

**Department of Campus Safety & Protection  
Annual Jeanne Clery Disclosure of Campus Security  
Policy/Crime Statistics Act and Fire Safety Report  
2011 - 2012**



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### Department of Campus Safety & Protection: A Shared Responsibility

*A Report of Immaculata University  
Department of Campus Safety & Protection*

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### **Department of Campus Safety & Protection: Policy for Reporting the Annual disclosure of crime statistics and Fire Safety Report**

The Department of Campus Safety & Protection prepares this report to comply with Chapter 33 ( Pa College and University Security Information Act ) 24 P.S 2502.1 – 2502.5 and the Federal Student Right to Know and Campus Security Act of 1990 (P.L. 101-542) as amended through Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

This report is prepared in cooperation with local law enforcement agencies surrounding our campus and alternate locations housing University operations.

Additionally student affairs staff and other designated persons, identified by Immaculata University as Campus Security Authorities (CSA), report criminal offenses. Each entity provides updated information in their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statements include those reported to the Department of Campus Safety & Protection, designated campus officials and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students that provide the web site to access this report. Copies of this report may be obtained at the Department of Campus Safety & Protection located in Lourdes Hall. All prospective employees may obtain a copy from Human Resources located in Villa Maria Hall.

These acts referred to in paragraph one (1) require the publication and distribution of the information contained in this document. It requires the disclosure of crime statistics for the most recent years, as well as disclosure of the institutions current security policies.

Immaculata University is located in East Whiteland Township, Chester County, Pennsylvania. The University is comprised of 13 buildings nestled in a quiet serene setting conducive to a secure quality of life. The 373 acre campus is bordered by King Road to the south, Ravine Road to the west, Frazer Road to the east and the AMTRAK railway to the north.

The primary responsibility for the safety of the campus lies with the propriety Department of Campus Safety & Protection officers. The welfare of all who live, work or visit Immaculata University is of paramount importance to the Department of Campus Safety & Protection. Each member of the campus community must accept responsibility for his or her own personal safety. The cooperation, involvement and perceived support of the campus community in an overall campus safety program are crucial to its success. The campus is an open one and, as such, access to the grounds is generally not limited. There always exists the possibility of a criminal act occurring, despite the best efforts of the Department of Campus Safety & Protection staff.

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It is in your best interest to familiarize yourself with the Department of Campus Safety & Protection at Immaculata University and to be aware of the policies, procedures and services that make the University a safe and comfortable environment for learning, working and living.

This publication is prepared to describe the safety procedures of the University, in the hope that an enlightened campus will serve as a deterrent to criminal activity.

### **Campus Police Authority & Jurisdiction**

The Department of Campus Safety & Protection reports to the Vice President for Student Development & Engagement and consists of a Director, Supervisors, Twelve full-time and seven part-time safety officers.

Each Officer in the Department of Campus Safety & Protection officer is trained in basic emergency medical procedures, first aid and cardiopulmonary resuscitation within one year from the date of hire. A few officers have completed Act 120, Municipal Police Officers Training program requirements, which is an extensive training program. Additional in-service and on the job training is provided to all employees.

The proprietary Safety Officers of Immaculata operate as agents of the University. The Department of Campus Safety & Protection of Immaculata records all reported crimes that occur on campus. Criminal investigations are conducted by the Immaculata officers. All major crimes that may occur, i.e. motor vehicle theft, aggravated assault, sexual assaults, burglary, etc., are reported to the police with the permission of the victim. East Whiteland Township Police, has primary responsibility for criminal investigations. Minor offenses, such as vandalism or criminal mischief may not be reported immediately to the police. This referral decision is made on a case by case basis. A written memoranda of understanding for the investigation of alleged criminal offenses with the East Whiteland Township Police Department is in existence.

The Department of Campus Safety & Protection officers neither carry weapons nor have arrest powers (detaining power solely), but work with the police when an arrest is warranted. The Immaculata officers enjoy an excellent rapport with the local law enforcement agencies and are quite proud of Immaculata University's security record.

The Department of Campus Safety & Protection Officers work in conjunction with the efforts of East Whiteland Township Police, the Uwchlan Police and the Pennsylvania State Police. The Officers have authority to ask persons for identification and to determine whether individuals have lawful business at the University.

The Department of Campus Safety & Protection Officers have the authority to issue parking violations, which if after a specified period of time, are not paid and have not been appealed are billed to the student's financial account.

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The entire Immaculata community is encouraged to report anything suspicious or of a criminal nature occurring on the Immaculata University campus or at student off campus housing.

This report may be in person at one of the Department of Campus Safety & Protection office locations in Lourdes, DeChantal or Loyola Hall or by telephone on the campus telephone system extension 5555 (610-647-4400), 610-854-2451 (direct line), or by e-mail to the Director of Campus Safety & Protection: [ebiagiotti@immaculata.edu](mailto:ebiagiotti@immaculata.edu) This does not preclude, in extremely urgent situations, the direct contact with the East Whiteland Township Police Department at 610-647-1440, or 911.

Resident students are offered instruction on crime prevention topics such as theft, personal safety, sexual assault and fire safety annually.

The Department of Campus Safety & Protection personnel patrol student resident areas 24/7. Enforcement of policy and procedures is the responsibility of both Resident Life & Housing, Student Development staff, and Campus Safety & Protection personnel. All students have the option of contacting the local police at any time to report a violation of the law.

Students residing at Marchwood Apartments should contact the Uwchlan Police Department directly at 610-692-5100 or 911.

During orientation in July, August and September students are informed of services offered by the Department of Campus Safety & Protection. Presentations outline ways to maintain personal safety and residence hall security. Students are informed about crime on campus and in the surrounding areas of Immaculata University and the off campus residence housing. Crime prevention programs are offered to students, faculty and staff annually. Programs include but are not limited to alcohol awareness, sexual assault (rape and acquaintance rape), and general awareness responsibility.

In addition to seminars, information is disseminated to students and employees through crime prevention articles, e-mails's, security alert posters and articles.

In addition, Campus Safety & Protection Officers present Rape Aggression Defense (RAD) classes throughout the academic year. It is a comprehensive course that begins with Awareness, Prevention, Risk Reduction and Avoidance, while progressing on to the basics of hands-on defense training a certified RAD instructor presents the class.

A common theme of all awareness and crime prevention programs is to encourage students, faculty and staff to be aware of their responsibilities for their own security and the security of others. Crime prevention awareness information is disseminated at these sessions. When time is of the essence, information is released to the University community through security alerts posted prominently throughout the campus and through computer e-mails sent over the University's e-mail system and portal system (MyIU).

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The Department of Campus Safety & Protection Officers does not provide security services to off campus residences, other than crime prevention programming. Criminal activity at recognized off campus housing of Immaculata students is monitored and recorded by the Uwchlan Police Department .

The Immaculata University Department of Campus Safety & Protection works with multiple constituencies both on and off campus. This cooperative venture addresses situations as they arise, as well as future concerns. The University has a proactive approach in this regard.

