



# ALLEGHENY COLLEGE

## 2011 Safety Policies, Procedures & Protocol

### Campus Safety: It's Your Right to Know

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates the manner in which crime statistics are to be collected and the format in which these statistics are published on college and university campuses. Students are entitled to information to determine how safe their campus is.

The Pennsylvania Uniform Crime Reporting Act requires institutions of higher learning to provide faculty, staff, students, and prospective students and employees with information relating to crime statistics and security measures on their campuses. As the first state in the country with such a crime-reporting bill, Pennsylvania was a

pioneer in this effort. Following suit, the U.S. Congress passed the Crime Awareness and Campus Security Act, which requires the same of all colleges and universities in the country.

Allegheny College is committed to providing a safe environment for all members of the campus community. The following pages provide an overview of security facts and information that will be helpful to you. Everyone on campus should be safety conscious and follow recommended security procedures. Please keep in mind that safety and crime prevention are shared responsibilities.

### Creating Not Only an Attractive, But a Safe Campus

Allegheny College takes pride in our attractive campus and works closely with the entire community to provide a safe and secure living and learning environment.

The College maintains exterior lighting on all of its buildings, walkways, and parking areas to keep the entire campus well lit and accessible. Grounds crews keep shrubs and hedges in traveled areas cut low for safety reasons. A network of 13 emergency phones are located at various exterior locations on campus. Evacuation plans have been developed and posted for each building.

On any routine campus workday, maintenance personnel and safety and security officers, as part of their duties, inspect the entire campus grounds and its buildings to discover and promptly correct health, safety, security, and maintenance problems.

Students, faculty, and staff may submit a work order request to the Physical Plant at

<http://sites.allegheny.edu/physplant> or contact the Office of Safety and Security at 332-3357 to report any problems or concerns.

As part of their duties, residence life staff and housekeeping staff report security and maintenance matters as well. Emergency maintenance and housekeeping services are available 24 hours a day.

#### Your College Community

##### Fall 2011 Enrollment

2086 Full-time

37 Part-time

(all undergraduate)

##### On-Campus Residents

1896

##### Non-Student Employees

507

### Partners in Safety

This publication is a joint effort of the Office of Safety and Security, the Student Conduct Officer, and the Sexual Harassment Officer. Please contact Dr. Jeffrey A. Schneider, Director of Safety and Security ([jschneider@allegheny.edu](mailto:jschneider@allegheny.edu)), for more information.

### Accessing Campus Crime Reports

The Office of Safety and Security compiles a daily log of all reported incidents. The log—which contains the nature, time, and general location of each crime, as well as its disposition, if known—may be viewed at the Newton Observatory at Allegheny College.

### Drug and Alcohol Education Programs

Allegheny College complies with the federal Drug-Free Workplace and Drug-Free Schools Act. The College annually distributes information about the dangers of drug and alcohol abuse and available alcohol and drug counseling, rehabilitation, and assistance programs to all students, faculty, and staff through mailings, The Compass student handbook, and online at <http://sites.allegheny.edu/deanofstudents/student-conduct-system/student-handbook/>.

### Local Transportation

The Crawford Area Transportation Authority (CATA) operates local buses for transportation in the Meadville area (The Loop) for students, faculty, and staff. The schedule and routes can be viewed at <http://www.catabus.org>. The Meadville Metro Taxi (814-282-9695) also provides transportation for the campus community, 24 hours a day, 7 days a week. Fees are assessed by the meter reading.

## Education for Safety, Awareness, and Wellness

Each year Allegheny College distributes to all students, faculty, and staff information about drug and alcohol abuse as well as available drug and alcohol education and treatment programs and options and counseling services.

A number of resources are available both on and off campus for education and assistance in promoting awareness of drug and alcohol abuse. The goal is to educate people about the causes and symptoms as well as the prevention of substance abuse.

Allegheny College also works closely with outside referral agencies in providing additional counseling and treatment services.

Throughout the academic year, the College works to educate students and the campus

community about the issues of sexual assault, drugs, and alcohol.

Educational and programming efforts at Allegheny College may include the following:

- Providing specific information and programs for faculty and staff, as well as specific guidelines on how to respond to reported incidents.
- Disseminating through Human Resources the Drug Free Workplace Policy.
- Providing periodic educational programs to promote awareness and to discuss issues associated with sexual assault and harassment.

- Issuing Crime Alerts and Crime Notifications regarding actual occurrences of crimes as appropriate.
- Providing information that includes definitions of rape, sexual assault, and sexual harassment, options and services available to victims, possible penalties for assailants, and suggestions on how to avoid high-risk situations.
- Providing information on the possible health risks associated with alcohol and other drugs.

