



**2018 ANNUAL SECURITY REPORT  
& ANNUAL FIRE SAFETY REPORT  
HAVERFORD COLLEGE**

September 28, 2018

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## **Message from the Director of Campus Safety**

This report is prepared in compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as amended by the Violence Against Women Reauthorization Act of 2013, and the Campus Fire Safety Right to Know Act. The statistics are maintained and compiled by the Campus Safety Department. The report is available on-line at: <https://www.haverford.edu/campus-safety/safety-information> Information about the link to the report is disseminated via email to current faculty, staff, and students. A paper copy of this report is available upon request by contacting the Campus Safety Department at 610-896-1111.

## **Preparation of the Annual Security Report and Disclosure of Crime Statistics**

The Campus Safety Department prepares this report based on information maintained in its records, as well as information collected from various individuals and departments at the College. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: the Haverford Police Department (HTPD), the Lower Merion Police Department (LMPD), the Campus Safety Department, Campus Security Authorities (CSAs), the Title IX Coordinator and Deputy Title IX Coordinators, the Dean's Office, the Women's Center and the Student Health Center. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

All of the statistics are gathered, compiled, and reported to the College community in the Annual Security Report and Annual Fire Safety Report, which is published by the Campus Safety Department. The Campus Safety Department submits the annual crime statistics published in this brochure to the Department of Education (DOE). The statistical information gathered by the Department of Education is available to the public through the DOE website.

## **About Haverford College**

Haverford College is a community of more than 1,400 residents, located on 200 acres in a residential suburb of Philadelphia with a combined population of more than 50,000 residents. **Haverford College has no officially recognized student organizations with non-campus locations.** 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.

Many parents are concerned about the safety 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 time 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 enhance safety, including initiating a Bicycle Patrol, improving lighting on campus, conducting a RAD (Rape Aggression Defense) training course, and increasing the number of CCTV cameras (there are a total of 45 CCTV cameras strategically located on campus), card access locations, and emergency telephones. Additional initiatives include the use of computer-aided Dispatch and a Records Management Systems. We also utilize an enhanced Emergency Notification System (including audible alert, e-mail, text and phone messaging). The Department of Campus Safety has a website (<https://www.haverford.edu/campus-safety>) as well as an emergency phone Hotline (610-896-4299).

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 Campus Safety Department**

The department provides 24-hour, 7-days-a-week service and protection for the College community. The department is comprised of: one Executive Director, one Director of Operations, one Safety Coordinator (Assistant Director), one Associate Director for Investigations, one Captain, one Lieutenant, three Sergeants (full-time), two Corporals (full-time), ten Security Officers (full-time), eight part-time/on-call Security Officers, and a Security Systems Administrator.

All department personnel regularly attend mandatory in service training programs aimed at maintaining and updating their skills and knowledge of new laws and regulations. All members of the department receive training in First Aid, Cardiopulmonary Resuscitation (CPR), and use of Automated External Defibrillators (AEDs). Additionally, Campus Safety staff provides transportation to the College Health Services or to the Bryn Mawr Hospital when Haverford's medical facilities are closed.

Haverford Campus Safety Officers are non-sworn and are not authorized to make arrests. The Campus Safety Department's jurisdiction is limited to the property that is under the control of Haverford College. The Campus Safety Department maintains an excellent working relationship with the Haverford Township and Lower Merion Township Police Departments (although we do not have a written Memorandum of Understanding with either department).

The Campus Safety Department reports directly to the Senior Vice President for Finance and Administration, and works closely with the Dean's Office, Student Life, Residential Life, Health Services, Facilities, and Counseling and Psychological Services.

The Campus Safety Department makes every effort to prevent crime, provides highly visible security patrols, and responds quickly to the needs of individuals on campus and

of 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.

## **IMPORTANT TELEPHONE NUMBERS**

### **Campus Safety Department**

(610) 896-1111

### **Haverford Township Police**

(610) 853-2400

### **Lower Merion Township Police**

(610) 642-4200

## **Reporting Crimes on Campus**

Students, faculty, staff, and guests are encouraged to report all crimes and campus safety related incidents to the Campus Safety Department in a timely manner. An officer will be dispatched immediately to each complaint and will evaluate the incident, take appropriate action, and notify the necessary authorities. There are 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 by calling 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 does not give their name and follow-up will be conducted.

