



**IMMACULATA  
UNIVERSITY**

**Annual Security Report  
and  
Fire Safety Report  
2019**

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## Contents

Introduction	3
Authority and Jurisdiction	3
Crime Log	4
Crime Reporting Policy	4
Confidential Reporting Procedures	5
Timely Warning and Emergency Notification Policy	5
Emergency Response and Evacuation Procedures	6
Security and Access Policy	6
Residence Halls	6
Crime Preventions/Security Awareness Programs	7
Alcohol Policy	7
Drug Policy	8
Drug and Alcohol Abuse Education Program	8
Drug Free Schools and Communities Act (DFSCA) Policy	8
Missing Student Policy	9
Sex Offender Registry and Access to Related Information	9
Weapons Policy	10
Sexual Assault Policies and Procedures	11
Campus Crime Statistics	22
Annual Fire Safety Report	27

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## **Introduction**

This Annual Security Report, which includes the Annual Fire Safety Report, was prepared in compliance with:

- the Pennsylvania College and University Security Information Act
- the federal Higher Education Act (HEA) of 1965, including amendments resulting from:
  - Crime Awareness and Campus Security Act of 1990
  - Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) of 1998
  - The Violence Against Women Act (VAWA) Reauthorization of 2013.

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. The above listed federal and state laws require the collection, reporting and publication of campus crime statistics and safety/security related policy information. The Violence Against Women Act requires institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking.

The statistics and information contained in this report were collected from the Department of Safety and Protection, designated university campus security authorities (CSAs), the Dean of Student's office, the East Whiteland Township Police Department and other appropriate police departments.

The Annual Security Report (ASR) is available on the University's public website and the University MyIU web portal (accessible by students, faculty, and staff). All students, faculty and employees are notified of the availability of the Annual Security Report (ASR) through email. Prospective employees and students are also provided this information. In addition to the electronic version of the report, copies of the report may be obtained at the Department of Safety and Protection office in Lourdes Hall and the Human Resources office in Villa Maria Hall.

Any questions or comments concerning this report should be directed to:

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## **Authority and Jurisdiction**

The primary responsibility for the safety of the campus lies with the Department of Safety and Protection. The Department consists of a Director, Assistant Director, three supervisors, eleven full time officers, eight part time officers, and administrative staff.

Safety and Protection officers are non-sworn officers. Officers do not have arrest authority and cannot enforce traffic and criminal statutes. In addition to conducting patrols of campus buildings and property, officers investigate violations of University policies, enforce parking regulations, investigate incidents, address safety hazards, and monitor visitors to campus. Officers are trained in basic first aid, cardiopulmonary resuscitation (CPR), and the use of the automated external defibrillator (AED).

Law enforcement services on campus are provided by the East Whiteland Township Police Department. Safety officers will facilitate the reporting of crimes to the East Whiteland Township Police at the complainant/victim's request. Although the Department of Safety and Protection does not have a Memorandum of Understanding (MOU) with the East Whiteland Township Police Department, the Department maintains an excellent relationship with the East Whiteland Township Police Department and has cooperated in investigations and other areas of mutual concern.

The Department of Safety and Protection files an annual statistical crime report with the Pennsylvania State Police Uniform Crime Reporting (UCR) system.

The Department of Safety and Protection does not monitor the activities of students off campus and does not provide security services to off campus activities or residences.

The Department of Safety and Protection's main office is in Lourdes Hall, Office #2. Additional office locations are in the DeChantal Hall residence hall and Loyola Hall, a classroom building. The telephone number on the campus phone system is extension 5555. Additional numbers are 610-647-4400 x5555 or 610-854-2451. In an emergency, the East Whiteland Township Police Department and the East Whiteland Fire Company can be contacted by dialing 911.

## **Crime Log**

The University's Department of Safety and Protection maintains a daily log recording all criminal incidents reported to the Department. The log includes specific information about criminal incidents. Each log entry includes the nature, date/time and location of each reported crime in addition to the disposition of the complaint, if known. Log entries are recorded within two business days of the reporting of the information to the Department. The crime log, which is maintained in the Department's main office in Lourdes Hall, is available for public inspection.

## **Crime Reporting Policy**

The University encourages all members of the university community to report criminal activity and emergency situations immediately to the Department of Safety and Protection and/or the East Whiteland Township Police Department. Campus safety officers will facilitate contact with the police department at the request of an individual or when the seriousness of the situation warrants police notification. Reporting crimes to the Department of Safety and Protection ensures inclusion in annual statistical reports and enables the issuance of timely warning notices when appropriate. University employees identified as Campus Security Authorities are also directed to report any information concerning campus crimes to the Department of Safety and Protection.

Upon written request by the victim of a crime of violence or sex offense, the results of any disciplinary proceeding will be disclosed to the victim.

## **Confidential Reporting Procedures**

The University respects the rights of complainant confidentiality and will honor complainants' requests to keep reports confidential to the extent permitted by law and to the extent consistent with the University's obligation to investigate allegations and protect the university community. Confidential and non-confidential (yet private) options for support and reporting are available. A confidential report will include general details of an incident without personal identifying information. This reporting assists in gathering crime statistics for this Annual Security Report and enables the Department to take steps to ensure the safety of the victim and the campus community.

'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, when appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in annual crime statistics reporting. 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 university community and who is functioning within the scope of his or her license or certification.

## **Timely Warning and Emergency Notification Policy**

Immaculata University will issue Timely Warnings and Emergency Notifications to inform the Immaculata community of an immediate threat, a significant emergency or a dangerous situation in and around the University.

When a Clery Act crime (listed in the Campus Crimes Statistics Section of this report) or any other crime has been reported and is considered to represent a serious or continuing threat to University students and employees, a Timely Warning will be issued as soon as pertinent information is available. The purpose of a timely warning is to enable individuals to protect themselves and aid in the prevention of similar crimes. The Director of Safety and Protection (or designee) or the Vice President of Student Development and Undergraduate Admissions will issue the Timely Warning. A Timely Warning will include a brief description of the incident, the location, and suspect information if available. The Timely Warning will also include information to assist individuals in protecting themselves and preventing additional crimes.

