

Calendar Years	2015		2016		2017	
	Actual	Index	Actual	Index	Actual	Index
Part One Offenses						
Murder & Non-Negligent Manslaughter	0	0.00	0	0.00	0	0.00
Negligent Manslaughter	0	0.00	0	0.00	0	0.00
Rape	0	0.00	0	0.00	0	0.00
Robbery	0	0.00	0	0.00	2	183.15
Aggravated Assault	0	0.00	0	0.00	0	0.00
Burglary	7	661.06	8	754.56	6	549.45
Theft - Larceny	7	661.06	8	754.56	5	457.87
Motor Vehicle Theft	0	0.00	0	0.00	1	91.57
Arson	0	00.00	0	0.00	0	0.00
TOTAL	14	1322.12	16	1509.13	14	1282.05
Part Two Offenses						
Other Assault	1	94.43	0	0.00	0	0.00
Forgery	0	0.00	0	0.00	0	0.00
Counterfeiting	0	0.00	0	0.00	0	0.00
Fraud	0	0.00	0	0.00	0	0.00
Embezzlement	0	0.00	0	0.00	0	0.00
Stolen Property	0	0.00	0	0.00	0	0.00
Vandalism	2	188.87	0	0.00	2	183.15
Weapons	1	94.43	0	0.00	0	0.00
Prostitution	0	0.00	0	0.00	0	0.00
Other Sex Offenses	1	94.43	0	0.00	0	0.00
Drug Abuse Violations	0	0.00	0	0.00	0	0.00
Gambling	0	0.00	0	0.00	0	0.00
Family Offenses	0	0.00	0	0.00	0	0.00
Driving Under the Influence	0	0.00	0	0.00	0	0.00
Liquor Law	0	0.00	0	0.00	0	0.00
Drunkenness	0	0.00	0	0.00	0	0.00
Disorderly Conduct	0	0.00	0	0.00	0	0.00
Vagrancy	0	0.00	0	0.00	0	0.00
All Other Offenses*	5	472.18	5	471.60	6	549.45
TOTAL	10	944.34	5	471.60	8	732.60

The statistics reported above reflect the number of incidents reported to the University’s Office of Safety & Security (but may not include reports from other campus security authorities, referrals from campus disciplinary authorities or reports from local law enforcement). They do not indicate actual criminal prosecution or student disciplinary action, or the outcome of either. Please note that the state crime classifications for which the University is reporting these statistics vary from the crime classifications under federal law, which are also published in this brochure.

*All other offenses include any other violations of state or local laws not specifically identified as Part I or Part II offenses.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

Year	Offense	On Campus	Residential (included in on-campus)	Non-Campus Property	Public Property	Total
2017 Student FTE Avg. (910.00) + Employee FTE (182.00) = 1092.00	Murder/Non Negligent Manslaughter	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0
	Stalking	0	0	0	0	0
	Domestic Violence	0	0	0	0	0
	Dating Violence	0	0	0	0	0
	Sex Offenses:					
	Rape	0	0	0	0	0
	Fondling	0	0	0	0	0
	Incest	0	0	0	0	0
	Statutory Rape	0	0	0	0	0
	Arson	0	0	0	0	0
	Burglary	6	5	0	0	6
	Robbery	2	0	0	0	2
	Motor Vehicle Theft	1	0	0	0	1
	Illegal Weapons Possession					
	Arrests	0	0	0	0	0
Disciplinary Actions	0	0	0	0	0	
Drug Abuse Violations						
Arrests	0	0	0	0	0	
Disciplinary Actions	0	0	0	0	0	
Liquor Law Violations						
Arrests	0	0	0	0	0	
Disciplinary Actions	2	1	0	0	2	
2016 Student FTE Avg. (882.54) + Employee FTE (177.67) = 1060.21	Murder/Non Negligent Manslaughter	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0
	Stalking	0	0	0	0	0
	Domestic Violence	0	0	0	0	0
	Dating Violence	0	0	0	0	0
	Sex Offenses:					
	Rape	0	0	0	0	0
	Fondling	0	0	0	0	0
	Incest	0	0	0	0	0
	Statutory Rape	0	0	0	0	0
	Arson	0	0	0	0	0
	Burglary	2	2	1	0	3
	Robbery	0	0	0	0	0
	Motor Vehicle Theft	0	0	0	0	0
	Illegal Weapons Possession					
	Arrests	0	0	0	0	0
Disciplinary Actions	1	1	0	0	1	
Drug Abuse Violations						
Arrests	0	0	0	0	0	
Disciplinary Actions	0	0	1	0	1	
Liquor Law Violations						
Arrests	0	0	0	0	0	
Disciplinary Actions	7	7	0	0	7	
2015 Student FTE Avg. (880.57) + Employee FTE Avg. (178.33) = 1058.90	Murder/Non Negligent Manslaughter	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0
	Stalking	0	0	0	0	0
	Domestic Violence	0	0	0	0	0
	Dating Violence	0	0	0	0	0
	Sex Offenses					
	Rape	0	0	0	0	0
	Fondling	1	0	0	0	1
	Incest	0	0	0	0	0
	Statutory Rape	0	0	0	0	0
	Arson	0	0	0	0	0
	Burglary	7	4	0	0	7
	Robbery	0	0	0	0	0

Year	Offense	On Campus	Residential (included in on-campus)	Non-Campus Property	Public Property	Total
	Motor Vehicle Theft	0	0	0	0	0
	Illegal Weapons Possession					
	Arrests	0	0	0	0	0
	Disciplinary Actions	1	0	0	0	1
	Drug Abuse Violations					
	Arrests	0	0	0	0	0
	Disciplinary Actions	0	0	0	0	0
	Liquor Law Violations					
	Arrests	0	0	0	1*	1*
	Disciplinary Actions	2	2	12	0	14

* The one (1) 2015 Public Property liquor law arrest involved a non-student.

Hate Crime Statistics

Offense (2017)	Race	Gender	Religion	Sexual Orientation	Ethnicity	Disability
Murder/Non Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses						
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0
National Origin	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0

Crime Definitions

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- Domestic Violence:
 - i. A Felony or misdemeanor crime of violence committed—
 - A) By a current or former spouse or intimate partner of the victim;
 - B) By a person with whom the victim shares a child in common;
 - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - i. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - ii. For the purposes of this definition—
 - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - B) Dating violence does not include acts covered under the definition of domestic violence.
 - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Sexual Assault:** An offense meeting the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."
 - o Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - o Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - o Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - o Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - A) Fear for the person's safety or the safety of others; or
 - B) Suffer substantial emotional distress.
 - i. For the purposes of this definition—
 - A) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - ii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Sexual Assault: Pennsylvania law defines sexual assault as follows:

- **Rape** — Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Statutory offenses (no force used —victim under age of consent) are excluded.
- **Sex offenses** (except forcible rape, prostitution, and commercialized vice) —Statutory rape, offenses against chastity, common decency, morals, and the like. Attempts are included.

