



**Cairn University
Office of Safety and Security (OSS)
2026 Annual Security and Fire Safety Report**

(For Calendar Year 2025)

Site: Langhorne Manor Campus



This Document is designed to inform you of the University's compliance with the Jeanne Clery 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 Crimes 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) 752-5072	
MIDDLETOWN TOWNSHIP POLICE	(215) 750-3845	
IMPORTANT PHONE NUMBERS / CAIRN UNIVERSITY		
OSS NON-EMERGENCY	(215) 702-4350	
DIRECTOR / OSS	(215) 702-4535	
TITLE IX COORDINATOR	(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 annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and applicable Pennsylvania legislation.

The report is available to all members of the Cairn University community and the public. It may be accessed:

- Online at cairn.edu/security or by scanning the QR code provided.
- In print at the Office of Safety and Security headquarters, 708 S. Pine Street, Langhorne, PA and the security checkpoint at the main entrance.

Office of Safety and Security (OSS)

Cairn University's Office of Safety and Security (OSS) is dedicated to maintaining a safe and secure campus environment. While OSS is not a sworn police department and does not have arrest authority, it operates under authority granted by Pennsylvania law, including:

- Title 22: Regulation of private detectives and security agencies.
- Title 53: Municipal Police Training and Education Act.
- Title 71: Administrative Code of 1929 and related amendments defining campus security powers.

OSS officers may detain individuals when necessary. Security personnel authorized to carry firearms must first be certified under Pennsylvania Act 235, the Lethal Weapons Training Act.

Partnerships with Law Enforcement

While OSS does not maintain a formal Memorandum of Understanding (MOU) with local police, it works closely with the following law enforcement agencies:

- Langhorne Manor Borough Police
- Middletown Township Police
- Pennsylvania State Police

OSS reports required incidents within their jurisdiction and maintains open communication with these agencies.

Staffing

OSS is overseen by the Vice President of Campus Operations and is staffed by both professional and student personnel, including:

- Director
- 3 Staff Supervisors (Lieutenants)
- 3 Part-Time Staff Supervisors (Sergeants)
- 2 Part-Time Staff Officers

- 1 Student Supervisor (Corporals)
- 4 Student Officers (undergraduate/graduate students)

All staff undergo comprehensive background checks, including:

- Pennsylvania State Police Criminal History Check (“PATCH”)
- Child Abuse History Clearance (PA DHS)
- FBI Fingerprint Clearance (Act 153)

Operations

- OSS headquarters: 708 S. Pine Street, Langhorne, PA
- Satellite security office: Mason Activity Center (MAC 108), 700 University Drive, Langhorne, PA
- Hours: 24/7 coverage, including staffed patrols and on-call officers.
- Director’s office hours: Monday–Friday, 8:00 a.m.–4:30 p.m.

Officers patrol all campus buildings and residence halls by vehicle, golf cart, and on foot. OSS also provides security coverage at special events.

Training

All security personnel complete ongoing training, including:

- First Aid, CPR/AED, and Naloxone administration
- STOP THE BLEED® bleeding-control training
- U.S. Homeland Security suspicious activity awareness (NSI Training)
- Report writing and victim/witness interviewing

Supervisors additionally complete FEMA ICS courses such as:

- IS 363: Emergency Management in Higher Education
- IS 906: Workplace Security Awareness
- IS 907: Active Shooter Response

Equipment and Communication

- Officers are equipped with FCC-licensed two-way radios and supervisor cell phones.
- Patrol vehicles (marked truck and 2 golf carts) carry emergency response supplies (trauma kits, oxygen, AED, blankets) and customer service tools (jump start kits, vehicle lock-out tools, tire inflators).

Responsibilities

OSS officers are responsible for:

- Protecting people and property
- Conducting building and housing patrols
- Monitoring and reporting suspicious activity
- Documenting maintenance or safety concerns

- Enforcing University motor vehicle regulations
- Maintaining written daily activity logs reviewed by the Director

Contact Information

OSS is available 24/7:

- General assistance: (215) 702-4350
- Director's office: (215) 702-4535

OSS Contact Information via QR Code:



Office of Safety and Security (OSS)

- Medical Emergencies (during Health Center hours): Contact the Health Services Nurse at (215) 702-4334.
- Medical Emergencies (after hours): Call OSS at (215) 702-4350 and 911 for immediate assistance.