Although we encourage the accurate and prompt reporting of all crimes directly to Campus Safety when the victim of a crime elects to or is unable to make such a report, in some instances members of the campus community may choose to file a report with one of the other Campus Security Authorities (CSAs). Reports can also be filed with the Haverford Police Department and/or the Lower Merion Police Department.

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

## **Campus Security Authorities – CSAs responsible for reporting criminal activity:**

- Campus Safety
- Deans
- Title IX Coordinator
- Deputy Title IX Coordinators
- Women’s Center – Program Director and Student Assistants
- Director of Residential Life
- Director of Student Engagement & Leadership
- Assistant Director of Student Life
- Director & Assistant Directors of Athletics
- Athletics - Coaches & Assistant Coaches
- Athletics - Head Trainer & Assistant Trainers
- Graduate Assistants
- Director of Health Services
- Customs Personnel
- Upper-Class Advisors
- Honor Code Orienteers
- Ambassadors of Multicultural Awareness
- Peer Awareness Facilitators

### **Confidential Reporting Options**

- Licensed/ordained religious advisors
- Counseling and Psychological Services (CAPS)

### **Voluntary, Confidential Reporting**

Haverford College does not have a formal policy or procedures for a victim or witness to report crimes on a voluntary, confidential basis.

### **Security of and Access to Campus Facilities**

Officers of the Campus Safety 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, Campus Safety, or the

Scheduling and Events Office. Students are admitted to public events on campus by displaying their College identification cards.

There are 32 residence halls on campus. All resident areas are locked 24 hours a day and have access control. Buildings that contain classrooms, offices and dining centers are opened and locked in accordance with a schedule. Visitors to the campus can enter most academic buildings during normal business hours from 8 a.m. to 5p.m. Monday through Friday.

Access to housing facilities is limited to those with authorization. Resident students have card-access to their residence halls and keys to their individual rooms. Guests of a resident must be accompanied by the resident.

Campus Safety will investigate all unauthorized persons on campus.

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.

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 outdoors 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 Campus Safety Department cooperates with the staff of Facilities Management by reporting potential safety hazards such as broken windows, defective locks, or burned out lights to Facilities personnel.

## **Crime Log**

The Haverford College Campus Safety Department maintains a daily crime log that contains specified information about any and all crimes that occur within the patrol jurisdiction of the Campus Safety Department and that are reported to Campus Safety. The daily crime log can be viewed at the Campus Safety Department, which is located on the ground floor of the Gardner Integrated Athletic Center (GIAC) at 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 Campus Safety 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 Students**

If a member of the College community has reason to believe that a student residing in on campus housing is missing, contact Campus Safety immediately at 610-896-1111. Campus Safety will generate a missing person report and initiate an investigation.

After investigating the missing person report, should Campus Safety determine that the student is missing and has been missing for 24 hours (or sooner if circumstances warrant it), Haverford College will notify the Haverford Police Department and/or the Lower Merion Police Department. A Dean will notify 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 and not emancipated, a Dean will notify the student's custodial parent or guardian and the confidential contact person (if the student has identified one) immediately after Campus Safety has determined that the student has been missing for 24 hours.

In addition to registering an emergency contact, students have the option annually to register a confidential contact person to be notified if the student is determined to be missing for 24 hours. Only authorized campus officials and law enforcement officials in furtherance of a missing person investigation may have access to this information. To register a confidential contact person, visit the Student Center link in BIONIC (<https://vbm.brynmawr.edu/psp/CS90PRD/?cmd=login&languageCd=ENG&>).

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

The federal Campus Sex Crimes Prevention Act went into effect in October of 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 registered sex offenders to provide notice to the state as to whether the person is a student, or works at an institution of higher education, identify each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student, and must also alert the state of any change in enrollment or employment status.

Pennsylvania's Megan's Law requires the State Police to establish and maintain a registry of individuals who have either been convicted of, entered a plea of guilty to, or were 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 a website.

Information regarding registered sex offenders may be obtained from the following the following website: <http://www.pameganslaw.state.pa.us/>

## **Campus Emergency Notification System**

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

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.

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: <https://www.haverford.edu/campus-safety/safety-information>)

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. Additional testing may be conducted as part of drills and exercises, or as necessary.

### **Overview**

Haverford's approach to situations that have had a significant impact on an individual member or the entire campus community has succeeded over the years because of the dedication and conscientiousness of various members of the College community. However, 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. In response, the Haverford Emergency Response Team (HERT) was developed. The formation of this response group emphasizes centralized crisis management, coordination with critical campus offices and services both at Haverford and Bryn Mawr Colleges, 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 potential disease outbreaks.