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the University community, an Emergency Notification will be issued. The Director of Safety and Protection and/or the Vice President of Student Development and Undergraduate Admissions will determine the information to release and the appropriate segment(s) of the community to receive the notification. The Director of Safety and Protection (or designee) or the Vice President of Student Development and Undergraduate Admissions will send an Emergency Notification advising of the nature and location of the emergency, the actions being taken, and appropriate personal safety information.

A Timely Warning or Emergency Notification may be withheld if it compromises efforts to assist a victim or to contain, respond to, or mitigate the emergency.

The methods of dissemination of Timely Warnings and Emergency Notifications include, but are not limited to:

- IU Alert mass notification system which sends the message to university and personal email accounts, university desktop computers, cell phones (text messages). The system also disseminates the message on Facebook and through Twitter.
- University website and MyIU web portal
- Voicemail on the University phone system
- Campus video message boards

## **Emergency Response and Evacuation Procedures**

The University's Emergency Operations Plan (EOP) guides emergency response and evacuation procedures. As described in the Timely Warning and Emergency Notification Policy section, the Director of Safety and Protection and/or the Vice President for Student Development and Undergraduate Admissions will 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.

The steps in evaluating the need for an evacuation are set forth in the Emergency Operations Plan (EOP). 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 University's Emergency Operations Plan.

The Department of Safety and Protection annually conducts drills and exercises to test the University's emergency response and evacuation procedures. These exercises and drills include fire drills and an annual tabletop exercise conducted with local law enforcement and emergency response agencies. An assessment of these activities is conducted to evaluate the Emergency Operations Plan and its implementation. In addition, the University's mass notification system is tested at least twice each year.

## **Security and Access Policy**

During business/class hours, the University is open to students, parents, employees, contractors and visitors. During non-business hours, access to all University facilities is by key, access card or with the assistance of Safety and Protection officers. During periods of extended closing, the University will admit only individuals who have prior approval to enter specific buildings. Every student, faculty and staff member must carry an ID card issued by the University and present the card upon request to a safety officer.

## **Residence Halls**

Immaculata University houses approximately 500 students, faculty/administrative staff and occasional guests in its residence halls. Four residence halls and two apartment buildings comprise student residential facilities. Responsibility for the security and safety of the residence halls is shared by the Department of Safety and Protection, Residence Life and Housing staff, Resident Assistants (RAs) as well as the residents themselves.

Residence halls are secured 24 hours a day. The entrances to residence halls are access controlled and individual rooms are accessible only by issued keys. At the two apartment buildings on campus, the building entrances and each individual apartment suite entrance are access controlled. Individual bedrooms in each apartment are controlled by the use of a student specific access code. Windows in residence hall areas have screens, with terrace level room windows having ‘stops’ installed, limiting their opening. External doors in the residence halls and the apartment buildings are equipped with alarms that notify campus safety that the door is being held open.

In residence halls, a visitor is defined as any person who does not reside in University housing. Residential students and commuter students are issued stickers for their ID cards each year. The stickers are different colors for residential and commuter students and identified by the academic year. Each visitor must present a photo ID to the safety officer stationed at the designated security desk and obtain a visitor’s pass. The visitor must be escorted by their host and carry the visitor pass at all times while in the residence hall. After visitation hours, the residential student/host must escort the non-residential guest to the designated security desk to notify security of his/her status. The Department of Residence Life and Housing establishes visiting hours.

During low occupancy periods, such as extended holiday periods, general student access to residence halls is not permitted. Entry into the residential areas requires accompaniment of the student by a Safety and Protection officer. Some campus facilities may have individual hours to accommodate the needs of those individuals utilizing that facility. 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 Safety and Protection.

### **Crime Prevention/Security Awareness Programs**

Crime prevention programs are offered throughout the year to students, faculty and staff. Programs include, but are not limited to, Alcohol and Other Drug (AOD) awareness, sexual assault prevention, and personal safety awareness. Residential students are offered instruction on crime prevention and fire safety through the Department of Residence Life and Housing. Appropriate information is disseminated through the university MyIU portal, e-mail notifications, the University’s public information electronic newsletter, and University social media applications.

Safety and Protection staff participate in annual resident assistant (RA)/student leader training. Topics include emergency response, the services provided by the Department of Safety and Protection, and the local emergency response agencies.

### **Alcohol Policy**

In compliance with Pennsylvania law, students who are under the legal age of 21 years old are not permitted to possess, consume, purchase, attempt to purchase, or transport alcohol on or off campus. The possession, presence and/or consumption of alcohol by anyone is prohibited on University premises and while off campus participating in a University sponsored activity or event. The only exceptions are in a University apartment in which all residents are of the legal age of 21 and at those University-sponsored student events at which alcohol is part of the menu provided by dining services for students who are 21 years of age or older. Students are to follow all University policies concerning possession and use of alcohol in an apartment or at these special events.

When a student is found to be in violation of the University alcohol policy, 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 (FERPA).

In any case when a student is considered to have abused alcohol, a University representative may request the student seek professional counseling. If the student refuses to seek professional counseling and the student's behavior is considered to be disruptive, the student can be prohibited from University housing and face suspension from the University. The requirement of professional counseling may be implemented with or without disciplinary action.

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

The possession, sale, manufacture, or distribution of any controlled substance is illegal under Pennsylvania and federal laws. When officers discover violations of local, state and federal laws regarding alcohol and drugs, they will notify law enforcement authorities as appropriate. Violators are also subject to disciplinary action.

The University adheres to the Drug Free Schools and Communities Act (DFSCA). Refer to the below DFSCA section for specific information regarding University compliance. Immaculata University recognizes that drug abuse is an illness and a serious health problem, as well as a potential security concern. The University offers a range of resources and services, including counseling and support services.

When a student is found to be in violation of the Immaculata 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 Engagement office, together with the Immaculata University Student Wellness Center, provides overall coordination of the drug and alcohol education programs. All incoming freshman are required to satisfactorily complete an alcohol education program.

Information and support services for university employees with substance abuse problems may be obtained from the Human Resources Department and the University's Employees Assistance program.

### **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. Orientation sessions for new students, alcohol awareness programs and other special events aid in the dissemination of the pertinent information. Reduced alcohol availability and consistent enforcement activities are also part of the compliance efforts.