Domestic Abuse: Pennsylvania law defines domestic abuse as knowingly, intentionally or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person that puts them in fear of bodily injury. These acts can take place between family or household members, sexual partners or those who share biological parenthood in order to qualify as domestic abuse.

Dating Violence: The state of Pennsylvania does not have a definition of dating violence.

Stalking: Pennsylvania law defines stalking when a person either:

- (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
- (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Consent: The state of Pennsylvania does not have a definition of consent, in relation to sexual activity; however, the state does provide descriptors commonly associated with consent as part of its full definition when describing the offense of Rape.

Rape Offense defined.--A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:

- (1) By forcible compulsion
- (2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution
- (3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring
- (4) Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance
- (5) Who suffers from a mental disability which renders the complainant incapable of consent.

Sexual Harassment, Sexual Assault, Dating & Domestic Violence and Stalking Policy Statements

Cairn University is committed to a policy which prohibits and deters discrimination, including harassment, on the basis of race, color, age, handicap, national and ethnic origin, or gender. Cairn is also committed to a policy prohibiting sexual assault, sexual harassment, dating & domestic violence, stalking or any other type of aggressive sexual behavior. This policy complies

with Title IX of the Educational Amendments of 1972 and applicable state laws, and is consistent with the biblical conviction that every person is of worth and dignity, regardless of background or individual difference. The University affirms the scriptural teaching that God intends that all sexual activity take place within the bonds of marriage. Therefore, any premarital or extra-marital activity, and especially that which is forced, is a clear violation of biblical teachings.

Scope

This policy addresses sexual harassment, assault, and rape involving students of the University.

Definitions

Sexual harassment is a form of sexual discrimination and is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. The definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Following is a list of examples of sexual harassment:

- Unwanted sexual advances;
- Offering benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, or jokes;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature: graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, telephone calls, or invitations;
- Physical conduct such as touching, assaulting, impeding, or blocking movements;
- Creating a hostile environment that interferes with educational opportunities.

1.0 Protocol for Sexual Harassment Complaints

Under federal and state law, it is a student's right and obligation to report instances of sexual harassment to the University. Both federal and state law and University policy protect from reprisal those who report harassment whether they themselves are the victims of the harassment or are witness to it. Because problems related to harassment may be of a personal or sensitive nature, there are several people within the organization with whom students may discuss incidents of harassment. The University prefers that individuals submit complaints or reports in written form so facts may be accurately documented. However, oral reports will also be responded to promptly and given equal consideration.

1.1 Report Process

Informal Report. A person may contact the Vice President of Student Life when s/he wishes to discuss an incident. Confidentiality will be maintained. However, when the health and safety of a student is involved, it may be necessary to inform the Office of Safety and Security.

Formal Report. A person may provide a written or taped statement after the initial contact to discuss an incident. The detailed statement shall be provided directly to the Vice President of Student Life (or if the complaint involves the Vice President of Student Life, to the Provost). The fact finding process shall be handled in the following manner:

1.1.1 A meeting shall be arranged which will include the Vice President of Student Life (or Provost) and the person who made the complaint. The purpose of this meeting is to gather information relating to the complaint and to determine a possible resolution of the matter.

1.1.2 A meeting shall then be arranged which will include the Vice President Student Life (or Provost) and the accused individual, if the accused individual is a student. In addition, if the accused individual is an employee or an individual outside the University, the appropriate administrator will also attend the meeting. The purpose of this meeting is to notify the accused of the allegation, to gather information from the accused, and to determine a possible resolution to the matter.

1.2 As a result of these meetings, one of the following may occur:

1.2.1 The complaint may be withdrawn and no further action taken.

1.2.2 If the complaint is lodged against a student and if evidence strongly indicates that the accusation is true, the Vice President Student Life (or Provost) may take appropriate disciplinary action in the form of a written reprimand (with documentation of such to be included in the student's file), suspension, or dismissal.

1.2.3 If the complaint is lodged against an employee and if evidence strongly indicates the accusation is true, the appropriate administrator may take appropriate disciplinary action in the form of a written reprimand (with documentation of such to be included in the employee's file), suspension, or dismissal.

1.2.4 In response to the disciplinary action, the accused, if a student, has the right to a hearing headed up by either the Vice President Student Life or the Provost.

1.2.5 After the hearing, either individual (complainant or accused), if a student, may appeal directly to the Vice

President of Student Life or Provost, or, if an employee, to the appropriate administrator, whereupon the University's procedures for addressing grievances will be followed. Grievance procedures are found in student and/or employee handbooks.

- 1.3 If the accused is a student, the investigation process will be concluded at any point at which the complainant withdraws from participation in the process.

2.0 Sexual Assault against a Student

In the event a student is a victim of a sexual assault, the following sections are intended to recommend appropriate responses.

3.0 Preventing Sexual Assault

3.1 To deter sexual assault students should:

- 3.1.1 Walk in lighted and familiar areas;
- 3.1.2 Walk with a companion;
- 3.1.3 On the Langhorne campus, make use of the campus Security shuttle services after dark;
- 3.1.4 Be direct and firm with someone who is pressuring you sexually;
- 3.1.5 Avoid the use of alcohol or illegal use of drugs because they cloud your judgment. Furthermore, alcohol consumption on campus and the illegal use of drugs violate the University's standards of conduct.
- 3.1.6 Follow these guidelines when on dates:
 - 3.1.6.1 Clearly establish the expectation that you and your date will agree, in advance, of where you will go and what you will do. Set boundaries.
 - 3.1.6.2 Let someone know where you are going, when you expect to return, and whom you will be with.
 - 3.1.6.3 When feeling uncomfortable, pay attention to that feeling and begin to plan a way to get to a safe place.

3.2 To avoid instigation of inappropriate behavior, as a student you should:

- 3.2.1 Know that you are expressing hostility and aggression if you try to force or coerce someone to engage in sex.
- 3.2.2 Accept the other person's decision not to have sexual contact.
- 3.2.3 Not assume that because a person is flirtatious that s/he wants to have a sexual relationship.
- 3.2.4 Not assume that paying for a date means that the partner owes sexual favors.
- 3.2.5 Avoid the use of alcohol and illegal use of drugs.