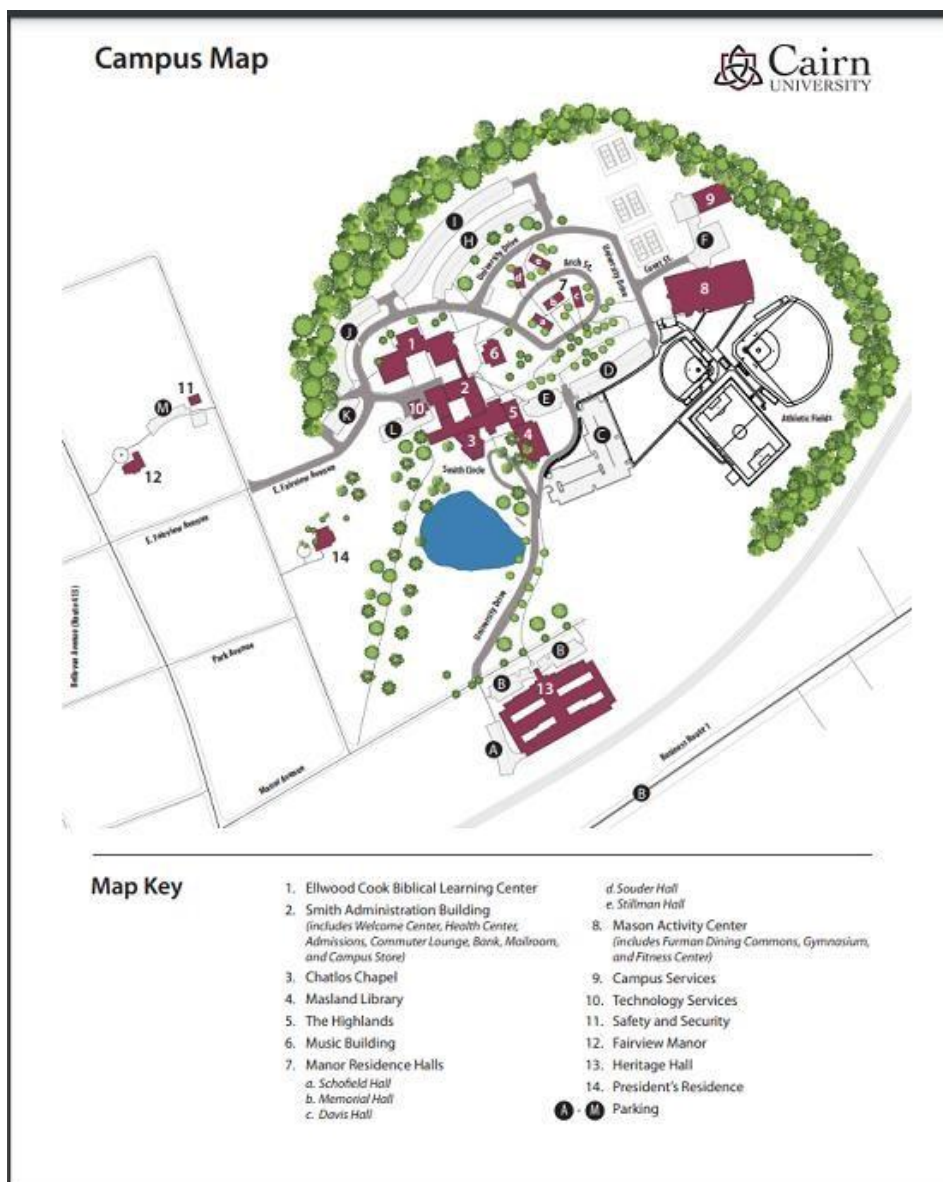
Health Center / Campus Services

- Maintenance Emergencies: Contact Campus Services at (215) 702-4346 or OSS at (215) 702-4350.

Cairn University Geography

The Office of Safety and Security (OSS) Clery Act statistics for approximately 48 acres of on-campus property, which includes:

- Academic and administrative buildings
- Residence halls
- Campus facilities and support buildings
- Athletic and recreational complexes
- All university-owned grounds
- Bordering streets (measured curb-to-curb)



Access to Campus Facilities

Safe Campus Initiative

Cairn University is committed to providing a safe and supportive environment for all members of its community. The Safe Campus Initiative brings together campus policies, resources, and trained professionals into a unified approach to safety and well-being.

This initiative helps orient new students and employees, provides ongoing training on prevention and preparedness, and offers clear reporting options for safety concerns. It also guides the University's building access protocols to protect both people and property:

- **Business Hours:** Three primary entrances remain open to faculty, staff, students, and guests. All other entrances require University ID card access.
- **Residential Facilities:** Accessible only by ID card access at all times.
- **After 5:00 p.m.:** All academic and administrative buildings require ID card access.
- **Non-Business Hours:** Entry to University facilities is permitted only by issued key, electronic access card, or by admittance through OSS personnel or Student Life staff.
-

Pillars of the Safe Campus Initiative

1. **Personal Wellness** – Equipping students to navigate the academic, social, and personal challenges of university life.
2. **Prevention & Preparation** – Providing tools and training to encourage proactive steps for personal safety.
3. **Community Care** – Fostering a culture of mutual support, responsibility, and awareness.

Ongoing Commitment

The Safe Campus Team reviews University policies, applicable federal and state regulations, and best practices in higher education safety annually. Training and awareness efforts continue throughout each student's and employee's time at Cairn, beginning with orientation and reinforced through ongoing education.

Security of Residence Halls

Residence Hall Access and Security

Cairn University's residence halls are **single-sex housing** and accommodate approximately **450 students** (2–3 per room) across the **Manor Campus Dorms and Heritage Hall**.

- **Building Access:** Entry is controlled by University-issued electronic ID card access.
- **Room Access:** Suite and room doors are secured with traditional metal keys.
- **Windows & Lighting:** All residence hall windows include locking mechanisms, and entrances and parking areas are well-lit to promote safety.

Vacation and Holiday Periods

Security services remain active during academic breaks when significant numbers of students remain on campus.

Guest Policy

- Visitors are permitted only with prior approval from the **Resident Director**.
- Overnight guests must be registered in advance with the **Resident Assistant (RA)**.
-

Fire Safety Systems

All residence halls and administrative buildings are equipped with 24/7 monitored fire alarm systems, managed by Siemens Alarm Monitoring Service. In the event of activation, Siemens immediately dispatches local fire services.

Facility Maintenance and Safety Design

Campus facilities are maintained according to Crime Prevention Through Environmental Design (CPTED) principles, including effective lighting, visibility, and safety-conscious infrastructure.

Technology Services

Technology Services supports campus safety by maintaining:

- Video monitoring and recording systems
- Electronic access control (card reader) systems

Off-Campus Student Organizations

Cairn University does not sponsor or recognize any off-campus student organizations.

Office of Safety and Security (OSS) Jurisdiction

OSS officers have authority only within the University's Clery Act reporting geography.

- **Main Campus:** Located within the Borough of Langhorne Manor, PA (population 1,491; 2020 Census). The borough is served by a part-time police force, with additional coverage by the Pennsylvania State Police when local officers are not on duty.
- **East Campus:** Includes dining services, athletic facilities, sports complex, maintenance buildings, and undeveloped wooded areas. This area falls under the jurisdiction of the Middletown Township Police Department, a full-time force of 61 officers (FBI UCR, 2019), serving a population of 45,013.

Criminal Background Checks

In compliance with Pennsylvania Act 153, the University conducts state and/or federal background checks on:

- Faculty and staff
- Student workers
- Volunteers who work with minors

Crisis Incident Response Team (CIRT)

The **Critical Incident Response Team (CIRT)** is a trained group of University administrators responsible for coordinating responses to significant emergencies. CIRT activates as needed to manage critical incidents, including issuing **timely warnings and emergency notifications**.

CIRT Membership includes:

- University President
- Executive Vice President
- 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

Field Operations Team (FOT)

Within the construct of the CIRT is a mobile field-based administrative team consisting of the Executive Vice President, Vice President of Campus Operations, and the Director of the Office of Safety and Security. This team is designed to lead from the field in an emergency and to funnel real-time data to the rest of the CIRT to assist in making decisions in emergency situations.

Timely Warnings & Emergency Notifications

In the event of an incident—on or off campus—that poses an ongoing or immediate threat to the safety of campus community members or property, Cairn University will issue a campus-wide *Timely Warning* through the Critical Incident Response Team (CIRT).

Notification Channels

Depending on the nature and urgency of the situation, alerts may be distributed via:

- University email and telephone systems
- SMS/text messaging
- Audible alarms and outdoor siren systems
- In-person room-to-room communication
- University website updates
- Any combination of the above

In cases of imminent danger, Cairn may also publish emergency notices on its official website to ensure broad visibility.

Reporting a Threat

Community members who become aware of a situation that may warrant a timely warning are encouraged to contact the Office of Safety & Security:

- Phone: (215) 702-4350
- In person: OSS Headquarters, 708 S. Pine St, Langhorne, PA

All timely warnings will maintain the confidentiality of victim identities and are intended to prevent similar incidents from occurring.

Prepared Messaging

The CIRT has developed a library of pre-recorded emergency messages covering various response scenarios. These are ready for immediate deployment by the Technology Services Office when necessary.

Emergency Response & Evacuation Procedures

When a significant emergency or dangerous situation arises on campus that poses an immediate threat to the health or safety of students, faculty, or staff, it must be reported without delay to the Office of Safety & Security:

- Call: (215) 702-4350 or campus extension 4350
- Use any campus emergency phone

Upon confirmation of the threat, and considering the safety of the community, Cairn University will determine the appropriate content and scope of the notification. Notifications may be withheld if they would compromise efforts to assist victims or contain, respond to, or mitigate the emergency.