## On-Campus Disciplinary Action (In Cases of Alleged Sexual Assault)

### Procedures for Students:

1. The Student Conduct Officer will initiate the disciplinary process as outlined by the College Student Conduct System in The Compass.
  - a) A formal complaint is submitted to the Dean of Students, Sexual Harassment Officer, or the Student Conduct Officer.
  - b) An investigation into the allegation is completed.
  - c) If the investigation determines disciplinary proceedings should ensue, the case proceeds through the student conduct process.
  - d) The accuser and the accused are entitled to the same opportunities and rights during the disciplinary proceeding.
  - e) Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding.

f) If requested by the victim, the College will assist in making reasonable academic and/or housing accommodation changes.

2. The outcome of any disciplinary conference can be appealed to the Community Standards Board.
3. The student conduct system is based on fundamental fairness and does not follow the due process guidelines as established for our legal system.
4. The victim also reserves the right to pursue charges criminally for cases of sexual assault.

### Procedures for Faculty and Staff:

1. Formal complaints are filed with the Dean of Students Office, the Director of Human Resources, or the Sexual Harassment Officer.
2. If an investigation warrants further action, the disciplinary process as outlined in the Faculty and/or Staff Handbook will be initiated.

## Response in Aid of Victims of Sexual Assault

### 1. Get to a safe place.

It is important to see that the victim is in a place where she/he feels comfortable, safe, and secure and has privacy. Sensitivity and confidentiality are of prime importance. A best friend, Resident Advisor (RA), or roommate may add to the sense of safety/security for the victim.

### 2. Contact Safety and Security.

Assure the victim that the Dean of Students Office will protect student confidentiality and is there to provide support. The Dean of Students Office will notify the appropriate professional staff members to help meet student needs during this time of crisis. Residence Life will assist with arrangements for alternate housing if the victim feels her/his safety is in jeopardy. The Dean's Office will be the College representative in discussions with parents and/or other individuals when the victim so

requests. This office will be a liaison for the victim with appropriate services and will also initiate a follow-up inquiry to ascertain if the student has received appropriate psychological, medical, or general support services.

### 3. Preserve all physical evidence.

Do not destroy or disturb physical evidence. Evidence can be collected with a Physical Evidence Recovery Kit. The victim should not shower, bathe, douche, rinse mouth, or throw out clothing, towels, sheets, etc. This evidence may be necessary to pursue criminal charges if requested. The victim may or may not choose to press charges, but preserving physical evidence will allow that option.

### 4. Seek medical treatment:

- to receive proper assessment and treatment of any physical injuries the victim may have sustained.

- to determine the risk of sexually transmitted diseases or pregnancy and take preventative measures.

- to gather evidence in the event the victim chooses to prosecute.

### 5. Report the assault.

Reporting an incident is distinct from choosing to prosecute. When a report is filed, the victim is not obligated to pursue legal proceedings or College disciplinary action. A victim advocate can accompany the victim when filing a report if requested.

### 6. Seek support.

Victim advocates can be a friend, the Counseling Center, an RA, a professional staff member, or the Sexual Harassment Officer. These representatives can provide additional emotional support and be a first step in the healing process.

## Procedures Students Should Follow If a Sexual Assault Occurs

If the victim is in obvious need of immediate medical attention, call 911 for transportation to the Meadville Medical Center. If the victim does not need immediate medical attention, the following steps should be taken:

1. Provide a safe and private environment for the victim.
2. Contact Safety and Security, the Resident Advisor, or Area Coordinator.
3. Encourage the victim to preserve all physical evidence.
4. Encourage the victim to seek medical treatment.
5. Encourage the victim to report the crime/incident.
6. Encourage the victim to talk with a victim advocate as soon as possible.

The traditional terminology of "victim" used here is synonymous with the preferred standard usage of "survivor." All victims are survivors. Survivors of sexual assault have the right to a change in their academic course schedules and living arrangements. Upon request, College staff members will work with the student to make these changes according to the current availability of reasonable alternatives.

- Contact for residence hall room assignment changes: Residence Life Office at 332-3865.
- Contact for course schedule changes: Dean of Students Office at 332-4356.

## Options for Notifying Proper Law Enforcement Authorities

- 1 Reporting a sexual assault is an important part of ending violence; however, the decision to report rests with the victim/survivor.
- 2 The Office of Safety and Security and the Dean of Students Office are available to assist the victim in filing a criminal complaint if the victim so chooses.
- 3 Filing a criminal complaint does not presume, assume, or mandate criminal prosecution.

## Counseling Support and Medical Services Available to Crime Victims

### On Campus

Counseling Center  
332-4368

Health Center  
332-4355

Safety and Security  
332-3357

### Off Campus

Women's Services  
724-4637

Victim Support Service Hotline  
333-9766

Meadville City Police  
724-6100

Meadville Medical Center  
333-5000

## Active Threat Assessment and Community Response

Purpose: Recommended safety measures for ongoing and immediate life-threatening incidents involving hostile suspects.