4.0 Protocol for Sexual Assault Victims

4.1 Immediate Response – The following steps should be taken by victims of rape or sexual assault:

- 4.1.1 Get to a safe place.
- 4.1.2 Try to preserve all physical evidence. If possible do not wash, take a shower, use the toilet, apply medications, or change clothing. If changing clothes is necessary, put all clothing worn at the time of the attack in a paper rather than a plastic bag.
- 4.1.3 Contact someone who can be trusted to be with and support you through the decision making, medical treatment, and interviews which will follow. THIS IS YOUR RIGHT. This might be a close friend, family member, roommate, resident assistant, faculty advisor, etc.
- 4.1.4 Get medical attention as soon as possible to assure your physical well-being and to collect important evidence in the event legal action is taken at a later time. It is important to seek immediate and follow-up medical attention for several reasons: (1) to assess and treat any physical injuries that may have been sustained; (2) to determine the risk of sexually transmitted diseases or pregnancy.
- 4.1.5 Contact the University's Health Center nurse or Oasis Counseling Services to receive medical and/or psychological support. The long-term negative effects of such an incident may be minimized with the help of a trained professional counselor. Confidentiality will be maintained by these professionals to the extent possible.
- 4.1.6 When calm, he/she should prepare written notes of the incident.

4.2 Report the Incident

- 4.2.1 In the case of a sex offense, assistance in notifying the local police will be provided by the Office of Safety and Security if requested. Students deciding to report incidents should speak to the Director of Safety and Security. A statement will be taken to document what happened, including a description of the assailant(s), and whether or not the assailant(s) was/were known to the victim. Questions will be asked about the scene of the crime, witnesses, and what happened before and after the incident. These questions are part of a standard investigation. A support person may be present during the interview.
- 4.2.2 Reporting an incident is a separate step from choosing to prosecute. When a report is filed there is no obligation to continue with legal proceedings or University disciplinary action. Adjudication through the University disciplinary system, the criminal justice system, or both is at the discretion of the victim.

- 4.2.3 The Office of Safety and Security is required by law to contact local police any time a crime has been committed. The Director of Safety and Security will provide a written copy of his/her report to the police. Victims considering filing a criminal complaint may ask a local police officer to take part in the interview process. Victims may request their identity be kept confidential until/unless a commitment is expressed to proceed with criminal prosecution.

5.0 University Disciplinary Action

- 5.1 A student who has been sexually assaulted and is considering University action, shall arrange to meet with the Vice President of Student Life as described in section 1.2.
- 5.2 In cases involving alleged sexual assault, both the complainant and the accused are entitled to the same opportunities to have an adviser present during a disciplinary proceeding.
- 5.3 Both the complainant and the accused shall be informed of the outcome of the proceeding with respect to the alleged sex offense and sanction, if any, of the accused. **NOTE:** *Compliance with this requirement does not constitute a violation of FERPA.*
- 5.4 A student who is the victim of a rape or sexual assault has several options with regard to how the case is handled. The student may choose to:
 - 5.4.1 press criminal charges through the local police department;
 - 5.4.2 press charges through both the judicial and University disciplinary systems concurrently;
 - 5.4.3 press no charges, but request a facilitated meeting with the assailant to discuss the incident; or
 - 5.4.4 press no charges, but have the Director of Safety and Security or the Vice President of Student Life discuss the incident with the assailant.
- 5.5 If the student chooses to participate in the University adjudication process, s/he must contact the Vice President of Student Life. Charges may be filed directly by the complainant or by the University on the basis of the complainant's written statement. Such charges are handled in accordance with the Disciplinary Policies and Procedures as outlined in the *Student Handbook*. The outcome of cases charging sexual assault will be made known to both the complainant and the accused.
- 5.6 At the complainant's request, the Vice President of Student Life will make special provisions for alternate campus housing, if applicable.
- 5.7 At the complainant's request, the Provost's Office will instruct the registrar to effect changes in the complainant's academic schedule such as:
 - 5.7.1 Change of classes,
 - 5.7.2 Change of academic adviser,
 - 5.7.3 Extension on assigned quizzes or exams,
 - 5.7.4 Approval to take the course elsewhere and transfer credit back to the University,
 - 5.7.5 Independent study with a different professor and with fee waived,
 - 5.7.6 Other special support, provided as appropriate upon request.

6.0 Disciplinary Procedures

- 6.1 The following sanctions may be imposed following a final determination of the University's disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.
- 6.2 Disciplinary Dismissal – In extreme situations, students may be dismissed from the University for serious and/or repeated violations. A student dismissed for disciplinary reasons may be prohibited from visiting on campus or attending University functions. In such a case, after one year, the student may submit a written request to the Vice President of Student Life requesting permission to visit on campus. To gain reentrance to the University, such students must follow regular admission procedures.
- 6.3 Disciplinary Expulsion – Permanent Dismissal– In extreme cases, a student may be permanently dismissed from the University. A student who has been expelled may not apply for readmission or return to the campus for any reason. Expulsion requires approval of the Provost or President.
- 6.4 If the student wishes to dispute the alleged charges, the student shall arrange to meet with the Vice President of Student Life to resolve the disagreement. A description of procedures to be followed in such cases is available in the Office of Student Life.

7.0 Appeals Process

- 7.1 Following a disciplinary decision, a student has a right to appeal the disciplinary action. Appeal requests must be made in writing within three calendar days after receipt of the written decision, and must state the basis for the appeal. Appeals are considered when the student believes one or more of the following conditions exist:
 - 7.1.1 The discipline imposed is disproportionate to the offense (including consideration of the student's prior offenses or willingness to cooperate);
 - 7.1.2 The student was not accorded his/her rights as outlined in the *Student Handbook* and this failure significantly

affected the student's right to receive a fair hearing;

7.1.3 The decision was not supported by sufficient evidence;

7.1.4 New evidence has become available that would have significantly altered the results.

7.2 Written appeals shall be submitted to the Provost with a copy to the Vice President of Student Life. The Vice President of Student Life will be invited to submit a response to the appeal. Imposition of discipline may be deferred pending the review of the appeal request.

7.3 The Provost will provide a written determination to the student within five days.

7.4 Parental Notification: The University may notify the parents of students under the age of 21 of disciplinary violations, suspensions, or expulsions related to alcohol or controlled substances. In such cases, parents are notified only after appeals have been satisfied.