Initial notifications to the entire campus community (students, staff and faculty) will be made electronically via the Everbridge notification system (e-mail, text and phone calls) as well as the audible alert (siren and voiceover) without delay – initiated by the Dispatcher upon confirmation of an event. (Campus Safety as well as the Haverford and Lower Merion police departments would be responding to confirm the incident and mitigate the threat).

The initial message options are preset and will say either;

1. There is an Active Shooter on campus. Move to a safe place or seek shelter and await further updates...
2. There is a serious incident on campus. There is no immediate threat to safety, but await further updates...

Updates would be made as additional information becomes available by members of the HERT Command Team (Executive Director for Campus Safety, The Bi-College Director of Operations, the Safety Officer, the Captain, the Lieutenant, or the Security Systems Administrator). Notifications to the larger community – including parents – will be made through the Communications Office. Once the decision is made to involve other members of the response team, notification/communication could be facilitated using subgroups that already exist in our electronic notification system as well as the Zipbridge Conference Call capability – enabling us to push out a conference call to HERT Team members with one call.

Subgroups in the notification system would include the Haverford Emergency Response Team (including the HERT Command group, Michael Martinez, Michael Elias, Wendy Smith, Geoff Labe, Franklyn Cantor and Fern Hall), as well as the Group 1 and Group 2 notifications (listed below). In addition, the dispatching Campus Safety 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 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.

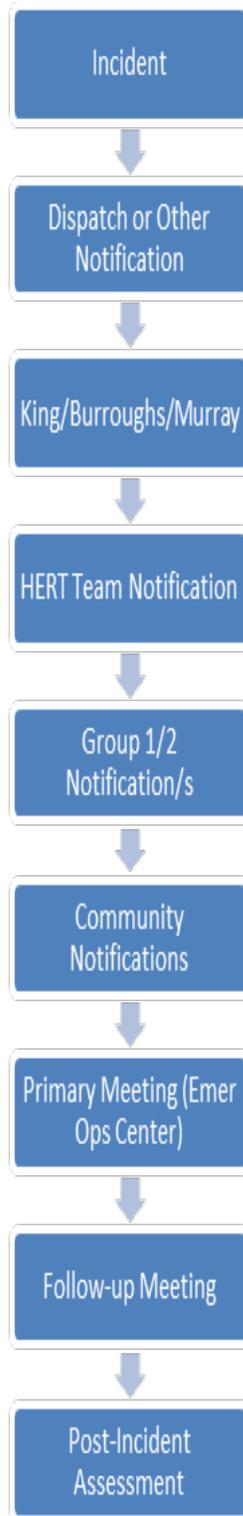
### **Response Example**

Haverford Campus Safety Dispatch receives several calls that there is an active shooting on campus. Police are notified immediately, and Campus Safety is alerted to respond. An emergency notification is sent to the campus community electronically via Everbridge – sending text, e-mail, and voicemail stating **“There is an Active Shooter on campus. Move to a safe place or seek shelter and await further information.”** Our audible alert system is activated – producing a loud siren. The HERT Command Team is notified and a conference call is generated simultaneously utilizing the Zipbridge conference call service. The first Command Team member to respond instructs the dispatcher to notify the entire HERT team electronically with an overview message.

Once the threat is neutralized, the Emergence Operations Center will be activated.