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 addition, the university annually distributes a document entitled “Drug and Alcohol Abuse Prevention Program”, which references:

- The University’s written policies prohibiting the unlawful possession or distribution of illicit drugs and abuse of alcohol by students;
- A description of applicable legal sanctions under local, state or federal law;
- A description of health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of available drug or alcohol counseling, treatment and rehabilitation programs;
- A clear statement of the disciplinary action that the university will impose on students for violating university policy.

## **Missing Student Policy**

Any missing student report must be immediately referred to the Department of Safety and Protection. If the Department of Safety and Protection determines that a student has been missing for more than 24 hours, it will notify the Vice President of Student Development and Undergraduate Admissions/ Dean of Students and the East Whiteland Township Police Department.

If the student is an on-campus resident, the Department of Safety and Protection will coordinate efforts with the Dean of Students and the Director of Residence Life and Housing to determine the student’s whereabouts through contact with friends, associates, and/or employers of the student and, where available, a designated confidential contact information. The East Whiteland Township Police Department will also be notified that the student is missing.

If the student is an off-campus resident, the Department of Safety and Protection will coordinate with family members or associates in contacting the law enforcement agency with the appropriate jurisdiction. Family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. The Department of Safety and Protection will cooperate, aid and assist the primary investigative agency as requested.

Students have the opportunity to register a confidential contact person whom the university will contact within 24 hours of the determination that the student is missing. This contact is strictly for missing person purposes, is accessible only to authorized campus officials and is not disclosed. 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 within 24 hours after the student is determined to be missing.

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

In accordance with the federal Campus Sex Crimes Prevention Act of 2000, which amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act, the following information is provided to advise the campus community how to access law enforcement information concerning registered sex offenders.

The law also requires sex offenders to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation or is a student.

The Commonwealth of Pennsylvania maintains a system for making 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. The law further requires that this registered sex offender list employment location and residency. The link to the Pennsylvania State Police Megan's Law Website is: <https://www.pameganslaw.state.pa.us/>.

Any person who uses the information contained on the Megan's Law website to threaten, intimidate, or harass the registrant or their family, or who otherwise misuses this information, may be subject to criminal prosecution or civil liability.

## **Weapons Policy**

The possession or use of a firearm or other weapon on any part of the university owned or leased property by unauthorized persons is strictly prohibited. Law enforcement personnel who are authorized to possess weapons may do so on the University campus within the scope of their authority. Members of the United States armed forces, may possess a firearm on University owned property while they are on duty. No other persons are permitted to possess weapons on University premises, even if such weapons are legally registered.

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 intended to be used, is calculated or likely to produce death or serious bodily injury.

Those who have been issued a government permit to carry a concealed firearm may not bring the firearm on campus or to any University sponsored events held off campus. No person shall carry, maintain, or store a weapon, 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 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 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 Safety and Protection will notify the campus community as appropriate 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.

## **Sexual Assault Policy and Procedures**

### **Scope of Policy**

Immaculata University prohibits harassment of and discrimination against any and all community members. This policy applies to all members of our community, including students, employees, volunteers, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the University. This policy provides the framework for eliminating sexual assault, sexual harassment, and other sexual misconduct from our community, preventing its recurrence and addressing its effects. All community members have a responsibility to adhere to IU's policies, as well as local, state, and federal laws. This policy applies to conduct occurring on Immaculata's property or at University-sanctioned events or programs that take place off campus, including athletic events, study abroad, service trips, and internship programs. This policy also applies to off-campus conduct that is likely to have a substantial adverse effect on any member of the Immaculata community or the University.

### **Notice of Non-Discrimination**

The University expressly prohibits any form of discrimination and harassment in any decision regarding admissions, employment, or involvement in a University program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws. Discrimination on the basis prohibited by law, including sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability, citizenship status or any other protected category is prohibited.

### **Reporting Obligation**

All University employees are considered to be Mandatory Reporters (Responsible Employees) with the obligation to report to either the Title IX Coordinator, Deputy Coordinator, or Campus Safety & Protection any incident or knowledge of sexual misconduct of which they are aware of, unless the employee has been designated as a confidential resource.

### **Prohibited Conduct and Definitions**

Immaculata University prohibits the following forms of conduct:

1. Sexual Harassment
2. Sexual Assault
3. Sexual Exploitation
4. Intimate Partner Violence, including Dating Violence and Domestic Violence
5. Retaliation
6. Stalking
7. Gender-Based Harassment
  - a. Bullying and Intimidation

This prohibited conduct affects individuals of all genders, gender identities, gender expressions, and sexual orientations, and does not discriminate by racial, social, or economic background. Some of these prohibited forms of conduct may also be crimes under Pennsylvania law. If you believe that you have been the victim of a crime, the University can assist you with reporting criminal activity to

law enforcement authorities and can also help to guide you with how to seek assistance with obtaining protective orders.

## **Sexual Harassment**

Sexual harassment is any unwelcome conduct of a sexual nature or based on sex or gender and can take many forms including, but is not limited to:

- unwelcomed sexual advances or request for sexual favors
- inappropriate comments
- jokes or gestures
- other unwanted verbal or physical conduct of a sexual nature

Sexually harassing behaviors differ in type and severity. Key determining factors are that the behavior is unwelcome, is sex or gender-based, and is reasonably perceived as offensive and objectionable under both a subjective and objective assessment of the conduct.

Sexual Harassment occurs when at least one of the following conditions are present:

- **Quid pro quo:** Submission to or rejection of such conduct is an explicit or implicit condition of, or the basis of an individual's employment, evaluation of academic work, or any aspect of a University program or activity.
- **Hostile environment:** Conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance that is:
  - Sufficiently serious, pervasive, or persistent, as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment.
  - A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical.

## **Sexual Assault**

Sexual assault is intentional sexual contact with another person without that person's consent. Intentional is defined as knowingly and/or recklessly engaging in sexual contact without an individual's consent. Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct in any form and does not negate one's intent or diminish one's responsibility to obtain informed and freely given consent.

Sexual assault includes:

- Non-consensual sexual touching includes contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission for the purpose of sexual gratification. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner.
- Non-consensual sexual penetration includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand, etc.) or object, or oral penetration involving mouth-to-genital contact.