7.4.1 In student disciplinary matters, the context of individual circumstances is considered when deciding whether or not to contact parents. When possible, students will be given the opportunity and encouraged to discuss the situation with their parents prior to the University's notification to them.

8.0 Resources

AIDS Hotline 1-800-342-2437

Network of Victim Assistance 1-800-675-6900

A Woman's Place 1-800-220-8116

9.0 Whistleblower Protections

The University does not tolerate retaliation against any student or employee who reports being a victim of a crime or provides information in connection with any such complaint. Both federal and state law and University policy protects from reprisal those who report crimes whether they themselves are victims of the crime or are witness to it.

10.0 Sex Offender Registration and Access to Related Information

The Federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. 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. It also requires that sex offenders, already registered in a state, provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

Pennsylvania's Megan's Law, 42 PA.C.S. § 9799.1, requires the State Police to create and maintain a registry of persons who have either been convicted of, entered a plea of guilty to, or been adjudicated delinquent of certain sex offenses listed in 42 PA.C.S. §§ 9795.1 and 9795.2. Additionally, the Pennsylvania State Police are required to make certain information on registered sex offenders available to the public through an Internet website. The Pennsylvania State Police have established the following website according to the requirements of 42 PA.C.S. § 9798.1:

<http://www.pameganslaw.state.pa.us/EntryPage.aspx>). Information regarding the possibility of registered sex offenders on the campus of Cairn University may also be obtained from the following agencies:

Penn del Borough Police Dept.

300 Bellevue Avenue
Penn del, PA
(215) 757-5151

Pennsylvania State Police Dept.

8320 Schantz Road
Breinigsville, PA
(610) 395-1438

Middletown Township Police Dept.

3 Municipal Way
Langhorne, PA
(215) 750-3845

Pennsylvania State Police Dept.

3701 Old Trevoise Road
Bensalem, PA
(215) 942-3900

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, call the OSS at (215)-702-4350 or the local police by dialing 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.

- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

ALCOHOL AND DRUG ABUSE: POLICY AND PREVENTION

In light of the widespread abuse of drugs and alcohol in contemporary society, the University has instituted a practice of disseminating appropriate information to students and employees to help them both personally and professionally. Recent congressional actions also mandate this procedure for all colleges whose students receive financial aid.

In addition to complying with state and federal statutes and regulations, the University has a desire to identify and control environmental factors that influence the health and safety of members of the academic community. These environmental factors include preventing or eliminating problems related to alcohol and drug use.

University Policies Concerning Drugs

- **University Standard**

The CAIRN *Standards of Conduct* state: *Tobacco, alcohol, illegal drugs, including illegally obtained prescription drugs, and gambling are prohibited on the CAIRN campus. All state and federal laws concerning these are to be strictly observed.*

- Pennsylvania law states that “a person commits a summary offense if he/she, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any liquor or malt or brewed beverage.” Individuals or groups in violation of University policy or state law may be subject to University and/or criminal sanctions.

PARENTAL NOTIFICATION POLICY

- Cairn University may elect to notify the parents/guardian of students in the event of a serious health concern such as illness, injury, or hospitalization.
- Cairn University may also notify the parents of students under the age of 21 for disciplinary violations, suspensions, or expulsions related to alcohol or controlled substances.
- In disciplinary matters, parents are notified only after students are determined to be responsible for a violation of University rules or standards.

In all matters, the context of individual circumstances is considered when deciding whether or not to contact parents. When possible, students will be given the opportunity and encouraged to discuss the situation with their parents prior to the institution’s notification.

- **Drug-Free Workplace Policy**

In response to the Drug-Free Workplace Act of 1988, the University adopted the following policy:

I. POSITION

It is unlawful for employees and students to manufacture, dispense, possess, or use an illegal substance (drug) on or off the grounds of Cairn University.

II. AWARENESS PROGRAM

- A regular program of drug-abuse awareness operates through the Office of Student Life and the University’s Health Services.*
- Counseling services for students and employees are available through OASIS Counseling Center.*
- Special assistance for employees and students with drug-related problems will be arranged through community services.*

III. EMPLOYEE AND STUDENT RESPONSIBILITIES

- Employees and students at the University must indicate their agreement with the drug-free workplace policy.*
- Employees and students are responsible for informing University officials of any current personal illegal drug and/or substance abuse.*
- Employees and students must notify the University of any drug statute violation (whether it occurs on or off the University campus) no later than five days after such arrest.*
- Upon the conviction of a violation of any criminal drug statute, employees or students will be immediately*

dismissed by the University.

- E. The University must notify the Federal Drug-Free Workplace Agency within 30 days of the names of any employee or student who was convicted of a criminal drug statute violation.

Social Impact

Substance abuse is a major social and medical problem in the United States. It is known that serious consequences result from substance abuse. Abusers create problems for themselves, and also indirectly for employers, co-workers, classmates, family, and society in general. Substance abuse problems can develop in men and women of all ages, races, and occupations and can have long-reaching effect.

Alcohol is the drug used most commonly by Americans. In a recent survey, 82.5 percent of all persons aged 12 or more reported alcohol use in the past. Alcohol and drug use is common among college students. Approximately 57.0 percent of all college students surveyed reported use of alcohol at least once in the past year and 8.3 percent reported having abused illicit drugs in the past year, a percentage slightly lower than the 35.0 percent usage reported by all individuals aged 18 to 22 who were surveyed. About 45 percent of the 18 to 22 age group reported current use of a tobacco product.¹

Health Effects

Drinking contributes to health problems, including diseases of the liver, digestive tract, respiration, nervous and cardiovascular systems. In addition, accidents and violence are highly correlated with alcohol and drug uses and abuse. Adverse consequences of drug abuse include the increased risk of mental health problems and diseases such as hepatitis and AIDS, as well as the potential of developing drug dependency. There are also well publicized health risks associated with tobacco use, particularly cancer and heart disease. Among students, substance use can lead to academic problems, injuries, campus crime, legal problems, and interpersonal problems.