Response Coordination

- The Office of Safety & Security conducts the initial confirmation of the emergency.
- The Critical Incident Response Team (CIRT) will convene to determine:
 - Who should be notified
 - What information should be shared
 - How the notification will be disseminated
 -

Communication Methods

Emergency updates—both initial and follow-up—may be delivered through:

- University email and phone systems
- SMS/text messaging
- Audible alarms and sirens
- In-person communication
- Local media outlets (for broader community awareness)
-

Annual Testing & Documentation

Cairn University conducts annual emergency response drills, which may be either announced or unannounced. These exercises include:

- Table-top simulations
- Live response scenarios
- Testing of electronic notification systems

Each test is formally documented by the Office of Safety & Security, including:

- A description of the exercise

- Date and time
- Whether the test was announced or unannounced

Educational Programs

Students

Cairn University's Residential Life Program is overseen by the Director of Resident Life and implemented at each residence location by a full-time Resident Director. Supporting them are student Resident Assistants (RAs), with an approximate RA-to-student ratio of 1:20.

Security education begins with the Resident Life staff, who receive training from campus security personnel at the start of each fall semester. This training includes a review of emergency procedures and distribution of key contact information.

At the beginning of each semester, Resident Life staff meet with both new and returning students to review campus safety protocols. Topics include:

- Policies outlined in the Student Handbook
- Proper use and location of fire extinguishers and alarms
- Importance of locking residence doors
- Risks associated with propping open entry doors
-

Throughout the academic year, safety updates and reminders are communicated via:

- The Cairn University app
- University website
- Email and text alerts
-

Changes to procedures are announced through Student Life communications, residence hall meetings, chapel sessions, and crime awareness seminars. Additional security information, including housing enforcement policies, is available online and through printed materials distributed by the Office of Safety and Security (OSS).

Employees

All employees are required to complete annual safety training prior to the fall semester. This training is delivered either in person or online via the University's "e-learning" platform and covers topics such as personal safety and emergency response.

Ongoing safety communications are shared through:

- The weekly Campus Walk bulletin
- University website and OSS social media channels
- Targeted email alerts and staff update meetings

The University's Sexual Harassment Policy outlines procedures for reporting incidents. Any student who feels unsafe is strongly encouraged to contact a Resident Assistant or a campus security officer immediately.

Student Responsibility

Maintaining a safe campus environment requires active participation from all members of the community. Students are expected to follow established safety protocols and take proactive steps to protect themselves and their belongings:

- Always lock your room when unattended
- Do not leave valuables or cash unsecured
- Record serial numbers and mark personal items for identification
- Park vehicles in designated areas and keep them locked
- Store valuables in the trunk rather than in plain sight
- When walking at night, stay in well-lit areas, move confidently, and travel with a companion

Security escorts are available upon request. Contact OSS at (215) 702-4350 to arrange an escort by foot or vehicle.

Students should remain vigilant and report suspicious individuals or behavior in residence halls to campus security or a Resident Assistant. Additional safety guidelines include:

- Never prop open exterior doors (violations may result in a \$50 fine)
- Do not grant access to unidentified individuals
- Keep personal keys secure and do not lend them out
- Avoid sharing personal contact information with unfamiliar individuals

For non-emergency security questions, contact OSS at (215) 702-4350 or email security@cairn.edu. In case of emergency, dial 9-1-1 and notify OSS immediately.

Reporting Crimes

Individuals who witness or experience a crime on campus are strongly encouraged to contact the Office of Safety and Security (OSS) immediately by calling (215) 702-4350. Prompt reporting is essential for ensuring a timely response and appropriate action.

Crimes may also be reported:

- In person to any OSS officer on duty
- Via email to OSS at security@cairn.edu
- Using campus courtesy phones located at:
- Heritage Residence Hall
- Mason Activity Center (OSS Satellite Office and emergency phone across from the office)
- Emergency call box outside OSS Headquarters

In addition to OSS personnel, reports may be made to:

- Title IX Coordinator
- Resident Assistants or Resident Directors
- Director of Community Life
- Dean of Students
- Athletic coaches
- Faculty or staff advisors
- Any designated Campus Security Authority (CSA)

All reports are taken seriously, investigated thoroughly, and documented in writing. Unless the individual requests otherwise, OSS will notify the appropriate law enforcement agency with jurisdiction over the incident.

Anonymous and Confidential Reporting

Individuals may report crimes anonymously by calling OSS at (215) 702-4350 and sharing relevant information with a security staff member.

For those who do not wish to pursue formal action through the University or legal system, voluntary confidential reporting is available. With the individual's consent, the Director of OSS may file a report while maintaining confidentiality. These reports contribute to the University's annual crime statistics and help enhance campus safety.

Confidential reports made to the CCCRD Counseling Center are not included in the University's crime statistics unless the incident is also reported to OSS by the victim. Counselors encourage individuals to report crimes such as sexual assault, domestic violence, dating violence, and stalking to OSS to ensure proper documentation and inclusion in the Annual Security and Fire Safety Report. Reporting other crimes is also encouraged for the same reason.

Campus Security Authorities (CSA)

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Cairn University has designated and trained specific individuals as Campus Security Authorities (CSAs). These individuals are required to report Clery Act crimes to OSS for inclusion in the University's annual crime statistics.

CSAs include:

- **OSS personnel**
- **Title IX officials**
- **Human Resources staff**
- **Participants in campus judicial proceedings**
- **Student Life staff**
- **Campus Ministries personnel**
- **Residential Life staff, including Resident Assistants**
- **Faculty and staff advisors to student organizations**
- **Student organization advisors**
- **Director of Athletics**
- **Intercollegiate and athletic coaches**
- **Athletics department staff**
- **Student Health Center Director (Nurse)**

Two categories of individuals, despite having significant responsibilities for student and campus activities, are not considered CSAs under the Clery Act:

- **Pastoral Counselors:** Recognized by a religious order or denomination and functioning within that role to provide confidential spiritual counseling.
- **Professional Counselors:** Licensed or certified mental health professionals providing counseling services within the scope of their credentials, whether employed by or contracted with the University.

Data Collection and Reporting

Information for the Annual Security and Fire Safety Report is compiled from Campus Security Authorities, various University departments, and local law enforcement agencies. OSS maintains and manages this data to ensure accurate and comprehensive reporting.

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 and Domestic Violence, and Stalking Policy Statement

Cairn University is committed to fostering a safe, respectful, and equitable environment for all students and employees. The University prohibits all forms of discrimination and harassment, including those based on sex, race, color, age, national or ethnic origin, disability, or pregnancy status.

In alignment with Title IX of the Education Amendments of 1972, the Violence Against Women Act (VAWA), and applicable state laws, Cairn University maintains a zero-tolerance policy toward sexual harassment, sexual assault, dating and domestic violence, stalking, and any other form of sexually aggressive behavior. This policy also reflects the University's biblical conviction that every individual possesses inherent worth and dignity.

