



**2011 SECURITY & FIRE SAFETY REPORT:  
HAVERFORD COLLEGE**

OUR COMMITMENT TO SAFETY.....	4
SAFETY AND SECURITY AT HAVERFORD COLLEGE .....	4
THE SAFETY AND SECURITY DEPARTMENT .....	4
SECURITY POLICIES AND PROCEDURES.....	5
IMPORTANT TELEPHONE NUMBERS.....	5
CRIME STATISTICS.....	6
REPORTING CRIME ON CAMPUS .....	8
Confidential Reporting .....	8
Timely Warnings - Safety Alerts .....	9
Campus Emergency Notification System .....	9
Haverford College’s Emergency Response Team (HERT).....	10
Facilities Management and Safety .....	13
ACCESS TO BUILDINGS .....	13
SEXUAL ASSAULT AWARENESS PROGRAMS AND POLICIES .....	13
Sexual Assault.....	14
If You are Sexually Assaulted .....	14
SEXUAL MISCONDUCT (including sexual assault) .....	14
What is Sexual Misconduct?.....	15
Definitions and corresponding policies: .....	16
Medical Treatment is Important .....	18
Reporting Options to Consider: .....	18
Coordination of Services .....	18
Medical Care.....	19
Bryn Mawr Hospital .....	20
Psychological and Emotional Care .....	20
Counseling and Psychological Services .....	21
Judicial Options .....	21
Haverford College Safety & Security.....	21
Outside Reporting Options .....	22
Haverford College Internal Judicial Procedures .....	22
Prevention .....	22
Victim's Rights.....	23
Resources .....	24
Sex Offender Registry and Access To Related Information.....	24
Crime Logs .....	24
MISSING PERSONS .....	25
ALCOHOL AND DRUG POLICIES .....	25
Medical Attention .....	26
Commonwealth Law.....	26
Disciplinary Policies .....	26
THE DRUG FREE SCHOOLS ACT .....	26
Commonwealth Law.....	26
CRIME PREVENTION PROGRAMS.....	27
CRIME PREVENTION TIPS .....	27
Remember: .....	27
Rape Aggression Defense (RAD).....	27
Escort Services.....	28
Fire Safety.....	28

Fire Alarms .....	28
Fire Prevention.....	28
Cause of Fires .....	29
CAMPUS FIRE SAFETY ACT - 2009 .....	29
Fire Exit Drills .....	29
Fire Safety Improvements.....	29
Student Housing Fire Alarm and Suppression Systems .....	30
Smoking.....	30
Fire Safety Education and Training .....	30
Campus Fire Log 2009 .....	30
Campus Fire Log 2010 .....	31
The Fire and Evacuation Plan.....	31

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics of 1998 (formerly the Crime Awareness and Campus Security Act of 1990). The statistics are maintained and compiled by the Department of Safety and Security. The numbers and entire report are available on-line at (<http://www.haverford.edu/security/files/compliance.pdf>). Information about the link is disseminated via e-mail and handout messages.

## **OUR COMMITMENT TO SAFETY**

Many parents are concerned about the safety of their daughter or son on a college campus away from home. Haverford College understands that concern and accepts its responsibility to employ security measures to ensure that our students enjoy their years at Haverford as free as possible from threats to their safety or well being. Haverford College is dedicated to keeping the campus a secure and healthy place to live, work, and study.

In recent years, many positive steps have been taken to increase security, including increasing the number of security officers, initiating a Bicycle Patrol, improving lighting on campus, initiating and maintaining a RAD (Rape Aggression Defense) training course, and increasing the number of emergency telephones. Additional initiatives include the implementation of Computer Aided Dispatch and Records Management Systems. A card access system was installed and controls perimeter access to student living spaces as well as many academic and recreational areas.

## **SAFETY AND SECURITY AT HAVERFORD COLLEGE**

Haverford College is a community of more than 1,100 residents, located on 205 acres in a residential suburb of Philadelphia, with a combined population of more than 50,000 residents. As part of that larger community, the College shares many of the same interests and problems, including concern about crime. Haverford has experienced minimal problems to date with crime on campus. Life on any college campus, however, is subject to some of the same risks and problems as life elsewhere.

This document is designed to help assist you in maintaining a safe environment for you and your property. We want you to become familiar with the College community, to understand the security policies and procedures that help promote safety and respect for others on the Haverford College campus, and to take appropriate precautions to minimize risk.

## **THE SAFETY AND SECURITY DEPARTMENT**

The department provides 24-hour, 7-days-a-week service and protection for the College community. The department is comprised of 20 full-time equivalent staff members, including 19 full-time officers and 4 part-time officers, as follows: 1 Director, 1 Captain (Associate Director), 1 Safety Coordinator (Assistant Director), 1 Lieutenant, 3 Sergeants (full-time), 2 Corporals (full-time), 9 Security Officers (full-time), 4 Security Officers (part-time), 1 Administrative Assistant / Dispatcher, a Card Access Administrator, as well as approximately 35 student employees.

All department personnel regularly attend mandatory in-service training programs aimed at keeping their skills and knowledge of new laws and regulations current. All members

of the department receive training in First Aid, and Cardiopulmonary Resuscitation, and AED (Automated External Defibrillation). Additionally, Security staff provides transportation to the College Health Services or to the Bryn Mawr Hospital when Haverford's medical facilities are closed.

The Safety and Security Department reports directly to the Vice President for Finance and Administration, and works closely with the Dean's Office and Students' Council. Safety and Security officers do not possess arrest power. The Safety and Security Department maintains an excellent working relationship with the police departments of Haverford and Lower Merion Townships (numbers and addresses listed below), which assist to create a safe and secure campus environment. Criminal incidents are referred to the local police who have jurisdiction on campus.

The Safety and Security Department makes every effort to prevent crime, provides highly visible security patrols, and responds quickly to the needs of individuals on campus and in the College community as a whole. Crimes involving violence, major property loss, or felony charges are reported immediately by the department to the appropriate township or state agencies. Crime statistics are compiled according to Pennsylvania State Police requirements, using the FBI's Uniform Crime Reporting methods.

### **SECURITY POLICIES AND PROCEDURES**

Haverford Security Officers are not empowered to make arrests or to carry firearms. The Safety and Security Department maintains an excellent working relationship with the police forces of Haverford and Lower Merion Townships, which assist the College force as needed, and cooperates with all Pennsylvania state agencies.

Students, faculty, staff, and guests are strongly urged to report any criminal or suspicious incidents to the Security Department. An officer will be dispatched immediately to each complaint and will evaluate the incident, take appropriate action, and notify the necessary authorities. There are over 50 emergency telephones at various locations throughout the campus for this purpose. Each provides an instant link with the department—no dialing is required—and the dispatcher knows immediately where the call is coming from. An officer is always dispatched, even if no words are spoken. Reports can also be made anonymously by phone by simply calling 610-896-1111.

The Department of Safety and Security maintains excellent working relationships with the Haverford Township and Lower Merion Police Departments (although we do not have a written Memorandum of Understanding with either Department).