- Incest – Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Age of Consent – a person who is under 13 years of age is legally unable to give consent in Pennsylvania. Individuals younger than 16 years of age can never consent to intercourse with a partner more than four years their senior.

## **Sexual Exploitation**

Sexual exploitation is an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose.

Examples of sexual exploitation include:

- observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
- prostituting another individual;
- exposing another's genitals in non-consensual circumstances;
- knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
- inducing incapacitation for the purpose of making another person vulnerable to nonconsensual sexual activity.

## **Intimate Partner Violence, including Domestic Violence and Dating Violence**

Intimate partner violence includes dating violence and domestic violence, as defined below.

**Domestic Violence** is an act or series of acts, whereby one partner attempts to maintain power and control over another partner, through one or more forms of abuse that includes: physical, sexual, verbal, non-consensual sexual penetration, stalking.

A Partner is defined as:

- a current or former spouse
- sexual or intimate partner of the alleged victim
- a spouse who lived with the alleged victim, parents and children
- persons related by blood or marriage
- a person with whom the alleged victim shares a child

**Dating Violence** includes physically, sexually, and/or psychologically abusive behavior that arises in the form of a direct violent act, or indirectly as acts that expressly or implicitly threaten violence.

Dating violence also occurs when one partner:

- Uses violence or the threat of violence in an attempt to maintain power and control over the other through one or more forms of abuse, including sexual, physical, verbal, and/or emotional abuse.

- Committed by a person who is, or has been, in a social relationship of a romantic or intimate nature with the Reporting Party/Complainant. The existence of such a relationship is determined based upon:
  - the length of the relationship
  - the type of the relationship
  - the frequency of interaction between the persons involved in the relationship

## **Retaliation**

Retaliation is any act or attempt to retaliate against or seek retribution from any individual or group of individuals involved in the investigation and/or resolution of a sexual misconduct allegation. Retaliation can take many forms, including continued abuse or violence, threats, and intimidation. Any individual or group of individuals, not just a Reporting Party/Complainant or Responding Party/Respondent, can engage in retaliation.

## **Stalking**

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, or the safety of others, or suffer substantial emotional distress.

A course of conduct is when a person engages in two or more acts that include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person in a prohibited way, or interferes with a person's property.

Stalking includes the concept of cyberstalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

## **Gender-Based Harassment**

Gender-based harassment is any act of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature, if the harassment is based on gender, sexual orientation, gender identity or gender expression.

## **Bullying and Intimidation**

Bullying includes any intentional electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that cause physical or emotional harm to another person or group. Bullying conduct may not only cause a negative effect on individuals targeted, but also others who observe the conduct. Bullying conduct is severe, persistent, or pervasive and has the effect of doing any of the following:

- substantially interfering with a community member's education or employment
- creating a threatening or intimidating environment
- substantially disrupting the orderly operation of the University

Bullying is prohibited, and participating in such acts will result in disciplinary action.

Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being. Intimidation is prohibited and will result in disciplinary action.

Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the student or employee conduct process will be in violation of retaliation and will be subject to disciplinary action.

## **Confidentiality**

Confidentiality means that information shared with a designated confidential campus or community professional, cannot be revealed to any other individual without express permission of the individual.

Campus and community professionals, including mental health providers, and religious counselors, have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others or the disclosure is otherwise legally permitted or required. Non-identifying, aggregate data may be shared for statistical purposes consistent with the Clery Act.

Some medical providers may be required to notify law enforcement of a sexual assault under certain circumstances according to Pennsylvania law. The medical provider will share limited information with law enforcement, and the Reporting Party/Complainant may decline to speak with a law enforcement officer or participate in a criminal prosecution.

## **Consent**

Consent is present when clearly understandable words or actions manifest a knowing, active, voluntary and present and ongoing agreement to engage in a specific sexual or intimate contact. Consent is not present when an individual does not have the capacity to give consent due to age, alcohol, drugs, sleep, or other physical condition or disability.

## **PROCEDURES**

### **If you have experienced sexual misconduct**

1. Go to a safe place – including Campus Safety, Title IX Coordinator's office (VM 219)
2. Contact Options
  - a. Confidential Resources – Crime Victims Center of Chester County (CVC), the University's Employee Assistance Program (EAP), Counselor, Therapist
  - b. Non Confidential Resources - Title IX Coordinator, Campus Safety & Protection
  - c. Medical Resources – Hospital, Sexual Assault Nurse Examiner (SANE) Nurse.
3. Preserve evidence – all electronic communications, such as text messages, pictures, and social networking pages. Consider going to the hospital to seek a medical exam since evidence on the body can dissipate quickly. If possible, collect all clothing and do not shower.

4. Interim Measures – you can request an Order of No Contact, change in housing accommodations, class adjustment, class and/or a temporary change of work assignment, or office location by meeting with the Title IX Coordinator. The University will implement reasonable accommodations and maintain confidentiality as possible and appropriate.

## **Filing a complaint**

### **Who to Contact**

- Title IX Coordinator – Janelle Cronmiller, Ext 3982, VM 219, [jcronmiller@immaculata.edu](mailto:jcronmiller@immaculata.edu)
- Deputy Title IX Coordinator – Dennis Dougherty, Lourdes Hall, Ext 5555, [ddougherty1@immaculata.edu](mailto:ddougherty1@immaculata.edu)
- Office of Campus Safety & Protection – Ext. 5555, Lourdes Hall, Off-campus 610-8542451 (available 24/7)

## **Review of Complaint**

Upon receipt of notice of any allegation of sexual misconduct, intimate partner violence, or stalking, the Title IX Coordinator or designee will meet with the Reporting Party/Complainant to discuss the allegations; review the complaint resolution process and options for pursuing the matter, including reporting the incident to the police; review IU's confidentiality and non-retaliation policies; provide information on available resources for support; and discuss any accommodations that may be appropriate.

## **Request to remain anonymous / Not to proceed with investigation**

In cases where an individual reporting sexual misconduct requests anonymity or does not wish to proceed with an investigation, the University will attempt to honor that request, but in some cases, the Title IX Coordinator may determine that the University needs to proceed based on the concern for the safety or well-being of the broader University community. When the reporting party chooses not to proceed, the University will not compel that individual to participate.

