



**Cairn University
Office of Safety and Security (OSS)
2024 Annual Security and Fire Safety Report**

(For Calendar Year 2023)

Site: Langhorne Manor Campus



This Document is designed to inform you of the University's compliance with the Jeanne Cleary Disclosure of Campus Security and 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 Act Prevention Act of 1988, the Drug Free Schools and Communities Act of 1989, the Violence Against Women Act (VAWA) of 1994 and the Higher Education Opportunity Act of 2009.

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Office of Safety and Security (OSS) and other Important Telephone Numbers

EMERGENCY NUMBERS		
POLICE- FIRE – MEDICAL EMERGENCY	9-1-1	
OSS	(215) 702-4350	
LAW ENFORCEMENT AGENCIES / CONTACTS		
BUCKS COUNTY EMERGENCY COMMUNICATIONS	9-1-1	(215) 949-1000
PENNSYLVANIA STATE POLICE – Troop M	(215) 757-6921	
LANGHORNE MANOR POLICE	(215) 152-5072	
MIDDLETOWN TOWNSHIP POLICE	(215) 750-3845	
IMPORTANT PHONE NUMBERS / CAIRN UNIVERSITY		
OSS NON-EMERGENCY	(215) 702-4350	
DIRECTOR / OSS	(215) 702-4535	
TITLE IX COODINATOR	(215) 702-4848	
STUDENT LIFE	(215) 702-4213	
DEAN OF STUDENTS	(215) 702-4848	
DIRECTOR OF COMMUNITY LIFE	(215) 702-4215	
COUNSELING CENTER	(215) 702-4224	
HUMAN RESOURCES	(215) 702-4314	
HEALTH CENTER / NURSE	(215) 702-4334	

IMPORTANT NUMBERS / OTHER ORGANIZATIONS		
A WOMEN'S PLACE (DOMESTIC VIOLENCE SERVICES)	(215) 343-9241	(800) 220-8116
BUCKS COUNTY VICTIM/WITNESS ASSISTANCE UNIT	(215) 348-6292	
NETWORK OF VICTIM ASSISTANCE (NOVA)	(215) 343-6543	(800) 675-6900

Preparation and 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. It is located on the University's web site via the QR Code:



Each year, an e-mail notification of the QR Code 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. All prospective students may obtain a copy from the Admissions Office

Office of Safety and Security / Authority

Cairn University Office of Safety and Security (OSS) is not a police department and has no sworn officers. OSS 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.

Staff security personnel are authorized by the University to carry firearms but must first be Certified Agents under the Lethal Weapons Training Act, Pennsylvania Act 235.

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.

Law Enforcement Agencies that provide police service to the University:

Langhorne Manor Borough Police
Pennsylvania State Police
Middletown Township Police

The University employs a security force of unsworn personnel:

Director
Three Staff Supervisors (Lieutenant)
2 Part Time Staff Supervisors (Sergeant)
2 Part Time Staff Officers
Part Time Student Supervisor (Corporal)
Part Time Student Officers

OSS is overseen by the Vice President of Campus Operations. All part-time student officers are full-time undergraduate/graduate students.

All OSS Personnel are screened with a criminal background check, including:

Pennsylvania State Police “Patch” - Name Check,
Pennsylvania Department of Human Services - Child Abuse Check
FBI Fingerprint Check in accordance with Pennsylvania Act 153.

All officers are assigned to patrol student housing facilities and all buildings on campus. Security offices are staffed, and the security force is in operation 24 hours a day, 7 days a week.

The director is available Monday – Friday from 8:00 a.m. to 4:30 p.m.

OSS Headquarters is located at 708 S. Pine St. Langhorne, PA

During the evenings and overnights, OSS operates a Satellite Security Office, at:

Mason Activity Center First Floor / Room MAC 108
700 University Drive
Langhorne, PA. 19047

Extra officers are employed for special events.

Patrol personnel receive approximately 50 hours of e-learning and on-site job training in the following areas including but not limited to:

First Aid
CPR/AED
Naloxone Administration for opioid overdose.
STOP THE BLEED® I - Interactive Course teaching methods of bleeding control.
US Homeland Security – NSI Training: Private Sector Security – Identify pre-terrorism activities.
Report writing, interviewing victims, witness.

Supervisor personnel receive the above training in addition:

FEMA ICS Courses – including, but limited to:

IS 363 – Introduction to Emergency Management for Higher Education.

IS 906 – Workplace Security Awareness

IS 907 – Active Shooter

Cairn University OSS maintains a Federal Communications Commission (FCC) License to operate on assigned frequencies. Each patrol officer is equipped with a two-way radio which permits direct communication with the other officers on duty.

The supervisor carries a cell phone to receive incoming calls or to notify the authorities in an emergency.

One patrol truck and one patrol golf cart are available for patrol and emergency purposes. The patrol vehicles are conspicuously marked as patrol vehicles. The vehicles carry emergency equipment including but not limited to:

First Aid / Trauma kit.

Oxygen unit

AED

Blanket

The vehicles also have customer service items:

Jump Start Kits

Vehicle Lock-out tools

Air pump for tire inflation.

Each patrol officer is responsible for ensuring the protection and safety of both persons and property. Officers accomplish this by patrolling campus via vehicle or on foot and inspecting the university property ensuring that it is secure and by reporting any suspicious or unusual activities. Officers are responsible for reporting maintenance-related safety problems such as malfunctioning locks, broken windows, or burned-out lights.

Officers are empowered to enforce University Motor Vehicle Regulations.

Officers maintain a written daily report of rounds including any problems encountered during their shift. These are later reviewed by the Director and put on file.

OSS can be contacted 24 hours a day by calling (215) 702-4350.

Security problems should be addressed to the OSS director at (215) 702-4335.

OSS Contact Information via QR Code:



OSS

- **Medical emergencies** are handled by the health services nurse (215) 702-4334).

Medical emergencies, *after the Health Center is closed* should be directed to OSS at (215) 702-4350 and 911.