### **Crime Log**

The University's Campus Safety and Protection Department maintains a daily log written in a form that can be easily understood, recording all crimes in chronological order reported to such department. Each log entry encompasses the nature, date/time and general location of each reported crime in addition to the disposition of the complaint, if known. All entries are open to public inspection within two business days of the initial report being made to the department, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim. If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.

### **Timely Notification Policy**

It is the policy of Immaculata University to issue Timely Notification/Crime Alerts to inform the Immaculata community on an ongoing basis of an immediate threat of a significant emergency or of dangerous situation in and around our community, as mandated by the U.S. Department of Education. When a crime has been reported to a "campus security authority", as defined in the Jeanne Cley Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), depending on the particular circumstances, especially in situations that could pose a threat to the University community and/or individual members, the Campus Safety and Protection Department may issue a warning. In the event of a credible immediate threat to the safety of the University community or individual members, the Department of Safety and Protection will send an emergency notification to appropriate members of the University community, advising of the nature of the emergency and guidelines to follow to reduce members' risk of injury.

### **I.General**

The Director of Campus Safety and Protection or his/her designee is responsible for consulting with the department staff, local police department (s), and with other campus authorities ( as deemed necessary and in accordance with the Emergency Operations Plan, if applicable) in making the determination on a case-by-case basis of when "Timely Notification" of an Emergency or a Crime Alert is disseminated.

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Each Notification must be approved by the Vice President for Student Development and Engagement or his/her designee. Each Notification must also be approved by the Director of Campus Safety and Protection or his/her designee.

Methods of dissemination may include, but are not limited to, use of e-mail, voicemail, posting of hard copies in public areas, posting on University website, e-2 campus, MyIU portal, fliers, use of local media outlets and other methods appropriate under the circumstance

Immaculata University will, without delay, and taking into account the safety of the community, determining the content of the notification and initiate the notification system, unless issuing a notification will in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain respond to or otherwise mitigate the emergency.

Following issuance, Timely Notifications/ Crime Alerts will be posted in a conspicuous location with the Lourdes safety office for public view. The posting will be for a period of no less than 60 days.

### **II. Timely Notice-Emergencies**

The authority to declare a campus state of emergency rests with the President of the University or, in his/her absence, a Vice President. The Director of Campus Safety and Protection or his/her designee shall immediately consult with the President or a Vice President where there is the possible need for a declaration of a campus state of emergency and follow the procedures established in the Emergency Operations Plan. Timely Notice of such emergency shall be given to all members of the University community advising of the nature of the emergency and the guidelines to follow to reduce their risk of injury.

In the event of an emergency where there is not the possible need for a declaration of a campus state of emergency, the Director of Campus Safety and Protection or his/her designee shall, after consultation with the Vice President for Student Development and Engagement or his/her designee, issue a timely Notification of the Emergency to the affected members of the University Community advising of the nature of the emergency and the guidelines to follow to reduce the members' risk of injury.

### **III. Timely Notice-Evacuation**

The determination of when a full or partial evacuation is required is set forth in the Campus Emergency Evacuation Plan, which is Appendix 3 of the Emergency Operations Plan. Timely Notice of a full or partial evacuation shall be provided to the affected members of the University community in accordance with the terms of the Campus Emergency Evacuation Plan.

### **IV. Timely Notice CleryAct/Crime Alerts**

When a Crime Alert is issued, it is the responsibility of the issuing authority to cause immediate notification to the administrators comprising the Emergency Management Team as

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defined in the Immaculata University Emergency Operations Plan. Consideration should be given to notifying local police departments and the Chester County 911 dispatch center. In relation to the Clery Act, a two-prong test shall be applied to determine if a Crime Alert will be issued.

Was the incident that was reported to a campus security authority or local police

- 1). Identified as a Clery Act crime (murder, manslaughter, sex offense , forcible/non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson);AND
- 2) )Is the crime considered to pose a serious or continuing threat to students, faculty , staff, or visitor.

Timely Notifications/Crime Alerts contain in the subject line the phrase “Timely Notification” or “Crime Alert” depending on the nature and severity of the threat. The body of each Crime Alert will include information regarding the Clery Act requirement; the corresponding university case number (i.e. IUSP Case Number: 2009-00001); a short description of the crime or incident giving the time and date, location, reported offense, suspect description, weapon used (if any), and suspect vehicle (if any) and method of operation (MO) used to facilitate the crime. The Notification must also include personal safety information to aid members of the University community in protecting themselves from becoming victims of a similar crime and promote overall safety for our educational community.

### **V. Timely Notification Action Report**

When a Timely Notification/Crime Alert is issued, a corresponding Timely Nonfiction Action Report shall be completed and filed in the Clery Annual retention file with attached copies of the Notification. With the exception of case reports involving juveniles, a copy of the associated incident report (s) shall also be attached,

With regard to juvenile case reports, a notation will be placed in the “Miscellaneous Comments/Information” section on the Timely Notification Action Report identifying the location of the related case report (i.e. juvenile record file cabinet).

For all Timely Notification of crimes not required by the Clery Act, a Timely Notification Action Report shall be filed in the Department of Campus Safety and Protection. For all Timely Notification of non-criminal activity, such as emergencies or natural disasters, a Timely Notification Action Report (Non-Criminal) shall be filed in the Department of Campus Safety and Protection.

When it is decided that a Timely Notification/Crime Alert will not be issued, such as in circumstances where the possible risk of compromising law enforcement efforts or for crime reported to a pastoral or professional counselor, the appropriate form of Timely Notification Action Report will be completed documenting the reason for non-issuance of a Timely Notification.

Status updates as to the resolution and/or un-founding of a crime and issued Timely Notifications/Crime Alerts will be similarly disseminated and updated as soon as possible.

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### **VI. Reporting**

Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the personnel in the Department of Campus Safety and Protection so a determination as to whether an alert may be made.

### **VII. Other Departments**

If community members report crime or serious incidents to other campus security authorities or university administrators, those persons will notify the Department of Campus Safety & Protection.

### **VIII. Media Relations**

Campus staff and students should not discuss any details concerning a campus emergency with any media personnel. All questions, communication or requests for information by news personnel should be directed to the Vice President for University Communications or his/her designee, who will coordinate all dissemination of information on campus.

### **Campus Emergency Response and Evacuation Procedures**

University policies guide immediate emergency response and evacuation procedures, which encompasses electronic, physical, landline and cellular emergency message communications. Specifically, these policies and procedures require authorized University officials (Director of Campus Safety and Protection and/or Vice President for Student Development and Engagement) to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus, unless issuing a notification will compromise efforts to contain the emergency. Emergency messages will include information on what has occurred and directions to the community on what to do next. The possible mediums through which messages may be sent include recorded voice messages to office telephones; text messages to cellular phones; email messages; messages on the University's web site and loudspeaker voice messages in equipped buildings. It is absolutely necessary that every student and employee keep the University updated with his or her current contact information through the university e2campus system located on the MyIU portal. This system is the University's mass notification system which is routinely tested. The University's emergency response and evacuation procedures are posted on line. For further information visit [www.myiu.immaculata.edu](http://www.myiu.immaculata.edu) under campus life tab.

### **Student Crime Reporting Policy**

The University encourages students to report criminal activity immediately to the Department of Campus Safety & Protection and/or local law enforcement agency. If the student desires, University officials will facilitate the reporting of crimes to local law enforcement authorities and provide available support services to the student victim.