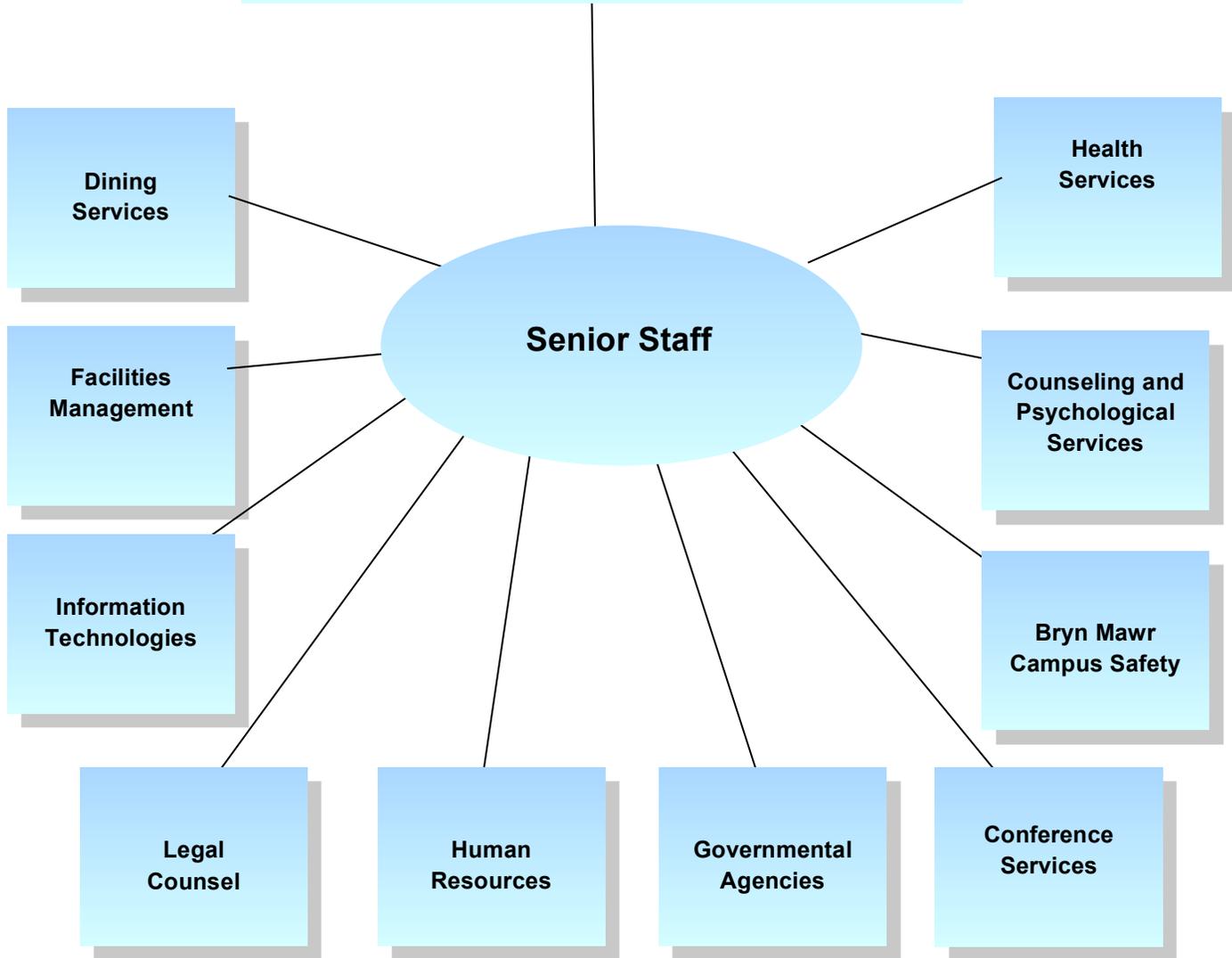
In this scenario, all members of Group 1 and many of the members of Group 2 would be made. Group 2 includes the President, the Assistant Vice President for Communications, the Dean of the College, the Senior Vice President for Finance and Chief Administrative Officer, the Director of Facilities Management, and the Director of Residential Life would be notified as well. Some of those above would be asked to meet in the EOC. Depending on information received from the scene, additional notifications (parents, for example) will be made and the website would be updated by Communications. **Update messages to the community would take place frequently.**

In addition to annual tabletops, the Emergency Notification System is tested once a semester for the entire community. The results of the tests are evaluated and analyzed.



# Emergency Response Team

Mike Elias  
Mark Sweeney  
Lil Burroughs  
Fern Hall  
Wendy Smith  
Tom King  
Brian Murray  
John Castrege  
Franklyn Cantor  
Geoff Labe  
Michael Martinez  
Kim Callahan



## Timely Warnings

The purpose of this policy is to outline procedures that Haverford College will use to issue Timely Warnings in compliance with the Clery Act.