## **Resolution Options**

Informal Resolution is an option designed to officially resolve complaints without filing a formal complaint. Informal resolution requires the mutual approval of all parties involved. Informal resolution may be used in certain complaints of sexual misconduct, however, it is never an option in complaints of sexual assault, domestic/ dating violence. There is NO process of appeal. Either party can end the process of informal resolution at any time, for any reason, and can begin the formal resolution process. Formal resolution cannot be initiated after the conclusion of the informal resolution.

Formal Resolution - Annually trained investigators oversee the investigation into all reports of sexual misconduct or other prohibited conduct. The investigation is a neutral, fact finding process. The Responding Party /Respondent is presumed to be not responsible during the investigation.

## **Formal Resolution Complaint Investigation Process**

Notice - Both the Reporting and Responding Parties will be notified in writing of an alleged violation of the University's Sexual Assault, Sexual Harassment, and Sexual Misconduct Policy, the specific violations, available interim measures, copies of no-contact orders if appropriate, available

resources, and the option to have an Advisor present at all meetings. In addition, the notice will include options of informal and/or formal resolution and the University's position on retaliation.

Investigation Process - The investigation includes interviews with the Reporting and Responding parties and appropriate witnesses, and the collection of all relevant evidence including electronic records such as texts, pictures, etc. Additional follow up questions may be requested to clarify information.

Students, faculty, and staff, third party witness, or a third party reporter may be asked to participate in an investigation, and when asked, are expected to find time to meet and share information with the investigator.

At the conclusion of the initial investigation, the Title IX Review Team will review the initial investigation report to determine if further information is required. This report will not include any recommended findings.

After this review, provided no additional information is requested by the Title IX Review Team, the initial report will be shared with both the Reporting and Responding Parties simultaneously. Both parties will have the opportunity to review the report, meet with investigators, submit additional comments and information, and identify any additional information before the determination of a policy violation.

The Title IX Review Team will make the final determination considering the initial investigation report and all additional information provided by the Reporting and Responding Parties.

**The Title IX Review Team** consists of the Title IX Coordinator, Deputy Title IX Coordinator, Investigators and others as applicable. The responsibilities of the Title IX Review Team include providing an independent review of the initial and final investigation reports, an evaluation of the reports for completeness, and to ensure there is no bias.

The final investigation report will include a summary of the relevant evidence and a recommendation as to whether there is sufficient evidence, by a preponderance of the evidence, to support a finding of responsibility of a violation of the University's policy. If the final report determines there was a violation of this policy, reports will be shared with University authorities empowered to act on violations of University policy.

Both the Reporting and Responding Parties will be notified, in writing, of the outcome of the investigation.

## **Discipline**

At the conclusion of the investigation, reports are shared with the University authorities empowered to act on violations of University policy. The specific resolution process will be determined by the role of the Responding Party/ Respondent, as specified in the Sexual Assault, Sexual Harassment, and Sexual Misconduct Policy Updated January, 2019.

- Complaints of sexual misconduct, including sexual harassment, against any faculty member will be addressed under the faculty dismissal/corrective discipline procedures set forth in Volume IV of the Immaculata University Policy Manual.
- Complaints of sexual misconduct, including sexual harassment, against any administrator or staff member will be addressed under the discipline and termination of employment policies set forth in Volume III of the Immaculata University Policy Manual.
- Complaints of sexual misconduct, including sexual harassment, against any student will be addressed under the Student Disciplinary Procedures set forth in Volume VI of the Immaculata University Policy Manual.

## **DEFINITIONS**

### **Title IX Coordinator**

The Title IX Coordinator oversees the University's centralized review, investigation, and resolution of reports of sexual misconduct and coordinates the University's Title IX compliance. The Title IX Coordinator can be contacted by telephone, email, or in person during regular office hours.

- Title IX Coordinator, Janelle Cronmiller, Villa Maria 219, 610-647-4400 ext. 3982, [jcronmiller@immaculata.edu](mailto:jcronmiller@immaculata.edu)

### **Deputy Title IX Coordinator**

The Deputy Title IX Coordinator assists the Title IX Coordinator with various Title IX implementation activities that involve faculty, staff, and students. The Deputy Coordinator receives reports of sex discrimination and sexual misconduct and is a designated Title IX Investigator responsible for investigating complaints of sex discrimination and sexual misconduct.

- Deputy Title IX Coordinator, Dennis Dougherty, Lourdes Hall, 610-647-4400 ext. 5555, [ddougherty1@immaculata.edu](mailto:ddougherty1@immaculata.edu)

### **Advisors**

Advisors, who have all received training on the University's conduct procedures, are available to assist an individual throughout the process. They are available only to inform both the Responding Party/Respondent and Reporting Party/Complainant about the process and assist with procedural questions.

The selection of an Advisor is up to each individual, provided that the Advisor is not directly involved in the investigation (as a complainant, respondent, or witness, for example).

An Advisor may be present only to provide assistance or consultation, and may not speak on behalf of the Reporting Party/Complainant and/or Responding Party/Respondent or otherwise be an active participant in any meeting.

### **Rights of Reporting and Responding Parties**

Students and employees participating in a Title IX investigation are afforded the same rights of fundamental fairness which are part of the University's code of conduct:

- a. The right to have appropriate notice of concerns about specific behavior.
- b. The opportunity to be assisted by an Advisor of their choice.
- c. The right to present witnesses in support of or response to matters of fact.

Additional rights for the Reporting and Responding Parties (Complainant & Respondent) to a Title IX investigation include:

- a. Simultaneous written Notice of Investigation.
- b. Notice and attachment of Initial Report.
- c. Notice of Outcome of an investigation.
- d. Right to be informed of options for counseling and support.

In addition the Reporting Party is to be informed of options to notify law enforcement.

## **Standard of Proof**

Consistent with the U.S. Department of Education's Office for Civil Rights requirements, Immaculata University uses the standard of "preponderance of the evidence" to determine responsibility for violations of our policies. This means that the Title IX Review Team will decide whether it is "more likely than not" that the Responding Party (Respondent) is responsible or not responsible for a violation of this policy, based upon the information provided through the course of the investigation.