A student who is a victim of a rape, sexual assault, or sexual abuse is strongly encouraged to report this crime immediately to the local police, to any member of the Student Development & Engagement or to the Department of Campus Safety & Protection.

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The University provides support to victims of sexual offenses through on campus resources such as; the Counseling Center, Campus Ministry, Health Services, Residence Life & Student Development, Department of Campus Safety & Protection, Dean of Students, together with University assisted referrals to other support services provided by the Crime Victim's Center of Chester County. Caring professionals are available to discuss the students' options and to offer support, compassion and practical assistance.

### **Confidential Reporting Procedures**

If you are a victim of a crime and do not want to pursue action within the University Conduct system or the criminal justice, you may still want to consider making a confidential report. A report on the details of the incident without revealing your identity can be filed. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the community to potential danger.

Reports filed in this manner are counted and disclosed in the annual crime statistics for Immaculata University. Campus 'Pastoral Counselors' and 'Professional Counselors', when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. They are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

For clarification purposes a Pastoral Counselor is an employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a Pastoral Counselor. A Professional Counselor is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institutions community and who is functioning within the scope of his or her license or certification.

### **Access Policy**

Generally during business hours, the University will be open to students, parents, employees, contractors and visitors. During non-business hours access to all University facilities is by key, if issued, access card or by admittance via the Department of Campus Safety & Protection. In the case of periods of extended closing, the University will admit only individuals who have prior written approval to all facilities.

Every student, faculty and staff member must carry an ID card issued by the University and it is requested that this ID be worn on campus. A photo ID is required for access to a variety of University services.

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A visitor is defined as any person who does not reside in University housing, or a residential student who is not a resident of the room in which he or she is visiting. Each visitor must present a photo ID which will be exchanged for a visitor's pass. The visitor must carry the visitor pass at all times. After visitation hours the residential student/host must escort the non-residential guest to the designated security desk to notify security on his/her status. Residence halls are secured 24 hours a day. The University maintains a visitor policy. The visitation policy is based upon the University's confidence in the ability and inclination of Immaculata students to make mature decisions about their social behavior. The Residence Life & Student Development Staff will maintain visiting hours. The complete details of the Visitation Policy can be found in the Student Handbook.

During low occupancy periods (extended holidays) student access is denied. Their access control card is disabled. Entry into these resident areas require accompaniment of the student by a Campus Safety & Protection officer.

Some facilities may have individual hours, which may vary at different times of the year to accommodate the needs to those individuals utilizing that facility. Examples are the fitness center, the pool and the library. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility, in concert with the Department of Campus Safety & Protection.

The University provides guest rooms to accommodate visitors affiliated with Immaculata. Every guest is subject to the University rules and regulations and they are the responsibility of their sponsoring host. The Department of Campus Safety & Protection is responsible for the management of guest rooms. The entire guest room policy and procedures can be found in the Student Handbook.

Officers periodically check shrubs, bushy trees, other plantings outside first and second floor rooms and next to entrance walks, those areas which offer concealment and climbing areas for potential criminal acts. These potential landscaping liability issues are brought to the attention of the Facilities Department for action.

During the year the Department of Campus Safety & Protection personnel provide input into the maintenance of campus facilities by (1) filing service requests for defective lighting, locks and safety hazards: (2) submitting proposals and recommendations for the removal of safety liabilities such as inadequate locks, alarms, inadequate lighting, traffic control and pedestrian/vehicle safety.

### **Alcohol Beverage Policy**

The presence and consumption of alcohol is not permitted on campus, with the exception of those University sponsored events at which alcohol is part of the menu provided by Dining Services. Students who are 21 years of age or older may consume alcohol on campus at such events. The University reserves the right to sanction students who violate the state law and any of the following provisions.

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1/ The University reserves the right to sanction the residents of a room where a violation occurs regardless if the alcohol containers are empty or full and whether or not the residents are present at the time of the violation.

2/ The consumption of alcoholic beverages or possession of alcoholic beverages in residence hall rooms and public places, including hallways, lounges, buildings or on University grounds. Note: University grounds include all University parking lots and any vehicles parked on University property.

3/ The use or possession of paraphernalia specifically associated with the consumption of alcohol (e.g. funnels) by students is prohibited on campus.

4/ Pennsylvania has set .08% Blood Alcohol Content (BAC) as the legal limit for Driving Under the Influence (DUI) conviction. Students may be convicted of DUI at .05% and above if there is supporting evidence of driving impairment.

5/ Students found in violation of the University Alcohol Beverage Policy must comply with any education requirements specified through the disciplinary system as outlined in the Code of Student Conduct. When a student is found responsible and sanctioned for an alcohol offense, the University reserves the right to notify parents/legal guardian(s) about the disciplinary status consistent with the provisions of the Family Educational Rights and Privacy Act.

Immaculata University supports the Pennsylvania State laws concerning drinking and accepts the responsibility to inform each student of his or her obligation to obey these laws.

The University offers no protection for violators of these laws. Pennsylvania law provides that it is unlawful for anyone under the age of 21 to possess, consume, purchase attempt to purchase or transport alcoholic beverages. State law further provides that it is unlawful to furnish alcoholic beverages to anyone under the age of 21. Additional State laws pertinent to alcohol related issues include: carrying a false identification card and public drunkenness.

In any case when a student is considered to be a problem drinker, a University representative may request the student to seek professional counseling. If the student refuses to seek professional counseling and his or her behavior is considered to be disruptive, the student, if a resident, may be asked to move from the residence halls and face suspension from the University.

The requirement of professional counseling may be implemented with or without disciplinary action.

### **Drug Policy (Controlled Substances)**

The University adheres to the Drug free Schools and Communities Act (DFSCA). Refer to the DFSCA section for specific information regarding University compliance. Immaculata University recognizes drug abuse not only as a likely safety and security concern, but as an

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illness and serious health problem. The University offers a range of resources and services as follows: counseling and support services are available at the Counseling Center; student education and

Information are available through Student Health Center; offer supportive services is available through the Counseling Center or Student Health Center.

- A. The University does not allow the sale, production, use possession and/or distribution of, as well as the attempt to sell, produce, and /or distribute illegal drugs (including but not limited to heroin, cocaine and its derivatives, marijuana, barbiturates, amphetamines, hallucinogens or other addictive or illegal substances) while on University Premises and/or while off-campus participating in any University sponsored activity or event.
- B. Use of possession of illegal drugs may result in disciplinary action. Second offense may result in expulsion from the University. The University reserves the right to sanction all students assigned to residence hall room or apartment where the violation occurs and/or those present at the time of the violation.
- C. The University reserves the right to sanction students in cases where indicia of illegal drugs use is present, but where no illegal drugs are recovered. These indicia may include, but are not limited to: the odor of illegal drugs, the presence of drug paraphernalia, lack of cooperation or attempts to mask odors upon confrontation, deliberate attempt to block airways or other such similar behavior designed to avoid detection.
- D. The University does not allow for any possession or use of drug paraphernalia on any part of University premises as well as while off campus participating in any University sponsored activity or event. Any student found in possession or use of drug paraphernalia is in violation of the Drug Policy.