Remember: when in doubt always call Safety and Security at 332-3357 or contact 911.

### Secure Immediate Area

- Lock and barricade doors.
- Turn off lights.
- Close blinds/curtains.
- Block windows.
- Turn off radios and computer monitors.
- Keep calm, quiet, and out of sight.
- Take adequate cover, e.g. near concrete walls, thick desks, filing cabinets.
- Silence cell phones.

### Contact Authorities

- Safety and Security at 332-3357 or 911.
- Program emergency number into cell phone to speed dial #9.
- Follow any/all directives of law enforcement authorities.

### What to Report

- Say “Emergency” and report your specific building and room number.
- Report what is occurring, including the assailant’s location, number of suspects, race/gender, physical features, clothing description, type of weapon(s), assailant identity (if known).
- Report number of injured if known and type of injuries.

### Remain in a Safe Location

- Consider any/all risks before leaving a secure area.
- Remember the threat may be in the immediate vicinity.
- Attempts to rescue persons should be attempted only if it can be accomplished without endangering self/others. Stay in a safe area until advised that the vicinity is clear and safe.

### Police Response

- Remember that police will act first to neutralize the threat.
- Police will then evacuate victims and tend to the injured.
- Police will conduct an investigation and ensure that counseling is available.

## Your Role in Crime Prevention

Allegheny College encourages everyone to report crimes and other emergencies promptly to Safety and Security or to other appropriate police agencies if off campus. College safety and security seminars and various publications offer crime-prevention tips and emphasize the importance of reporting crimes. A student, resident advisor (RA), safety and security officer, or any other member of the campus community can also refer a violation of non-academic conduct to the Student Conduct Officer.

### How Do I Report a Crime?

You can report criminal activity or other emergencies to Safety and Security by calling x3357 from a campus phone or 814-332-3357 from a non-campus phone. Crimes may also be reported by:

- Picking up any campus emergency phone. These phones ring directly into the Safety and Security office, automatically registering the caller’s location.
- Contacting the Resident Advisor or the Area Coordinator in the residence halls, or other College officials, who will then contact Safety and Security.

### Can I Remain Anonymous?

The College has a confidential reporting system that allows victims of a crime to report an incident anonymously. Crime victims are advised that the College forwards non-identifying information regarding that crime to the Office of Safety and Security for inclusion in the annual statistical report. Privacy and confidentiality are respected.

## Missing Student Protocol

In keeping with federal law (20 U.S.C. and 1092j) Allegheny College complies with the following missing student notification policy. This policy is designated for students living within Allegheny College housing that is overseen by the Office of Residence Life. In the event of a missing student, the Office of Safety and Security will work directly with the Dean of Students Office and the Office of Residence Life. Students can register by filing a Student Information

Form (SIF) for emergency contact, so that the College is able to verify cases in which a person may not be missing but has voluntarily left his or her residence facility.

To report that a student is missing, contact the Safety and Security Office or the Dean of Students Office. An immediate investigation will commence for confirmation of the report.

1. Each student living within the residence halls has the opportunity to list an emergency contact by completing the SIF available at the Dean of Students Office. The student should notify the emergency contact that he or she has been designated as an emergency contact. This information will be maintained in the Dean of Students Office. Records will be immediately accessible by College staff who will implement this policy. In the event of a determination that a student is missing, the College will attempt to notify the listed Emergency Contact within 24 hours.
2. At any point during a student’s enrollment, he or she may choose to register or change emergency contact information with the College by notifying the Dean of Students Office. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
3. Residence Life staff will immediately contact Safety and Security when a student is reported missing.
4. Safety and Security will be responsible for filing all related missing person reports with other agencies, including the Meadville City Police, within 24 hours, and conduct an investigation.
5. No later than 24 hours after a student is reported missing, Safety and Security or its designee will be responsible for contacting the appropriate emergency contacts as established.
6. Allegheny College staff will offer support and assistance when a student is determined missing and make appropriate contacts within the College environment according to designated roles, functions, and responsibilities.

## Office of Safety and Security: Personnel and Procedures

### Personnel

The responsibility for safety on the campus of Allegheny College rests with the Dean of Students Office, specifically the Office of Safety and Security. That department employs seven full-time officers, two part-time officers, three dispatchers, and three communications officers. All staff members were hired for their individual skills, training, and previous experience in police work or other safety and security related positions.

All campus safety and security officers are required to be certified in First Aid, CPR, and AED training. In addition, prior to assuming their positions, officers receive additional training in confrontation skills, counseling and communication skills, drug and alcohol awareness, investigative techniques, human relations sensitivity training, and orientation in campus rules and regulations.