The University affirms that sexual activity is intended to occur within the bounds of marriage. Accordingly, any sexual conduct outside of marriage—particularly when it involves coercion or force—is considered a violation of both institutional policy and biblical teaching.

Definitions Under VAWA and the Clery Act

Domestic Violence

Defined as felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner
- An individual with whom the victim shares a child
- A person cohabitating or formerly cohabitating with the victim
- Anyone legally recognized as a spouse under applicable domestic or family violence laws
- Any individual whose actions are legally prohibited under domestic violence statutes

Dating Violence

Refers to violence committed by someone who is or has been in a romantic or intimate relationship with the victim. Determining the existence of such a relationship involves evaluating:

- The length of the relationship
- The nature of the relationship
- The frequency of interaction between the individuals

Dating violence includes sexual or physical abuse or threats of such abuse. It does not include acts defined as domestic violence.

Sexual Assault (as defined by Pennsylvania law)

Sexual assault includes:

- Rape: Any non-consensual penetration, however slight, of the vagina, anus, or mouth by a sex organ, body part, or object
- Statutory offenses involving individuals below the age of consent
- Other sex offenses such as statutory rape and offenses against public decency

Domestic Abuse (Pennsylvania)

Includes intentional, knowing, or reckless infliction of bodily harm, threats of harm, sexual assault, and repeated conduct that causes fear of injury. These acts must occur between individuals who are family members, household members, sexual partners, or share biological parenthood.

Stalking (Pennsylvania)

Occurs when an individual:

- Engages in repeated conduct or communications that cause a person to fear bodily harm or experience substantial emotional distress
- Follows, monitors, threatens, or interferes with another person's property without proper authority

Consent

While Pennsylvania law does not provide a standalone definition of consent, it outlines circumstances under which sexual activity is considered non-consensual, including:

- Use of force or threat of force
- When the victim is unconscious or unaware
- When the victim's ability to consent is impaired by substances administered without their knowledge
- When the victim has a mental disability that renders them incapable of consent

Scope of Policy

This policy applies to all incidents of sexual harassment, assault, and rape involving University students. It is designed to ensure a safe and supportive campus environment and to comply with federal and state regulations.

Sexual Harassment

Sexual harassment is a form of sex discrimination and includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Examples include:

- Offering benefits in exchange for sexual favors
- Retaliation following rejection of sexual advances
- Leering, sexual gestures, or displaying sexually suggestive materials
- Derogatory comments, slurs, or jokes
- Graphic verbal commentary about an individual's body
- Obscene letters, notes, calls, or invitations
- Unwanted physical contact or blocking movement

- Creating a hostile environment that interferes with educational access or employment

Stalking

Stalking is defined as a pattern of behavior directed at a specific individual that would cause a reasonable person to fear for their safety or experience substantial emotional distress.

Key terms include:

- “Course of conduct”: Two or more acts involving monitoring, following, threatening, or interfering with a person or their property
- “Reasonable person”: An individual with similar circumstances and identity as the victim
- “Substantial emotional distress”: Significant mental suffering that may or may not require professional treatment

Non-Discrimination and Title IX Compliance

Cairn University fully complies with Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.) and all related federal regulations prohibiting discrimination in educational programs and activities that receive federal financial assistance. This includes discrimination based on sex, race, color, age, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, or other protected categories.

Federal guidance from the Supreme Court, the U.S. Department of Education, and the Office for Civil Rights affirms that institutions of higher education are obligated under Title IX to prevent and address harassment, regardless of whether the perpetrator is a peer, faculty member, or other university official.

Sexual harassment—including sexual violence, dating and domestic violence, and stalking—is recognized as a form of sex discrimination under Title IX. Cairn University is committed to maintaining a campus environment free from sexual harassment, intimidation, and exploitation. The University’s sexual harassment policy is available through the Office of Student Life or by contacting the Title IX Coordinator.

To ensure compliance, Cairn has established a Title IX Team led by the Dean of Students, who serves as the Title IX Coordinator. This team is responsible for overseeing investigations, ensuring regulatory compliance, and managing reporting procedures.

All complaints are taken seriously. Upon receiving a report, the Title IX Coordinator will assess whether sufficient information is available to proceed. This initial review may involve conversations with individuals named in the complaint. If the concern is deemed credible and indicative of a potential violation, the matter is referred to internal investigators. Investigations are conducted thoroughly, and determinations are made using a clear and convincing standard of evidence.

Due to the seriousness of these matters and the University's legal obligations, most faculty and staff—including coaches, trainers, resident assistants, resident directors, administrators, and members of the Board of Trustees—are designated as mandatory reporters. They are required to report any known or suspected incidents of discrimination or sexual misconduct, whether disclosed directly or indirectly.

Confidential resources are available. Staff members in the Counseling Center and the University Health Center Nurse are exempt from mandatory reporting and may provide confidential support. However, if a counselor believes an incident poses an imminent threat to campus safety, they are required to notify the Office of Safety and Security anonymously, without disclosing names, to ensure community protection.

Sexual Harassment Complaint Protocol

Students have both the right and responsibility to report incidents of sexual harassment. Federal and state laws, along with University policy, protect individuals from retaliation for reporting harassment—whether they are the victim or a witness.

Because these matters are often sensitive, students may choose to speak with various trusted individuals within the University. While written complaints are preferred for documentation purposes, oral reports are also accepted and treated with equal seriousness.

Reporting Process

Informal Reporting

Students may contact the Dean of Students to discuss concerns confidentially. If the situation involves a threat to health or safety, the Office of Safety and Security may be notified.

Formal Reporting

Following initial contact, individuals may submit a written or recorded statement to the Dean of Students. If the complaint involves the Dean of Students, it should be directed to the Provost.

The formal process includes:

- A meeting between the complainant and the Dean of Students (or Provost) to gather information and explore resolution options.
- A subsequent meeting with the accused individual. If the accused is a student, the Dean of Students (or Provost) will lead the meeting. If the accused is an employee or external party, the appropriate administrator will also be present.

Outcomes

Following these meetings, one of the following actions may occur:

1. The complaint is withdrawn, and no further action is taken.
2. If the accused is a student and evidence supports the allegation, disciplinary measures may include a written reprimand, suspension, or dismissal.

3. If the accused is an employee and evidence supports the allegation, disciplinary measures may include a written reprimand, suspension, or dismissal.

Students who are subject to disciplinary action have the right to a hearing conducted by the Dean of Students or Provost. After the hearing, either party may appeal the decision. Appeals are directed to the Dean of Students or Provost (for students) or to the appropriate administrator (for employees), in accordance with the University's grievance procedures outlined in the student and employee handbooks.

If the complainant chooses to withdraw from the process, the investigation will be concluded.

Sexual Assault Against a Student

Cairn University is committed to supporting students who experience sexual assault by providing clear guidance, compassionate care, and access to appropriate resources. The following sections outline recommended prevention strategies, immediate response protocols, and options for reporting and adjudication.