For purpose of this policy, “University Premises” is defined to include: “all buildings within which the University provides educational and related student services and/or conducts its business operations, whether owned, leased, or provided without charge for use, the campus as well as surroundings grounds and parking areas adjacent to these buildings and vehicles owned or leased by the University’.

When a student is found to be in violation of the immaculate University Drug Policy (Controlled Substances), the University reserves the right to notify a parent or legal guardian about the student’s disciplinary status, consistent with the provisions of the Family Education Rights and Privacy Act (FERPA)

### **Drug And Alcohol Abuse Education Programs**

The Student Development & Engagement office in concert with the Student Health Center and Counseling Center provides overall coordination of the drug and alcohol education programs, i.e. Alcohol EDU

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### **Drug Free School and Communities Act**

Immaculata University is in compliance with the Drug Free School and Communities Act (“DFSCA”), which requires colleges and universities to adopt and enforce policies that include sanctions for illegal alcohol and other drug use and to provide students with appropriate information and services to back up those policies. Orientation sessions for new students, alcohol awareness weeks and other special events, reduced alcohol availability, and consistent enforcement activities aid in the dissemination of the pertinent information.

Immaculata University maintains written policies that set forth standards of conduct clearly prohibiting the unlawful possession, use, or distribution of alcohol or illicit drugs on University property or as part of any University activity. These policies clearly state that sanctions apply to student acts committed under the influence, such as public disturbances, endangerment to self or others, or property damage

In additions, the university annually distributes to each student a document entitled “Towards a Drug Free University”, which set forth the following information:

1. The University’s written policies prohibiting the unlawful possession or distribution of illicit drugs and abuse of alcohol by students;
2. A description of applicable legal sanctions under local, state or federal law;
3. A description of health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of available drugs or alcohol counseling, treatment and rehabilitation programs;
5. A clear statement of the disciplinary action that the university will impose on students for violation university policy; and
6. A Summary of the University’s biennial review practice of its program to determine its program effectiveness and to ensure that disciplinary sanctions are consistently enforced.

## **MISSING STUDENT NOTIFICATION POLICY**

### **I. POLICY**

If a member of the University community has reason to believe that a student is missing, whether or not the student resides on campus, it is the policy of this department that all possible efforts will be made to locate the student to determine his or her state of health and well being. These efforts will be undertaken through collaboration with the various departments in the University as well as local law enforcement agencies

### **II. CONTACT INFORMATION**

Each student is given the opportunity via their SSIU account to identify an individual to be contacted no later than 24 hours after the student is determined missing. Students may review or revise his/her information online at anytime. If the students wish to register confidential contact information to be used in the event that the student is determined to be missing for a period of more than 24 hours they should contact the Registrar’s Office who will make the proper notation to the student record.

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### **III. INVESTIGATORY PROCEDURES**

Any missing person report relating to a student enrolled at the University must be immediately referred to the Campus Safety and Protection Department. If the student is an *off-campus* resident, the Campus Safety and Protection Department will informally enlist the aid of the neighboring police agency having jurisdiction. Appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. The Campus Safety and Protection Department will cooperate, aid and assist the primary investigative agency in all ways prescribed by law. If the student is an *on-campus* resident, the Campus Safety and Protection Department will secure authorization from Student Development and Engagement officials to make a welfare entry into the student's room. If the student is not found in the room or in another University facility, the Campus Safety and Protection Department will open an official investigation and retain status as the primary investigative unit. Concurrently, University officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student and, where available, through use of the student's confidential contact information. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings, or appearing for scheduled work shifts, will be established. If located, verification of the student's state of health and intention of returning to the campus will be made. When and where appropriate, a referral will be made to the Counseling Center and/or the University Student Health Services Center. If the Campus Safety and Protection Department determines that a student has been missing for more than 24 hours, it will notify appropriate law enforcement and University officials, contact persons and, for unemancipated students under 18 years of age, the custodial parent or legal guardian, as is set forth below.

### **IV. NOTIFICATION OF APPROPRIATE OFFICIALS AND OTHERS PERSONS**

All pertinent law enforcement agencies, be they neighboring municipal, county, or state; those located along suspected travel corridors: or place of original domicile, will be notified no later than 24 hours after the time the student is determined missing and requested to render assistance, through direct telephone contact or visit, and/or radio transmission with a comprehensive BOLO (be-on-lookout) message, based on the totality of up-to-date information. Consideration will be given to providing a photo of the missing student to external agencies. If a student who is the subject of a missing person report has been missing for more than 32 hours, the University will initiate the emergency contact procedures in accordance with the student's designation in their student record on Banner SSIU. The University will notify the custodial parent or guardian of a student residing in campus housing who is under 18 years of age and unemancipated (under the laws of the student's state of residence) not later than 24 hours after the student is determined to be missing. Upon closure of the investigation, all parties previously contacted will be advised of the status of the case.

### **Weapons Policy**

The possession or use of a firearm or other dangerous weapon in any part of university owned or leased property by unauthorized persons is strictly prohibited. This policy is an effort to

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reduce the probability of violence and injury to all who constitute the Immaculata University community.

This prohibition conforms to the Pennsylvania Uniform Firearms Act, Chapter 61 and Section 301 of the Pennsylvania Crimes Code which defines a deadly weapon as any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or serious bodily injury or any device or instrument which, in a manner in which it is used or it is used or intended to be used, is calculated or likely to produce death or serious bodily injury.

Weapons include, but are not limited to, any pistol, revolver, long gun, bow and arrow or crossbow or other device or other device designed or intended to propel a missile of any kind; any dirk, bowie, switchblade knife, ballistic knife, pocket knife with blade in excess of three inches, straight razor or other instrument commonly known as an 'edged weapon'; any slingshot, spring stick, metal knucks, blackjacks, or any flailing instruments consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, (which may be known as nun-chahka, nun chuck, nunchaku, shuriken, or fighting chain); any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled ( which may be known as a throwing star or oriental dart); and any hunting boomerang; any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury. Also prohibited are any paintball, carbon dioxide and spring propelled guns. This list is not intended to list all possible weapons; final determination is at the discretion of the University. Those who have been issued a government permit to carry concealed firearm may not bring the firearm on campus or to any University sponsored events held off campus. Authorized law enforcement personnel, and members of the United States armed forces, may possess a firearm on University owned property while they are on duty. No person shall carry, maintain, or store a weapon, canceled or otherwise, on any property owned, leased, or controlled by Immaculata University. This policy applies to weapons carried about the person and maintenance or storage of any weapon in any part of University or leased property. This includes vehicles parked on University or leased parking lots.

There may be theatrical productions, displays, props used in plays, props used in class presentations or educational workshops that may appear to violate the letter of the law, but this is not the intent of this policy. In such cases, written approval, granting permissible use of the props, from the Director of Campus Safety and Protection is required before the activity may take place. Those responsible for the activity must remove the props from the university property at the end of the term of the permission.