The campus safety and security officers’ job responsibilities include law enforcement, investigation of reported crimes and infractions, providing escort services across campus as requested, lockup and security checks for all College facilities, providing emergency response in appropriate situations, and providing liaison services with other police agencies.

### Procedures

All Allegheny College safety and security officers are Act 120 trained under the Commonwealth’s Municipal Police Officers’ Education and Training Commission (MPOETC) and/or Act 501 as Special Police and are empowered to make arrests. They are also in close communication with the Meadville City Police and the Pennsylvania State Police, both of whom are readily available to respond to situations as requested. Outside police agencies will be called upon to assist in any major investigation of on-campus crimes that involve violence against persons or major theft of property.

The Office of Safety and Security also files monthly Uniform Crime Reports with the PA State Police. Statistics regarding numbers and types of serious crimes on and around the campus are available upon request at the Dean of Students Office, Reis Hall, Allegheny College, Meadville, PA 16335 and the Office of Safety and Security, Newton Observatory, N. Main Street, Meadville, PA 16335. We also annually report statistics to the Department of Education as required under Section 485 of the Higher Education Act of 1965.

If you believe Allegheny College is not in compliance with state or federal reporting requirements, please contact Dr. Jeffrey A. Schneider, Office of Safety and Security, Newton Observatory, 520 N. Main Street, Meadville, PA 16335 (814-332-3357), or e-mail jschneider@allegheny.edu.

Officers provide coverage 7 days a week, 24 hours a day. To report a crime or emergency situation, or to seek any type of officer assistance, please call 332-3357 or go directly to the safety and security office at the Newton Observatory. Immediate assistance can also be obtained by contacting a member of the residence life staff. A resident assistant is on duty from 9:00 p.m. to 11:00 p.m. Sunday through Thursday and 10:00 p.m. to 2:00 a.m. Friday and Saturday. A residence life professional staff member is on 24-hour duty each weekend.

All members of the College community are encouraged to report crimes promptly to the Office of Safety and Security.

## Campus Crime Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates the manner in which crime statistics are to be collected and the format in which the statistics shall be published. In addition to incidents reported to the Office of Safety and Security, statistics include offenses that were reported to the Meadville Police Department and to Allegheny College officials and administrators having significant responsibility for student and campus activities. Allegheny College officials who have contributed statistical information include, but are not limited to, deans of student life and academics, residence life staff, counseling officials, athletic administration, student health personnel, and property management employees.

Statistics also include crimes committed on campus as well as crimes reported on public property areas that are contiguous to campus. In accordance with the requirements of the Jeanne Clery Act, crime statistics are shown by the following geographical areas:

- On campus and within all campus buildings
- On-campus residence halls or other student residential facilities
- Non-campus buildings or properties— “those properties owned or leased by the institution that are used in direct support of the institution’s educational purposes, are frequently used by students, and that are not within the same reasonably contiguous geographical area of the institution.”
- Public property—“all public property that is within the campus or immediately adjacent to and accessible from the campus.”

**ALLEGHENY COLLEGE  
SAFETY AND SECURITY STATISTICAL REPORT**  
The Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act

The following statistics are for your information as part of Allegheny College's overall program of safety and security. If you have any questions, contact Dr. Jeffrey A. Schneider, Assistant Dean of Students, Director of Safety & Security, Allegheny College, Meadville, PA 16335 (814-332-3355).

ALLEGHENY COLLEGE CRIME STATISTICS																
Chart I - Crimes Reported to Safety & Security, College Officials or Meadville City Police																
Type of Crime	Total Crimes Reported			Total On Campus (Includes On Campus Residential Facilities)			On Campus Residential Facilities			Non-Campus Buildings or Property			Public Property			
	2010	2009	2008	2010	2009	2008	2010	2009	2008	2010	2009	2008	2010	2009	2008	
<b>CRIMES REPORTED</b>																
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Forcible Sex Offenses <sup>*a</sup>	5	0	4	3	0	4	3	0	3	2	0	1	0	0	0	
Non-Forcible Sex Offenses <sup>*b</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Aggravated Assault	1	0	1	1	0	1	0	0	0	1	0	1	0	0	0	
Burglary	9	6	5	9	6	5	9	6	5	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Hate Crimes <sup>*c</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Arrests <sup>*d</sup>																
Liquor Law Violations	8	10	14	0	0	0	0	0	0	3	0	2	5	10	12	
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

  

Campus Disciplinary Referrals																
Liquor Law Violations	90	116	237	90	102	217	26	102	217	53	1	0	11	13	20	
Drug Law Violations	12	4	16	12	4	14	6	4	14	6	0	0	0	0	2	
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