Health Center

- **Maintenance emergencies** should be reported to Campus Services (CS) (215) 702-4346 or OSS at (215) 702-4350

Cairn University Geography

OSS's on-campus Cleary reported property of about forty-eight acres with:

Campus Buildings

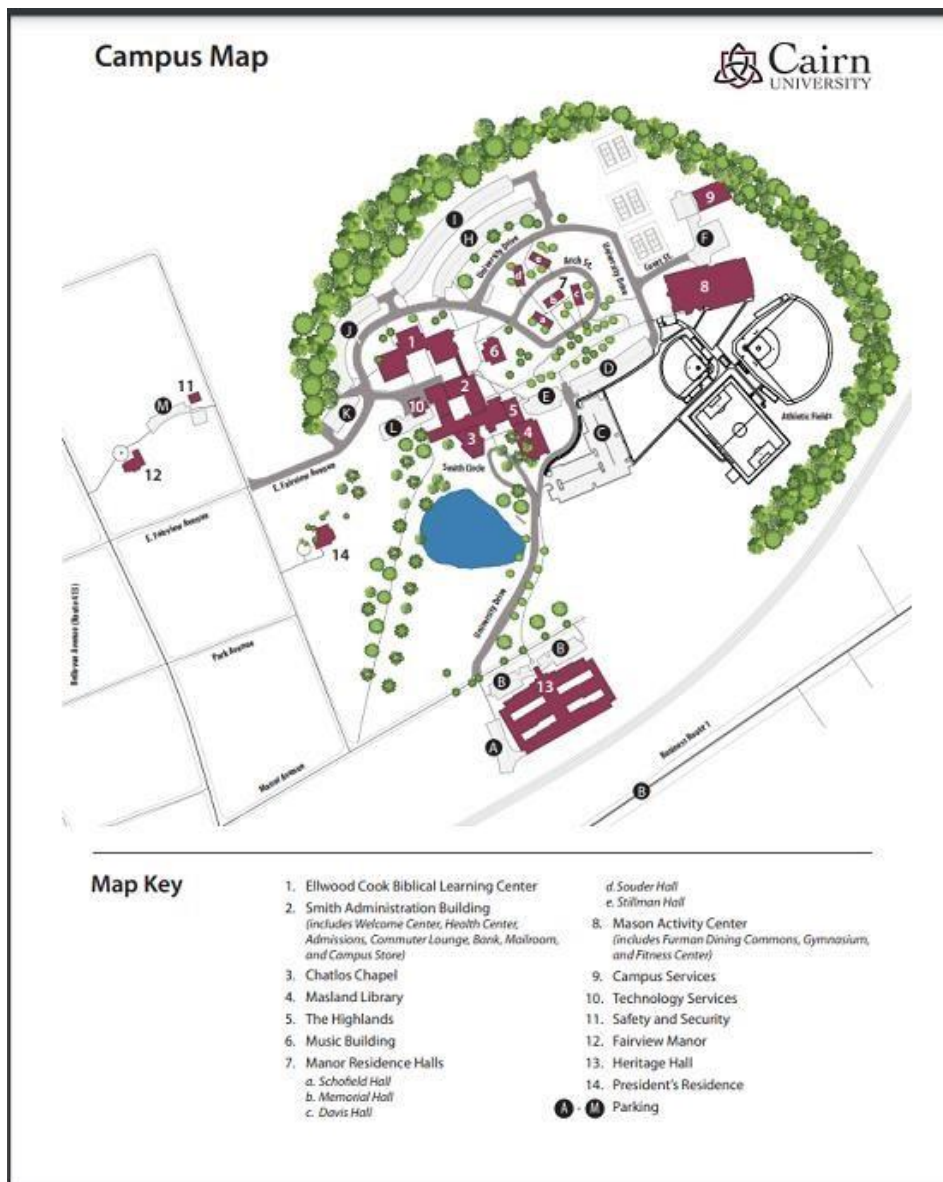
Residence Halls

Facilities

Sports Complex

All grounds owned by Cairn University

Streets that border the university property. Curb to curb.



Access to Campus Facilities

Safe Campus Initiative

Cairn University is committed to the provision of a safe campus for all members of the educational community. The University has created a “Safe Campus Initiative” that unifies governing policies and creates a team of trained professionals. This initiative allows Cairn to orient new community members, train students and employees on preventive measures, and provide methods of making reports when concerns exist.

This initiative has been modified to include procedures for ensuring the physical safety and security of the Cairn University community by adjusting the building access plan. During business hours, three entrances are open to faculty, staff, students, and guests. All other entrances are available by card reader access only. Residential sites are only accessible by card reader entrance. After 5pm, all buildings are only accessible by card reader.

During non-business hours, access to all University facilities is by key (if issued), electronic access card, or by direct admittance via OSS personnel or Student Life staff.

The Safe Campus Initiative is focused on three pillars:

Personal Wellness: Navigating the complexities of university life.

Prevention & Preparation: Taking the steps needed to protect yourself.

Community Care: Looking out for one another.

Each year the Safe Campus Team reviews University policy, federal and state law, and best practices in Student Life and Campus Safety. Throughout the time that employees and students are members of the Cairn community, this Safe Campus Initiative will orient members at the onset of their experience and continue to train and raise awareness on a yearly basis.

Security of Residence Halls

Locks

All University student housing is single sex. Approximately 450 single students (2 – 3 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 lit.

Vacation/Holiday Periods

Security coverage generally remains uninterrupted when significant numbers of students are present on campus.

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, Siemens automatically dispatches local emergency fire services.

Maintenance of Campus Facilities

All campus facilities are maintained via the tenets of Crime Prevention through Environmental Design, with lighting.

Technology Services

Maintain video monitoring and recording and maintain access control (card reader) systems.

Off-Campus Student Organizations

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

OSS Enforcement Jurisdiction

OSS Officers have no authority to take enforcement action outside the limits of the Clery reporting geographic area.

Most of the buildings on the main campus are located in:

Borough of Langhorne Manor, PA a residential community with a population of 1491 from the 2020 census. Langhorne Manor maintains a part-time police force. The Pennsylvania State Police covers Langhorne Manor when they are not on duty.

The east side of campus, which houses food services, athletic facilities, sports complex, maintenance building and a section of wooded and undeveloped land. The area is covered by Middletown Township Police, a full-time force of 61 officers as listed in the FBI UCR Report 2019, with a population of 45,013.

Criminal Background Checks:

The University does routinely conduct state and/or federal criminal background investigations on individuals: staff, faculty, student workers and volunteers, who work with minors in accordance with Pennsylvania Act 153.