### **IMPORTANT TELEPHONE NUMBERS**

#### **Department of Safety and Security**

##### **Headquarters**

(610) 896-1111

##### **Haverford Township Police**

(610) 853-1298

##### **Lower Merion Township Police**

(610) 642-4200

## CRIME STATISTICS

OFFENSE	LOCATION	2008	2009	2010
<b>Murder/Non-Negligent Manslaughter</b>	On Campus	0	0	0
	Residential Facilities	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Negligent Manslaughter</b>	On Campus	0	0	0
	Residential Facilities	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sex Offenses, Forcible</b>	On Campus	4	7	8
	**Residential Facilities	4	7	7
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>4</b>	<b>7</b>	<b>8</b>
<b>Sex Offenses, Non-Forcible</b>	On Campus	0	0	0
	**Residential Facilities	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	On Campus	2	1	0
	**Residential Facilities	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>Aggravated Assault</b>	On Campus	0	1	0
	**Residential Facilities	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Burglary (***)</b>	On Campus	17	17	6
	**Residential Facilities	17	21	4
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>17</b>	<b>22</b>	<b>6</b>
<b>Larceny (Theft)</b>	On Campus	57	35	57
	**Residential Facilities	36	26	17
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>57</b>	<b>35</b>	<b>57</b>
<b>Motor Vehicle Theft</b>	On Campus	0	0	0
	**Residential Facilities	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Arson</b>	On Campus	0	0	0
	**Residential Facilities	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Liquor Law Arrests</b>	On Campus	27	65	26
	**Residential Facilities	19	13	13
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total (*)</b>	<b>27</b>	<b>65</b>	<b>26</b>
<b>Liquor Law Violations Referred for Disciplinary Action</b>	On Campus	41	22	15
	**Residential Facilities	29	11	9
	Non Campus	3	3	0
	Public Property	0	0	0
	<b>Total</b>	<b>41</b>	<b>22</b>	<b>22</b>
<b>Drug Law Arrests</b>	On Campus	2	0	0
	**Residential Facilities	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Drug Law Violations Referred for Disciplinary Action</b>	On Campus	3	3	0
	**Residential Facilities	0	1	0
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Illegal Weapons Possession Arrests</b>	On Campus	0	0	0
	**Residential Facilities	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Illegal Weapons Possession Referred for Disciplinary Action</b>	On Campus	0	0	0
	(**)Residential Facilities	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
(*) Increase in arrests due to Haverford Police policy change - citations now issued for alcohol related hospitalizations				
(**) Crimes reported in the Residential Facilities column are included in the On-Campus category				
(***) All of the burglaries listed for 2010 are non-forcible.				

### Hate Crimes

None of the crimes listed above manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability as prescribed by the Hate Crime Statistics Act (28 USC 534).

### Total Students and Employees

Students	<u>2008</u>	<u>2009</u>	<u>2010</u>
Full-time Employees	1,155	1,213	1,177
	508	513	520

## **REPORTING CRIME ON CAMPUS**

In accordance with Pennsylvania's College and University Security Information Act 73 of 1988, Haverford submits an annual report of campus crime to the state police. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, this report is prepared by the Department of Safety and Security and provides information relating to crime statistics and security measures to prospective students, matriculated students, and employees. A daily log of all incidents reported is available for inspection at the Security Office during regular business hours.

The offices of the Safety and Security Department are located on the ground floor of the GIAC, adjacent to the Campus Center. Crime statistics for the most recent three-year period are listed above.

Community members, students, staff, faculty and guests are encouraged to report all crimes and public safety related incidents to the Department of Safety and Security in a timely manner. To report a crime or incident, call 610-896-1111. Dispatchers are available at this number 24 hours a day to answer your call. A report will be taken even if the caller refuses to give their name and follow up will be conducted

### **Confidential Reporting**

Although we encourage the reporting of crime directly to Safety & Security, in some instances members of the campus community may choose to file a report with one of the other campus security authorities. They include any member of Safety and Security, the Deans, the Housing Director, other Directors and Department Heads, Counseling Services, Health Services, athletic coaches, advisors and some counselors.

Allegations of campus crime that you are aware of and that you conclude were made in good faith must be reported to Safety & Security. "In good faith" means that there is a reasonable basis for reporting a crime, as opposed to basing a report on a rumor.

Haverford College allows for confidential reporting of crime. Victims who do not want to pursue action within the College or the criminal justice system can make a confidential report. Haverford Security can file a report of the incident without revealing the identity of the victim. The Haverford Police Department and/or the Lower Merion Police Department will be notified as well. The College will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available at the College, and outside resources are available as well.

The purpose of such a report is to comply with the victim's wishes to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With this information, the College can keep and disseminate accurate records 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 the College. You can view the Annual Security Report (which includes statistics for the previous three years) as well as institutional policies concerning campus security by contacting Security at 610-896-1111 (X1111) or by accessing the website at: <http://www.haverford.edu/security/files/compliance.pdf>.

### **Campus Security Authorities – CSA’s responsible for reporting criminal activity:**

- Safety & Security
- Deans
- Director of Women’s Center
- Director of Admissions
- Director of Housing
- Director & Assistant Director of Human Resources
- Director of Student Affairs
- Director of Conference Services
- Director & Assistant Directors of Athletics
- Athletics, Head Trainer & Assistant Trainer
- Athletics, Head & Assistant Coaches
- Faculty members with counseling responsibilities
- Health Services
- Customs
- Counseling and Psychological Services

### **Timely Warnings - Safety Alerts**

In the event of an emergency, or when a serious criminal incident has occurred – especially in situations that could pose an immediate threat to community and individuals - the department will use appropriate channels to notify the Haverford community and a campus wide “timely warning” will be issued - including printed Safety Alerts posted around campus, E-mail notifications, and web site postings of alerts are listed at <http://www.haverford.edu/security>.

Emergency Procedures and Guidelines are in place – and follow the Incident Command System model in the event of a critical incident on campus.

### **Campus Emergency Notification System**

The Haverford College Emergency Notification System allows the College to contact the community in the event of an emergency by sending messages via:

- 1) Text message
- 2) Voice message (mobile or land-line)
- 3) E-mail
- 4) Audible siren and loudspeaker.

When an emergency occurs that requires community attention or action, the emergency notification system will be activated and you will be notified by the methods noted above using the personal information you have provided. The emergency notification system will continue to try to reach you until you confirm receipt of the message or until it sends you an email message.

It is imperative that contact information is accurate and up to date in order for you to receive emergency notifications. (It can be accessed and updated at: <http://www.haverford.edu/security/information/>). In accordance with the Federal Clery Law, it is Haverford College's policy to provide timely and accurate information to the community in the event of an incident that puts the community at continuing risk. The emergency notification system will be tested once a semester and over each summer. Additional testing may be conducted as part of drills and exercises, or as necessary.

## **Haverford College's Emergency Response Team (HERT)**

### **Overview**

Haverford's approach to situations that have had a significant impact on an individual member or of the entire campus community has succeeded over the years because of the dedication and conscientiousness of various members of the College community. Our response to crises, while typically "Haverford", could previously be described as ad hoc and de-centralized.

Society's current climate, characterized by instantaneous communication and a litigious atmosphere, requires a quick and effective coordinated response to crises/emergencies on campus.

As a result, the Haverford Emergency Response Team (HERT) was formed. The development and implementation of this response group emphasizes centralized crisis management, coordination with critical campus offices, and services at both Haverford and Bryn Mawr College, effective and timely communication with constituencies on and off campus, and the enhanced use of available technology to facilitate successful response to emergent situations.

### **Notification Process Scenario**

Although there is no one 'typical' response since there is much potential in the variety of types of incidents that the Haverford Emergency Response Team (HERT) will respond to, there is a general template of response to a critical incident. Some examples of the kinds of incidents/events include hostile intruders or other criminal acts, hazardous materials incidents and lab accidents, disasters such as fires, storms, and more slowly unfolding events such as prevention measures for disease outbreaks.