Prevention Strategies

To reduce the risk of sexual assault, students are encouraged to:

- Travel in well-lit, familiar areas and avoid isolated locations
- Walk with a companion whenever possible
- Utilize campus security escort services available on the Langhorne campus
- Communicate boundaries clearly and assertively
- Avoid alcohol and illegal drug use, which can impair judgment and violate University conduct standards

When going on dates, students should consider the following:

1. Establish mutual expectations about plans and activities in advance
2. Set and respect personal boundaries
3. Inform a trusted individual of your whereabouts and expected return time
4. Trust instincts—if discomfort arises, take steps to reach a safe environment
5. Understand that coercion or pressure for sexual activity is unacceptable
6. Respect others' decisions regarding physical intimacy
7. Avoid assumptions based on flirtation or financial gestures
8. Refrain from using alcohol or drugs to influence or impair another person's decision-making

Immediate Response for Victims

If a student experiences sexual assault, the following steps are recommended:

1. Move to a safe location as soon as possible
2. Preserve physical evidence by avoiding bathing, changing clothes, or using the restroom. If clothing must be changed, place garments in a paper bag
3. Contact a trusted individual for support which may include a friend, family member, roommate, resident assistant, faculty advisor, or counselor
4. Seek medical attention promptly to address physical health, assess risk of sexually transmitted infections or pregnancy, and collect forensic evidence if desired
5. Reach out to the University Health Center or Counseling Center for confidential medical and psychological support
6. When ready, document the incident in writing to aid in future reporting or investigation

Reporting the Incident

Students may choose to report the incident to the Office of Safety and Security. Staff can assist in notifying local law enforcement if requested. Reports should include:

- A description of the incident and the assailant(s)
- Whether the assailant(s) is known to the victim
- Details about the location, witnesses, and events before and after the assault

A support person may accompany the student during interviews. Filing a report does not obligate the student to pursue legal or disciplinary action. Decisions regarding prosecution or University adjudication remain entirely with the student.

The Office of Safety and Security is legally required to notify local police when a crime has occurred. Victims may request that their identity remain confidential unless they choose to proceed with criminal charges.

University Disciplinary Process

Students considering University disciplinary action should contact the Dean of Students. In cases involving sexual assault:

- Both the complainant and the accused have equal rights to an advisor during proceedings
- Both parties will be informed of the outcome and any sanctions imposed
- Disclosure of outcomes to both parties is permitted under federal law and does not violate FERPA

Students may choose from several options:

1. File criminal charges through local law enforcement
2. Pursue disciplinary action through the University, the legal system, or both
3. Decline formal action but request a facilitated meeting or administrative intervention

If the student elects to proceed with University adjudication, charges may be filed by the student or by the University based on a written statement. The process follows the Disciplinary Policies

and Procedures outlined in the Student Handbook. Outcomes will be communicated to both parties.

Supportive Measures

Upon request, the University will provide accommodations to support the complainant's safety and academic continuity. These may include:

- Alternate campus housing arrangements
- Changes to class schedules or academic advisors
- Extensions on assignments or exams
- Approval of completing coursework off-campus with transfer credit
- Independent study options with waived fees
- Additional support services as appropriate

Disciplinary Procedures

The University may impose the following sanctions after a final determination in its disciplinary process concerning rape, acquaintance rape, or other forcible or non-forcible sexual offenses.

Disciplinary Dismissal

In cases involving serious or repeated violations, a student may be dismissed from the University. Dismissal may include restrictions on campus access and participation in University-sponsored events. After one calendar year, a dismissed student may submit a written request to the Dean of Students for permission to visit campus. Reentry to the University requires completion of the standard admissions process.

Disciplinary Expulsion (Permanent Dismissal)

In the most severe cases, a student may be permanently expelled from the University. Expelled students are not eligible for readmission and may not return to campus for any reason. Expulsion decisions require approval from the Provost or President.

Disputing Charges

Students who wish to contest disciplinary charges must schedule a meeting with the Dean of Students to address the matter. Detailed procedures for resolving disputes are available through the Office of Student Life.

Appeals Process

Students have the right to appeal disciplinary decisions. Appeals must be submitted in writing within three calendar days of receiving the written decision and must clearly state the grounds for appeal. Appeals may be considered under the following conditions:

1. The disciplinary action is disproportionate to the offense, including consideration of prior conduct or cooperation.
2. The student was not afforded procedural rights as outlined in the Student Handbook, and this failure significantly impacted the fairness of the hearing.
3. The decision lacks sufficient supporting evidence.
4. New, substantive evidence has emerged that could have materially affected the outcome.

Appeals should be directed to the Provost, with a copy provided to the Dean of Students. The Dean may submit a written response to the appeal. Disciplinary sanctions may be deferred while the appeal is under review.

The Provost will issue a written decision within five business days of receiving the appeal.

Parental Notification

In accordance with University policy and federal guidelines, parents of students under the age of 21 may be notified of disciplinary actions—including violations, suspensions, or expulsions—related to alcohol or controlled substances. Notifications occur only after the appeal process has concluded.

The University considers individual circumstances when determining whether to contact parents. Whenever possible, students are encouraged to initiate communication with their parents prior to formal notification by the University

Support Resources

RESOURCE	PHONE	SECONDARY PHONE
CAIRN UNIVERSITY 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 ASSISTANCE UNIT	(215) 348 - 6292	
AIDS HOTLINE:	(800) 342 - 2437	

Whistleblower Protections

The University is committed to maintaining a safe and transparent environment. Retaliation against any student or employee who reports a crime or provides information related to such a report is strictly prohibited. This protection applies regardless of whether the individual is a victim or a witness.

Federal and state laws, along with University policy, safeguard individuals from reprisal when reporting criminal activity. These protections are essential to fostering a culture of accountability and trust across the campus community.

Sex Offender Registration and Public Access to Information

In accordance with the Federal Campus Sex Crimes Prevention Act (effective October 28, 2002), institutions of higher education must inform their campus communities where information about registered sex offenders—maintained by state law enforcement agencies—can be accessed. The Act also requires registered sex offenders to notify each institution of higher education in the state where they are employed, enrolled, or engaged in vocational activities.

Under Pennsylvania's Megan's Law (42 PA.C.S. § 9799.1), the Pennsylvania State Police are responsible for maintaining a registry of individuals convicted of, pleading guilty to, or adjudicated delinquent for specific sex offenses outlined in 42 PA.C.S. §§ 9795.1 and 9795.2.

To ensure public awareness and safety, the Pennsylvania State Police provide access to this registry through an official website, as mandated by 42 PA.C.S. § 9798. Members of the campus community may consult this resource to obtain up-to-date information on registered sex offenders.

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 - Trevoise 3701 Old Trevoise 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

Promoting Active Bystander Engagement

Bystanders play a vital role in preventing sexual and relationship violence. A bystander is someone who witnesses concerning behavior or conditions that may contribute to harm, without being directly involved. These individuals could intervene, speak up, or take action to support safety and accountability.