**Notes for the 2009 Jeanne Clery Act Statistics Report (Chart I)**

- Forcible Sex Offenses include the following: Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, Forcible Fondling (Indecent Assault), and Sexual Assault (Non-forcible intercourse occurring without consent).
- Non-forcible Sex Offenses include the following: Incest and Statutory Rape.
- Hate Crimes information includes crimes against persons involving bodily injury, theft, simple assault, intimidation, or vandalism that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E), or Disability (D). No hate crimes were reported to Safety and Security in years 2007-09.
- Statistics in these categories depict arrests for all liquor, drug, and weapons law violations, and include both student and nonstudent arrests. Students arrested for these violations are automatically referred to the Office of Student Conduct.
  - Under the federal Campus Sex Crimes Prevention Act, any person who is required to register with the Commonwealth as a sex offender under Pennsylvania's Megan's Law requirement must notify the state if they are employed or are enrolled as a student at a college or university. Information regarding registered sex offenders may be obtained by visiting the web site at [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us). You may also contact the City of Meadville Police Department (814-724-6100).
  - Allegheny College does not ask prospective students about prior criminal records. Prospective employees are asked if they have ever pled guilty to or been convicted of a crime. The College conducts criminal background checks on new employees. Allegheny College will not offer employment to applicants if they have a criminal history that is relevant to the requirements of the position or present a safety concern.

ALLEGHENY COLLEGE CRIME STATISTICS						
Chart II - Crimes Reported to the Office of Safety and Security						
Crime Categories	2009 FTE=2609		2008 FTE=2553			
UCR PART I CRIMES	Reported Crimes	Index 100,000	Reported Crimes	Index 100,000	Reported Crimes	Index 100,000
Murder & Non-negligent Manslaughter	0	0.00	0	0.00	0	0.00
Manslaughter by Negligence	0	0.00	0	0.00	0	0.00
Rape <sup>*e</sup>	3	142.78	0	0.00	0	0.00
Robbery	0	0.00	0	0.00	0	0.00
Aggravated Assault	0	0.00	0	0.00	1	39.16
Other Assaults (not aggravated) <sup>*f</sup>	3	142.78	3	114.98	3	117.50
Burglary	9	428.36	6	229.97	3	117.50
Motor Vehicle Theft	0	0.00	0	0.00	0	0.00
Arson	0	0.00	0	0.00	0	0.00
Theft	49	2332.22	53	2031.42	26	1018.40
Total Part I Offenses	64	3046.16	62	2376.38	33	1292.59
UCR PART II CRIMES	Reported Crimes	Index 100,000	Reported Crimes	Index 100,000	Reported Crimes	Index 100,000
Forgery, Fraud, and Embezzlement	0	0.00	0	0.00	0	0.00
Stolen Property (receiving, possessing, buying)	0	0.00	3	114.98	0	0.00
Criminal Mischief	23	1094.71	32	1226.52	17	665.88
Weapons (carrying, possessing, etc.)	0	0.00	0	0.00	0	0.00
Sex Offenses (except Part I offenses above) <sup>*g</sup>	2	95.19	0	0.00	0	0.00
Drug Violations	5	237.98	1	38.32	7	274.18
Gambling	0	0.00	0	0.00	0	0.00
Offenses Against Family and Children	0	0.00	0	0.00	0	0.00
Driving Under the Influence	0	0.00	0	0.00	0	0.00
Liquor Laws	28	1332.69	16	613.26	15	587.54
Public Drunkenness	3	142.78	5	191.64	1	39.16
Disorderly Conduct	10	475.96	12	459.94	6	235.01
All Other Offenses (except traffic) <sup>*h</sup>	10	475.96	11	421.61	3	117.50
Total Part II Offenses	81	3855.30	80	3066.30	49	1919.31
<b>Grand Total All Offenses</b>	<b>142</b>	<b>6758.68</b>	<b>142</b>	<b>5442.69</b>	<b>82</b>	<b>3211.90</b>

**Notes for the 2009 Chapter 3 of the Pennsylvania Uniform Crime Reporting Act Statistics Report**

- Under Uniform Crime Report (UCR) Part I Crimes guidelines, the crime of Rape includes Rape, Attempted Rape, and Sexual Assault.
- Under UCR Part I guidelines, Other Assaults include simple assault as well as harassment incidents involving a threat to assault.
- Under UCR Part I guidelines, Sex Offenses (except Part I offenses) include Indecent Assault, Involuntary Deviate Sexual Intercourse, and Indecent Exposure.
- All Other Offenses (except traffic) include, but are not limited to, minor harassments, trespass, and violation of city ordinances.
 