COMMONLY ABUSED DRUGS

Substances: Category & Name	Examples of Commercial & Street Names	DEA Schedule*/ How Administered**	Intoxication Effects/Potential Health Consequences
Cannabinoids			
Hashish	Boom, chronic, gangster, hash, hash oil, hemp	I/swallowed, smoked	<i>euphoria, slowed thinking and reaction time, confusion, impaired balance and coordination/cough, frequent respiratory infections; impaired memory and learning; increased heart rate, anxiety; panic attacks; tolerance, addiction</i>
Marijuana	Blunt, dope, ganja, grass, herb, joints, Mary Jane, pot, reefer, sinsemilla, skunk, weed	I/swallowed, smoked	
Depressants			
barbiturates	<i>Amytal, Nembutal, Seconal, Phenobarbital</i> : barbs, reds, red birds, phennies, tooies, yellows, yellow jackets	II, III, V/injected, swallowed	<i>reduced anxiety; feeling of well-being; lowered inhibitions; slowed pulse and breathing; lowered blood pressure; poor concentration/fatigue; confusion; impaired coordination, memory, judgment; addiction; respiratory depression and arrest; death</i> <i>Also, for barbiturates—sedation, drowsiness/depression, unusual excitement, fever, irritability, poor judgment, slurred speech, dizziness, life-threatening withdrawal</i> <i>for benzodiazepines—sedation, drowsiness/dizziness</i> <i>for flunitrazepam—visual and gastrointestinal disturbances, urinary retention, memory loss for the time under the drug's effects</i> <i>For GHB—drowsiness, nausea/vomiting, headache, loss of consciousness, loss of reflexes, seizures, coma, death</i> <i>for methaqualone—euphoria/depression, poor reflexes, slurred speech, coma</i>
benzodiazepines (other than flunitrazepam)	<i>Activan, Halcion, Librium, Valium, Xanax</i> : candy, downers, sleeping pills, tranks	IV/swallowed, injected	
flunitrazepam***	<i>Rohypnol</i> : forget-me pill; Mexican Valium, R2, Roche, roofies, roofinol, rope, rophies	IV/swallowed, snorted	
GHB***	<i>Gamma-hydroxybutyrate</i> : G, Georgia home boy, grievous bodily harm, liquid ecstasy	I/swallowed	
methaqualone	<i>Quaalude, Sopor, Parest</i> : ludes, mandrex, quad, quay	I/injected, swallowed	
Dissociative Anesthetics			
ketamine	<i>Ketalar SV</i> : cat Valiums, K, Special K, vitamin K	III/injected, snorted, smoked	<i>Increased heart rate and blood pressure, impaired motor function/memory loss; numbness; nausea/vomiting</i> <i>Also, for ketamine—at high doses, delirium, depression, respiratory depression and arrest</i>
PCP and analogs	<i>phencyclidine</i> : angel dust, boat, hog, love boat, peace pill	I, II/injected, swallowed, smokes	

¹ Substance Abuse and Mental Health Services Administration (2004) *Results from the 2010 National Survey on Drug Use and health: National Findings* (Office of Applied Studies, NSDUH Series H-25, DHHS Publication No. SMA 04-3964). Rockville, MD.

Substances: Category & Name	Examples of Commercial & Street Names	DEA Schedule*/ How Administered**	Intoxication Effects/Potential Health Consequences
Hallucinogens			
LSD	<i>lysergic acid diethylamide</i> : acid, blotter, boomers, cubes, microdot, yellow sunshines	II/swallowed, absorbed through mouth tissues	<i>Altered states of perception and feeling; nausea; persisting perception disorder (flashbacks)</i>
mescaline	buttons, cactus, mesc, peyote	I/swallowed, smoked	<i>Also for LSD and mescaline—increased body temperature, heart rate, blood pressure; loss of appetite, sleeplessness, numbness, weakness, tremors</i>
psilocybin	magic mushroom, purple passion, shrooms	I/swallowed	<i>Also for LSD—persistent mental disorders</i> <i>Also for psilocybin—nervousness, paranoia</i>
Opioids and Morphine Derivatives			
codeine	<i>Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C, Tylenol with Codeine</i> : Captain Cody, schoolboy; (with glutethimide) doors & fours, loads, pancakes and syrup	II, III, IV, V/injected, swallowed	<i>Pain relief, euphoria, drowsiness/nausea, constipation, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, death</i>
fentanyl and fentanyl analogs	<i>Actiq, Duragesic, Sublimaze</i> : Apache, China girl, China white, dance fever, friend, goodfella, jackpot, murder 8, TNT, Tango and Cash	I, II/injected, smoked, snorted	<i>Also, for codeine—less analgesia, sedation, and respiratory depression than morphine</i>
heroin	<i>Diacetyl-morphine</i> : brown sugar, dope, H, horse, junk, skag, skunk, smack, white horse	I/injected, smoked, snorted	<i>For heroin—staggering gait</i>
morphine	<i>Roxanol, Duramorph</i> : M, Miss Emma, monkey, white stuff	II, III/injected, swallowed, smoked	
Opium	<i>Laudanum, paregoric</i> : big O, black stuff, block, gum, hop	II, III, V/swallowed, smoked	
oxycodone HCL	<i>Oxycontin: Oxy, O.C.</i> , killer	II/swallowed, snorted, injected	
hydrocodone bitartrate, acetaminophen	<i>Vicodin</i> : vike, Watson-387	II/swallowed	
Stimulants			
amphetamine	<i>Biphetamine, Dexedrine</i> : bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	II/injected, swallowed, smoked, snorted	<i>Increased heart rate, blood pressure, metabolism; feelings of exhilaration, energy, increased mental alertness/rapid or irregular heart beat; reduced appetite, weight loss, heart failure, nervousness, insomnia</i>
cocaine	<i>Cocaine hydrochloride</i> : blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot	II/injected, smoked, snorted	<i>Also, for amphetamine—rapid breathing/tremor, loss of coordination; irritability, anxiousness, restlessness, delirium, panic, paranoia, impulsive behavior, aggressiveness, tolerance, addiction, psychosis</i>
MDMA (methylenedioxy-methamphetamine)	Adam, clarity, ecstasy, Eve, lover's speed, peace, STP, X, XTC	I/swallowed	<i>For cocaine—increased temperature/chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, panic attacks</i>
methamphetamine	<i>Desoxyn: chalk, crank, crystal, fire, glass, go fast, ice, meth, speed</i>	II/injected, swallowed, smoked, snorted	<i>For MDMA—mild hallucinogenic effects, increased tactile sensitivity, empathic feelings/impaired memory and learning, hyperthermia, cardiac toxicity, renal failure, liver toxicity</i>
methylphenidate (safe and effective for treatment of ADHD)	<i>Ritalin</i> : JIF, MPH, R-ball, Skippy, the smart drug, vitamin R	II/injected, swallowed, snorted	<i>For methamphetamine—aggression, violence, psychotic behavior/memory loss, cardiac and neurological damage; impaired memory and learning, tolerance, addiction</i>
nicotine	Cigarettes, cigars, smokeless tobacco, snuff, spit tobacco, bidis, chew	Not scheduled/smoked, snorted, taken in snuff and spit	<i>For nicotine—additional effects attributable to tobacco exposure; adverse pregnancy outcomes; chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction</i>
Other Compounds			
anabolic steroids	<i>Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise</i> : roids, juice	III/injected, swallowed, applied to skin	<i>No intoxication effects/hypertension, blood clotting and cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression, acne; in adolescents, premature stoppage of growth; in males, prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females, menstrual irregularities, development of beard and other masculine characteristics</i>