The University encourages a culture of shared responsibility, where members of the community are empowered to act in ways that prevent harm—while ensuring their own safety and the safety of others. Even with the best intentions, it’s not always clear how to help. This guidance is designed to support thoughtful and effective bystander intervention.

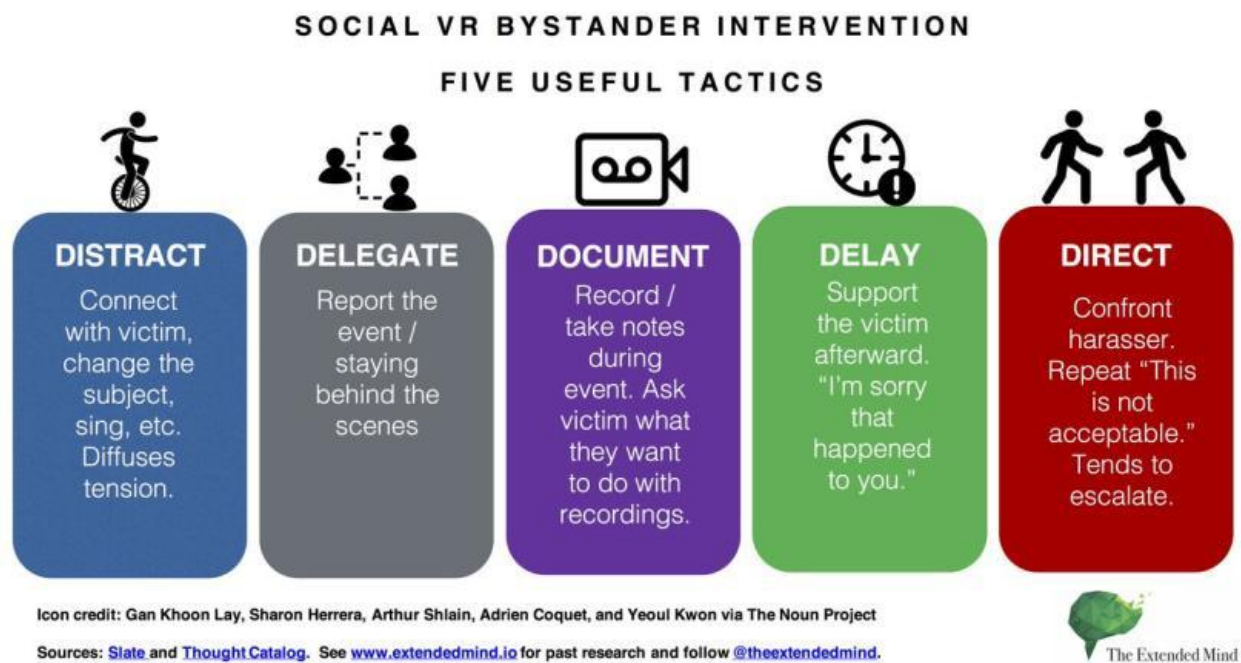
In Cases of Immediate Danger

If you or someone else is in immediate danger, contact the Office of Safety and Security at (215) 702-4350 or dial 911 to reach local emergency services.

Examples of immediate danger include situations where someone is being physically threatened or harmed, and it is unsafe to intervene directly.

Strategies for Active Bystander Intervention

- **Look out for one another.** If someone appears uncomfortable, distressed, or at risk, check in and ask if they need help.
- **Interrupt harmful behavior.** If you witness someone isolating, pressuring, or engaging sexually with a person who appears incapacitated, take steps to intervene safely or seek assistance.
- **Challenge predatory intent.** Speak up if someone expresses plans to take sexual advantage of another person.
- **Support survivors.** Listen and affirm individuals who disclose experiences of sexual assault, stalking, or abusive behavior.
- **Connect others to resources.** Refer individuals to campus or community services for health care, counseling, or legal support. A full list of resources is included in this report



Missing Student Notification

Any student residing in on-campus housing who is believed to be missing for 24 hours or more must be reported immediately to the Office of Safety and Security at (215) 702-4350.

Resident Life staff should also be informed when a student has been missing for 24 hours or longer.

Students living in campus housing are strongly encouraged to designate one or more emergency contacts. If a student is officially determined to be missing, Safety and Security—working in coordination with the Office of Student Life—will attempt to notify the listed contact(s).

Emergency contact information may be submitted confidentially and will be accessible only to authorized campus officials and law enforcement personnel involved in a missing person investigation. This information will not be shared outside the scope of such investigations.

If a student has not registered a contact person, local or state law enforcement will be notified, unless the agency making the missing person determination is already a local or state authority.

For students under the age of 18 who are not legally emancipated, Cairn University will make every effort to notify a custodial parent, legal guardian, or other designated contact.

Alcohol and Drug Abuse: Policy and Prevention

Cairn University is committed to fostering a safe, healthy, and supportive academic environment. Considering the widespread misuse of alcohol and drugs in society, the University provides ongoing education and resources to students and employees to promote informed decision-making and personal well-being. This initiative also aligns with federal requirements for institutions receiving financial aid.

Beyond legal compliance, the University actively seeks to identify and mitigate environmental factors that may compromise the health and safety of its community. This includes proactive efforts to prevent and address issues related to substance use.

University Policies on Substance Use

Standards of Conduct

In accordance with the Cairn University Standards of Conduct, the following activities are strictly prohibited on campus property:

- Use of tobacco products
- Possession or consumption of alcohol
- Use, possession, sale, or purchase of illegal drugs, including unlawfully obtained prescription medications
- Gambling

All applicable state and federal laws must be observed. The possession, sale, or use of illegal drugs on University premises is expressly forbidden.

Illegal drugs are defined by the Federal Drug Enforcement Administration's list of controlled substances and include, but are not limited to:

- Methamphetamine
- Crack cocaine
- LSD
- Cocaine
- MDMA (ecstasy)
- PCP
- Heroin

For policy enforcement, substances also include prescription medications acquired without medical authorization and used recreationally or for distribution.

Addiction Statistics

In 2021

More than
61 million people
aged 12 and up
reported using an illicit
drug in the previous year.



Opioids

were
abused by
more than
9 million
people in the
previous year
(2020).



In 2021 alone, more than
106,200 people died
because of overdoses related to
prescription opioids and illicit
drugs, with more than
70,000
of those primarily
involving fentanyl
overdoses.



More males than females have died

because of overdoses
every year from 1999
through 2021.



Over 80,000

people died
from an opioid
overdose in 2021,
four times the
opioid overdose
fatalities in 2010.



According to recent research,

3 out of every 10 people

who regularly use marijuana have
marijuana use disorder.



Legal Considerations

Under Pennsylvania law, individuals under the age of 21 commit a summary offense if they attempt to purchase, purchase, consume, possess, or knowingly transport alcoholic beverages.

Violations of University policy or state law may result in disciplinary action and/or legal consequences.