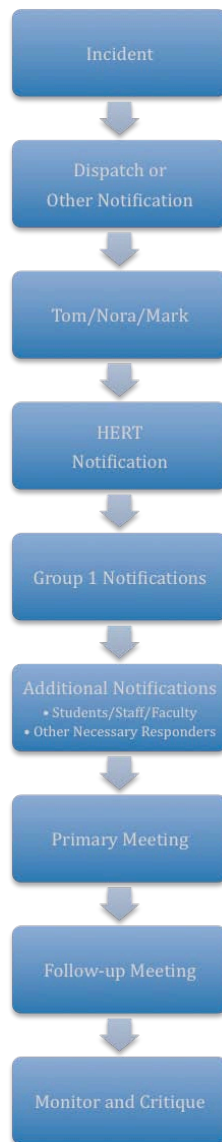
In incidents requiring immediate action, the HERT notification would typically be via the Safety and Security dispatcher who would contact the HERT Command consisting of the Director (Tom King), the Associate Director (Nora Nelle), the Safety Officer (Mark Sweeney), the Lieutenant (Brian Murray), and the One Card Administrator (John Castrege). Once the decision is made to involve other members of the response team, notification/communication could be easily facilitated using subgroups set up in the electronic notification system.

Subgroups in the notification system would include the Haverford Emergency Response Team (including the HERT Command group, Steve Watter, Wendy Smith, Fern Hall, and Jason McGraw), the Group 1 and Group 2 notifications. In addition, the dispatching Security officer would have access to contact information of other members of the community if it is determined that they need to be notified and/or respond. (The members of the Emergency Response Team would have this contact information as well).

Determination of who might respond to the scene of an incident, to the hospital, to a police station, etc. would be made electronically (via conference call and text) and the other members of the team would typically proceed to one of the identified Emergency Operations Centers.

The members of the Haverford Emergency Response Team have been trained in ICS (Incident Command System) and the basics of this nationally standardized management approach will be employed. An Incident Commander will be the responder (not necessarily the HERT team member; police, fire, etc.) who takes control at the scene of an incident as it unfolds. While we recognize that Senior Staff is in charge of the campus and will be overseeing management of the impact of the incident on and off campus, the Incident Commander will be in charge of the incident scene itself.

In this way, a clear chain of command will be established, prompt and more efficient communication will take place, and integration of the necessary responders will be more efficient.



This group would, among other things, also determine when HERT and appropriate others would meet more formally to discuss things such as updating the community, and address additional issues such as class schedules, media relations, etc.

# Haverford College

## Emergency Response Team

Steve Watter  
Mark Sweeney  
Jason McGraw  
Nora Nelle  
Fern Hall  
Wendy Smith  
Tom King  
Brian Murray

Media  
Relations

Safety and  
Security

Dining  
Services

Health  
Services

Facilities  
Management

Counseling and  
Psychological  
Services

Information  
Technologies

Bryn Mawr Public  
Safety

Legal  
Counsel

Human  
Resources

Governmental  
Agencies

Conference  
Services  
(Summer)

Senior Staff

### **Facilities Management and Safety**

The staff of the Facilities Management Department maintains Haverford's buildings and grounds with an eye toward safety and security concerns. Standard operating procedures include the regular inspection of all outdoor lighting systems and prompt repairs to any faulty equipment or locks that could affect the safety of the College community. The Facilities staff is available, through an on-call system, for emergencies that occur outside regular working hours.

The Safety and Security Department cooperates with the staff of Facilities Management by reporting potential safety hazards—such as broken windows, defective locks, or burned-out lights—to plant personnel.

### **ACCESS TO BUILDINGS**

Officers of the Safety and Security Department are responsible for locking and unlocking campus buildings according to the scheduled use of these buildings during the academic year, as well as for special events. The implementation of a card access system (and propped door alarms) has upgraded the monitoring capability and increased security. Employees' access to the institution's facilities is on an "as-needed" basis and incorporates strict card access programming and key control procedures. Visitors to the campus seeking access to Haverford's buildings and facilities for special events must do so through an individual host, the sponsoring department, Security, or the Scheduling and Events Office. Students are admitted to public events on campus by displaying their College identification cards.

Over extended breaks, the doors to residences and most academic space will be secured around the clock. Some facilities may have individual hours which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

### **SEXUAL ASSAULT AWARENESS PROGRAMS AND POLICIES**

According to the U.S. Department of Justice, crimes of sexual assault are among the most underreported of all crimes. This is especially true on college and university campuses. Rape and sexual assault are acts of violence that will not be tolerated at Haverford College. They are serious criminal offenses in the Commonwealth of Pennsylvania.

Any reported rape or sexual assault will be treated confidentially with concern and sensitivity. The college commits itself to accepting confidential reports of sexual assault and to respecting the choices that a student makes about this process. All victims of campus crime are strongly encouraged to report the incident. Reporting a crime to the Department of Safety and Security does not mean that you are required to prosecute the case. The decision to prosecute a reported incident is generally left to the crime victim. However under Title IX, the college is required to conduct a prompt and thorough investigation to ensure that there is not an ongoing threat to anyone in the community and to ensure that the sexual harassment (including assault) is not continuing.

The Department of Safety and Security works closely with the various medical, psychological, and judicial options that are available to victims of rape and sexual assault.

## **Sexual Assault**

If you believe that you have been sexually assaulted you have several options:

- Report to the police and file charges.
- Report to the police and not file charges.
- File a civil suit.
- Request disciplinary options, which may include alternative housing arrangements and interim suspension.
- Obtain a restraining order.
- Seek counseling and/or medical attention.

(Note: More than one of the above options may be followed.)

Should you choose to pursue formal action through the campus disciplinary process, you as the survivor will have the following rights:

- The right to a closed hearing.
- The right to confidentiality.

Procedures for campus disciplinary action in case of an alleged sex offense:

- The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceeding; and
- Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense.

## **If you are sexually assaulted**

There are many reasons that prevent victims from reporting incidents of sexual assault to law enforcement or campus officials, however the three most common reasons are:

1. Not clear of the legal definition for sexual assault and rape.
2. Unaware of the resources available on and off-campus.
3. Unaware of victim's basic rights.

You have the right to be treated with respect, taken seriously, and your choice of action respected. We encourage you, or your friend, to visit our office for information, advisement, and referrals.

## **SEXUAL MISCONDUCT (including sexual assault)**

### **Policy Statement**

Acts of sexual assault are acts of violence that will not be tolerated at Haverford College. They are anathema to Haverford's foundational principles, principles that underscore human dignity, promote equality, and repudiate violence in any form. The College is committed to helping students who are survivors of sexual assault to deal with its physical, emotional, and psychological effects. We are also committed to supporting any student if she/he chooses to pursue judicial action against an accused assailant outside the College through the criminal justice system, and/or through internal judicial

processes. The College will make every effort to respect the choices of the survivor of sexual assault.

Both men and women can be victims of sexual assault. Regardless of age, race, income level, gender identity or education, the experience for the victim is always a violation of their person. It is not uncommon for a sexual assault victim to have feelings of guilt, fear, betrayal, shame, anger, confusion or thoughts of suicide. These are all normal reactions after a violent crime.

Students who have been victims of sexual assault may choose to contact directly the medical, psychological, or judicial personnel on or off campus indicated later in this section, but **if a victim is in physical danger or has physical injuries which require immediate attention, she/he should call Security or 911, and a Security/police officer will respond right away.**

Haverford College will make every effort to safeguard the identities of students who seek help and/or report incidents of sexual misconduct. While steps are taken to protect the privacy of victims, the College may need to investigate an incident and take action once an allegation is known, whether or not the student chooses to pursue a complaint. This is a requirement of Title IX, federal legislation passed in 1972 to require institutions to address issues of sex discrimination and gender equity, including sexual harassment (of which sexual assault is an example). However, Title IX also obliges schools to take concrete steps to prevent retaliation after an allegation of assault, and if the allegation is proven, to take concrete steps to prevent a recurrence of the harassment. If you have questions or concerns in this area that are impacting your decision on whether to come forward with an allegation, we encourage you to discuss them with a dean, the Title IX coordinator or other administrator.