Substances: Category & Name	Examples of Commercial & Street Names	DEA Schedule*/ How Administered**	Intoxication Effects/Potential Health Consequences
Dextromethorphan (DXM)	<i>Found in some cough and cold medications; Robotripping, Robo, Triple C</i>	Not scheduled/swallowed	<i>Dissociative effects, distorted visual perceptions to complete dissociative effects/for effects at higher doses see "dissociative anesthetics"</i>
inhalants	<i>Solvents (paint thinners, gasoline, glues), gases (butane, propane aerosol propellants, nitrous oxide), nitrites (isoamyl, isobutyl, cyclohexyl); laughing gas, poppers, snappers, whippets</i>	Not scheduled/inhaled through nose or mouth	<i>Stimulation, loss of inhibition; headache; nausea or vomiting; slurred speech, loss of motor coordination; wheezing/unconsciousness, cramps, weight loss, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, sudden death.</i>

*Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use; Schedule II drugs are available only by prescription (unfillable) and require a form for ordering. Schedule III and IV drugs are available by prescription, may have five refills in 6 months, and may be ordered orally. Some Schedule V drugs are available over the counter.

**Taking drugs by injection can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms.

***Associated with sexual assaults.

Downloaded from <http://www.drugabuse.gov/DrugPages/DrugsofAbuse.html>, September 15, 2008

ALCOHOL EFFECTS

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Downloaded from http://www.ifap.ed.gov/regcomps/doc0305_bodvoftext.htm

Prevention and Education

The University, through its Student Life, Health Services, and Human Resources departments, distributes literature informing students and employees of the dangers of drug and alcohol abuse, and provides information on available alcohol and drug counseling, rehabilitation, student assistance programs, and sanctions that may be imposed for violation of this policy. PED 101, Life Management, (required in most undergraduate programs), has a class session on drug use presented by an outside speaker. At the beginning of the fall semester, personnel from the Office of Safety and Security meet with dorm students to review safety and alcohol/drug-related issues.

On the Cairn University campus, alcohol and other drug problems are addressed through two levels of prevention programming: primary and secondary prevention. Primary prevention is directed toward individuals who have chosen not to use alcohol or illicit drugs. The University's educational program deals with responsible decision-making that addresses alcohol, drugs, and other lifestyle issues. These program efforts are designed to prevent individuals from ever using alcohol or other drugs themselves and/or to encourage others to refrain from using them.

Secondary prevention is aimed at individuals who have already been treated for substance abuse and/or who are in recovery. Program activities are designed to assist these members of the University community to prevent relapse and maintain their recovery. This specialized support may be provided through an outside agency. When appropriate to their professional goals, academic departments throughout the University support these educational efforts through their program or curriculum development.

A biennial review of the University's program is conducted to determine the program's effectiveness and to ensure that the sanctions against those who violate the policy are consistently enforced.

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 – 4999 gms mixture	First Offense: Not less than 5 yrs. And not	5 kgs or more mixture	First Offense: Not less than 10 yrs. And not more

Cocaine Base (Schedule II)	5 – 49 gms mixture	more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual Second Offense: Not less than 10 yrs. And not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	50 gms or more mixture	than life. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second offense: Not less than 20 yrs. And not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
Fentanyl (Schedule II)	40 – 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 – 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 – 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 – 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 – 49 gms pure or 50 – 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 – 99 gms pure or 100 – 999 gms mixture		100 gms or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs. Or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs			
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

FEDERAL TRAFFICKING PENALTIES - MARIJUANA

DRUG	QUANTITY	1ST OFFENSE	2ND OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> Not less than 20 years, not more than life If death or serious injury, mandatory life Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, mandatory life Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	More than 10 kgs hashish; 50 to 99 kg mixture More than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> Not more than 30 years If death or serious injury, mandatory life Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> Not more than 5 years Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Downloaded from <http://www.usdoj.gov/dea/agency/penalties.pdf>, September 15, 2008.

Note: These are only federal penalties and sanctions. Additional state penalties and sanctions may apply.

University Policy/Procedures

Any student or employee who is aware of a violation of the University's drug and alcohol abuse policy is responsible to

report this matter to the Office of Student Life or the Human Resources Department. In addition, students or employees must notify the University of any drug statute violation no later than five days after such arrest.

Student or employee violation of the drug or alcohol policies will result in immediate disciplinary action, including, but not limited to, a written reprimand, suspension, academic dismissal, employment termination, and/or mandatory participation and successful completion of a drug abuse assistance or rehabilitation program approved by an appropriate health or law enforcement agency.

Students or employees convicted of a violation of any criminal drug statute will be immediately dismissed by the University.

The University has established a cooperative relationship with local law enforcement agencies which has resulted in the sharing of information relating to police incidents that impact University personnel. Under federal law, the University is required to notify The Federal Drug-Free Workplace Agency within ten days of the names of any employee or student who is convicted of a criminal drug statute violation.

Assistance for Drug and Alcohol Abusers

An important step in overcoming a substance abuse problem is to know where to turn for assistance. Some of the resources for information and counseling include:

Cairn University
Health Services
200 Manor Avenue
Langhorne, PA 19047-2990
(215) 702-4334

America's Keswick
Drug and Alcohol Rehabilitation Center
Whiting, NJ 08759
1-800-453-7942

Bucks County Drug and Alcohol Commission, Inc.
1200 New Rodgers Road
Bristol, PA 19007
(215) 788-8172

Bucks County Council on Alcoholism & Drug Dependence
24-hr. hotline: 1-800-221-6333

Cairn University
Oasis Counseling Center
200 Manor Avenue
Langhorne, PA 19047-2990
(215) 702-4224

Alcoholics Anonymous
(215) 923-7900

Livingrin Foundation
4833 Hulmeville Road
Bensalem, PA 19020
(215) 638-5200

Students and employees who recognize that they have a drug or alcohol problem are encouraged to seek help from one of the above agencies.