Parental Notification Policy

Cairn University reserves the right to notify parents or guardians in cases involving serious health concerns, such as illness, injury, or hospitalization.

Additionally, the University may inform parents of students under 21 years of age when disciplinary actions—such as suspension or expulsion—are taken in response to violations involving alcohol or controlled substances.

Parental notification occurs only after a student has been found responsible for a violation. When feasible, students are encouraged to communicate with their parents prior to institutional outreach. Each case is evaluated individually, with consideration given to the specific circumstances.

Social and Health Impacts

Substance abuse remains a significant public health issue, affecting individuals across all demographics. Its consequences extend beyond the individual, impacting families, workplaces, academic institutions, and society at large.

Alcohol is the most abused substance in the United States. National survey data indicates:

- 82.5% of individuals aged 12 and older have consumed alcohol
- 57.0% of college students reported alcohol use in the past year
- 8.3% of college students reported illicit drug use in the past year
- 35.0% of individuals aged 18–22 reported illicit drug use
- 45.0% of individuals aged 18–22 reported current tobacco use

Substance use is associated with a range of health risks, including:

- Liver disease
- Respiratory and cardiovascular complications
- Mental health disorders
- Increased risk of infectious diseases such as hepatitis and HIV/AIDS

- Dependency and addiction

Among college students, substance use can contribute to academic decline, injuries, legal issues, interpersonal conflict, and campus safety concerns

SIGNS AND SYMPTOMS OF DRUG USE CHART

 NARCONON	 ALCOHOL	 CANNABIS	 OPIATES	 STIMULANTS	 CLUB DRUGS	 DISSOCIATIVES	 HALLUCINOGENS	 INHALANTS	 DEPRESSANTS
Effects on Mind/Emotions									
Depression									
Euphoria									
Irritability									
Paranoia									
Panic Attacks									
Unwarranted Laughter									
Illusion of Empathy									
Anxiety									
Increased Confidence									
Can Cause Suicidal Tendencies									
Hallucinations									
High Doses or Heavy Use Can Trigger Psychosis									
Effect on Thinking									
Memory Loss, Difficulty Remembering									
Confusion									
Difficulty Focusing Attention									
Increased Focus, Mental Sharpness									
Effect on Behavior									
Loss of Inhibitions									
Poor Judgment									
Can Trigger Violent Behavior									
Aggressive Behavior									
Slow Reaction Time									
Effects on Mind/Emotions									
Drowsiness									
Slow Movement, Lethargy									
Weakness									
Sedation									
Increased Energy									
Awake Long Hours									
Effects on Body									
Loss of Physical Control									
Dulling of Pain									
Slurred Speech									
Sweating									
Increased Body Temperature									
Increased Heart Rate									
Increased Appetite									
Blurred Vision									
Muscle Cramps									
Muscle Tightness									
Nausea, Vomiting									
Loss of Appetite, Weight Loss									
Shakiness, Tremors									
Slowed or Labored Breathing									
Slowed Heart Rate									
Constricted Pupils									
Dilated Pupils									
Dizziness									
Constipation									
Headache									
Sores on Face or Body									
High Dosages Can Cause Coma									
High Dosages Likely to Cause Death									
Effect on Perception									
Disconnection from One's Body									
Disconnection from One's Environment									
Loss of perception of Speed									
Loss of Perception of Distance									
Heightened Sensory Perceptions									

Alcohol Effects

Alcohol consumption can significantly alter behavior and impair cognitive and physical functioning. Even low levels of intake can compromise judgment and coordination, increasing the risk of accidents, particularly while operating a vehicle. Low to moderate consumption has also been linked to an increased incidence of aggressive behavior, including domestic violence.

Moderate to high levels of alcohol use can severely impair higher mental functions, diminishing an individual's ability to learn, retain information, and make sound decisions. Excessive consumption may lead to respiratory depression and, in extreme cases, death—especially when combined with other central nervous system depressants.

Chronic alcohol use can result in physical dependence. Abrupt cessation may trigger withdrawal symptoms such as anxiety, tremors, hallucinations, and seizures. In severe cases, withdrawal can be life-threatening. Long-term heavy drinking, particularly when accompanied by poor nutrition, may cause irreversible damage to vital organs, including the brain and liver.

Alcohol use during pregnancy poses serious risks to fetal development. Infants born to mothers who consume alcohol during pregnancy may suffer from fetal alcohol spectrum disorders, which can include permanent physical abnormalities and cognitive impairments. Additionally, research indicates that children of individuals with alcohol dependency are at elevated risk of developing substance use disorders themselves.

Prevention and Education

Cairn University is committed to promoting a safe and healthy campus environment through education, prevention, and support services. The University's Student Life, Health Services, and Human Resources departments collaborate to distribute educational materials on the risks associated with alcohol and drug use. These resources include information on counseling, rehabilitation, student assistance programs, and disciplinary sanctions for policy violations.

At the start of each academic year, the Office of Safety and Security meets with Residence Life staff to review safety protocols and address issues related to substance use.

The University's prevention efforts are structured across two levels:

Primary Prevention

This level targets individuals who choose not to use alcohol or illicit drugs. Educational programming emphasizes responsible decision-making and lifestyle choices, aiming to prevent initial substance use and encourage peer support for abstinence.

Secondary Prevention

This level supports individuals who are in recovery or have previously received treatment for substance use. Programming focuses on relapse prevention and sustained recovery, often in

partnership with external agencies. Academic departments may also contribute to these efforts through curriculum development aligned with professional and wellness goals.

To ensure the effectiveness of these initiatives and the consistent enforcement of related policies, the University conducts a biennial review of its alcohol and drug prevention program.

University Policy and Procedures on Drug and Alcohol Abuse

Cairn University maintains a zero-tolerance policy regarding the unlawful use, possession, or distribution of drugs and alcohol. All students and employees are expected to uphold this standard and report any known violations to the Office of Student Life or the Human Resources Department. Additionally, individuals must notify the University within five days of any arrest related to a drug statute violation.

Violations of this policy will result in immediate disciplinary action. Sanctions may include, but are not limited to:

- Written reprimand
- Suspension or academic dismissal
- Termination of employment
- Mandatory participation in and successful completion of a rehabilitation or drug abuse assistance program approved by a qualified health or law enforcement agency

Any student or employee convicted of a criminal drug statute violation will be subject to immediate dismissal.

The University maintains a cooperative relationship with local law enforcement agencies to facilitate the exchange of information regarding incidents involving University personnel. In accordance with federal law, Cairn University is required to report the names of any individuals convicted of a criminal drug statute violation to the Federal Drug-Free Workplace Agency within ten days of receiving notice.