Crisis Incident Response Team (CIRT)

The Critical Incident Response Team (CIRT) is a trained team of university administrators taking primary responsibility to respond to and address a critical incident. The CIRT consists of:

University President
Senior Vice President, Chief Operating Officer
Senior Vice President, Provost
Senior Vice President, Finance
Senior Vice President, Advancement
Vice President, Campus Operations
Director, Office of Safety and Security
Director, Technology Services
Dean of Students
Administrative Assistant to the President

The CIRT may be constituted in the event of a critical incident. Including timely warnings and emergency notifications.

Timely Warnings/ Emergency Notification

In the event a situation arises, either on or off campus, which constitutes an ongoing or continuing threat to campus users and /or property, a campus-wide “timely warning” will be issued by the CIRT Team.

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, and personal room to room communication, outdoor emergency siren / audible alert system, or a combination of these.

Depending on the circumstances of the event, 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 at OSS Headquarters, 708 S. Pine St, Langhorne, PA.

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.

The University will send mass notification in the event of campus emergencies or timely warnings.

Emergency Response and 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.

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.

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 for meeting 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 residence rooms, and the location of fire extinguishers and alarms is discussed.

Throughout the academic year, security reminders and updates are published in the Cairn University app; on the University's website; and in special alert e-mail or text messages.

Changes in procedures are announced through the Cairn University app or Student Life announcements. 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 from the OSS.

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; through OSS social media platforms; 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.

ALWAYS lock room doors when you are not there.

DO NOT leave valuables or cash unprotected.

Take inventory of valuables such as electronics and jewelry, recording serial numbers when available and marking items to identify them whenever possible.

Park cars, motorcycles, and bicycles in the designated areas and keep them locked when not in use.

Put valuables in the trunk of a car rather than in full view.

At night, walk: (a) ONLY in lighted areas; (b) quickly and confidently; (c) always with a friend.

a. Security escorts are available. Call OSS (215) 702-4350

An OSS Officer will provide an escort by vehicle or foot to your destination.

Challenge the presence of strangers in the residence halls. Immediately report any person looking or acting suspiciously to campus security or to a resident assistant.

NEVER prop open an exterior door. (\$50 fine for violation of this rule.)

Do not give unidentified persons access to a resident unit.

Always carry your keys and do not lend them to anyone.

Do not give personal telephone numbers to anyone whom you do not know well.
If you have further **non-emergency** questions about security, please contact OSS at (215) 702-4350. / security@cairn.edu

If it is an emergency, Call 9-1-1 **and** OSS (215) 702-4350

Reporting Crimes

Individuals who witness or become the victim of a crime on campus are strongly encouraged to contact the OSS immediately by telephone, calling (215) 702 – 4350. Especially for an immediate response.

Reporting may also be by reporting the matter in person to any OSS officer on duty or emailing OSS at security@cairn.edu

Courtesy phones which can be used to contact Cairn security or to call 911:
Heritage Residence Hall
Mason Activity Center / OSS Satellite Office / Emergency Phone Across from office.
Emergency Call Box outside OSS Headquarters.

Crimes may also be reported in person to:

Any OSS member,
Title IX Coordinator
Resident Assistant
Resident Director
Director of Community Life
Dean of Students
Athletic coach
Faculty/staff advisor or
Any Campus Security Authority (CSA) defined forth coming.

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 the Office 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 and anonymity of student(s) and employee(s). 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.

Campus Security Authority

The University has advised and trained individuals who are deemed "Campus Security Authorities" by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of their duty to report all Clery Act crimes to the Office of Safety and Security for inclusion in the annual disclosure of crime statistics.

Under the Clery Act, a Campus Security Authority (CSA) is defined an individual who is an official of the institution and has significant responsibility for student and campus activities, including but not limited to:

Office of Safety and Security (OSS) Personnel

Title IX Officials

Human Resource Personnel

Campus Judicial Proceedings participant(s)

Student Life Staff

Campus Ministries

Student Housing & Residential Living Staff, including Resident Assistants

Faculty or Staff Advisors to Student Organizations
Student Organization Advisors
Director of Athletics
Intercollegiate and Athletic Coaches
Athletics Department Staff
Student Health Center Director (Nurse)

There are two classifications of individuals who, although they have significant responsibilities for student and campus activities, are not considered CSAs under the Clery Act:

Pastoral counselor: An individual who is associated with a religious order or denomination is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

Professional counselor: An individual whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition also applies to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.

Information is collected from Campus Security Authorities, multiple University Departments and servicing police departments, and is maintained by the OSS for inclusion in the Annual Security and Fire Safety Report.

Daily Crime Log

The Office of Safety and Security (OSS) maintains a daily electronic crime log reflecting all crimes which have occurred at the Cairn University main campus in the prior 30 days. This electronic log is updated daily and retained in the main security building at 708 S. Pine Street. It may be reviewed by contacting the Director of Safety and Security at (215)702-4535, Monday through Friday, 8 a.m. to 4:30 p.m.

Campus SaVE Act/Violence Against Women Act (VAWA), Sexual Harassment, Sexual Assault, Dating & Domestic Violence and Stalking Policy Statements

Cairn University is committed to maintaining a positive, constructive environment in which employees and students may enjoy safety and equality in their employment and educational pursuits.

The University prohibits discrimination, including harassment, which is defined as detrimental action based on an individual's sex, race, color, age, national or ethnic origin, physical or mental disability, or pregnancy status.

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.

Terms Violence Against Women Act (VAWA):

Domestic Violence: The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the of violence occurred, or 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 of violence occurred.

Dating Violence: Dating Violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Dating violence involves a person:

Who is or has been in a social relationship of a romantic or intimate nature with the victim.

Where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the people involved in the relationship.

Crime Definitions

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

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 and victim is under the 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:

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 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.

Scope

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

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 education opportunities.

Stalking: The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

Definitions —As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

“Course of conduct” means two or more acts, including, but not limited to, acts in 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.

“Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

“Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Non-Discrimination & Title IX

Cairn University complies with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et seq., and subsequent regulations, which prohibits discrimination on the basis of sex, race, color, age, national or ethnic origin, physical or mental disability, veteran status, pregnancy status or other protected status in all programs and activities receiving federal financial assistance. The Supreme Court, Department of Education and Office of Civil Rights has confirmed that colleges have an obligation under Title IX to prevent and address harassment against students, regardless of whether the harassment is perpetrated by peers, teachers, or other school officials.