The Director of Campus Safety and Protection will undertake to notify the campus community that a weapon will be allowed on campus for the purpose and duration of the permission granted. Any Immaculata University student, faculty, or staff member in violation of this policy may be subject to disciplinary action. Sanctions will be commensurate with the severity and or/ frequency of the offense.

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### **Sexual Assault Policy**

Immaculata University is a Catholic institution committed to the recognition of the dignity of each individual and to the development of an active faith community. Our institution depends on strict adherence to standards of conduct set by its members. Among these are standards regarding human sexuality, any expression of which must affirm the integrity and dignity of oneself and others.

Sexual misconduct in all forms violates the sanctity of the human body and spirit, none more than sexual assault, and will not be tolerated within the Immaculata community. In addition, sexual assault is a crime punishable by both civil and criminal legal action and a serious violation of University Policy. Students at Immaculata University are responsible for being familiar with and abiding by the standards of conduct set forth.

Through the sexual assault protocol, Immaculata University seeks to provide a consistent, caring and timely response when sexual assault occur within the University community. These procedures were created to accomplish the following:

- A. Facilitate the recovery of a sexual assault victim by providing prompt and compassionate support services.
- B. Create a campus environment which both expedites and encourages the prompt reporting of sexual assaults against students.
- C. Facilitate the documentation and recording when such crimes are committed and processing of cases through the university conduct system and local law enforcement.

To accomplish these goals, this protocol provides the following information:

- A. Students options to notify proper authorities, including Campus Safety and Protection and local police and the option to be assisted by campus authorities in notifying these authorities if the student chooses to do so.
- B. Procedures to preserve evidence.
- C. Existing counseling, mental health or student services for victims of sexual assault, both on-campus and in the community; and options for, and available assistance in, changing academic and living situations after and alleged sexual assault incident if requested by the victim and if these changes are reasonably available.
- D. Procedures for on-campus disciplinary action in the case of alleged sexual assault.
- E. Educational programs to promote the awareness of rape, acquaintance rape, and other sex offenses. These include:
  1. Workshops on date rape and sexual assault  
Presented to freshman during orientation and in physical education classes.
  2. Residence hall programming
  3. Resource material are available through the Counseling Center, Student Health Center, and Campus Safety and Protection. Also participating in this sexual offense prevention programs are representatives from the Chester County Crime Victims' Center.

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The University encourages the reporting of any sexual assault directly to the Department of Safety and Protection. The campus community may choose to report to other University authorities having significant responsibility for student and campus activities. These include but not limited to:

Vice President for Development and Engagement, Dean of Students, Residence Life and Housing, Counseling Center, Student Health Services, Executive Administration, Deans ( or other administrative personnel), Coaches, Resident Hall staff, Advisors to student clubs and organizations and others having ‘Significant responsibility for student and campus activities’. These University officials, who learn about an alleged sexual assault, as well as other crimes, will tell the victims that they can take their complaints to the police or to the University and will assist the victim in notifying these authorities.

The Student handbook addresses procedures to be followed should a sexual offense occur.

When a final determination is made, the following sanctions to be imposed include; expulsion, suspension, removal from residence hall, probation, reprimand, restitution, work projects, fines, access limitation or referral for prosecution.

Confidentiality is a critical concern for victims of sexual assault. Immaculata Campus Safety and protection officers are to be notified as quickly as possible. Immediate consideration will be given in requesting that an investigation be conducted by the local police department having jurisdiction. This prompt notification will ensure that legal procedures regarding the collection of evidence is undertaken.

Evidence of the assault includes: witness statements, clothing, photographs, medical examination and medical test. Evidence will ensure that the judicial process of bringing the assailant to justice is achieved.

It is the student’s option to choose to notify proper law enforcement authorities. The Office of the Dean of Students will adjust the victim’s academic and living situation in order to provide a safe environment in order for the victim to be able to continue matriculation at the University without undue interruptions or force interactions with the alleged perpetrator, when these accommodation are reasonably available.

Accuser and accused are entitled to the same opportunities to have others present during a conduct hearing and both shall be informed of the outcome of any campus conduct proceeding brought alleging a sexual assault

### **Sexual Harassment Policy**

The University expressly prohibits any form of unlawful harassment based on any legally protected class, including gender, race, color, religion, national origin, citizenship status, age, mental or physical disability, marital status, familial status and veteran status. Sexual harassment and other forms of discriminatory harassment are unacceptable conduct, anywhere on campus, whether in the University’s offices, classrooms, laboratories, or other work related

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or academic settings, and will not be tolerated. Furthermore, the University expressly prohibits any form of unlawful retaliation against anyone reporting incidents of unlawful harassment or participating in an investigation of unlawful harassment.

The University does not and will not tolerate, condone or allow discriminatory harassment, whether engaged in by fellow faculty, employees, supervisors, managers, students, vendors, or other non-employees who conduct business with the University.

### **Informal Procedure for Resolution of Complaints**

The University encourages its members to first attempt informal resolution of complaints of harassment. Discussing the matter with the accused, explaining why a particular comment or action was offensive, will often be effective. Students may also request counseling from Counseling Services and/or Campus Ministry to assist with informal resolution of concerns.

### **Formal Procedure for Resolution of Complaints**

When a person is unable to resolve a problem of harassment informally, a statement alleging the violation should be provided to the Dean of Students or the Director of Human Resources together with any available supporting evidence.

### **Confidentiality**

In any event, confidentiality is essential in an effort to investigate and resolve allegations of sexual and unlawful harassment. The interests of both the complainant and the respondent must be protected as information is gathered and evaluated. Therefore, only persons who have a “need to know” within the investigation and resolution of complaints and appropriate executive administrator’s are entitled to information pertaining to the complaint.

### **Sexual Harassment & Title IV Coordinator**

All personnel including faculty, administration, staff member, and students are expected to comply with the policy and take appropriate measures to ensure that sexual harassment does not occur. Appropriate disciplinary action, up to and including termination or expulsion will be taken against anyone who violates this policy in accord with relevant Immaculata University disciplinary procedures for that person’s cohort group ( faculty , administrators, staff members or students).

Immaculata University has designated a Title IX coordinator who is responsible for overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that may arise during the review of such complaints. The Title IX coordinator is available to meet with students and employees as needed.

Immaculata University Title IX overall oversight coordinator:

Director of Human Resources  
Phone: 610-647-4400 Ext. 3077  
Office location: Villa Maria  
E-mail: [cpassion@immaculata.edu](mailto:cpassion@immaculata.edu)

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Title IV Deputy Coordinator with athletic Department  
Incident investigation & compliance

Physical Education/Exercise Department  
Phone: 610-647-4400 Ext. 3737  
Office Location: Alumnae Hall  
E-mail: bgallagher @immaculata.edu

### **Racial Incident Policy**

It is the policy of Immaculata University to maintain educational environment free of racial incidents and harassment against students on the basis of race, color or national origin. Racial harassment includes:

- Racially based conduct consisting of different treatment of students on the basis of race; (or)
- The existence of a racially hostile environment.

Such conduct or hostility is inconsistent with federal law and the University's objective to provide a nondiscriminatory educational environment and will not be tolerated. Students who engage in racial harassment are subject to the full range of sanctions outlined in the Student Code of Conduct.