Support Resources for Substance Abuse

Cairn University encourages students and employees who are struggling with substance use to seek assistance. The following organizations offer counseling, treatment, and recovery services:

Resource Name	Address	Phone Number
Cairn University – Health Services	200 Manor Avenue, Langhorne, PA 19047	(215) 702-4334
Cairn University – CCCRD Counseling Center	200 Manor Avenue, Langhorne, PA 19047	(856) 396-0111
Alcoholics Anonymous – District 23	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 Services	501 Bath Road, 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, 4th Floor, Doylestown, PA	(215) 444-2730
Southern Bucks Recovery Community Center	1286 Veterans Hwy, Bristol, PA 19007	(215) 788-3738

Compliance with Federal Legislation

Drug-Free Workplace Act of 1988

As a federal contractor, Cairn University and its employees funded by federal grants or contracts are subject to the provisions of the Drug-Free Workplace Act. The University is required to:

- Publish a statement prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace, along with disciplinary consequences
- Implement a drug-free awareness program that informs employees about:
 - The dangers of drug abuse in the workplace
 - The University’s drug-free policy
 - Available counseling, rehabilitation, and assistance programs
 - Penalties for violations
- Provide each employee engaged in federally funded work with a copy of the policy statement
- Require employees to:
 - Abide by the policy
 - Notify the University within five days of any workplace-related criminal drug conviction

- Notify the granting agency within ten days of receiving such notice
- Take appropriate action, including termination or mandatory rehabilitation, within 30 days of receiving notice
- Make a good faith effort to maintain a drug-free workplace through ongoing implementation of these measures

Drug-Free Schools and Communities Act of 1989

As a condition of receiving federal funding, Cairn University certifies that it has adopted and implemented a comprehensive program to prevent the possession, use, or distribution of illicit drugs and alcohol by students and employees.

The University's program includes:

- Annual written distribution to all students and employees, regardless of program length
- Clear standards of conduct prohibiting illicit drug and alcohol use on campus or during University activities
- A summary of applicable legal sanctions under local, state, and federal law
- Information on health risks associated with substance abuse
- Details on available counseling, treatment, rehabilitation, and reentry programs
- A statement of disciplinary sanctions for violations

The University conducts a biennial review of its program to assess effectiveness, implement necessary changes, and ensure consistent enforcement of disciplinary measures.

Program Administration

For inquiries related to the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, please contact:

Cairn University
 Program Administration
 200 Manor Avenue
 Langhorne, PA 19047
 Phone: (215) 702-4541

Additional contacts for support and information:

- **Office of Student Life:** (215) 702-4212
- **Cairn Health Services:** (215) 702-4334
- **Human Resources Department:** (215) 702-4314

Crime Statistics Reporting

In compliance with federal and state regulations, Cairn University's Office of Safety and Security maintains and publishes statistics on reported crimes occurring on or near campus. These statistics exclude incidents determined to be unfounded following police investigation. Cases marked as "cleared" have either been resolved through the University's disciplinary process or referred to local law enforcement.

Crime data is compiled from the following sources:

- Cairn University Office of Safety & Security
- Langhorne Manor Borough Police Department
- Middletown Township Police Department
- Pennsylvania State Police (Trevose and Lancaster Stations)
- Tradaghton Valley Regional Police Department (Jersey Shore, PA)
- Myrtle Beach Police Department
- Designated Campus Security Authorities (CSAs)

All reported incidents are recorded based on the calendar year in which they were reported, regardless of when they occurred.

The Director of Safety and Security oversees the preparation of the final report. Each year, a formal request for statistical data is sent to all designated CSAs, as defined by federal law. CSAs are also trained and instructed to report incidents promptly to ensure timely warnings and accurate documentation.

Definition of Campus Security Authorities (CSAs)

Under the Clery Act, CSAs include:

- Campus police or security departments
- Individuals responsible for campus security (e.g., monitoring building access)
- Individuals or organizations identified in campus security policies as points of contact for reporting crimes
- Officials with significant responsibility for student and campus activities (e.g., housing, discipline, judicial affairs)

An "official" is defined as someone with the authority and responsibility to take action or respond to issues on behalf of the institution.

Annual Security and Fire Safety Report

All statistics are compiled and published annually in the Annual Security and Fire Safety Report, available to the University community. The Office of Safety and Security submits this data to the U.S. Department of Education, where it is accessible to the public via the Department's website.

Each year, enrolled students and current employees receive an email notification summarizing the report's contents. This message includes a link to the Office of Safety and Security website, where the full report is available online. Physical copies may be requested by calling (215) 702-4350 or visiting the OSS headquarters at:

Office of Safety and Security

708 S. Pine Street
Langhorne, PA 19047

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	2023		2024		2025	
	Student	Employee	Student	Employee	Student	Employee
	964.6	165	1011.60	152	997.37	140
	Total FTE: 1129.60		Total FTE: 1163.60		Total FTE: 1137.37	
	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	1	.089	0	0	0	0
Robbery	0	0	0	0	0	0

Burglary	0	0	2	.172	0	0
Theft - Larceny	2	.177	2	.172	0	0
Motor Vehicle Theft	1	.089	0	0	0	0
Arson	0	0	0	0	0	0
TOTAL	4	.354	4	.344	0	0
Part Two Offenses						
Other Assault	1	.089	0	0	0	0
Forgery	0	0	0	0	0	0
Counterfeiting	0	0	0	0	0	0
Fraud	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Stolen Property	0	0	0	0	0	0
Vandalism	0	0	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	0	0	2	.172	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	.089	0	0	0	0
Drunkenness	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0
All Other Offenses*	5	.445	7	.602	0	0
TOTAL	7	.623	9	.773	0	0

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

CAIRN UNIVERSITY OSS

2025	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		0	0	0	0	0
MOTOR VEHICLE THEFT		0	0	0	0	0
ARSON		0	0	0	0	0
UNFOUNDED CRIMES TOTAL: 0						

2024 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	0	0	2	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0
ARSON	0	0	0	0	0
UNFOUNDED CRIMES TOTAL: 0					

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
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	1	0	1	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					

2025	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	0	0	0	0

2024	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		2	0	2	0	0
ILLEGAL WEAPONS POSSESSION		0	0	0	0	0

2023	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	0	0	0	0

ON CAMPUS

Clery Hate Crime Statistics

2025 ON 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	
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	

2024 ON 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

2023 ON 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

NON CAMPUS

Clery Hate Crime Statistics

2025 NON CAMPUS		Category of Hate Crime						National	Gender
Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	Origin	Identity	
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

2024 NON CAMPUS		Category of Hate Crime						National	Gender
Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	Origin	Identity	
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

2023 NON CAMPUS		Category of Hate Crime						National	Gender
Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	Origin	Identity	
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

2025 PUBLIC PROPERTY		Category of Hate Crime						National	Gender
Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	Origin	Identity	
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

2024 PUBLIC PROPERTY		Category of Hate Crime						National	Gender
Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	Origin	Identity	
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

2023	PUBLIC PROPERTY	Category of Hate Crime						National Origin	Gender Identity
		Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity		
	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

2025	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	0	0	0	0

2024	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	0	2	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

2025	HAZING	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
HAZING						
HAZING		0	0	0	0	0

2024	HAZING	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
HAZING						
HAZING		0	0	0	0	0

2023	HAZING	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
HAZING						
HAZING		0	0	0	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
	2023	2024	2025			
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