Drug-Free Workplace Act of 1988

The "Drug-Free Workplace Act of 1988" requires federal grant recipients and certain federal contractors to take action aimed at establishing and maintaining "drug-free" workplaces. The legislation covers any federal contractor, other than an individual, which enters into a contract with any federal agency for the procurement of property or services of a value of \$25,000 or more, all federal GRANTEES, regardless of the value of the grant, and all INDIVIDUAL federal contractors, regardless of the value of the contract.

As a federal contractor, the University and its employees who are paid from federally-funded grants or contracts are subject to the provision of this Act.

The Act requires persons and entities covered thereunder, OTHER THAN INDIVIDUALS, to certify to the agency with whom they have contacts, or from whom they have received a grant, that they will establish and maintain a drug-free workplace by:

- A. Publishing a statement notifying employees that the UNLAWFUL manufacture, distribution dispensation, possession, or use of a controlled substance is prohibited in the workplace and specifying actions that will be taken against employees for violations of such prohibition.
- B. Establishing a drug-free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace
 - The employer's policy of maintaining a drug-free workplace
 - Any available drug counseling, rehabilitation, and employee assistance programs
 - The penalties that may be imposed upon employees for drug abuse violations
- C. Making it a requirement that each employee engaged in the performance of a contract or grant be given a copy of the statement required by subparagraph A
- D. Notifying each employee in a statement required by subparagraph A that, as a CONDITION OF EMPLOYMENT of such

contract or grant, the employee will:

- Abide by the terms of the statement
 - Notify the employer of any criminal drug statute conviction for a violation occurring IN THE WORKPLACE no later than five days after such conviction
- E. Notifying the contracting or granting agency within ten days after receiving notice under subparagraph D from an employee or otherwise receiving actual notice of such employee conviction.
- F. Taking appropriate personnel action, up to and including termination, against employees who serve notice of conviction under subparagraph D above, or requiring such employees to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency, within 30 days of receipt of such notice.
- G. Making a “good faith” effort to continue to maintain a drug-free workplace through implementation of subparagraphs A, B, C, D, E, and F.

Drug-Free Schools and Communities Act of 1989

The Drug-Free Schools and Communities Act requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education, state educational agency, or local educational agency must certify that it has adopted and implemented a program to prevent the possession, use, or distribution of illicit drugs and alcohol by students and employees.

As set forth in the statute, schools are required to provide at a minimum:

- A. An annual distribution, in writing, to each employee and student (regardless of the length of the student’s program of study), including:
- Standards of conduct that clearly prohibit, at a minimum, possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
 - A description of applicable legal sanctions under the local, state, or federal law
 - A description of health risks associated with the use of illicit drugs and the abuse of alcohol
 - A description of available drug or alcohol counseling, treatment, or rehabilitation or re-entry programs
 - A clear statement of the disciplinary sanctions that the University will impose on students and employees
- B. A biennial review by the University of its program to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced

Program Administration

For further information regarding the provisions of the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act contact:

Cairn University
200 Manor Avenue
Langhorne, PA 19047-2990

Cairn Office of Student Life
Cairn Health Services
Cairn Human Resources Department

(215) 702-4213
(215) 702-4334
(215) 702-4541

ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act (HEOA) requires safety-related requirements on institutions that participate in federal student financial aid programs which follow:

1. Fire Log: Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Cairn complies with this rule by including all fire-related incidents in the Daily Log. To view the most recent incidents please visit the Office of Safety & Security (OSS) in the Carriage House (708 S. Pine St.). Requests older than 60 days must be directed to the Director of the OSS. Information will be made available within two (2) business days of a request for public inspection.

2. Annual Fire Safety Report: Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Cairn complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the *Annual Security & Fire Safety Report*. Information contained in this annual fire safety report includes: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliance, smoking and open flames. The *Annual Security & Fire Safety Report* must include three (3) years of data.

If a fire occurs in any building, community members should immediately activate the fire alarm system by utilizing the nearest pull station, evacuate the building utilizing the nearest exit, and when it is safe to do so, notify the OSS by dialing Ext. 4350 from an on campus land line phone or (215) 702-4350 from any cell phone. If a member of the Cairn community finds evidence of a fire that has been extinguished, and the person is not sure whether the OSS has already responded, the community member should immediately notify the OSS to investigate and document the incident. Cairn students and/or employees should notify the OSS or members of Student Life if they have information regarding a possible fire statistic.

The campus fire alarm systems alert community members of potential hazards. Community members are required to heed an activated fire alarm system, and evacuate a building immediately. Use the nearest available exit to evacuate the building. Gather outside at a minimum distance of 100 feet from the building. Community members should familiarize themselves with the exits in each building.

When a fire alarm is activated, the elevators in most buildings will automatically recall to a pre-designated fire safe floor. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus ring to the OSS.

Fire Protection Equipment/Systems

All residential buildings and University buildings are equipped with automatic fire detection and alarm systems which are monitored by Siemens 24 hours a day, 365 days a year.

Health and Safety Inspections

Resident Assistants perform residential inspections weekly for freshmen, every other week for upper classman. Residents are notified beforehand of the inspection process. The inspections are conducted to identify safety violations as well as conditions which may be detrimental to the health or well-being of the wider residential community.

The inspections include a visual examination of electrical cords, sprinkler heads, smoke detectors and other life safety systems. In addition, each room is examined for the presence of prohibited items such as candles, halogen lamps, open coiled appliances, pets, etc. Rooms are also examined for evidence of prohibited activity such as smoking in the room, removal of door closers, unauthorized door locking or alarm mechanisms, removal of screens or other equipment, tampering with life safety equipment, etc. This inspection also includes a general assessment of cleanliness of the room, including food and waste storage.

Conditions warranting follow up are reported to the Residence Life staff, e.g., Residence Directors, for follow up. Resident Directors are expected to communicate with those residents, apply sanctions which can range from fines to expulsion from housing; and to document such follow up.

The resident's signature on the Community Life Covenant and Housing Contract signifies their acceptance of and responsibility for abiding by residential and University policies as provided through all printed publications, web sites, email and other vehicles. Specific Health and Safety policies and procedures are outlined in the Student Handbook as well as the Occupancy Agreement. Per the agreement, Campus Services may enter any room at any time for the purposes of inspection, establishment of order, maintenance, extermination, inventory correction, cleaning, or in case of emergency or other reasonable purposes."

Fire Definitions

Fire: Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency services.

Fire-related Deaths: Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).

Fire-related Injuries: Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

Estimated U.S. Dollar Loss Related to Fire Incidents: Estimated total U.S. dollar loss of both contents and structure or property destroyed because of a fire incident, not loss of business.