## **Retaliation**

Retaliation is any act or attempt to retaliate against or seek retribution from any individual or group of individuals involved in the investigation and/or resolution of a sexual misconduct allegation. Retaliation can take many forms, including continued abuse or violence, threats, and intimidation. Any individual or group of individuals, not just a Reporting Party (Complainant) or Responding Party (Respondent) can engage in retaliation.

The Title IX Coordinator or designee will inform the Reporting and Responding Parties (Complainant & Respondent) that retaliation is prohibited by law under the Violence Against Women Act (VAWA) and University policy and that the University will take strong responsive action to protect the safety of any individual.

## **Employee Resources - On and Off Campus**

### The Title IX Coordinator and Deputy Coordinator

Title IX Coordinator, Janelle Cronmiller, Villa Maria 219, 610-647-4400 ext. 3982,  
[jcronmiller@immaculata.edu](mailto:jcronmiller@immaculata.edu)

Deputy Title IX Coordinator, Dennis Dougherty, Lourdes Hall, 610-647-4400 ext. 5555,  
[ddougherty1@immaculata.edu](mailto:ddougherty1@immaculata.edu)

### Department of Campus Safety & Protection

Campus Safety officers are available 24/7/365 to respond to emergency/crisis incidents as well as non-emergency reports. Campus Safety & Protection Officers can assist with connecting students to services after hours and the on-call residence life professional. They can provide assistance with contacting East Whiteland Police Department to make a report to law enforcement or obtain a Protection from Abuse order.

# Immaculata University Annual Security Report | 2019

Director Dennis Dougherty 610-647-4400 ext. 5555; [ddougherty1@Immaculata.edu](mailto:ddougherty1@Immaculata.edu)  
Assistant Director Joe Kalin 610-647-4400 ext. 5555; [jkalin@immaculata.edu](mailto:jkalin@immaculata.edu)  
Shift Supervisor Available 24 hours/7 days week On campus -Ext. 5555  
Off campus -610-854-2451

## Off Campus Confidential Counseling and Health Services Resources

For individuals who are seeking confidential consultation, there are several resources available to provide confidential support off campus. The trained professionals can provide counseling, information, and support under legally protected confidentiality. Because these relationships involve privileged conversations, these confidential resources will not share information with the Title IX Coordinator or any other employee of the University.

## **Off-Campus Resources**

Hospitals - Paoli Hospital, Chester County Hospital, Phoenixville Hospital, and Bryn Mawr Hospital can provide emergency and/or follow-up medical services and provide a forum to discuss any health care concerns related to the incident in a confidential medical setting. These are the current local hospitals, which identify as having Sexual Assault Nurse Examiners (SANE), who are registered nurses and have completed specialized education and clinical preparation in the medical forensic care of the patient who has experienced sexual assault or abuse.

*Due to the limited availability of SANE nurses shared among the hospitals, it is recommended that the individual call the Crime Victims' Center of Chester County 24 hour hotline (610-692-7273) to locate which hospital a SANE nurse is on duty. A call can then be made to that hospital to confirm time of arrival to be sure the SANE nurse remains on duty for her or his arrival.*

Paoli Hospital	484-565-1000
Chester County Hospital	610-431-5000
Phoenixville Hospital	610-983-1222
Bryn Mawr Hospital	484-337-3000

Under Pennsylvania law, a medical provider may be required to notify law enforcement of a sexual assault under certain circumstances. The medical provider, however, will share limited information with law enforcement, and a Reporting Party/Complainant may decline to speak with a law enforcement officer or participate in a criminal prosecution.

Crime Victims' Center of Chester County offers free and confidential services for any crime, including sexual assault. Services include a 24/7 Hot Line to help sexual assault victims; advocacy; counseling services; accompaniment to hospital, police interviews, court hearings; legal and financial assistance. Their contact information:

- Sexual Assault 24 hour hotline 610-692-7273
- Other Crimes 24 hour hotline 610-692-7420
- CVC's phone number 610-692-1926
- Website [www.cvcofcc.org](http://www.cvcofcc.org)

Domestic Violence Center of Chester County - provides intervention, education, outreach, advocacy, and programs to prevent, reduce, and remedy domestic violence in Chester County. Their contact information:

- Administration 610-431-3546
- 24 hour hotline 610-431-1430
- Website [www.dvcc.com](http://www.dvcc.com)

East Whiteland Police Department 610-647-1440

Health Advocate – The University’s Employee Assistance Program (EAP) provides confidential counseling to employees and their family members. Their highly trained team of Licensed Professional Counselors offer confidential 24/7 short-term assistance and resource support for a full range of personal, family and work/life problems.

- Contact information – 866-799-2728

## **Educational Programs and Campaigns**

Immaculata University is committed to the prevention of crimes, including sexual assault through a variety of educational programs and awareness activities.

In 2018, the University was awarded a grant from the Pennsylvania Department of Education for programming related to the *It’s On Us* sexual assault prevention campaign. A key topic of these trainings is appropriate bystander intervention in the prevention of sexual assault. The University partnered with the Crime Victims Center (CVC) of Chester County to provide:

- Training for incoming students during New Student Orientation (NSO) sessions.
- Training for campus safety staff and resident assistants.

Ongoing prevention and awareness programs and workshops are conducted throughout the year, with special emphasis during Sexual Assault Awareness Month. Programs included presentations on bystander intervention and healthy relationships. Specific programs include:

- *The Clothesline Project*
- *Red Flag Campaign* –posters and ‘warning flags’ posted on campus
- Presentation of documentary ‘*The Hunting Ground*’ followed by a panel discussion.

Educational material is disseminated throughout the year regarding personal safety apps, date rape, alcohol and other drugs abuse, physical and emotional abuse, sexual violence, and stalking.

## Campus Crime Statistics

The Department of Safety and Protection and other campus officials with significant responsibility for student and campus activities report campus crime statistics. 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 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 and Protection collects and reconciles gathered information from campus sources and municipal police departments, including departments with jurisdiction at short stay away trip and school sponsored trip locations. The East Whiteland Township Police Department reports pertinent statistics from the required Clery defined geographical areas to Immaculata University annually. All statistics are incorporated in the following tables.

Immaculata University does not have any off-campus student organizations. If the situation occurs in the future, the appropriate law enforcement agency would be requested to monitor and record all criminal activity occurring at that location.

### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) of 1998**

The Clery Act requires the release of statistics for specified criminal incidents, arrests and disciplinary referrals on campus to all students and employees. It requires that these 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 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 *On Campus* category.) The Violence Against Women Reauthorization Act (VAWA) of 2013 mandated the collection and reporting of statistics for dating violence, domestic violence and stalking. The following statistics are provided in compliance with the specific time periods, crime classifications, geographic categories and arrest data mandated by federal law. These statistics are for the calendar years 2016, 2017 and 2018.

<b>CRIMINAL OFFENSES</b>					
<b>OFFENSE</b>	<b>YEAR</b>	<b>GEOGRAPHIC LOCATION</b>			
		<b>ON CAMPUS PROPERTY</b>	<b>ON CAMPUS STUDENT HOUSING FACILITIES</b>	<b>NONCAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>MURDER/NON-NEGLIGENT MANSLAUGHTER</b>	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>MANSLAUGHTER BY NEGLIGENCE</b>	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>RAPE</b>	2016	2	2	0	0
	2017	0	0	0	0
	2018	1	1	0	0
<b>FONDLING</b>	2016	1	0	0	0
	2017	1	1	0	0
	2018	0	0	0	0
<b>INCEST</b>	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>STATUTORY RAPE</b>	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>ROBBERY</b>	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>BURGLARY</b>	2016	0	0	0	0
	2017	0	0	0	0
	2018	1	0	0	0
<b>MOTOR VEHICLE THEFT</b>	2016	0	0	0	0
	2017	0	0	0	0
	2018	1	0	0	0
<b>ARSON</b>	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

Notes:

- In 2018, a motor vehicle theft was reported from a campus parking lot. Subsequent investigation by the East Whiteland Township Police Department revealed that vehicle was repossessed by financing company.
- In 2018, a sexual assault meeting the federal/Clery Act definition of Rape occurred and is recorded as such in the above table. This assault did not involve sexual intercourse as defined by Pennsylvania law and is reported as Other Sex Offense in the table on page 33.

# Immaculata University Annual Security Report | 2019

<b>VAWA OFFENSES</b>					
<b>OFFENSE</b>	<b>YEAR</b>	<b>GEOGRAPHIC LOCATION</b>			
		<b>ON CAMPUS PROPERTY</b>	<b>ON CAMPUS STUDENT HOUSING FACILITIES</b>	<b>NONCAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>DOMESTIC VIOLENCE</b>	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>DATING VIOLENCE</b>	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>STALKING</b>	2016	1	0	0	0
	2017	1	0	0	0
	2018	1	1	0	0

<b>ARRESTS AND DISCIPLINARY REFERRALS</b>					
<b>OFFENSE</b>	<b>YEAR</b>	<b>GEOGRAPHIC LOCATION</b>			
		<b>ON CAMPUS PROPERTY</b>	<b>ON CAMPUS STUDENT HOUSING FACILITIES</b>	<b>NONCAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>ARRESTS: WEAPONS: CARRYING, POSSESSION, ETC.</b>	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSION, ETC.</b>	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>ARRESTS: DRUG ABUSE VIOLATIONS</b>	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS</b>	2016	0	0	0	0
	2017	3	3	0	0
	2018	4	4	0	0
<b>ARRESTS: LIQUOR LAW VIOLATIONS</b>	2016	1	1	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS</b>	2016	58	58	0	0
	2017	21	21	0	0
	2018	16	14	0	0

## **Unfounded Crimes**

A crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. The Department of Safety and Protection is staffed by non-sworn officers. The Department does not have the authority to designate a crime report as unfounded. Therefore, no statistics are provided for unfounded crime reports.

## **Hate Crime Statistics**

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

In 2016, two incidents meeting the criteria of a hate crime were reported. One harassment/intimidation incident involved a racially biased notation written on a residence hall room's message board. One incident involved a written note reflecting religious bias against its recipient.

In 2017, a student reported that a "Black Lives Matter" shirt was twice removed from where it was hanging on her residence hall room door and dropped to the floor. Incident was investigated as harassment.

No hate crimes were reported in 2018.

# Immaculata University Annual Security Report | 2019

## The Pennsylvania College and University Security Information Act Crime Report for Immaculata University

The following table contains crime statistics and crime rates for the most recent three year period. The crime rate 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) students and employees. The University's FTE population figures were: 2016 – 2287; 2017 – 2200; 2018 – 2028.

Offenses	2016		2017		2018	
	Offenses Known	Crime Rate	Offenses Known	Crime Rate	Offenses Known	Crime Rate
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0
Rape	2	87	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	1	49
Larceny/Theft	7	306	13	591	10	493
Motor Vehicle Theft	0	0	0	0	1	49
Arson	0	0	0	0	0	0
Other Assaults	0	0	2	91	2	99
Forgery	0	0	0	0	0	0
Fraud	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Stolen Property	0	0	0	0	0	0
Vandalism	1	44	7	318	4	197
Weapons Offense	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0
Other Sex Offenses	1	44	1	45	1	49
Drug Abuse Violations	1	44	4	181	4	197
Gambling	0	0	0	0	0	0
Offenses Against Family/Children	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0
Liquor Laws	1	44	0	0	5	247
Drunkenness	0	0	0	0	0	0
Disorderly Conduct	10	437	12	545	8	394
Vagrancy	0	0	0	0	0	0
All Other Offenses	1	44	2	91	1	49

## ANNUAL FIRE SAFETY REPORT

This report is published in compliance with section 485(i) of the Higher Education Opportunity Act. All students, faculty and employees are notified of the availability of the Annual Fire Safety Report by October 1 of each year. This notice includes a statement of the report's availability, the website address of the report, a brief description of the report's contents, and a statement that the University will provide a paper copy of the report upon request made to the Department of Safety and Protection. Prospective students and employees of the university are provided with the same information.

### **Fire Log**

The Department of Safety and Protection maintains a written fire log that records all fires that occurred in an on-campus student housing facility. This log includes the nature of the fire, date, time and general location.

### **Fire Safety System, Training and Drills**

Fire alarms are monitored by an off campus central station. The central station is responsible for contacting the East Whiteland Fire Company when a fire alarm is received. The Department of Safety and Protection also monitors the fire alarm system from the main office through a computer software program and fire safety alarm panels.