The College will issue a Timely Warning Notice in the event that it receives notice of an alleged Clery Crime occurring on campus, on public property within or immediately adjacent to the campus, or in or on noncampus buildings or property controlled by the College, where the College determines, in its judgment, that the allegations present a serious or continuing threat to the College community. For purposes of this policy, “timely” means as soon as reasonably practical after an incident has been reported to the Department of Campus Safety or the Campus Security Authorities identified by Haverford College, or local police agencies that have concurrent jurisdiction have reported the information to the College. The Director of Campus Safety is ultimately responsible for determining whether to issue a Timely Warning Notice, although they will typically consult with the Director of Operations for Campus Safety, the Associate Director for Investigations for Campus Safety, the Dean of the College and the Dean of Student Life in making the decision. The Director of Campus Safety or the Director of Operations for Campus Safety will issue a Timely Warning Notice. If they are unavailable, the Timely Warning Notice may be issued by the Associate Director for Investigations for Campus Safety, the Dean of the College or the Dean of Student Life.

Whether to issue a Timely Warning Notice is determined on a case- by- case basis for Clery Act crimes and hate crimes as defined by the Clery Act (\*). The Director of Campus Safety or designees may also issue a Timely Warning Notice for other crimes, if determined necessary.

In determining whether to issue a Timely Warning Notice, the College will consider any factors reflecting on whether the alleged crime represents a serious or continuing threat to the College community, including, but not limited to, (a) the nature of the incident; (b) when and where the incident occurred; (c) when it was reported; (d) the continuing danger to the campus community; and (e) the amount of information known by the Department of Campus Safety.

The Director of Campus Safety will make efforts to consult with Director of Operations for Campus Safety, the Associate Director for Investigations for Campus Safety, the Dean of the College and the Dean of Student Life in making the decision, if they are available, to develop the content of the Timely Warning Notice. Time permitting, additional input may be garnered from additional members of the Emergency Response Team, including the Senior Vice President for Finance and Administration and the Provost. The College’s Title IX Coordinator may also be consulted in appropriate situations.

The reason why the College does or does not issue a Timely Warning Notice for any Clery Crime reported to the College will be documented on the Timely Warning Determination Form and maintained by the Department of Campus Safety for a minimum of seven years. A copy of the documentation will be attached to the incident report.

The Timely Warning Notice will include, to the extent known, the date, time and nature of the offense, a brief overview of its particular circumstances, a physical description of the actor(s), law enforcement's immediate actions, a request and method for witnesses to contact law enforcement, and where applicable and appropriate, cautionary advice that would promote safety. In developing the content of the Timely Warning Notice, the College will take all reasonable efforts not to compromise ongoing law enforcement efforts. The "timely warning" withholds the names of victims as confidential and will aid in the prevention of similar occurrences.

The College distributes Timely Warning Notices in various ways. Once the College determines that an alert will be issued, the Department of Campus Safety e-mails the announcement and may post it on its website <https://www.haverford.edu/campus-safety>, and may post alerts on bulletin boards throughout campus. The College may also send text messages disseminating the notice to those who register their cell phone numbers.

(\*) A hate crime is defined as: "A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

## **Definitions of Clery Act Crimes**

The Annual Campus Security Report contains statistical accounting of various crimes that have been reported to the Department of Campus Safety. The following definitions used to classify these incidents are required to come from the Federal Uniform Crime Reporting Program and the National Incident Based Reporting System and are as follows:

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Exclude deaths caused by negligence, suicide, or accident; justifiable homicides and attempts to murder.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Attempts are included since it is not necessary that an injury result when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed. Exclude simple assaults.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. The use of force to gain entry is not required to classify an offense as a burglary. Burglary includes forcible entry, unlawful entry where no force is used, and attempted forcible entry.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. Include the stealing of automobiles, trucks, buses, motorcycles, motor scooters, snowmobiles, and similar motor vehicles. Exclude motorboats, construction equipment, airplanes, and farming equipment.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Includes fires determined to have been willfully or maliciously set. Excludes fires of suspicious or unknown origin.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** The violation of laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transportation, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

The following crimes are included in the annual statistics if the incident is related to a hate crime category (\*):

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Larceny-theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Include crime such as shoplifting, pocket picking, purse snatching, thefts from motor vehicles, thefts of motor vehicle parts and accessories, bicycle thefts, and similar thefts, in which no use of force, violence, or fraud occurs. Excludes embezzlement, confidence games, forgery, and worthless checks.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

(\*) **Hate Crime:** If the victim/survivor was intentionally selected because of actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability.

### **Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

Haverford College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community. Toward that end, Haverford College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

**Domestic Violence:**

- i. A. Felony or misdemeanor crime of violence committed—
  - A) By a current or former spouse or intimate partner of the victim;
  - B) By a person with whom the victim shares a child in common;
  - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- ii. For the purposes of this definition—
  - A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - B) Dating violence does not include acts covered under the definition of domestic violence.
- iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent."