### **What is Sexual Misconduct?**

Please note that while Haverford's understandings of sexual misconduct conform to the principles underlying the crime codes of Pennsylvania, they are not identical, since they are a product of the Haverford community and therefore have specific consequences for behavior and for addressing violations. Please read the definitions and policy statements below very carefully, and consult with campus administration if you are confused. As a member of the Haverford community, you will be expected to uphold these standards, and violations will be taken very seriously.

Sexual misconduct is a broad term encompassing any non-consensual physical contact of a sexual nature that is committed either by force or intimidation or through the use of the victim's mental or physical incapacity, including through consumption of drugs or alcohol. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior including, but not limited to the following examples:

- Sexual Harassment
- Non-Consensual Sexual Contact (Sexual Assault)
- Non-Consensual Sexual Intercourse (Sexual Assault)
- Forced Sexual Intercourse (Sexual Assault)

For the purposes of Title IX, sexual assault is considered to be a form of sexual harassment, which means that there is a set of obligations for the College to treat reported incidents in specific ways designed to end the harassment and prevent its recurrence. Thus, while not all incidents of sexual harassment qualify as sexual assault, all sexual assault qualifies as harassment, and is therefore subject to Haverford's policies discouraging harassment. **A student who is accused of sexual assault may**

be found guilty of sexual harassment even if that lesser charge is not specified in the complaint.

**Definitions and corresponding policies:**

**• Sexual Harassment: also see the section in this Guide on Discrimination and Harassment**

Sexual harassment is conduct that is sexual in nature, unwelcome, and denies a student the ability to participate in, or benefit from, a school's educational program or activity.

Sexual harassment can include unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment is therefore a form of discrimination based on sex, and can be recognized when:

A.) Submission to or rejection of such conduct or communication is a term or condition of educational benefits, academic evaluations or opportunities (*quid pro quo*); and submission to such conduct or communication has the effect of substantially interfering with a student's education; or

B.) Such conduct is sufficiently severe, pervasive and objectively offensive as to have the effect of creating an intimidating, hostile or offensive environment sufficient to deny an individual educational benefits or participation in activities at the institution (hostile environment).

**• Non-Consensual Sexual Contact includes:**

- Any sexual touching;
- however slight;
- with any object or body part, including fingers;
- by a man or a woman upon a man or a woman;
- without *effective* consent.

**Policy statement: Touching an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, and/or clothing covering them); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts are violations of Haverford's community standards.**

**• Non-Consensual Sexual Intercourse includes:**

- any sexual intercourse (anal, oral or vaginal);
- however slight;
- with any object or body part, including fingers;
- by a man or a woman upon a man or a woman;
- without *effective* consent.

**Policy statement: Unwilling or non-consensual penetration of any bodily opening with any object or body part, including but not limited to penetration of a bodily opening without effective consent through the use of coercion is a violation of Haverford's community standards.**

**• Forced Sexual Intercourse includes:**

- Forced sexual intercourse (anal, oral or vaginal)
- With any object or body part, including fingers
- Using force, threat, or intimidation

- By a man or woman upon a man or woman

Policy statement: The unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was aware, or should have been aware, is a violation of Haverford's community standards.

### **Some key concepts:**

**Intercourse:** Intercourse is not synonymous with penetration. It includes vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

**Sexual touching:** Sexual touching is any sexual contact with the breasts, buttocks, groin, genitals, mouth or other bodily orifice of another, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any bodily contact in a sexual manner, even if not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

**Effective consent is:**

- informed;
- freely and actively given;
- mutually understandable words or actions;
- a clear indication of willingness to engage in mutually agreed upon sexual activity (or in more plain language to agree to do the same thing, at the same time, in the same way, with each other).

**Policy statement: Engaging in any sexual activity with a person whom one knows or should reasonably know to be physically incapacitated or otherwise unable to give consent is a violation of Haverford's community standards.**

**Some important considerations:**

- The same definitions apply whether the assailant is a stranger or an acquaintance
- The consumption of alcohol impedes one's ability to give effective consent, as well as to recognize when consent is not effective
- The responsibility of obtaining effective consent is that of the person who wants to engage in the sexual activity; it is not up to the victim to prove that consent was not given
- Lack of resistance and/or silence does not imply consent. Therefore, relying on non-verbal communication can lead to misunderstanding
- The existence of a dating relationship between the persons involved or the fact of a past sexual relationship should never provide the basis for an assumption on consent

- Consent that is obtained through the use of force, threats, intimidation or coercion is not effective consent

### **Definitions from the Pennsylvania Crimes Code:**

<http://www.pameganslaw.state.pa.us/EntryPage.aspx>

### **Medical Treatment is Important**

Seeking medical attention is important! Whether you choose to report the assault or not to report the assault, your well-being is the number one priority. A medical examination will treat physical problems, and may diminish fears about injury, sexually transmitted diseases, or possible pregnancy. If you decided to report the assault to the police, a medical examination must take place within 72 hours of the assault (depending on circumstances) to document collect physical evidence. You will be instructed to not destroy evidence by bathing, douching, changing clothes, or cleaning up in anyway.

### **Options for Reporting**

You have the right not to report the crime that was committed against you. Survivors who report their crime sometimes feel emotionally stronger by taking action to help campus officials and law enforcement in disciplinary procedures, or the possible arrest and criminal prosecution of their attacker. Reporting the crime may prevent another attack on you or someone else. The decision to tell someone about the crime is difficult, but the decision is yours.

### **Reporting Options to Consider:**

Contact Safety and Security or the Haverford Police Department for immediate protection and assistance. The police department will send an officer in uniform to take your report, and assist getting the other services you need.

### **Coordination of Services**

There are medical, psychological, and judicial options which are available to survivors of rape and sexual assault. It is important that survivors receive information, support, and assistance in choosing and coordinating those options. The personnel on campus available to help with this process are Marilou Allen, the Director of the Women's Center, and student assistants (SAs) who are Women's Center staff.

Marilou Allen can be reached at Founders 318, x1183 (mlallen) weekdays from 9:00 a.m. – 5:00 p.m. Evenings and weekends, the quickest way to reach her is to call Security at x1111. A student calling Security should tell them that she/he needs to talk with Marilou Allen. The dispatcher will ask, "Can you tell me what it's about?" The caller is free to say she/he would rather not tell the dispatcher why she/he is calling, and the dispatcher will simply take the caller's number and not ask any further questions. The dispatcher will contact Marilou Allen, and she will return the call.

The SAs can be reached by 24-hour cell phone (484-571-2775).

Students who have been victims of rape or sexual assault are not required to contact Marilou Allen or an SA to discuss options. They may instead choose to contact directly the medical, psychological, or judicial personnel on or off campus.

If a victim is in physical danger or has physical injuries which require immediate attention, she/he should call Security or 911, and a Security/police officer will respond right away.

When a student contacts Marilou Allen or an SA, she will explain the options available on and off campus to deal with the rape or sexual assault. She will help survivors decide what steps they want to take, coordinate the help they seek, and support them throughout the process. Marilou and the SAs are available to go with survivors to Health Services, the hospital, Psychological Services, Security, or the police.