Sexual harassment of students, which includes acts of sexual violence, dating and domestic violence, and stalking, is a form of sex discrimination prohibited by Title IX. Cairn University is committed to being a campus free of any form of sexual harassment, intimidation, or exploitation. The University’s Policy regarding sexual harassment is available within the Office of Student Life, or from the Title IX Coordinator.

To ensure compliance with Title IX, the University has designated a Title IX Team led by a Title IX Coordinator. The Dean of Students serves as the Title IX coordinator and is the primary contact person responsible for overseeing and providing leadership to the Title IX team, who carry out investigations, compliance-related responsibilities, and reporting.

Cairn University desires and is required to take every complaint seriously. When a complaint is reported it will be examined by the Title IX Coordinator to determine if enough details are known to verify the concern. This is done through conversations with those named in the complaint. If it is determined that the concern is credible and a potential discriminatory act has been committed, then the case is turned over to internal investigators. A thorough investigation will commence, and a final determination will be reached based on a clear and convincing standard of evidence.

Due to the serious nature of these types of complaints and the fact that Cairn is required to investigate any known report, most of the University staff and faculty including coaches, trainers, resident assistants, Resident Directors, Board of Trustee members and administration are mandatory reporters. This means that if they are aware of discrimination particularly any type of sexual misconduct, whether informed directly or indirectly, they are to make that known immediately.

The staff of the Counseling Center and the University Health Center Nurse are designated as having the privilege of confidentiality. You can talk to them freely, seeking input and help without fear of your situation being told to the Title IX Coordinator. The only exception to that is if the counselor determines that due to an assault happening on or near campus and the fact that the perpetrator might still be a threat the counselor is obligated to contact the Office of Safety and Security and make a report of anonymity which never uses any names but warns of the imminent danger to the community.

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.

Report Process

Informal Report. A person may contact the Dean of Students 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 Dean of Students (or if the complaint involves the Dean of Students, to the Provost). The fact-finding process shall be handled in the following manner:

A meeting shall be arranged which will include the Dean of Students (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.

A meeting shall then be arranged which will include the Dean of Students (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.

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

1. The complaint may be withdrawn, and no further action taken.
2. If the complaint is lodged against a student and if evidence strongly indicates that the accusation is true, the Dean of Students (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.
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.

In response to the disciplinary action, the accused, if a student, has the right to hearing headed up by either the Dean of Students or the Provost.

After the hearing, either individual (complainant or accused), if a student, may appeal directly to the Dean of Students 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.

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.

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.

Preventing Sexual Assault

To deter sexual assault students should:

Walk in lighted and familiar areas.

Walk with a companion.

On the Langhorne campus, make use of the campus Security escorts.

Be direct and firm with someone who is pressuring you sexually.

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 violates the University's standards of conduct.

Follow these guidelines when on dates:

1. Clearly establish the expectation that you and your date will agree, in advance, of where you will go and what you will do.
2. Set boundaries.
3. Let someone know where you are going, when you expect to return, and whom you will be with.
4. When feeling uncomfortable, pay attention to that feeling and begin to plan a way to get to a safe place.
5. To avoid instigation of inappropriate behavior, as a student you should:
6. Know that you are expressing hostility and aggression if you try to force or coerce someone to engage in sex.
7. Accept the other person's decision not to have sexual contact.
8. Do not assume that because a person is flirtatious that s/he wants to have a sexual relationship.
9. Do not assume that paying for a date means that the partner owes sexual favors.
10. Avoid the use of alcohol and illegal use of drugs.

Protocol for Sexual Assault Victims

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

1. Get to a safe place.
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 bag rather than a plastic bag.
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. 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.
5. Contact the University's Health Center nurse or Counseling Center 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.
6. When calm, he/she should prepare written notes of the incident.

Report the Incident

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.

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.

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.

University Disciplinary Action

A student who has been sexually assaulted and is considering University action, shall arrange to meet with the Dean of Students as described in section 1.2.

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.

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.*

A student who is the victim of a rape or sexual assault has several options regarding how the case is handled. The student may choose to:

1. Press criminal charges through the local police department. press charges through both the judicial and University disciplinary systems concurrently.
2. Press no charges but request a facilitated meeting with the assailant to discuss the incident; or press no charges but have the Director of Safety and Security or the Dean of Students discuss the incident with the assailant.

If the student chooses to participate in the University adjudication process, s/he must contact the Dean of Students. Charges may be filed directly by the complainant or by the University based on 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.

At the complainant's request, the Dean of Students will make special provisions for alternate campus housing, if applicable.

At the complainant's request, the Provost's Office will instruct the registrar to effect changes in the complainant's academic schedule such as:

Change of classes

Change of academic adviser

Extension on assigned quizzes or exams

Approval to take the course elsewhere and transfer credit back to the

University Independent study with a different professor and with fee waived

Other special support, provided as appropriate upon request.

Disciplinary Procedures

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.

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 Dean of Students requesting permission to visit campus. To gain reentrance to the University, such students must follow regular admission procedures.

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.

If the student wishes to dispute the alleged charges, the student shall arrange to meet with the Dean of Students to resolve the disagreement. A description of procedures to be followed in such cases is available in the Office of Student Life.

Appeals Process

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:

1. The discipline imposed is disproportionate to the offense (including consideration of the student's prior offenses or willingness to cooperate).
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.
3. The decision was not supported by sufficient evidence.
4. New evidence has become available that would have significantly altered the results.

Written appeals shall be submitted to the Provost with a copy to the Dean of Students. The Dean of Students will be invited to submit a response to the appeal. Imposition of discipline may be deferred pending the review of the appeal request.

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

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 the appeal has been satisfied.

In student disciplinary matters, the context of individual circumstances is considered when deciding whether 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.

Resources

RESOURCE	PHONE	SECONDARY PHONE
CAIRN UNIVERSIT HEALTH CENTER (NURSE):	(215) 702 - 4334	
A WOMEN'S PLACE (DOMESTIC VIOLENCE SERVICES:	(800) 220 – 8116	(215) 343-9241
NETWORK OF VICTIM ASSISTANCE (NOVA):	(800) 675-6900	(215) 343-6543
BUCKS COUNTY VICTIM/WITNESS ASSSISTANCE UNIT	(215) 348 - 6292	
AIDS HOTLINE:	(800) 342 - 2437	

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.