- **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim,

including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

- **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

**Stalking:**

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - A) Fear for the person’s safety or the safety of others; or
  - B) Suffer substantial emotional distress.
- ii. For the purposes of this definition—
  - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
  - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
  - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

**(Pennsylvania State Law)**

**Domestic Violence:** Pennsylvania defines domestic abuse as one or more of the following acts occurring between family or household members, sexual or intimate partners, or people who have a child in common:

- purposefully or recklessly causing or attempting to cause bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault, or incest with or without a deadly weapon
- causing another person to reasonably fear imminent serious bodily injury
- false imprisonment
- physically or sexually abusing a minor child, or

- engaging in a course of conduct or repeatedly committing acts directed at another person under circumstances that place the person in reasonable fear of bodily injury.

“Family or household members” means current or former spouses, persons who live or have lived as spouses, parents and children, other persons related by blood or marriage, current or former intimate or sexual partners, or persons who have a child in common.

**Dating Violence:** The state of Pennsylvania does not have a definition of dating violence.

**Sexual Assault:** The state of Pennsylvania defines sexual assault as follows: Except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person commits a felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent.

**Rape:** The state of Pennsylvania defines rape as follows:

(a) Offense defined. --A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant.

(1) By forcible compulsion.

(2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.

(3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.

(4) Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.

(5) Who suffers from a mental disability that renders the complainant incapable of consent.

**Involuntary Deviate Sexual Intercourse:** The state of Pennsylvania defines involuntary deviate sexual intercourse as follows:

a) Offense defined- A person commits a felony of the first degree when the person engages in deviate sexual intercourse with a complainant:

(1) by forcible compulsion;

(2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;

(3) who is unconscious or where the person knows that the complainant is

unaware that the sexual intercourse is occurring;

(4) where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;

(5) who suffers from a mental disability which renders him or her incapable of consent; or

(6) Deleted by 2002, Dec. 9, P.L. 1350, No. 162, § 2, effective in 60 days.

(7) who is less than 16 years of age and the person is four or more years older than the complainant and the complainant and person are not married to each other.

**Statutory Sexual Assault:** The state of Pennsylvania defines statutory sexual assault as follows:

(a) Felony of the second degree -- Except as provided in section 3121 (relating to rape), a person commits a felony of the second degree when that person engages in sexual intercourse with a complainant to whom the person is not married who is under the age of 16 years and that person is either:

(1) four years older but less than eight years older than the complainant; or

(2) eight years older but less than 11 years older than the complainant.

(b) Felony of the first degree -- A person commits a felony of the first degree when that person engages in sexual intercourse with a complainant under the age of 16 years and that person is 11 or more years older than the complainant and the complainant and the person are not married to each other.

**Indecent Assault:** The state of Pennsylvania defines indecent assault as follows

(a) Offense defined -- A person is guilty of indecent assault if the person has indecent contact with the complainant, causes the complainant to have indecent contact with the person or intentionally causes the complainant to come into contact with seminal fluid, urine or feces for the purpose of arousing sexual desire in the person or the complainant and:

(1) the person does so without the complainant's consent;

(2) the person does so by forcible compulsion;

(3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;

(4) the complainant is unconscious or the person knows that the complainant is unaware that the indecent contact is occurring;

(5) the person has substantially impaired the complainant's power to appraise or

control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;

(6) the complainant suffers from a mental disability which renders the complainant incapable of consent;

(7) the complainant is less than 13 years of age; or

(8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other.

**Incest:** The state of Pennsylvania defines incest as follows:

A person is guilty of incest, a felony of the second degree, if that person knowingly marries or cohabits or has sexual intercourse with an ancestor or descendant, a brother or sister of the whole or half blood or an uncle, aunt, nephew or niece of the whole blood. The relationships referred to in this section include blood relationships without regard to legitimacy, and relationship of parent and child by adoption.

**Stalking:** The state of Pennsylvania defines stalking as follows:

(a) Offense Defined - A person commits the crime of stalking when the person either:  
(1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or  
(2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

(b) Venue -

(1) An offense committed under this section may be deemed to have been committed at either the place at which the communication or communications were made or at the place where the communication or communications were received.

(2) Acts indicating a course of conduct, which occur in more than one jurisdiction, may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct.