**Note:** The Crime Index Rate is the number of crimes per unit of population (FTE) x 100,000.

## Health & Safety

The Health and Safety Committee provides safety guidance and direction to students, faculty, and staff at Allegheny College. The committee: identifies hazards and risks, recommends appropriate action to ensure safe conditions, and assists the College in maintaining regulatory compliance; provides assessment on many topics related to fire safety, safety and health issues, and the environment; and collaborates with the administration and Safety and Security in the development of the College's Emergency Response Plan.

### Safety Tips

#### Fire Safety Tips

- If you suspect a fire, pull the nearest fire alarm box in the corridor or near an exit door.
- When you hear the building's emergency alarm, evacuate the building immediately.
- Evacuate any building on campus by following EXIT signs. Do not use elevators during emergencies unless directed by emergency response personnel.
- If you are disabled, call Safety and Security at 332-3357 to develop an individual emergency evacuation plan.

### Tips for a Safer Campus

#### When Walking or Jogging

- Carry a whistle or personal alarm that makes a high-pitched, penetrating sound.
- Go with someone. There is safety in numbers!
- Stay away from isolated areas.
- Stay in well-lit, well-traveled areas, midway between curbs and buildings and away from alleys and bushes.
- Hold your purse or backpack tightly, close to your body.
- Keep your wallet in a front pocket, which is safer than a back pocket.
- Become familiar with the location of emergency phones on your route.

#### If You're Being Followed

- Cross the street or change direction.
- Keep looking back so the person knows you can't be surprised.
- Go to a well-lit area. Enter a building—anywhere there are people.
- Notice and remember as much as possible about the person so you can give a good description.
- When arriving at a safe place, call Safety and Security and report the incident.

#### Where You Live

- Keep your doors/windows secured at all times.
- Don't let in strangers. Know your guests.
- Never prop doors open, especially fire doors, even for a short time.

#### Protect Personal and College Property

- Lock your door every time you leave.
- Engrave expensive equipment and valuables with an ID number.
- Don't attach your All-Card (ID) or any other identification to your key chain.
- Don't leave your personal property (books, iPods, laptops, backpacks, calculators, coats, etc.) unattended in the library, hallways, gym facilities, classrooms, or common areas.
- Don't use an outdoor bank teller machine late at night.

#### Avoid Working or Studying Alone in a Building at Night

- If you work late, keep your office door locked.
- Do not study in isolated locations.
- Lock all doors behind you when entering or exiting at night.

#### Protect Your Car

- Always lock your car and take the keys with you.
- Lock any valuables in the trunk.
- Park in well-lit areas.

#### When Driving

- Have your keys ready when walking to your vehicle.
- Check the back seat before getting into a vehicle.
- Keep doors locked when driving.
- Never pick up hitchhikers.
- Never hitchhike or accept rides from strangers.

#### Be Aware

- Report suspicious activity immediately. Get to know your neighbors. Share information on suspicious circumstances.
- Call Safety & Security at x3357 (on campus) or 814-332-3357 (from a non-campus phone) with any safety concerns.

## Keeping You Informed

The campus community is kept informed regarding security and safety matters through e-mail notifications and campus alerts. In addition, when the information is considered extremely important, individuals will be informed via the Emergency Notification System (e2Campus).

When circumstances warrant, the Office of Safety and Security also issues Crime Alerts and Crime Notices that describe the nature, location, and time that a crime occurred, along with precautions that individuals should take to aid in the prevention of similar incidents.

The ultimate goal at Allegheny College is to take a proactive, not reactive, approach for the safety and security of all the members of the campus community.

## Emergency Notification

Allegheny College's Emergency Notification Service (e2Campus) will be used to communicate with subscribers through mobile phone, web page, e-mail, RSS, PDA, text pager, Google, AOL, or My Yahoo Page as deemed appropriate in the event of an emergency. All college students, faculty, and staff are eligible and encouraged to subscribe. Each subscriber can designate contact numbers. The e2Campus system is designed for use with electronic devices and is only one aspect of a layered approach to notifying the College community of emergencies. The e2Campus System is tested once per semester after advance notification to the campus community. All Safety and Security officers have received annual training for emergency response. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff on campus, e2Campus will be used to notify and provide direction to the campus community, unless issuing a notification will compromise efforts to contain the emergency. The College also uses a Desktop Alert System, which sends communications to College-owned PCs, to notify the campus community of potential emergencies.

The confirmation process for determining the occurrence of a significant event affecting the welfare of the campus community will be based upon facts and intelligence received. The information received will be reviewed and evaluated by members of the Emergency Response Team, which includes the President, the Executive

## Policy Summary

It is Allegheny College's policy to investigate fully any and all reports of criminal activity or other emergencies on campus utilizing college personnel and/or outside police agencies as needed.

When appropriate, the campus community will be informed of any and all potential security/safety hazards and advised as to proper emergency procedures or preventative measures.