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: Scan the QR CODE below:



Information regarding the possibility of registered sex offenders on the campus of Cairn University may also be obtained from the following agencies:

AGENCY	ADDRESS	PHONE NUMBER
<i>Langhorne Manor Police</i>	618 Hulmeville Avenue Langhorne, PA 19047	(215) 727-5072
<i>Pennsylvania State Police</i>	Troop M - Trevose 3701 Old Trevose Road Bensalem, PA (215) 9423900	(215) 942-3900
	Troop M - Fogelsville 8320 Schantz Road Breinigsville, PA	(610) 395-1438
	Troop J - Lancaster 2099 Lincoln Hwy Lancaster, PA 17602	(610) 486-6380
<i>Middletown Township Police Dept.</i>	3 Municipal Way Langhorne, PA 19047	(215) 750-3845

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.”

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.

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.

Below is a list of some ways to be an active bystander.

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.

STRATEGIES FOR BYSTANDER INTERVENTION

1 Recognize that something is wrong.

2 Be Direct. Step in directly and intervene.

3 Distract. Change the situation, create a distraction or diversion.

4 Delegate. Go to a higher authority (police, security, manager)

5 Caring response to the survivor, offer them supportive resources.

RECOGNIZE

INTERVENE

EMPATHY

SCAN TO LEARN MORE
paveuniversity.thinkific.com

pave

The infographic features a large number '5' in the top left corner. To the right of the title is an illustration of a person with a speech bubble saying 'HELP!'. The five steps are listed on the left side, each with a circled number. The three key concepts are listed on the right side, each with an illustration: 'RECOGNIZE' shows a person with a speech bubble containing an exclamation mark; 'INTERVENE' shows three people; 'EMPATHY' shows two people. At the bottom left is the 'pave' logo, and at the bottom center is a QR code with the text 'SCAN TO LEARN MORE' and the URL 'paveuniversity.thinkific.com'.

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 emergency contacts. 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.

ALCOHOL AND DRUG ABUSE: POLICY AND PREVENTION

Considering 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 that the following are prohibited on Cairn campus property:

Tobacco
Alcohol
Illegal drugs, including illegally obtained prescription drugs.
Gambling.

All state and federal laws concerning these are to be strictly observed.
The use, sale, or purchase of illegal drugs on university premises is strictly prohibited.

Illegal drugs are those on the list of “controlled substances” published by the Federal Drug Enforcement Administration, which includes, but is not limited to:

Methamphetamine
Crack
LSD
Cocaine
MDMA (ecstasy)
PCP
Heroin.

For policy purposes, illegal drugs also include any medications which, while legal, are obtained without physician’s authorization and intended for recreational use or sale.

Pennsylvania law states:

“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
<p>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.</p> <p>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.</p> <p>In disciplinary matters, parents are notified only after students are determined to be responsible for a violation of University rules or standards.</p> <p>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.</p>

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 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 by Americans. In a recent survey, 82.5 percent of all people 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

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.

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 use 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
<i>Cannabinoids</i>			
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	
<i>Depressants</i>			
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 for benzodiazepines—sedation, drowsiness/dizziness for flunitrazepam—visual and gastrointestinal disturbances, urinary retention, memory loss for the time under the drug's effects For GHB—drowsiness, nausea/vomiting, headache, loss of consciousness, loss of reflexes, seizures, coma, death</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	for methaqualone— <i>euphoria/depression, poor reflexes, slurred speech, coma</i>

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	<i>For PCP and analogs—possible decrease in blood pressure and heart rate, panic, aggression, violence/loss of appetite, depression</i>
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> <i>Also, for LSD and mescaline—increased body temperature, heart rate, blood pressure; loss of</i>
Mescaline	buttons, cactus, mesc, peyote	I/swallowed, smoked	

Substances: Category & Name	Examples of Commercial & Street Names	DEA Schedule*/ How Administered**	Intoxication Effects/Potential Health Consequences
			<i>appetite, sleeplessness, numbness, weakness, tremors</i> <i>Also, for LSD—persistent mental disorders</i>
Psilocybin	magic mushroom, purple passion, shrooms	I/swallowed	<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	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>

	and syrup		<i>Also, for codeine—less analgesia, sedation, and respiratory depression than morphine</i>
fentanyl and fentanyl analogs	<i>Actiq, Duragesic, Sublimaze: Apache, China girl, China white, dance fever, friend, goodfella, jackpot, murder 8, TNT, Tango and Cash</i>	I, II/injected, smoked, snorted	<i>For heroin—staggering gait</i>
Heroin	<i>Diacetyl-morphine: brown sugar, dope, H, horse, junk, skag, skunk, smack, white horse</i>	I/injected, smoked, snorted	
Morphine	<i>Roxanol, Duramorph: M, Miss Emma, monkey, white stuff</i>	II, III/injected, swallowed, smoked	
Opium	<i>Laudanum, paregoric: big O, black stuff, block, gum, hop</i>	II, III, V/swallowed, smoked	
oxycodone HCL	<i>Oxycontin: Oxy, O.C., killer</i>	II/swallowed, snorted, injected	
hydrocodone bitartrate, acetaminophen	<i>Vicodin: vike, Watson-387</i>	II/swallowed	
Stimulants			
Amphetamine	<i>Biphetamine, Dexedrine: bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers</i>	II/injected, swallowed, smoked, snorted	<i>Increased heart rate, blood pressure, metabolism; feelings of exhilaration, energy, increased mental alertness/rapid or irregular heartbeat; reduced appetite, weight loss, heart failure, nervousness, insomnia</i> <i>Also, for amphetamine—rapid breathing/tremor, loss of coordination;</i>
Cocaine	<i>Cocaine hydrochloride: blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot</i>	II/injected, smoked, snorted	<i>irritability, anxiousness, restlessness, delirium, panic, paranoia, impulsive behavior, aggressiveness, tolerance, addiction, psychosis</i>
MDMA (methylenedioxymethamphetamine)	<i>Adam, clarity, ecstasy, Eve, lover's speed, peace, STP, X, XTC</i>	I/swallowed	<i>For cocaine—increased temperature/chest pain, respiratory failure, nausea, abdominal pain,</i>