(c) Grading -

(1) Except as otherwise provided for subsequent offenses, a first offense under this section shall constitute a misdemeanor of the first degree.

**Definitions--** As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

"Communicates." To convey a message without intent of legitimate communication or address by oral, nonverbal, written or electronic means, including telephone, electronic mail, Internet, facsimile, telex, wireless communication or similar transmission.

"Course of conduct." A pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct. The term includes lewd, lascivious, threatening or obscene words, language, drawings, caricatures or actions, either in person or anonymously. Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct.

"Emotional distress." A temporary or permanent state of mental anguish.

"Family or household member." Spouses or persons who have been spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood.

**Aggravated Indecent Assault:** The state of Pennsylvania defines aggravated indecent assault as follows:

- (a) Offenses defined – Except as provided in sections 3121 (relating to rape), 3122.1 (relating to statutory sexual assault), 3123 (relating to involuntary deviate sexual intercourse) and 3124.1 (relating to sexual assault), a person who engages in penetration, however slight, of the genitals or anus of a complainant with a part of the of the person's body for any purpose other than good faith medical, hygienic or law enforcement procedures commits aggravated indecent assault if:
- (1) the person does so without the complainant's consent;
  - (2) the person does so by forcible compulsion
  - (3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
  - (4) the complainant is unconscious or the person knows that the complainant is unaware that the penetration is occurring;
  - (5) the person has substantially impaired the complainant's to appraise or control their conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants, or other means for the purpose of preventing resistance;
  - (6) the complainant suffers from a mental disability which renders them incapable of consent;
  - (7) the complainant is less than 13 years old;
  - (8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other.

## CRIME STATISTICS

OFFENSE	LOCATION	2015	2016	2017
<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>Manslaughter by Negligence</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, Total</b>	On Campus	5	9	13
	**Residential Facilities	2	8	11
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>5</b>	<b>9</b>	<b>13</b>
<b>Sex Offenses, Rape</b>	On Campus	4	6	8
	**Residential Facilities	2	6	6
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>4</b>	<b>*6</b>	<b>*8</b>
<b>Sex Offenses, Incest</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, Fondling</b>	On Campus	1	3	5
	**Residential Facilities	0	2	5
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>1</b>	<b>3</b>	<b>*5</b>
<b>Sex Offenses, Statutory Rape</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	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>Aggravated Assault</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>

OFFENSE	LOCATION	2015	2016	2017
<b>Burglary</b>	On Campus	7	2	3
	**Residential Facilities	5	2	2
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>7</b>	<b>2</b>	<b>3</b>
<b>Motor Vehicle Theft</b>	On Campus	1	1	0
	**Residential Facilities	0	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>Arson</b>	On Campus	1	0	0
	**Residential Facilities	1	0	0
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Liquor Law Arrests</b>	On Campus	24	28	26
	**Residential Facilities	24	24	17
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>24</b>	<b>28</b>	<b>26</b>
<b>Liquor Law Violations Referred for Disciplinary Action</b>	On Campus	18	12	13
	**Residential Facilities	10	6	7
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>18</b>	<b>12</b>	<b>13</b>
<b>Drug Law Arrest</b>	On Campus	1	0	1
	**Residential Facilities	1	0	1
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>Drug Law Violations Referred for Disciplinary Action</b>	On Campus	0	0	8
	**Residential Facilities	0	0	8
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>8</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>

OFFENSE	LOCATION	2015	2016	2017
<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>
<b>Domestic Violence</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>Dating Violence</b>	On Campus	0	2	3
	**Residential Facilities	0	1	3
	Non Campus	0	0	0
	Public Property	0	0	0
	<b>Total</b>	<b>0</b>	<b>2</b>	<b>3</b>
<b>Stalking</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>

(\*) Crimes reported in the Residential Facilities column are included in the On-Campus Category

**\* Sexual Assault Caveat:**

1. Two of the rapes reported in 2016 occurred in 2015.
2. One of the rapes reported in 2017 occurred in 2013.
3. Four of the rapes reported in 2017 occurred in 2016.
4. One of the fondling cases reported in 2017 occurred in 2016.

**Hate Crimes**

There was one incident of bias crime that occurred on campus (intimidation – racial) in 2015.

There were no incidents of bias crime in 2016.

There were no incidents of bias crime in 2017.