Allegheny College restricts the possession or consumption of alcoholic beverages on college property by any student or visitor under the age of 21. The College also prohibits the use, possession, and distribution of narcotics, hallucinogens, or any other illegal substances, or drug paraphernalia. The use, possession, or manufacture of firearms, explosives, weapons or other dangerous articles capable of injury to persons or property are also prohibited on college property.

The use of Allegheny College's general facilities is reserved for the campus community members: students, faculty, and staff. Guests may use facilities when properly registered and in full compliance with established policy. All parties using college facilities may do so only in accordance with published policies, procedures, and protocol for such use, or as part of Allegheny College sponsored or approved activities or functions.

Vice President for Finance and Treasurer, the Dean of Students, and the Director of Safety and Security. The content of the notification will be determined by members of the Emergency Response Team, which will direct the initiation of the e2Campus System. If a significant emergency originates at Allegheny College, outside agencies will be advised and requested to assist in the mitigation of the emergency, and local community leaders will be informed as well. If needed, plans are in place for any level of evacuation that would be deemed appropriate for the existing emergency.

### How Do I Subscribe?

- Go to the emergency notification community at: [www.e2campus.com/my/allegheny/](http://www.e2campus.com/my/allegheny/)
- Provide your contact information.
- It is your responsibility to ensure your information is accurate and up-to-date.

**Note:** Allegheny College does not charge a fee to subscribe to this service; however, you are responsible for any messaging fees from your electronics device provider.

## Learn Residence Hall Security and Safety Procedures

When you check into a residence hall, you receive information about campus safety/residence hall security, such as:

- Whom to call in case of an emergency,
- What procedures to follow in case of a fire evacuation,
- Guests and visitation, alcohol, and drug policies, and
- General campus safety and security, among other topics.

At your first floor meeting, which is mandatory and held by the RA, you can acquaint yourself with unique aspects of your residence hall community and the security practices to follow to make your living and learning environment safer.

Signs promoting safety are prominently displayed throughout the residence halls. Evacuation routes are clearly marked.

### Security Features in Student Rooms

Every accommodation within each residence hall has its own lock, key, or ID card access. Allegheny College strongly advises that students *do not* attach their ID cards to their keys. Residents should lock their doors and windows at all times and always carry their keys and All-Card (ID) with them.

## Living at Allegheny College: Residence Hall Fire Safety

All residence halls are nonsmoking environments. Open flames are not permitted. Fire safety equipment in residence halls includes smoke detectors, heat detectors, pull stations, fire extinguishers, signs, and sprinkler systems. All fire alarm systems are directly monitored by the Office of Safety and Security at the Observatory. Smoke detectors sound an alarm within an individual room; in addition, each facility is protected by its own fire detection system. When the facility's fire detection system is activated, an alarm sounds alerting residents to evacuate the building. Each in-room smoke detector is directly connected to the building fire detection system. When a smoke or heat detector goes off in any given room, the building fire alarm system will sound the alarm for evacuation of all residents.

Anyone who hears a room alarm or suspects a fire should pull a building fire alarm box, located in the hallway, to summon the appropriate fire authorities and alert others in the building. When the fire alarm sounds, all occupants must exit the building via the nearest stairwell as quickly and safely as possible. Tampering with fire safety equipment is subject to college disciplinary action, as well as criminal prosecution. Corrections and improvements in residence facilities fire safety standards are continually assessed by Allegheny College. Twenty-eight supervised fire drills were conducted during the academic year 2009.

Toasters, coffee makers, and hot pots are allowed, but appliances with exposed heating elements are not permitted for safety reasons. Candles, incense, oil lamps, and any other device that may contain an open flame are also prohibited in all residence rooms. Heavy-

duty surge protectors with self-tripping breakers are recommended. Extension cords are permitted with a minimum of 14-gauge wire.

Students are asked to report any problems with building fire alarm systems, fire extinguishers, or smoke/heat detectors to the Office of Residence Life, Safety and Security, or the Physical Plant. Evacuation maps and instructions are posted for residential students' information. Stairwells are areas of refuge, as they have fire-rated construction and are equipped with self-closing and latching fire doors. Any fire or suspicion of a fire should be reported to any of the following: Safety and Security at x3357, the Physical Plant at x3868, the Office of Residence Life at x3865, any Area Coordinator, or any Resident Advisor.

Professional staff members are trained in building emergency evacuation procedures and fire safety. Residence Life staff receive hands-on training that includes scenarios in smoke-filled hallways and live fire exercises conducted by the Meadville Fire Department. RAs conduct floor training through meetings early on in the semester in which residents are briefed on fire safety, prevention, and evacuation. Students with physical limitations should contact the Associate Director of the Learning Commons (x2898) to develop an individual emergency evacuation plan.