The SAs are required to inform Marilou Allen, who in turn is required to report to the Dean of the College and the Director of Security that an incident has occurred. During the report none of the specific or identifying facts are disclosed. The Director of Security will inform the police that a rape or sexual assault has occurred; however, it is important to emphasize, that the survivor can request that her/his identity be withheld from the Dean of the College, Security, and/or the police, unless she/he chooses to file a formal charge. The report of a rape or sexual assault will be included in the Annual Crime Statistics which Security compiles, in compliance with federal law. Copies of this annual report can be obtained from the Security Office.

The options which Marilou Allen and the SAs will share are described below.

### **Medical Care**

It is strongly encouraged that all survivors of sexual assault receive some type of medical care in order to test for internal injury, pregnancy and STDs. Also, medical evidence which can only be collected at a hospital (not by Health Services) is of crucial value if an assault victim decides to prosecute in the criminal justice system. That evidence should be collected as close to the assault as possible, usually within 48 hours. She/he should not shower, bathe, brush teeth, douche, or change her/his clothes and should bring a complete change of clothes to the hospital, because the hospital may need to keep the clothes she/he was wearing for evidence.

Marilou Allen and SAs are available to accompany survivors seeking medical help. They can also contact a volunteer Women Against Rape (WAR) counselor, who will meet the survivor and college support staff at the hospital. WAR, which provides counseling and advocacy free of charge, may be called directly at 610-566-4342.

### **Haverford College Health Services**

The Haverford Health Service (x1089) has walk-in hours:

9am - 6:45pm Monday, Tuesday and Wednesday.

9am - 8:45 Thursday

9am - 4:45 Friday.

A student who has been raped or sexually assaulted should contact Wendy Mahoney or Catherine Sharbaugh either through Security or at the Infirmary during working hours.

Evenings and weekends, there is a nurse on call. Please follow the procedures above for contacting Marilou Allen but ask for Catherine Sharbaugh. The dispatcher will contact a nurse, who will return the call.

Catherine Sharbaugh, a nurse practitioner and Director of the Health Services, has special expertise in this area.

The Health Service is able to provide primary medical care after an assault. The examination is NOT admissible in court as evidence.

The Health Service can check for external and internal injuries, offer information about clinics which provide free, anonymous HIV tests and can provide tests and treatment for other STIs. They can also test for pregnancy, and the morning-after-pill can be prescribed if the survivor goes to the Health Service within 72 hours of the assault.

The Health Service will keep all information confidential, except in instances where there is immediate and serious concern about a student's safety. The assault will not be reported to Security, the police, other College personnel, or parents, unless the student requests that such information is released.

The Health Service can assist survivors in finding medical or emotional support, on or off campus.

### **Bryn Mawr Hospital**

Bryn Mawr Hospital Emergency Room, located at the corner of Bryn Mawr Avenue and County Line Road in Bryn Mawr (610-526-3577, 24 hours), provides medical examinations called the "Rape Kit" which can serve as evidence for criminal prosecution. The use of the rape kit procedure does not commit a victim of sexual assault to prosecute. However, it is the only legally approved means of collection and preservation of evidence, should a survivor decide to prosecute at any later point.

The hospital is required by law to notify the police that a sexual assault occurred, and the police will then come to the hospital. The victim of sexual assault is not required to talk with the police or to make a police report in order to receive medical treatment. If she/he consents to talk with the police, she/he is not committing her/himself to prosecution.

The Emergency Room physician will ask for permission to contact the College medical staff to coordinate follow-up care. A student may decline permission. If she/he gives permission, all information will be held in confidence by Health Services staff, as noted above.

The hospital is also able to provide testing and treatment for pregnancy and STDs, including confidential (but not anonymous) HIV testing, and to make additional medical or psychological referrals to on or off-campus personnel. Bryn Mawr Hospital is the only hospital in the area that will administer the Morning-After Pill.

### **Psychological and Emotional Care**

Survivors are strongly encouraged to seek help in coping with the psychological effects of a rape or sexual assault. Experienced counselors can work confidentially with a survivor to help her/him recover from the trauma and regain control over her/his life.

Marilou Allen and SAs are available to accompany survivors seeking psychological help.

### **Counseling and Psychological Services**

Rick Webb, the Director of Counseling and Psychological Services, and David Bushnell, Rebecca Ergas and Jane Widseth, staff psychologists, are available 24 hours a day to talk with a student who has been raped or sexually assaulted.

They can be reached at the Counseling and Psychological Services, Founders 317, x1290, from 9:00 a.m. - 5:00 p.m. weekdays. Evenings and weekends, students may either consult the Staff Directory for home numbers of counselors or call Security and say they need to speak to a counselor. The dispatcher will contact a counselor, who will call back.

They can also provide names of counselors in private practice and at local agencies (including WAR, 610-566-4342). All conversations at Counseling and Psych. Services are confidential, except in instances in which there is immediate and serious concern about a student's safety or if a student requests that information be released.

### **Judicial Options**

If a victim of rape or sexual assault chooses to talk with Haverford College Safety and Security, the Dean of the College, or the police, they can inform her/him of her/his legal rights and options through the criminal justice system or the College's internal judicial avenues.

Marilou Allen and SAs are available to accompany survivors seeking help through the college judicial process or criminal justice system. They can also contact a WAR counselor (610-566-4342) trained to support survivors in the criminal justice system.

### **Haverford College Safety & Security**

A rape or sexual assault may be reported to Safety & Security 24 hours a day, 7 days week. The student (or visitor) may ask the dispatcher to be able to speak with Nora Nelle, Associate Director of Security, who is specially trained in this area. The dispatcher will then contact Nora, who will return the call.

Security can transport a survivor to the Health Services, Bryn Mawr Hospital, or the police station. Nora Nelle can inform survivors about options through the police and criminal justice system. They can arrange for police to meet with a survivor in the Security Office or can accompany a student if she/he decides to talk with the police at the police station.

Security is required to inform the Dean of the College that a rape or sexual assault has occurred. With the survivor's permission, they will also inform the police. A report of a rape or sexual assault to Security will be included in the annual crime statistics compiled by Security by federal law.

Security follows regulations of the Department of Education on the Federal Campus Security Act in regard to timely reporting of campus crimes, including rape or sexual assault. The Department of Education has determined that reporting should be decided on a case-by-case basis in light of the nature of the crime, the continuing

danger to the campus community, and the possible risk of compromising law enforcement efforts. In making a decision to alert the community that a rape or sexual assault has occurred, Security and the Deans Office will make every effort to protect the anonymity of the survivor.

### **Outside Reporting Options**

**Lower Merion Township or  
Haverford Township Police**

The police can be called through their emergency line, 911, or if it is not an emergency, through the correct police jurisdiction: Lower Merion, 71 E. Lancaster Ave, Ardmore, 610-642-4200 or Haverford Township, Darby and Manoa Roads, Havertown, 610-853-1298. A survivor should inform the police that she/he wants to report a rape/sexual assault, and the police will take a report.

The police can provide transportation to Bryn Mawr Hospital or direct emergency medical care.

They will take a police report of the rape or sexual assault, which leaves open the option of criminal prosecution, although filing a report in no way commits a survivor to prosecution. Although the police and district attorney encourage survivors to file a report immediately after a rape or sexual assault, it is possible to file a report at a later point in time.

### **Haverford College Internal Judicial Procedures**

In the case of violence (including rape or sexual assault), where there is a concern for the safety of the community, the Dean of the College may separate a student immediately. After such action, the Chair of Honor Council, an EEOC officer, and the Dean of the College will meet to review the case and determine if further action through internal judicial processes is indicated. Cases of rape or sexual assault, as cases involving violence, will, according to our procedures, be handled by a Dean's Panel.