The fire safety system includes various detection devices, including smoke and heat detectors. Fire extinguishers and fire alarm pull boxes are deployed in all campus buildings. Emergency evacuation maps and emergency exit signs have been installed in residence hall rooms, classrooms, and offices. All residence halls are equipped with smoke and heat detectors, sprinkler systems, fire extinguishers, fire station pull alarms, and emergency evacuation placards. The fire safety system is subject to an annual inspection to ensure the system, including detection devices, is operating properly. Throughout the year, safety officers and Facilities' staff monitor elements of the fire safety system and ensure any necessary maintenance or repairs are completed.

Fire drills are conducted in residence halls in order to evaluate the operation of the fire safety system and practice building evacuations. Drills are supervised by safety officers, Residence Life and Housing staff and Resident Assistants (RAs). University policy requires that students evacuate a building in which an alarm is sounding.

Any individual found responsible for causing a false alarm (whether intentional or accidental) or damaging fire safety equipment may face disciplinary actions. Possible sanctions include removal from university housing, suspension from the University, legal action, or fines.

Fire safety education is provided annually to resident assistants (RAs) and other student leaders by members of the East Whiteland Fire Company. Topics include use of fire extinguishers and evacuation procedures.

## **Student Housing Fire Reporting and Evacuation Procedure**

If a real fire is detected, a fire alarm sounds, or a building evacuation is ordered, students should:

1. Isolate any fire by closing doors and windows when leaving, if practical. Students should activate the nearest fire alarm if it has not already been activated. Students should not attempt to extinguish fires unless they have been trained on the proper use of portable fire extinguishers.
2. Consult the emergency evacuation maps located in each student room that directs occupants to primary and secondary exits. Leave the building in a calm and orderly fashion by stairs and exits. Elevators should not be used.
3. Once outside of the building, stay outside and move away from the building to clear access for the Fire Department and other emergency responders. Students must not enter the building until expressly advised that it is safe to do so by the Fire Department or University safety officer.

## **Fire Prevention Policies**

The Immaculata University Policy Manual Volume VI addresses Fire Regulations and lists safety policy standards for students living in residence halls. Failure to comply with this policy could result in disciplinary sanctions.

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 inside buildings. 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. Students are advised to be careful when using aerosol sprays, curling irons, and hair dryers. These items have been known to set off fire alarms.

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 detector, 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. 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 cords and decorative lights in good condition shall be used for decorations. Lights and cords 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 doorways, or in any manner that could present a fall or trip hazard, or impede egress. Indoor artificial holiday 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.

The following electrical appliances are restricted or prohibited in all University housing:

1. 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 (such as but not limited to space heater, halogen lamps, etc.) is prohibited in the residence halls. Only microwaves provided by the University are permitted to be used in residence hall lounges and kitchenettes. Combination microwave/refrigerators provided through a Residence Life and Housing approved vendor are permitted in individual residence hall rooms.
2. Only one U.L. approved, good condition extension cord/multiple-plug attachment is allowed per outlet, and it may not be placed under carpets, tacked or stapled.
3. Plug adapters should be U.L. approved and not rated less than 125 volts/15 amperes. Residents should employ the prudent use of surge protections to protect property from unexpected electrical damage.
4. Heavy drawing appliances (irons, hair dryers, television, refrigerators) should be plugged directly into socket outlets and not extension cords and unplugged when not in use. Extension cords are not to be used with these items.

Violation of these policies may result in immediate confiscation and disposal of the appliance(s), fines and /or referral for disciplinary action.

## **Clean Air Policy**

Immaculata University has adopted a smoke-free policy. The entire campus, including all buildings, open areas and all University vehicles are subject to this policy.

## **Future Improvements: Fire Safety**

Immaculata University maintains a constant evaluation of fire safety systems.

## **Fire Statistics**

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 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.

In the last three years, no fires have occurred in any university residence hall. The following tables breakdown this information by residence hall, i.e. 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.

**Fires for 2016 by Residence Hall**

<b>Location</b>	<b>Total</b>	<b>Date</b>	<b>Cause</b>	<b>Injury</b>	<b>Death</b>	<b>Property Damage Value</b>
DeChantal Hall	0	---	----	----	----	---
Marian Hall	0	---	---	---	---	---
Lourdes Hall	0	---	---	---	---	---
Villa Maria Hall	0	---	----	----	----	---
West Campus Apt.101	0	---	---	---	---	---
West Campus Apt.103	0	---	---	---	---	---

**Fires for 2017 by Residence Hall**

<b>Location</b>	<b>Total</b>	<b>Date</b>	<b>Cause</b>	<b>Injury</b>	<b>Death</b>	<b>Property Damage Value</b>
DeChantal Hall	0	---	----	----	----	---
Marian Hall	0	---	---	---	---	---
Lourdes Hall	0	---	---	---	---	---
Villa Maria Hall	0	---	----	----	----	---
West Campus Apt.101	0	---	---	---	---	---
West Campus Apt.103	0	---	---	---	---	---

**Fires for 2018 by Residence Hall**

<b>Location</b>	<b>Total</b>	<b>Date</b>	<b>Cause</b>	<b>Injury</b>	<b>Death</b>	<b>Property Damage Value</b>
DeChantal Hall	0	---	----	----	----	---
Marian Hall	0	---	---	---	---	---
Lourdes Hall	0	---	---	---	---	---
Villa Maria Hall	0	---	----	----	----	---
West Campus Apt.101	0	---	---	---	---	---
West Campus Apt.103	0	---	---	---	---	---

## **Residence Hall Street Addresses**

DeChantal/Marian Halls	8 Gillet Drive, (East Whiteland Twp.), Immaculata, PA
Lourdes Hall	36 Immaculata, Drive, (East Whiteland Twp.), Immaculata, PA
Villa Maria Hall	32 Immaculata, Drive, (East Whiteland Twp.), Immaculata, PA
West Campus Apt. 101	101 Loyola Drive, (East Whiteland Twp.), Immaculata, PA
West Campus Apt. 103	103 Loyola Drive, (East Whiteland Twp.), Immaculata, PA