Any questions or concerns regarding racial harassment in the University community should be directed to the Dean of Students or the Department of Safety & Protection. If it is determined that racial harassment has occurred, the University will take reasonable steps to eliminate such conduct and will attempt to prevent it recurrence.

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

### **Residence Halls**

Immaculata University houses approximately 525 students, 13 faculty/administration and occasional guests. Four residence halls, one faculty residence (Gillet) and several apartments comprise resident facilities. Students also are housed at the Marchwood Apartments, Exton, PA. All rooms are for multiple occupancy of the same gender.

Responsibility for the security and safety of the residence halls is shared by the Department of Safety and Protection, Residence Life & Student Development and most importantly the residents themselves. Safety personnel are proprietary security officers and are not specifically assigned to residence areas. The number of personnel assigned to these locations vary according to student needs. Housekeeping personnel received instruction in emergency procedures, fire safety, and disruptive actions.

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Everyone must assume responsibility for their own personal safety and the security of their personal belongings, by taking simple, common sense precautions. Room doors should be locked at night and when the room is unoccupied. Valuable items such as stereos, cameras, televisions, VCRs and DVDs should be marked with engraving instruments provided by the Department of Safety & Protection.

Everyone should report to the Department of Safety & Protection any unusual incidents and suspicious individuals whom they feel do not belong in their residence halls or on campus.

The University reserves the right to reassign students in order to initiate room change requests. Access to student housing facilities is limited to those with authorization.

The residence halls on the Immaculata University campus are access controlled and the rooms are accessible only to those students who possess keys. Peephole viewers have been installed in residence room doors. Cylinder locks are used on all Immaculata residence rooms. The University Facilities Department has procedures for replacing interchangeable core locking cylinders.

All windows in residence areas have screens, with terrace level room windows having 'stops' installed, limiting their opening. Staff assigned to student housing are both Campus Safety & Protection personnel and environmental service (housekeeping) personnel.

Although the manner of policy enforcement may be adjusted, as resident students, the University policies are still in place at off campus apartments operated by Immaculata University. The Student Handbook, which contains the full policies and general information, has been provided to each student and is located on the intranet and MyIU.

### **Sex Offender Registry and Access to Related Information**

The federal Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (the federal version of Megan's Law) was included in the Federal Violent Crime Control and Law Act of 1994. It requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.

The law also required sex offenders to provide notice as required under state law, of each institution of higher education in that state at which the person is a student. It should be noted that the Family Educational rights and Privacy Act of 1974 (FERPA) permits an educational institution to disclose information provided by a state concerning registered sex offenders. The law further requires that this registered sex offender list employment location and residency. The Commonwealth of Pennsylvania maintains a system for making certain Registry information on violent sex offenders publicly available. Pennsylvania's Megan Law, 42 Pa.C.S 9799.1, requires the State Police to create and maintain a registry of persons who have either been convicted of or entered a plea of guilty to, or adjudicated delinquent of certain sex offenses listed in Megan's Law.

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The Pennsylvania State Police is required to make certain information on registered sex offenders available to the public through an internet website. The Pennsylvania State Police has established this website according to the requirements of 42 Pa. C.S. 9798.1. Pertinent web address for securing related information is: <http://www.pameganslaw.state.pa.us/> Community notification is the process by which the community law enforcement officer notifies the community of the presence of the violent predator. The Chief Law enforcement officer notifies the community using a community notification flyer. Megan's Law requires notification of the President of each college, university and community college located within 1,000 feet of a sexually violent predator or out-of-state offender residence.

Additionally, if this person lists employment or being a student at a college or university, the Chief Law enforcement officer in the municipality will notify the affected college or university.

The East Whiteland Township Police Department provides law enforcement services for Immaculata University. Their telephone number is 610-647-2100. Additional information regarding Megan's Law may be available with the Pennsylvania State Police, Embreeville Station, telephone 866-756-1790.

### **Campus Crime Statistics**

The following tables summarize the number of offenses and clearance rates for all reported crimes over the past three years. The crime rate\* per 100,000 population is determined by multiplying the number of offenses by 100,000, then dividing this figure by the total number of combined full time equivalent (FTE), undergraduate, graduate student population and the FTE of employees, all which total 2917. The University's FTE population for 2008 was 2659, 2009 was 2710 and for 2010 was 2917

The 1998 Amendments to the Federal Higher Education Act (Titled the Jeanne Clery Disclosure of Campus Crime Statistics Act) requires a further breakdown of specific reported offenses in the following categories:

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**The Pennsylvania College and University Security Information Act  
Campus Crime Statistics for Immaculata University**

OFFENSES	2008		2009		2010	
	Offenses	Crime	Offenses	Crime	Offenses	Crime
	Known	Index	Known	Index	Known	Index
Criminal Homicide	0	0	0	0	0	0
Forcible Rape	1	38	0	0	1	34
Robbery	0	0	0	0	0	0
Aggravated Assault	1	38	0	0	0	0
Simple Assault	19	715	8	295	6	206
Burglary	2	75	5	184	3	103
Theft	20	752	28	1033	24	823
Motor Vehicle Theft	0	0	1	37	1	34
Attempted M.V. Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Forgery/Counterfeiting	0	0	0	0	0	0
Fraud	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Stolen Property (Buying, Receiving and Possessing)	0	0	0	0	0	0
Vandalism	61	2294	28	1033	28	960
Weapons Offense	0	0	0	0	0	0
Prostitution and Commercialized Vice	0	0	0	0	0	0
Sex Offenses (except Rape and Prostitution)	0	0	1	37	3	103
Drug Abuse Violations	3	113	2	74	2	69
Gambling	0	0	0	0	0	0
Offenses Against Family	0	0	0	0	0	0
Driving Under Influence	0	0	0	0	0	0
Liquor Laws	7	263	3	111	0	0
Drunkenness (except Liquor Violation Laws)	0	0	0	0	0	0
Disorderly Conduct	7	263	3	111	1	34
Vagrancy	0	0	0	0	0	0
All Other Offenses	0	0	1	37	1	34

**OF RECORD**

**Federal Crime Awareness and Campus Security Act  
Campus Crime Statistics for Immaculata University**

The Federal Crime Awareness and Campus Security Act, as amended, requires the release of statistics for specified criminal incidents, arrests and disciplinary referrals on campus to all students and employees, and it requires that those statistics be available to prospective students and employees upon request. The Higher Education Reauthorization Act of 1998 amended the Campus Security Act to require statistics for an expanded area beyond the campus. The new law requires these statistics to be shown in specific geographic categories. (Note that incidents shown in the *On-Campus Residential* category are also included in the statistics shown in the *Campus* category.) The following statistics are provided in compliance with the specific time periods, crime classifications, geographic categories and arrest data mandated by federal law. \*Note: The statistics in these categories are for 2008, 2009 and 2010.