Substances: Category & Name	Examples of Commercial & Street Names	DEA Schedule*/ How Administered**	Intoxication Effects/Potential Health Consequences
methamphetamine	Desoxyn: <i>chalk, crank, crystal, fire, glass, go fast, ice, meth, speed</i>	II/injected, swallowed, smoked, snorted	strokes, seizures, headaches, malnutrition, panic attacks <i>For MDMA—mild hallucinogenic effects, increased tactile sensitivity, empathic feelings/impaired memory and learning, hyperthermia, cardiac toxicity, renal failure, liver toxicity</i> <i>For methamphetamine—aggression, violence, psychotic behavior/memory loss, cardiac and neurological damage; impaired memory and learning, tolerance, addiction</i> <i>For nicotine—additional effects attributable to tobacco exposure; adverse pregnancy outcomes; chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction</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	
Nicotine	Cigarettes, cigars, smokeless tobacco, snuff, spit tobacco, bidis, chew	Not scheduled/smoked, snorted, taken in snuff and spit	
Other Compounds			
anabolic steroids	<i>Anadrol, Oxandrin, Durabolin, DepoTestosterone, 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>
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, 200

ALCOHOL EFFECTS

Alcohol consumption causes several 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_bodyoftext.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. At the beginning of the fall semester, personnel from the Office of Safety and Security meet with the Residence Life team 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 grams mixture	<p>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p>Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment.</p> <p>Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	5 kgs or more mixture	<p>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment.</p> <p>Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>		
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture			
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture			
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture			
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture			
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture			
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture			
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm 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		<p>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.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>			
Flunitrazepam (Schedule IV)	1 gram					
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>				
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>				
Flunitrazepam (Schedule IV)	Other than 1 gram or more					
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>				

FEDERAL TRAFFICKING PENALTIES—MARIJUANA—

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) marijuana plants; 1 to 49 marijuana plants;	Not less than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not less than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

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:

RESOURCE NAME	ADDRESS	PHONE NUMBER
Cairn University – Health Services	200 Manor Avenue Langhorne PA 19047	(215) 702-4334
Cairn University – Counseling Center	200 Manor Avenue Langhorne PA 19047	(215) 702-4224
Alcoholics Anonymous	District 23 AA Bucks and Montgomery County	(215) 923-7900
Livingrin Foundation	4833 Hulmeville Road Bensalem, PA 19020	(215) 638-5200 (800) 245-4746
Gaudenzia Lower Bucks Addiction, Treatment and Recovery Services (Lower Bucks Hospital)	501 Bath Rd Bristol, PA 19007	(833) 976-4357
America's Keswick Addiction Recovery Center	601 County Rd 530 Suite A Whiting, NJ 08759	(723) 350-1187 (800) 453-7942
Bucks County Drug and Alcohol Commission, Inc.	55 East Court St, 4 th Floor Doylestown, PA	(215) 444-2730

The Southern Bucks Recovery Community Center	1286 Veterans Hwy Bristol, PA 19007	(215) 788-3738
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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 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:

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.

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

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

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

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.

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.

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:

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 reentry programs

A clear statement of the disciplinary sanctions that the University will impose on students and employees.

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
Program Administration
200 Manor Avenue
Langhorne, PA 19047
(215) 702-4541**

Office of Student Life	(215) 702-4212
Cairn Health Services	(215) 702-4334
Human Resources Department	(215) 7024314

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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 Pennsylvania State Police, Trevese and Lancaster Stations, PA, the Tradaghton Valley Regional Police Department, Jersey Shore, PA, 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 act 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 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	2021		2022		2023	
	Student	Employee	Student	Employee	Student	Employee
	1005.87	178.00	971.66	232.00	964.60	165.00
	Total FTE: 1183.87		Total FTE: 1203.66		Total FTE: 1129.60	
	Actual	Index	Actual	Index	Actual	Index
Part One Offenses						
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	1	88.53
Robbery	0	0	0	0	0	0

	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Theft - Larceny	5	418.74	10	844.69	2	177.05
Motor Vehicle Theft	0	0	0	0	1	88.53
Arson	0	0	0	0	0	0
TOTAL	5	418.74	10	844.69	4	354.11
Part Two Offenses						
Other Assault	2	167.49	2	168.94	1	88.53
Forgery	0	0	0	0	0	0
Counterfeiting	0	0	0	0	0	0
Fraud	1	83.74	0	0	0	0
Embezzlement	0	0	0	0	0	0
Stolen Property	0	0	0	0	0	0
Vandalism	1	83.74	0	0	0	0
Weapons	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0
Other Sex Offenses	0	0	0	0	0	0
Drug Abuse Violations	2	167.49	0	0	0	0
Gambling	0	0	0	0	0	0
Family Offenses	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0
Liquor Law	1	83.74	0	0	1	88.53
Drunkenness	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0	0
Vagrancy	0	0	1	84.47	0	0
All Other Offenses*	3	251.24	2	168.94	5	442.63
TOTAL	10	837.50	5	422.34	7	619.68

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.*

Cairn University Clery Annual Report
Crime Statistics

2023	Criminal Offenses	ON CAMPUS		ON CAMPUS (TOTAL)	NON- CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
CRIMINAL HOMICIDE						
MURDER/NONNEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
SEX OFFENSES						
SEX OFFENSE: FONDLING	0	0	0	0	0	0
SEX OFFENSE: INCEST	0	0	0	0	0	0
SEX OFFENSE: RAPE	1	0	1	0	0	0
SEX OFFENSE: STATUTORY RAPE	0	0	0	0	0	0
ROBBERY						
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT						
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY						
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT						
MOTOR VEHICLE THEFT	0	0	0	1	0	0
ARSON						
ARSON	0	0	0	0	0	0
UNFOUNDED CRIMES TOTAL: 0						

2022	Criminal Offenses	ON CAMPUS		ON CAMPUS (TOTAL)	NON-CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
CRIMINAL HOMICIDE						
	MURDER/NONNEGLIGENT MANSLAUGHTER	0	0	0	0	0
	NEGLIGENT MANSLAUGHTER	0	0	0	0	0
SEX OFFENSES						
	SEX OFFENSE: FONDLING	0	0	0	0	0
	SEX OFFENSE: INCEST	0	0	0	0	0
	SEX OFFENSE: RAPE	0	0	0	0	0
	SEX OFFENSE: STATUTORY RAPE	0	0	0	0	0
	ROBBERY	0	0	0	0	0
	AGGRAVATED ASSAULT	0	0	0	0	0
	BURGLARY	1	0	1	0	0
	MOTOR VEHICLE THEFT	0	0	0	0	0
	ARSON	0	0	0	0	0
	UNFOUNDED CRIMES TOTAL: 0					