Comprehensive guidelines for fire safety/fire prevention, including those for emergency evacuation, electrical appliances, and no smoking or open flames, can be found in the Allegheny College Safety Manual at <http://sites.allegheny.edu/safety/>.

## Allegheny College Fire Statistics On-Campus Residence Halls (13) and Campus-Owned Houses (28)

	<u>2010</u>	<u>2009</u>	<u>2008</u>
<b>Fire Alarms</b>			
Unintentional Fire Alarm	156	156	149
Intentional Fire Alarms	28	14	24
Undetermined Cause	55	47	56
<b>Total Fire Alarms</b>	<b>278</b>	<b>217</b>	<b>229</b>
<b>Fires</b>			
Deaths	0	0	0
Injuries	0	0	0
Property Damage (\$)	0	0	0
<b>Total Fires</b>	<b>1</b>	<b>0</b>	<b>0</b>

## Campus Residence an Attractive Option

Allegheny College provides housing for up to 1,918 (capacity) full-time students. About 88% of the student body is housed on campus. All 1st, 2nd, and 3rd year students must reside on campus. Fourth-year students may live off campus. The Dean of Students Office can grant special exceptions to the housing requirements.

The residence halls provide 1-5 person rooms. First-year students may choose from one of seven coed residence halls. Upper-classmen may live on campus in residence halls, fraternity houses, apartment-style housing, and Special Interest Housing.

Residence halls are open only when classes are in session. During holiday and vacation breaks the halls are closed and residents must vacate the premises.

Any exceptions must be approved by the Dean of Students Office.

Residents are allowed to have overnight guests, but roommates must agree upon the length of the visit. Overnight guests may not stay more than three nights in any fourteen-day period, with the approval of all residents of the room.

The Room and Board Contract is valid for two terms. A student must remain a full-time student (12 credits) while in residence.

Returning students participate in a process each Spring to determine eligibility and the order in which they will select housing for the next academic year. Freshman students who respond to Allegheny College's offer of admission and meet all required deadlines and deposits are guaranteed housing.

The College assigns student housing based upon the information provided in student contracts and the availability of the requested accommodations. The Office of Residence Life processes and approves room change requests, contingent upon available space.



For accessibility/accommodation information and assistance, please contact the Associate Director of the Learning Commons at Pelletier Library, Room 6, 520 N. Main Street, Meadville, PA 16335, 814-332-2898.

## Residence Hall Safety Is a Priority

A number of significant measures are taken to provide adequate safety and security within college residence facilities. Extensive exterior lighting has been installed on campus. In the residence halls, all rooms are either key entry equipped with locks, or All-Card ID access. All windows are equipped with locks and screens. Entry to the exteriors of the residence halls can only be gained by a student using his or her student All-Card ID card. All exterior entrances to the residence halls are locked 24 hours a day, seven days a week. Exterior access doors are monitored by the Office of Safety and Security.

All students in the residence facilities are required to carry photo identification and must present I.D. when requested.

Residence facilities are staffed by professional staff members (Area Coordinators) and student Resident Advisors (RAs). The Residence Life staff makes rounds throughout the facilities on nights and weekends, and Safety and Security officers patrol all facilities as needed.

Professional staff members are on duty every weekend. Professional staff members are also on call for emergencies at all times.

All Resident Advisors and professional staff members receive extensive training in First Aid, CPR, AED, confrontation skills, programming, crisis intervention, peer helping skills, and emergency procedures.

At the start of each academic term all residents gather in meetings with Residence Life staff to review college policies, procedures, and protocol. Residents are responsible for abiding by all residence hall policies and the Student Code of Conduct.

Policies, procedures, and protocol are outlined on the Residence Life page of the Allegheny College website. The student handbook, *The Compass* (2010-2011), is accessible online at [www.allegheny.edu/campus/policies/handbook.pdf](http://www.allegheny.edu/campus/policies/handbook.pdf).

Additionally, workshops and floor meetings are held throughout the year to educate students regarding relevant issues, and stu-

dents are encouraged to participate in the Operation Identification program. Resident students are also advised of periodic Crime Alerts and Crime Notices for safety and security precautions.

The Safety & Security Office provides an on campus

**Escort Service**

in the evening for individuals who request it.

Persons desiring to utilize this service need only call

**x3357**

to request an escort.



ALLEGHENY COLLEGE

520 N. Main Street • Meadville, PA 16335

Allegheny College

814-332-3100

## Emergency Phone Numbers

**On Campus**

Safety & Security

3357

Police, Fire or Ambulance

9-911

**Off Campus**

Police, Fire or Ambulance

911

Safety & Security

814-332-3357

Please cut out and keep this  
wallet card for contact numbers  
in case of emergency,.