<b>Campus Crime Report</b>				
2008				
	Campus	On-Campus	Non-Campus	Public
		Residential		Property
Murder	0	0	0	0
Manslaughter	0	0	0	0
Sex Offenses'				
Forcible	1	1	0	0
Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	1
Burglary	1	1	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor-Law Violations				
Arrests	2	2	0	49
Disciplinary Referrals	80	80	0	49
Drug-Related Violations				
Arrests	2	2	0	0
Disciplinary Referrals	6	6	0	0
Weapons Possession				
Arrests	0	0	0	0

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Disciplinary Referrals'	0	0	0	0
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<b>Campus Crime Report</b>				
2009				
	Campus	On-Campus Residential	Non-Campus	Public Property
Murder	0	0	0	0
Manslaughter	0	0	0	0
Sex Offenses				
Forcible	0	0	0	0
Non-Forcible	1	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	5	5	0	0
Motor Vehicle Theft	1	0	0	0
Arson	0	0	0	0
Liquor-Law Violations				
Arrests	3	3	0	0
Disciplinary Referrals	66	66	0	0
Drug-Related Violations				
Arrests	0	0	0	0
Disciplinary Referrals	66	66	0	0
Weapons Possession				
Arrests	0	0	0	0
Disciplinary Referrals	0	0	0	0

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**Campus Crime Report**

2010				
	Campus	On-Campus Residential	Non-Campus	Public Property
Murder	0	0	0	0
Manslaughter	0	0	0	0
Sex Offenses				
Forcible	3	3	1	0
Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	3	3	0	0
Motor Vehicle Theft	1	0	0	0
Arson	0	0	0	0
Liquor-Law Violations				
Arrests	0	0	0	0
Disciplinary Referrals	91	90	1	0
Drug-Related Violations				
Arrests	0	0	0	0
Disciplinary Referrals	5	5	0	0
Weapons Possession				
Arrests	0	0	0	0
Disciplinary Referrals	0	0	0	0

Non-Campus Crime Statistics specifically required by the Clery Act

Immaculata University provides educational support at locations in the State of Delaware as well as the following counties in Pennsylvania: Bucks, Chester, Delaware, Lancaster, Lebanon, Montgomery, Philadelphia. This instruction consists solely of rented classroom space. Residential housing is not provided at any of these locations.

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<b>Non-Campus Crimes</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
Murder-Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Burglary	0	0	1
Sex Offenses-Forcible	0	0	1
Sex Offenses-Non Forcible	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Violations	0	0	0
Referred for Disciplinary Action	0	0	0
Drug Law Arrests	0	0	0
Drug Law Violations	0	0	0
Referred for Disciplinary Action	0	0	0
Weapons Law Arrests	0	0	0
Weapons Law Violations	0	0	0
Referred for Disciplinary Action	0	0	0

### Hate Crime Statistics

There was zero “0” reported offenses considered Hate Crimes, for the past three year period of crimes. Included are the crimes of Larceny-Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism of property.

Campus crime statistics for the past three years are enclosed in this booklet. If you believe that Immaculata University is not in compliance with either the Pennsylvania College & University Security Information Act (Chapter 33) or the Federal Student Right to Know Act

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and Campus Security Act you may file a complaint with the following campus official who is responsible for receiving and resolving complaints:

Eugene J. Biagiotti  
Director of Safety & Protection  
Immaculata University  
1145 King Road, Immaculata, PA 19345-0651  
610-647-4400 Ext. 3598  
[ebiagiotti@immaculata.edu](mailto:ebiagiotti@immaculata.edu)

The Director is available to discuss, in person or by telephone with specificity, any issues related to security policies and procedures.

### **2008, 2009, 2010 Hate Crime Statistics:**

There were no crimes of prejudice reported to the Immaculata Department of Campus Safety & Protection nor to other campus security authorities for the above categories nor for any crime involving bodily injury that manifest evidence that the victim was intentionally selected because of the victims actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

In compiling Immaculata University's disclosure of crime statistics, the following procedures were utilized for inclusion in the annual disclosure of crime statistics. Representatives from the Department of Campus Safety and Protection, the Office of the Vice President for Student Development & Engagement,, and other campus officials having significant responsibility for student and campus activities, report annual campus crime statistics (professional and pastoral counselors excluded). Pastoral and professional counselors have been advised that, while they are not obligated to report crimes for the purpose of compiling these statistics they are encouraged when they deem it appropriate to inform the person they are counseling of their ability to report any crimes on a voluntary confidential basis for inclusion in the annual statistics.

The Department of Campus Safety & Protection serves as a "clearing house" in the statistical gathering of crime data. This office compares and reconciles the gathered information to minimize multiple postings for the same reported criminal incidents arrest. Likewise the Pennsylvania State Police, East Whiteland Township Police and Uwchlan Township Police report pertinent statistics from the required geographical areas to Immaculata University annually upon request. All figures reported are incorporated in the preceding statistical tables.

The Department of Campus Safety & Protection collects and compiles pertinent information to be disclosed to the public from on and off campus sources, those described above as well as law enforcement agencies with concurrent and neighboring jurisdiction for publishing on an annual basis.

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Presently Immaculata University does not have any off-campus student organizations. Should Immaculata have such an organization in the future, the local police agency having jurisdiction, would be requested to monitor and record all criminal activity occurring at that location.

### **Miscellaneous Information**

For the most recent school year, as reported in this document Immaculata University had:

- 3223 undergraduate and 1233 graduate students enrolled.
- 524 students, both undergraduate and graduate students living in student housing.
- 654 non-student employees were working on campus. This number includes both full time and part time employees.

University officials are happy to discuss any remaining questions or concerns that you may have about the Department of Safety & Protection at Immaculata University. Please contact:  
Eugene J. Biagiotti

Director of Safety & Protection

Immaculata University

1145 King Road, Immaculata, PA 19345-0651

610-647-4400 Ext. 3598

[ebiagiotti@immaculata.edu](mailto:ebiagiotti@immaculata.edu)

NOTE: The University reserves the right to alert civil authorities to problems on or off campus. Concerns likely to be reported are those involving physical endangerment, illegal substances, or those resulting in complaints from the local community.

### **Non-Discriminatory Policy**

Immaculata University is committed to the principal of equal opportunity without discrimination because of a person's race, gender, ethnicity, religion, age, national origin, color, disability, marital status, veteran status, or other classifications protected by law or University policy

### **Campus Fire Safety RIGHT - TO - KNOW**

This guide is published annually in compliance with section 485 (i) of the Higher Education Opportunity Act, otherwise known as the Campus Fire Safety Right to know. All currently registered students as well as employees are directly mailed (via U.S. Postal Service or interoffice campus mail) a notice by October 1 of each year that includes a statement of the report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the institution will provide a paper copy of the report upon request to the Immaculata University Campus Safety and Protection Department. Prospective students and employees of the university are informed of the guide's availability, provided with a summary of its contents, and given the opportunity to request a copy from the Immaculata University Campus Safety and Protection Department.

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### **FIRE LOG**

The Campus Safety and Protection Department maintains a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log includes the nature, date, time and general location of each fire.

### **FIRE SAFETY SYSTEM, TRAINING AND DRILLS**

Fire alarms are monitored 24 hours a day, seven days a week, 52 weeks a year within the Immaculata University Department of Campus Safety and Protection and redundantly by an off campus central station.