2021	Criminal Offenses	ON CAMPUS		ON CAMPUS (TOTAL)	NON-CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
CRIMINAL HOMICIDE						
	MURDER/NONNEGLIGENT MANSLAUGHTER	0	0	0	0	0
	NEGLIGENT MANSLAUGHTER	0	0	0	0	0
SEX OFFENSES						
	SEX OFFENSE: FONDLING	0	3	3	0	0
	SEX OFFENSE: INCEST	0	0	0	0	0
	SEX OFFENSE: RAPE	0	0	0	0	0
	SEX OFFENSE: STATUTORY RAPE	0	0	0	0	0
	ROBBERY	0	0	0	0	0
	AGGRAVATED ASSAULT	0	0	0	0	0
	BURGLARY	0	0	0	0	0
	MOTOR VEHICLE THEFT	0	0	0	0	0
	ARSON	0	0	0	0	0
	UNFOUNDED CRIMES TOTAL: 0					

2023 Arrest and Judicial Referrals	ON CAMPUS		ON CAMPUS (TOTAL)	NON- CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
ARRESTS					
LIQUOR LAW VIOLATIONS	0	0	1	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0
JUDICIAL REFERRALS					
LIQUOR LAW VIOLATIONS	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0

2022 Arrest and Judicial Referrals	ON CAMPUS		ON CAMPUS (TOTAL)	NON- CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
ARRESTS					
LIQUOR LAW VIOLATIONS	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0
JUDICIAL REFERRALS					
LIQUOR LAW VIOLATIONS	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION	0	1	1	0	0

2021 Arrest and Judicial Referrals	ON CAMPUS		ON CAMPUS (TOTAL)	NON- CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
ARRESTS					
LIQUOR LAW VIOLATIONS	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0
JUDICIAL REFERRALS					
LIQUOR LAW VIOLATIONS	0	0	0	0	1
DRUG LAW VIOLATIONS	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0

ON CAMPUS

Clery Hate Crime Statistics

2023 ON CAMPUS Clery Act Reportable Offenses	Category of Hate Crime							National	Gender
	Race	Gender	Religion	Sexuality	Ethnicity	Disability	Origin	Identity	
MURDER/NONNEGLIGENT	0	0	0	0	0	0	0	0	
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	
SEX OFFENSE: FONDLING	0	0	0	0	0	0	0	0	
SEX OFFENSE: INCEST	0	0	0	0	0	0	0	0	
SEX OFFENSE: RAPE	0	0	0	0	0	0	0	0	
SEX OFFENSE: STATUTORY	0	0	0	0	0	0	0	0	
ROBBERY	0	0	0	0	0	0	0	0	
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	
BURGLARY	0	0	0	0	0	0	0	0	
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	
ARSON	0	0	0	0	0	0	0	0	
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0	0	0	
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	
INTIMIDATION	0	0	0	0	0	0	0	0	
LARCENY	0	0	0	0	0	0	0	0	
DESTRUCTION OF PROPERTY	0	0	0	0	0	0	0	0	
Totals	0	0	0	0	0	0	0	0	

2022 ON CAMPUS Clery Act Reportable Offenses	Category of Hate Crime							National	Gender
	Race	Gender	Religion	Sexuality	Ethnicity	Disability	Origin	Identity	
MURDER/NONNEGLIGENT	0	0	0	0	0	0	0	0	
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	
SEX OFFENSE: FONDLING	0	0	0	0	0	0	0	0	
SEX OFFENSE: INCEST	0	0	0	0	0	0	0	0	
SEX OFFENSE: RAPE	0	0	0	0	0	0	0	0	
SEX OFFENSE: STATUTORY	0	0	0	0	0	0	0	0	
ROBBERY	0	0	0	0	0	0	0	0	
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	
BURGLARY	0	0	0	0	0	0	0	0	
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	
ARSON	0	0	0	0	0	0	0	0	
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0	0	0	
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	
INTIMIDATION	0	0	0	0	0	0	0	0	
LARCENY	0	0	0	0	0	0	0	0	
DESTRUCTION OF PROPERTY	0	0	0	0	0	0	0	0	
Totals	0	0	0	0	0	0	0	0	

2021 Clery Act Reportable Offenses	ON CAMPUS Category of Hate Crime							National Origin	Gender Identity
	Race	Gender	Religion	Sexuality	Ethnicity	Disability			
MURDER/NONNEGLIGENT	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSE: FONDLING	0	0	0	0	0	0	0	0	0
SEX OFFENSE: INCEST	0	0	0	0	0	0	0	0	0
SEX OFFENSE: RAPE	0	0	0	0	0	0	0	0	0
SEX OFFENSE: STATUTORY	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0	0	0
LARCENY	0	0	0	0	0	0	0	0	0
DESTRUCTION OF PROPERTY	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

NON CAMPUS

Clery Hate Crime Statistics

2023	NON-CAMPUS	Category of Hate Crime							National Origin	Gender Identity
		Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability		
MURDER/NONNEGLIGENT	0	0	0	0	0	0	0	0	0	
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	
SEX OFFENSE: FONDLING	0	0	0	0	0	0	0	0	0	
SEX OFFENSE: INCEST	0	0	0	0	0	0	0	0	0	
SEX OFFENSE: RAPE	0	0	0	0	0	0	0	0	0	
SEX OFFENSE: STATUTORY	0	0	0	0	0	0	0	0	0	
ROBBERY	0	0	0	0	0	0	0	0	0	
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	
BURGLARY	0	0	0	0	0	0	0	0	0	
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	
ARSON	0	0	0	0	0	0	0	0	0	
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0	0	0	0	
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	
INTIMIDATION	0	0	0	0	0	0	0	0	0	
LARCENY	0	0	0	0	0	0	0	0	0	
DESTRUCTION OF PROPERTY	0	0	0	0	0	0	0	0	0	
Totals	0	0	0	0	0	0	0	0	0	