The college will, upon written request, disclose the final results of any institutional disciplinary proceeding dealing with that crime or offense to the alleged victim of a crime of violence or a non-forcible sex offense, (or to the alleged victim's next of kin if the victim dies as a result of the crime or offense).

### **Prevention**

The following information will be helpful to all Haverford College students as they confront issues of sexual assault.

- Please remember that date rape is a crime. It is never acceptable to use force in sexual situations, no matter what the circumstances.
- Listen carefully. If a person says "no" to sexual contact, believe them and stop!
- Communicate your limits firmly and directly. Back up your words with a firm tone of voice and clear body language.
- Don't make any assumptions about a person's behavior. Don't automatically assume that he or she wants to have sex just because he or she drinks heavily,

dresses in a certain way, or agrees to go back to your room. Don't assume that because a person has had sexual contact with you previously that he or she is willing to or will consent to having sex with you again.

- Everyone should be especially careful in situations involving the use of alcohol and other drugs. Alcohol and other drugs can interfere with one's ability to assess situations and to communicate effectively.
- All students should beware that having sexual contact with someone who is mentally incapable of giving consent is sexual assault. If you have sex with a person who is drugged, intoxicated, "sleeping" or passed out, incapable of saying "yes" or "no" or unaware what is happening to them, then you may be guilty of rape.
- Please be especially careful in group situations. Be prepared to resist pressure from friends to participate in violent or criminal activities.
- Please get involved if you believe that someone else may be at risk for assault. If you see a person "in trouble" at a party or another person using force or coercion, do not be afraid to ask questions and/or intervene. You may save someone from the trauma of sexual assault and/or from the ordeal of criminal prosecution.
- "Listen" to your gut feelings. If you feel uncomfortable or think you may be at risk, leave the situation immediately and go to a safe place.
- Don't be afraid to "make waves" if you feel threatened. If you feel you are being pressured or coerced into sexual activity against your will, don't hesitate to state your feelings in order to get out of the situation. Better a few minutes of social awkwardness and embarrassment than the trauma of sexual assault.

Note: While safeguarding your right to confidentiality if you choose to disclose the name of the perpetrator to any college employee who is not a medical or counseling professional, she/he is obligated to follow-up on your report. If there are factors in the report that pose a threat to the campus community, a warning notice will be released immediately through the Haverford Police Department and/or the office of Safety & Security.

### **Victim's Rights**

If you are sexually assaulted, you have basic rights and considerations as a crime victim (including but not limited to):

- Have any allegations of sexual assault taken seriously – free from any suggestion that victims are responsible for sexual assault.
- Be treated with respect and dignity, regardless of gender, gender identity, race, age, income level, physical abilities, cognitive abilities, or sexual, medical and mental health history.
- Have timely access to emergency and crisis counseling services.
- Be accompanied by an advocate while receiving victim services.
- Be informed of legal rights and available resources.
- Be informed of safety planning and protection services.
- Be informed of appropriate follow-up treatment, medical testing and counseling.
- Be notified of options for and assistance with changing academic and/or living situations after an alleged sexual assault if so requested and if such changes are reasonably available.

- Have the college conduct a prompt and thorough investigation of the allegation, preserving the privacy of the victim to the extent possible within the requirements of Title IX and the integrity of the investigation.
- Be able to give testimony in a campus hearing by means other than being in the same room with the accused.
- Have a support present during campus disciplinary proceedings.
- Be informed of the outcome of the sexual assault disciplinary proceedings.

### **Resources**

Sometimes months or even years after an assault, survivors re-experience feelings they had immediately following the attack. Talking to someone - be it a friend, clergy, crisis hotline or counselor can be a helpful way to work through fears and feelings. Whether you (or a friend) were sexually assaulted recently or sometime in the past, you do not have to deal with these feelings alone. There are many resources on campus and in the surrounding community that can help you get your life back on track and begin the healing process.

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

The federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. It also requires the sex offenders, already registered in a state, provide notice to each institution of higher education in that state, as to where the person is employed, carries on a vocation, or is a student.

Pennsylvania's Megan's Law, 42 Pa.C.S. § 9799.1, requires the State Police to create and maintain a registry of persons who have either been convicted of, entered a plea of guilty to, or adjudicated delinquent of certain sex offenses. Additionally, the Pennsylvania State Police is required to make certain information on registered sex offenders available to the public through an Internet website.

Information regarding registered sex offenders on the campus of Haverford College may be obtained from the following agencies, or at the following Web site <http://www.pameganslaw.state.pa.us>.

### **Crime Logs**

Haverford College Safety & Security Department maintains a daily crime log that contains specified information about any and all crimes that occur within the patrol jurisdiction of the Security and that are reported to Security. The daily crime log can be viewed at The Security Department, Featherbed Lane, Haverford College.

Certain information may be withheld from the crime log under specified circumstances, primarily information that would jeopardize the success of an investigation or the safety of a person involved in the investigation. The Security Department makes the crime log for the most recent 60-day period open to public inspection during normal business

hours, while crime logs containing material more than 60 days old are retained for seven years for public inspection upon two days' notice.

### **MISSING PERSONS**

If a member of the College community has reason to believe that a student or community resident is missing – whether they reside on or off campus - contact Safety and Security immediately 610-896-1111. Reports of a missing person can be made to Security will generate a missing person report and initiate an investigation. (Students can also report missing persons to the Dean's Office).

Students have the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officials in furtherance of a missing person investigation may have access to this information. If the student is over 18 years of age, and has not designated an emergency contact, the law enforcement agency of the student's primary residence is located will be notified. To register a confidential contact person: <https://www.admin.haverford.edu/servlet/reality/hcadmin/studentinfo>

Safety and Security will investigate reports and contact the Dean's Office, Student Health Services and Counseling and Psychological Service. For International students, the Director of International Student Services will be notified as well.

After investigating the missing person report, should Safety and Security determine that the student is missing and has been missing for more than 24 hours (or sooner if circumstances warrant it), Haverford College will notify the Haverford Police Department and/or the Lower Merion Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18, Haverford College will notify the student's parent or legal guardian immediately after Safety and Security has determined that the student has been missing for more than 24 hours.

### **ALCOHOL AND DRUG POLICIES**

Haverford College complies with all federal, state and local laws – including those that regulate the possession, use, sale of alcoholic beverages and controlled substances. Commonwealth of Pennsylvania law states that you must be at least 21 years of age in order to purchase, sell, possess or consume alcoholic beverages.

In addition, the Haverford College Alcohol Policy, which is designed to maintain a community in which alcohol abuse and its effects are minimal, can be found in the Student Guide. The policy also outlines penalties for violations. Peer education programs are sponsored by the Joint Student-Administration Alcohol Policy Panel (JSAAPP). Services and referrals are also provided by College Health Services, and the Counselor of Substance Abuse Education. There are mandatory alcohol education programs during the fall semester for students in their first year of college, as well as outreach programs for all other students throughout the year.

The use, possession, purchase and/or sale of illicit drugs on campus poses a threat to the health and safety of all members of the Haverford College Community and is not permitted on College property or as part of College activities. Violations will be investigated and criminal prosecution may result. The unlawful possession, use, or

distribution of illicit drugs and alcohol is punished by harsh sanctions under the laws of the United States Government and the Commonwealth of Pennsylvania.

### **Medical Attention**

Medical attention is warranted whenever there is serious injury or illness related to alcohol consumption and/or drug use. In addition to medical attention, students, faculty and staff may benefit from professional counseling. Students seeking confidential counseling for alcohol or drug use should contact Counseling and Psychological Services (CAPS) office at (610)896-1183 to make an appointment.