At Immaculata University, all four residence halls (DeChantal, Marian, Lourdes, Villa Maria) are completely covered by an integrated automatic sprinkler and fire alarm system, which is monitored 24 hours a day, seven days a week. The buildings are also equipped with emergency generators and battery backup designed to automatically activate whenever there is a power loss. These generators will operate life safety systems, including all fire safety systems, sprinkler systems, hallway lighting, emergency exit doors and lighting in all emergency exit stairwells.

Basic fire safety instruction is provided to all residential students at the beginning of each academic year via the resident assistant who receives training during the residence life and housing training program held in August. Two fires drills are scheduled each year.

The Immaculata University 2011-2012 Student Handbook, addresses Fire Regulations by listing safety policy standards for students living in residence halls. Failure to comply with this policy could result in disciplinary sanctions.

### **STUDENT HOUSING REPORTING AND EVACUATION PROCEDURES**

If a fire is detected or fire alarm sounds, evacuate the area. Isolate the fire by closing doors as you leave. Do not attempt to extinguish fires unless you have been trained on the proper use of portable fire extinguishers. Activate the nearest fire alarm if it has not already been activated.

Upon hearing a fire alarm, evacuate the building by stairs and exits. Do not use elevators. Every student room and offices have emergency evacuation maps installed on the inside of the front door as well, to direct occupants to primary and secondary exits. Once outside the building, stay out and move away from the building to clear access for the Fire Department and other emergency responders. Do not re-enter the building until expressly advised that it is safe to do so by the Fire Department Incident Commander or University Safety Officer. Fire exit drills are conducted in residence halls once a semester.

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### **FIRE PREVENTION RELATED POLICIES**

To minimize the potential for fires at Immaculata University it is the policy of the University to prohibit open burning and the use of combustible decorations at all times. Open burning as defined by the University is any/exposed flame or combustion that produces heat, light, or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbeque grills and their related accessories such as: gasoline, propane, lighter fluid, charcoal, and pyrotechnics.

All decorations and ornaments must be of fire-resistant or non-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguisher, sprinkler head and piping, smoke detective, fire alarm pull boxes, etc.) on or near exit or emergency lights, on or near any other protective or operation feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress. Removal of all decorations, ornaments, and displays are required immediately after the event or prior to the University's annual holiday closure. Decorative lights including holiday lights, as well as floodlights, extension cords or electrically operated ornaments must be U.L. rated and approved for use.

Only heavy-duty extension cord and decorative light in good condition ( free from damage or exposed wiring) shall be used for decorations, must be unplugged at the end of each day, and removed after the event or holiday season. Extension cords or decorative lights may not be routed under rugs or carpets, through doorway, or in any manner that could present a fall or trip hazard, or impede egress. It is the policy of the University that only artificial holiday trees will be used and shall be of fire-retardant or non-combustible material. Indoor trees must be placed out of the way of traffic and must not block doorways, exits, exit signs, or any of the fire protection equipment, or placed in any manner that could present fall or trip hazard or impede egress.

To minimize the potential for fires at Immaculata University, it is the policy of the University to prohibit the use of the following items in any University housing:

Appliances with closed heating elements, such as toasters, toaster ovens popcorn poppers, sandwich makers and coffee makers are only permitted to be used in kitchens. Any appliance with an open heating element (but not limited to space heater, halogen, lamps, etc) is prohibited in the residence halls. Microwaves provided by the University are permitted to be used in residence hall lounges and kitchenettes. Microwaves are not permitted in individual residence hall rooms.

Air conditioners and halogen lamps are prohibited in all University housing.

Refrigerators are restricted to one 5 cubic foot unit per room.

Fireworks, firecrackers, rockets, flares, sparklers and other devices are not permitted.

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Plug adapters should be U.L approved and not rated less than 125 volts/15ampers. Only one extension cord/ multiple-plug attachment is allowed per outlet. It should be U.L. approved, unfrayed and without splices or tape. Extension cords/plugs should not be placed under carpets, tacked or stapled. Major appliances should not be plugged into extension cords.

Heavy drawing appliance (irons, hair dryers, televisions, refrigerators) should be plugged directly into socket outlets and unplugged when not in use. Extension cords are not to be used with these terms.

The use of daisy-chained extension cords is prohibited. All electrical items should be plugged directly into the outlets, or into single extension cord or power strip as applicable

Students found in violation of these policies may be subject to immediate confiscation and disposal of the appliances, fining and or referral for disciplinary action.

## **CLEAN AIR POLICY**

Immaculata University has adopted the following smoke-free policy:

All buildings, including academic, administrative, University Housing dining service and mixed-use facilities and all vehicles which are owned, operated or leased by Immaculata University, will be entirely smoke free. The smoke-free policy will apply to all indoor air space, including all common areas and individually assigned spaces. Violations of this policy may be subject to disciplinary action.

Smokers are asked to deposit cigarettes in containers, not on the ground, Vice Presidents, deans, directors and supervisors are responsible for enforcing this policy with staff, faculty, students and visitors, Implementation of this policy will require everyone's cooperation. Violations of this policy may result in disciplinary action. A list of smoking cessation programs available to the Immaculata community may be obtained from Student Health Services.

## **FIRE STATISTICS**

Immaculata University is required to annually disclose statistical data on all fires that occur in on - campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Immaculate University Campus Safety and Protection department may already be aware. If you find evidence of such a fire or if you hear about such a fire please contact one of the following

Immaculata University Campus Safety and Protection 610-647-4400 Ext. 5555

Immaculata University Residence Life and Housing  
610-647-4400 Ext. 3131

When calling, please provide as much specific information as possible about the location, date, time, and cause of the fire.

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Immaculata University, if able to obtain the means is looking to adopt National Incident Management System (NIMS) for all of its emergency and non-emergency events. This undertaking will provide Immaculata with knowledge and planning strategies to better protect lives, property, and operations more effectively and efficiently within the context of comprehensive emergency management

The following chart lists the number of fires, the cause of each fire, the number of deaths related to the fire, the number of injuries related to the fire that resulted in treatment at a medical facility and the value of property damage related to the fire for each on-campus student housing facility.

Definition of a Fire: For the purposes of the fire safety reporting, a fire is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

These are the cause categories that describe fires:

Intentional fire: Fire set (done) purposely

Undetermined fire: Unable to ascertain cause of the fire

Unintentional fire: cooking, smoking materials, open flames, electrical, heating equipment, hazardous products, machinery/industrial, natural and order.

### Reported fires for 2009 by Residence building\*

Location	Total Fires	Date	Cause Of Fires	Injury	Death	Property Damage Value
DeChantal	0	N/A	N/A	N/A	N/A	N/A
Marian	0	N/A	N/A	N/A	N/A	N/A
Lourdes	0	N/A	N/A	N/A	N/A	N/A
Villa Maria	0	N/A	N/A	N/A	N/A	N/A

### Reported fires for 2010 by Residence Building

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Location	Total Fires	Date	Cause of Fires	Injury	Death	Property Damage Value
DC	0	N/A	N/A	N/A	N/A	N/A
Marian	0	N/A	N/A	N/A	N/A	N/A
Lourdes	0	N/A	N/A	N/A	N/A	N/A
Villa Maria	0	N/A	N/A	N/A	N/A	N/A