2022	NON-CAMPUS	Category of Hate Crime							National Origin	Gender Identity
		Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability		
MURDER/NONNEGLIGENT	0	0	0	0	0	0	0	0	0	
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	
SEX OFFENSE: FONDLING	0	0	0	0	0	0	0	0	0	
SEX OFFENSE: INCEST	0	0	0	0	0	0	0	0	0	
SEX OFFENSE: RAPE	0	0	0	0	0	0	0	0	0	
SEX OFFENSE: STATUTORY	0	0	0	0	0	0	0	0	0	
ROBBERY	0	0	0	0	0	0	0	0	0	
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	
BURGLARY	0	0	0	0	0	0	0	0	0	
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	
ARSON	0	0	0	0	0	0	0	0	0	
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0	0	0	0	
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	
INTIMIDATION	0	0	0	0	0	0	0	0	0	
LARCENY	0	0	0	0	0	0	0	0	0	
DESTRUCTION OF PROPERTY	0	0	0	0	0	0	0	0	0	
Totals	0	0	0	0	0	0	0	0	0	

2021 Clery Act Reportable Offenses	NON-CAMPUS Category of Hate Crime							National Origin	Gender Identity
	Race	Gender	Religion	Sexuality	Ethnicity	Disability			
MURDER/NONNEGLIGENT	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSE: FONDLING	0	0	0	0	0	0	0	0	0
SEX OFFENSE: INCEST	0	0	0	0	0	0	0	0	0
SEX OFFENSE: RAPE	0	0	0	0	0	0	0	0	0
SEX OFFENSE: STATUTORY	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0	0	0
LARCENY	0	0	0	0	0	0	0	0	0
DESTRUCTION OF PROPERTY	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

PUBLIC PROPERTY

Clery Hate Crime Statistics

2023 Clery Act Reportable Offenses	PUBLIC PROPERTY							Category of Hate Crime	
	Race	Gender	Religion	Sexuality	Ethnicity	Disability	National Origin	Gender Identity	
MURDER/NONNEGLIGENT	0	0	0	0	0	0	0	0	
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	
SEX OFFENSE: FONDLING	0	0	0	0	0	0	0	0	
SEX OFFENSE: INCEST	0	0	0	0	0	0	0	0	
SEX OFFENSE: RAPE	0	0	0	0	0	0	0	0	
SEX OFFENSE: STATUTORY	0	0	0	0	0	0	0	0	
ROBBERY	0	0	0	0	0	0	0	0	
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	
BURGLARY	0	0	0	0	0	0	0	0	
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	
ARSON	0	0	0	0	0	0	0	0	
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0	0	0	
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	
INTIMIDATION	0	0	0	0	0	0	0	0	
LARCENY	0	0	0	0	0	0	0	0	
DESTRUCTION OF PROPERTY	0	0	0	0	0	0	0	0	
Totals	0	0	0	0	0	0	0	0	

2022 Clery Act Reportable Offenses	PUBLIC PROPERTY							Category of Hate Crime	
	Race	Gender	Religion	Sexuality	Ethnicity	Disability	National Origin	Gender Identity	
MURDER/NONNEGLIGENT	0	0	0	0	0	0	0	0	
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	
SEX OFFENSE: FONDLING	0	0	0	0	0	0	0	0	
SEX OFFENSE: INCEST	0	0	0	0	0	0	0	0	
SEX OFFENSE: RAPE	0	0	0	0	0	0	0	0	
SEX OFFENSE: STATUTORY	0	0	0	0	0	0	0	0	
ROBBERY	0	0	0	0	0	0	0	0	
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	
BURGLARY	0	0	0	0	0	0	0	0	
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	
ARSON	0	0	0	0	0	0	0	0	
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0	0	0	
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	
INTIMIDATION	0	0	0	0	0	0	0	0	
LARCENY	0	0	0	0	0	0	0	0	
DESTRUCTION OF PROPERTY	0	0	0	0	0	0	0	0	
Totals	0	0	0	0	0	0	0	0	

2021 Clery Act Reportable Offenses	PUBLIC PROPERTY							Category of Hate Crime	
	Race	Gender	Religion	Sexuality	Ethnicity	Disability	National Origin	Gender Identity	
MURDER/NONNEGLIGENT	0	0	0	0	0	0	0	0	
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	
SEX OFFENSE: FONDLING	0	0	0	0	0	0	0	0	
SEX OFFENSE: INCEST	0	0	0	0	0	0	0	0	
SEX OFFENSE: RAPE	0	0	0	0	0	0	0	0	
SEX OFFENSE: STATUTORY	0	0	0	0	0	0	0	0	
ROBBERY	0	0	0	0	0	0	0	0	
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	
BURGLARY	0	0	0	0	0	0	0	0	
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	
ARSON	0	0	0	0	0	0	0	0	
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0	0	0	
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	
INTIMIDATION	0	0	0	0	0	0	0	0	
LARCENY	0	0	0	0	0	0	0	0	
DESTRUCTION OF PROPERTY	0	0	0	0	0	0	0	0	
Totals	0	0	0	0	0	0	0	0	

2023	VAWA	ON CAMPUS		ON CAMPUS (TOTAL)	NON-CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
VAWA Crimes						
Dating Violence		1	0	1	0	0
Domestic Violence		0	0	0	0	0
Stalking		0	0	0	1	0

2022	VAWA	ON CAMPUS		ON CAMPUS (TOTAL)	NON-CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
VAWA Crimes						
Dating Violence		0	0	0	0	0
Domestic Violence		0	0	0	0	0
Stalking		0	1	1	0	1

2021	VAWA	ON CAMPUS		ON CAMPUS (TOTAL)	NON-CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
VAWA Crimes						
Dating Violence		0	0	0	0	0
Domestic Violence		0	0	0	0	0
Stalking		1	1	2	0	0

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 calling (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 predesignated 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 an alarm monitoring company (Siemens Monitoring) 24 hours a day, 365 days a year.

Health and Safety Inspections

Resident Assistants perform regular residential inspections of all resident rooms at the direction of the Resident Director and Director of Community Life. 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 the 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 president'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, which 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 shows 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 locations 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
	2021	2022	2023			
Heritage Hall	0	0	0	N/A	N/A	
Schofield	0	0	0	N/A	N/A	
Souder	0	0	0	N/A	N/A	
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 #
Heritage Hall	0	0	0	
Schofield	0	0	0	
Souder	0	0	0	
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
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