### **Commonwealth Law**

Alcohol: A person less than 21 years of age commits a summary offense if he or she attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any alcoholic beverage. A person who is convicted of violating this section may be subject to a fine, jail and/or license suspension.

### **Disciplinary Policies**

Any student who fails to comply with or local, state or federal laws may be subject to discipline under the Honor Code. Sanctions can include, but are not limited to, a disciplinary probation, and withdrawal of privileges, suspension, and expulsion. When a student's presence on campus is considered a threat to order, health or safety, the Dean or her designee may impose a mandatory leave of absence or conditions on the student's attendance.

The Student Guide has a detailed outline of the Joint Administrative/Honor Council Panel Guidelines and can be found at:

<http://www.haverford.edu/studentlife/files/studentsGuide0910.pdf>

## **THE DRUG FREE SCHOOLS ACT**

A person of 18 years of age or older who is convicted in any court of the Commonwealth of Pennsylvania of a violation of the Controlled Substance, Drug, Device and Cosmetic Act, shall, if the **delivery or possession with the intent to deliver** the controlled substance occurred within 1,000 feet of a public, **private**, or parochial school or a **college or university** or within 250 feet of the real property on which is located a recreation center or playground or on a school bus shall be sentenced to a minimum sentence of at least two years of total confinement (up to four years).

### **Commonwealth Law**

Drugs: State law prohibits the unauthorized manufacture, sale, delivery and possession of controlled substances. Persons may be subject to 30 days imprisonment and a \$500 fine for simple possession of a small amount of marijuana (misdemeanor), a maximum of 15 years imprisonment and a \$25,000 fine for the manufacture, delivery or possession of a Schedule I or II controlled narcotic drug such as cocaine, PCP and LSD (felony). Sentences can be doubled for second and subsequent convictions. Sentences can also be doubled for distribution of controlled substances to persons under the age of 18. Penalties range from a mandatory minimum sentence of (1) one year and a \$5,000 fine for the first conviction to a mandatory minimum sentence of (7) seven years and a \$50,000 fine for subsequent convictions for the manufacture, delivery or possession of 100 grams or more of a Schedule I or II controlled narcotic drug.

## **CRIME PREVENTION PROGRAMS**

In addition to a mandatory Safety and Security presentation during Customs (new student orientation) on safety awareness and crime prevention and Customs students (sophomore and above student mentors) training on sexual assault and alcohol abuse. Security offers RAD (Rape Aggression Defense) courses throughout the year.

Further information regarding safety and crime prevention is available 24 hours a day at the Safety and Security Department in the Gardner Athletic Center, Featherbed Lane, as well as Security's website (<http://www.haverford.edu/security/>). There is a Safety and Security Committee (comprised of student, staff and faculty) who meet regularly to discuss issues and topics relating to safety. Safety updates and presentations are given to the Administration and Professional Staff Meeting as well as the Staff Association and Faculty at their meetings (at least once a year).

Crime statistics are provided separately, and they are available at the department upon request. The telephone number for the Safety and Security Department is (610) 896-1111.

## **CRIME PREVENTION TIPS**

Students are reminded that safety is a shared responsibility. The College encourages all members of the campus community to use common sense and caution to protect themselves and their property. To increase awareness, a weekly list Security Summary is posted and sent to the college newspaper to keep the community apprised of noteworthy incidents occurring on or near campus. The Department of Safety & Security is working hard to keep our campus safe, but needs your help to reduce thefts and to keep others from becoming victims.

Upon request of any student, faculty, staff member or guest, the Department of Safety and Security will provide an escort after dark from one building to another and to and from the parking lots.

### **Remember:**

- Do not prop doors
- Lock your windows and doors
- Draw curtains and shades at night
- Keep valuables hidden or out of sight
- Trust your instincts and call Safety and Security when suspicious people are around.

### **Rape Aggression Defense (RAD)**

The Rape Aggression Defense (RAD) System is a program of realistic, self-defense tactics and techniques. The RAD System is a comprehensive course for women which begins with awareness, prevention, risk reduction and avoidance, and progresses to the basics of hands-on defense training. RAD is not a martial arts program. Courses are taught by certified RAD instructors and participants are provided with a workbook/reference manual. This manual outlines the entire physical defense program for reference and continuous personal growth. The RAD system of physical defense is currently being taught at many colleges and universities across the nation. The growing,

wide-spread acceptance of this system is primarily due to the ease, simplicity and effectiveness of the tactics, solid research, legal defensibility and unique teaching methodology. The system of realistic defense is intended to provide a woman with the knowledge to make an educated decision about resistance.

### **Escort Services**

The lockout/escort service is run by student employees out of the Safety and Security building. It operates 7 days a week:

Sun-Mon 7pm to 1am

Tues-Thurs 7pm to 2am

Fri-Sat 7pm to 3am

Working singly, in shifts, students respond on foot or in a golf cart to admit locked out students and provide escorts to students across campus, in radio contact with the security dispatcher. Security officers provide this service after dark, outside of the student escort hours.

### **Fire Safety**

Fire safety is a major concern of the Safety and Security Department and affects all members of the Haverford community. Each residence hall is equipped with automatic smoke detection systems that report to the Safety and Security Office. In addition, each student's room is equipped with a single station smoke detector. The College is undertaking the project to install fire sprinkler systems in all residence halls. Fire Exit Drills are conducted in each residence hall so that students become familiar with proper building evacuation procedures. The Safety and Security Department employs student Safety and Security Dorm Monitors. The Safety and Security Dorm Monitors conduct weekly inspections of residence halls to check for any fire, safety, or security hazards.

### **Fire Alarms**

It is a violation of the Haverford Township Fire Code and College Policy to interfere with the operation of any fire alarm system. This includes covering or otherwise preventing the proper operation of any smoke detector or fire alarm system.

### **Fire Prevention**

Effective fire prevention occurs only when individuals are aware of the principal causes of fires and take certain simple steps to eliminate them.

For residents' safety, individual rooms are equipped with electrically-powered, individual single-station smoke detectors with 9 volt battery backup. If a detector is chirping, it needs a new battery. Batteries are available from Safety & Security at anytime. HCA residents should get their batteries from the HCA Office during regular business hours between 8:30 a.m. and 4:30 p.m., Monday through Friday. Batteries may be obtained from Safety and Security after business hours. All public spaces in residence halls are equipped with smoke detectors and manual-pull stations, both of which set off the building alarms. These directly alert Safety and Security of the emergency. If the alarm in a student's room is triggered, the building alarms will not activate until either the student uses the pull-station or the smoke from the student's room activates a smoke alarm in the public halls. Haverford College is undertaking a project to install automatic

fire sprinklers in the dormitories and HCA Apartments. Several buildings have been completed. Fire sprinklers provide the highest level of life safety protection available.

### **Cause of Fires**

Fire can exist wherever there are combustible materials and some means of bringing them to kindling temperature. Some of the most common causes of fires at college fires include candles, careless smokers, over-burdened electrical outlets, cooking in dorm rooms, halogen lamps, exposed light bulbs, cigarettes, overloaded extension cords and smoking in bed. At Haverford College, the burning of candles, use of halogen lamps and large electrical appliances are prohibited in College housing.

The use of illegal hot-plates, large refrigerators (in dorms without kitchens), and other major electrical appliances can easily overload the electrical system. Only safe, low-wattage appliances may be used in College-housing: shavers, lamps, radios, televisions, stereos, computers, electric blankets, thermostatically controlled coffee makers and the like.