Evacuation Procedures Posted: When a fire alarm is activated, evacuation is mandatory. DO NOT use elevators; evacuate the building using the nearest available exit and proceed to a point a minimum of 100 feet from the building to begin an accountability and assessment process.

Fire Alarms Monitored by Siemens: Fire alarms are monitored 24 hours a day, seven days a week, 52 weeks a year by a contracted monitoring service.

Fire Safety Training Programs Delivered: Number of training programs delivered by Fire and Emergency Services or other responsible persons of authority within the University to occupants of residence halls, concerning fire prevention and preparedness.

Buildings Equipped with Fire Alarm Systems and Smoke Detectors: Buildings that have functional fire alarm systems and smoke detectors installed. Please note, all residence halls are equipped with a functional fire alarm system and smoke detectors.

Buildings Protected with Automatic Sprinkler System Throughout: Indicates an automatic sprinkler system protects all areas of a building. Please note, only Heritage Hall is equipped with sprinkler systems throughout. Heritage Hall has a wet-pipe automatic sprinkler system.

Fire Drills: The number of supervised scheduled drills or actual events at campus residence halls, that are facilitated and certified by the Office of Safety and Security in cooperation with assigned University building personnel and the Langhorne-Middletown Fire Department. Two (2) drills are conducted throughout the year to familiarize students, faculty and staff with emergency procedures and individual roles.

Fire Policies for On-Campus Student Housing Facilities

1. **Portable Electrical Appliances:** Hot plates, halogen lamps, immersion coils, air conditioners, freezers, dishwashers, washing machines, and open-coil appliances are prohibited in University residences as they pose a threat of electrical overload and/or fire. Space heaters may only be used when installed by Campus Services.

Microwaves, computers, stereos, televisions, radios, irons, non-commercial hairdryers, and other similar appliances are permitted, unless specifically prohibited by the residence staff. All appliances must have a manufacturer's label that show the electrical ratings and listing by a nationally recognized testing laboratory (e.g., ETL, UL, etc). We strongly recommend the use of surge protectors. No more than one refrigerator may be installed per room or apartment. Caution should be taken to prevent fire hazards resulting from excessive use of appliances and over-dependence on power strips and extension cords.

Lamps: A Special Safety Advisory – The use of halogen lamps is prohibited.

- Carefully read all safety instructions and warnings that accompany any lamp.
- Never use bulbs of a higher wattage or of a different style than is recommended by the manufacturer's instruction.
- Never remove or discard a bulb that is hot to the touch; don't try to operate a lamp that has damaged or missing parts.
- Do not place lamps near clothing, draperies, or bedding, as incidental contact with the lamp bulb could ignite the material. Keeps lamps away from windows, bunk beds, and closets.
- NEVER place materials such as towels or clothing on top of lamps.
- Avoid placing lamps in location where they may be knocked over.
- Always remember to turn off or unplug any lamp when changing bulbs or when leaving your room/apartment.
- Taking proper precautions and guarding against potential hazards posed by lamps will help ensure community safety.

2. **Smoking:** Smoking, including hookahs and other smoking paraphernalia, is prohibited in all residential buildings, academic buildings and campus grounds. Those who violate this policy may face disciplinary actions, fines, and possible termination of their Housing Agreement.

3. **Open Flames:** Fire or smoke producing articles, such as Bunsen burners, portable stoves, kerosene lamps, cut trees, incense and candles are prohibited in residences. Possession of hibachis, barbecue grills, smokers, potpourri burning units or other

fire-starting devices/ substances is prohibited in residences, as is their use in residential areas or adjacent outdoor space without staff supervision. Violators are subject to judicial action and criminal prosecution.

Reported Fires by Building Location for all Cairn On-Campus Residence Halls

Location	Total Fires			Date	Time	Cause
	2015	2016	2017			
Penndel A	0	0	0	N/A	N/A	
Penndel B	0	0	0	N/A	N/A	
Penndel C	0	0	0	N/A	N/A	
Penndel D	0	0	0	N/A	N/A	
Penndel E	0	0	0	N/A	N/A	
Penndel F	0	0	0	N/A	N/A	
Penndel G	0	0	0	N/A	N/A	
Penndel H	0	0	0	N/A	N/A	
Penndel I	0	0	0	N/A	N/A	
Penndel J	0	0	0	N/A	N/A	
Penndel K	0	0	0	N/A	N/A	
Heritage Hall	0	0	0	N/A	N/A	
Schofield	0	0	0	N/A	N/A	
Souder	0	1	0	N/A	N/A	Oven mitt in bottom drawer of oven
Stillman	0	0	0	N/A	N/A	
Memorial	0	0	0	N/A	N/A	
Davis	0	0	0	N/A	N/A	

Location	# of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to the Fire	Value of Property Damage Related to the Fire	Case #
Penndel A	0	0	0	
Penndel B	0	0	0	
Penndel C	0	0	0	
Penndel D	0	0	0	
Penndel E	0	0	0	
Penndel F	0	0	0	
Penndel G	0	0	0	
Penndel H	0	0	0	
Penndel I	0	0	0	
Penndel J	0	0	0	
Penndel K	0	0	0	
Heritage Hall	0	0	0	
Schofield	0	0	0	
Souder	0	0	0	CR07302016-0301
Stillman	0	0	0	
Memorial	0	0	0	
Davis	0	0	0	

Fire Safety Amenities for All On-Campus Residence Halls

Location	Fire Alarms Monitored by Siemens	Building Equipped with Full Sprinkler System	Building has Smoke Detectors & Fire Alarm	Fire Evacuation Plans Posted & Training Conducted	# of Evacuation Drills Conducted Per Year
Penndel A	Yes	No	Yes	Yes	2
Penndel B	Yes	No	Yes	Yes	2
Penndel C	Yes	No	Yes	Yes	2
Penndel D	Yes	No	Yes	Yes	2
Penndel E	Yes	No	Yes	Yes	2
Penndel F	Yes	No	Yes	Yes	2
Penndel G	Yes	No	Yes	Yes	2
Penndel H	Yes	No	Yes	Yes	2
Penndel I	Yes	No	Yes	Yes	2
Penndel J	Yes	No	Yes	Yes	2
Penndel K	Yes	No	Yes	Yes	2
Heritage Hall	Yes	Yes	Yes	Yes	2
Schofield	Yes	No	Yes	Yes	2
Souder	Yes	No	Yes	Yes	2
Stillman	Yes	No	Yes	Yes	2
Memorial	Yes	No	Yes	Yes	2
Davis	Yes	No	Yes	Yes	2