Halogen lamps are not allowed. These lamps and exposed light bulbs have been a source of serious fires. Another source of fires has been overloaded electrical outlets caused by using extension cords or gang electrical strips. Students should never crush plugs or wires against electrical outlets with beds or other furnishings.

## **CAMPUS FIRE SAFETY ACT - 2009**

### **Fire Exit Drills**

Fire Exit Drills are supervised and conducted by the Safety Coordinator and Safety and Security Officers once per semester. The fire drills are announced so that students can plan on participating in the drills. This gives the opportunity for students to become familiar with the sound of the fire alarm horn/strobes and to become familiar with two means of egress from the building. Additionally, one student is asked to be a monitor during the drill. The monitor is asked what steps they would take in the event of a fire in their residence hall and is asked to activate the building alarm system for the drill.

### **Fire Safety Improvements**

There is an on going project to install fire sprinklers in all student residence halls. Currently, 1,101 of the 1184 student bedrooms are protected by fire sprinklers. During the summer of 2010, sprinkler systems were added to protect another 188 bedrooms. This program will continue until every residence hall and student sleeping room is protected by automatic fire sprinklers.

### **Student Housing Fire Alarm and Suppression Systems**

Each student sleeping area is equipped with a 120 volt single station smoke detector (with 9 volt battery back up). This smoke detector stands alone from the building fire alarm system. Its' purpose is to provide students early warning in the event of a smoke condition in their room.

Residence halls also have common area automatic smoke detection and manual pull stations. Common areas are defined as attics, hallways, suites halls, stairways, living rooms and basements. An activation of this fire alarm system immediately notifies the Safety and Security Dispatcher via a Silent Knight Fire Alarm Receiver System.

Currently, 92% of student sleeping rooms are protected by automatic fire sprinkler systems. In addition to the protection of student sleeping rooms, fire sprinklers also protect residence hall attics, basements, storage and housekeeping rooms, assembly areas, and mechanical rooms.

The following items are not permitted for use in residence halls:

- Open flames of any kind (including candles).
- Halogen lamps
- Hot plates
- Large refrigerators (in dorms without kitchens)
- Or other appliances that require high wattage for operation.

### **Smoking**

Smoking is not permitted in academic or administrative buildings. Smoking is permitted in student housing provided none of the residents object. The Housing Office designates smoke free residential areas each year.

### **Fire Safety Education and Training**

Fire Safety Education and Training is provided to all first year students as part of their Customs Week orientation, as well as additional training for Customs officers (students with oversight responsibility). Additional training is provided for Faculty and Students who work or study in the Departments of Biology and Chemistry. Fire safety is an ongoing agenda item in the Safety and Security Committee meetings, and is included in all presentations to new faculty, Staff Association, summer residents, Administrative and Professional Staff.

There are a number of Dorm Monitors (28 this year) whose responsibility includes weekly inspections of assigned dorms for fire safety and additional safety deficiencies.

### **Campus Fire Log 2009**

Number and cause of each fire.....

<b>Location</b>	<b>Date</b>	<b>Time</b>	<b>Cause / Nature</b>
-----------------	-------------	-------------	-----------------------

10 Hannum Dr.      March 26, 2009      2130 hrs      Candle ignited mattress  
Apt. 2A

No injuries - approximately \$2,000.00 damage

**Campus Fire Log 2010**

Number and cause of each fire.....

<b>Location</b>	<b>Date</b>	<b>Time</b>	<b>Cause / Nature</b>
-----------------	-------------	-------------	-----------------------

None reported.....

**The Fire and Evacuation Plan**

**HVERFORD COLLEGE  
DEPARTMENT OF SAFETY AND SECURITY  
FIRE EVACUATION PLAN**

**HVERFORD COLLEGE RESIDENTIAL BUILDINGS**

- If you discover a fire or smoke condition, notify the Department of Safety and Security by telephone (610 - 896 - 1111) from a safe area within the building or by campus emergency phone. Give the Dispatcher your name, location and nature of the fire. If the building fire alarm system is not sounding, activate the nearest fire alarm pull station. Fire alarm pull stations are located within 5 feet of an exit door.
- Upon activation of a smoke detector or notification of a fire, all occupants should exit the building at once. Feel the door to your room before opening it. If the door feels hot or smoke

is seeping in, do not open it. Seal off the cracks in the door with a coat or blankets and open outside windows for ventilation. Call Security and explain your situation, giving your name and location. Never jump from windows, especially above the second floor. Signal your location by waving a towel or bed sheet out of your window.

- If the door feels cool, open it slowly. Be prepared to slam the door if the hall is full of smoke or heat. If the hall is clear, proceed to the nearest stairs and exit the building. Should you encounter heavy smoke while exiting the building, turn back and find a room that provides a safe area of refuge. Contact Safety and Security immediately. Become familiar with two escape routes from the building.
- If you get caught in smoke or heat, crawl on the floor and take short breaths through your nose until you reach an area of safe refuge.
- Remember to assist any physically challenged persons in your area to safety in the event of an emergency.
- During late night and early morning hours if conditions permit, attempt to wake sound sleepers in your area.
- Once you have left the building, do not return for any reason. Someone from Safety and Security will notify you when it is safe to return to the building.
- Persons evacuating the building should meet in the Designated Meeting Area.

IN CASE OF FIRE

**ALERT THE RESIDENTS  
EVACUATE THE BUILDING  
CALL SECURITY (610) 896-1111**

**2010 Fire Safety Systems by Building Locations for Campus Housing**

Location	Monitored Alarm	Fire Sprinkler Systems	Fire Alarm and Smoke Detection	Evacuation Drills
Barclay Hall	Yes	All Areas	Yes	2
Cadbury	Yes	All Areas	Yes	2
710 College Ave.	Yes	All Areas	Yes	2
Comfort Hall	Yes	All Areas	Yes	2
Drinker	Yes	All Areas	Yes	2
Gummere Hall	Yes	All Areas	Yes	2
Ira Reid House	Yes	All Areas	Yes	2
Jones Hall	Yes	All Areas	Yes	2
La Casa	Yes	All Areas	Yes	2
Leeds Hall	Yes	All Areas	Yes	2

Lloyd Hall	Yes	All Areas	Yes	2
Lunt Hall	Yes	All Areas	Yes	2
Yarnall	Yes	All Areas	Yes	2
<b>Haverford College Apartments</b>				
Bldg. 10	Yes	All Areas	Yes	2
Bldg. 11	Yes	All Areas	Yes	2
Bldg. 14	Yes	All Areas	Yes	2
Bldg. 15	Yes	All Areas	Yes	2
Bldg. 18	Yes	All Areas	Yes	2
Bldg. 19	Yes	All Areas	Yes	2
Bldg. 22	Yes	All Areas	Yes	2
Bldg. 23	Yes	All Areas	Yes	2
Bldg. 26	Yes	All Areas	Yes	2
Bldg. 30	Yes	All Areas	Yes	2
Bldg. 31	Yes	All Areas	Yes	2
Bldg. 34	Yes	All Areas	Yes	2
Bldg. 35	Yes	All Areas	Yes	2
Bldg. 38	Yes	All Areas	Yes	2
Bldg. 42	Yes	Basement Only	Yes	2
Bldg. 46	Yes	Basement Only	Yes	2
Bldg. 50	Yes	All Areas	Yes	2
Bldg. 800	Yes	Basement Only	Yes	2
Bldg. 804	Yes	Basement Only	Yes	2
Bldg. 808	Yes	Basement Only	Yes	2

\*NOTE: All buildings where Basement Only is noted are scheduled to be completed this summer