<b>Total Students and Employees</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Students	1,198	1,261	1318
Full-time Employees	631	555	560

## **Unfounded Crimes**

No reported crime may be considered unfounded unless a determination of such has been made by the Haverford or Lower Merion Township Police Departments.

There were no crimes or reported incidents that were unfounded by investigation in the above reporting years (2015, 2016, & 2017).

## **Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs**

Survivors/victims of sexual assault, domestic violence, dating violence and stalking are encouraged to seek medical attention as soon as possible. Medical evidence can only be collected at a hospital and is of crucial value if a survivor/ victim decides to prosecute in the criminal justice system or may be helpful in obtaining a protection order. If a survivor/victim chooses to have a forensic exam at a hospital, they should not shower, bathe, brush teeth, douche, smoke, or change clothes. Evidence should be collected as close to the assault as possible, usually within 24-72 hours, although forensic evidence can be collected up to 96 hours after an assault occurred. Survivors/victims should not clean the bed/linen area where they were assaulted and are also encouraged to preserve text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with Campus Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

## **Rights of Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking and the College's Responsibilities for Protection From Abuse, No-Contact Orders, Restraining Orders or Similar Lawful Orders Issued by a Criminal, Civil, or Trial Court – or by the College**

Haverford College complies with the Pennsylvania Protection from Abuse Act, which is the law in Pennsylvania recognizing protection from abuse (PFA) cases. Delaware County and Montgomery County, where Haverford College is located is where you can obtain a PFA or to take your State protection from abuse order to add Haverford College, Haverford Township or Lower Merion Township to the order. Subsequently, by updating your existing protection from abuse or no contact order it can be shared with Campus Safety, the Title IX Coordinator and the Police Department. A complainant may then meet

with Campus Safety to develop a Safety Action Plan, which is a plan for campus safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location, etc. The College cannot apply for a legal PFA for a victim, but can issue a No-Contact Order. No-contact orders against members of the Haverford Community can be obtained through the Title IX Coordinator or the Dean of the College.

**In Delaware County:**

To obtain information on filing for a PFA and, with few exceptions, free legal representation throughout the process, you can contact the Domestic Abuse Project at (610) 565-4590 or go their office before 10:30 AM Monday through Friday for same day Court appearance. After 10:30 AM, assistance will be provided for next day Court appearance. If you wish to file on your own (Pro Se) you may go to the Office of Judicial Support in the Media Courthouse or seek private legal counsel. If you qualify, Delaware County Legal Assistance provides free representation at hearing for permanent Orders.

Legal Aid of Southeastern Pa provides services at any point in the PFA process regardless of whether or not they are financially eligible for other services. The phone number is 610-422-7053 ext. 101.

Their services are not available for temporary Orders. Delaware County Legal Assistance Program can be contacted at (610) 874-8421.

To qualify for a protection from abuse order, there must be either a family relationship or an intimate relationship with the person you want to file for protection from.

**In Montgomery County:**

You must appear in person any day Monday to Friday from 8:30 a.m. to 1:30 p.m. This allows you ample time to see the judge. To qualify for a protection from abuse order, there must be either a family relationship or an intimate relationship with the person you want to file for protection from. The Protection from Abuse Department is located on the first floor of the Montgomery County Courthouse.

Protection from Abuse department - 610-278-1191

Women's Center of Montgomery County - 610-279-1548

Women's Center of Montgomery County 24-hour Hotline - 1-800-773-2424

Montgomery County Emergency Operation Center - 610-275-1222

Laurel House 24/7 hotline - 800-642-3150

**For Help in Obtaining an After Hours Emergency PFA please contact the Domestic Violence Hotline at 1-800-773-2424**

## Assistance for Victims: Rights and Options

Regardless of whether a victim chooses to report the crime to campus safety or local law enforcement, or whether the offense is alleged to have occurred on or off campus, the College will assist student victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the College will protect the confidentiality of victims and other necessary parties;
- a statement that the College will provide written notification to students and employees about victim services (counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid) within the institution and in the community;
- a statement regarding the College's provisions about options for, available assistance in, and how to request accommodations and protective measures (academic situations, living situations, transportation situations, working situations, protective measures); and
- an explanation of the procedures for the College's disciplinary action (Dean's Panel)

All proceedings will include a prompt, fair, and impartial process from the initial investigation to the final result/outcome. The proceedings, better known as the Dean's Panel, will be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and annual training on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

## How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."<sup>1</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list<sup>2</sup> of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 610-896-1111 for Campus Safety or dial

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<sup>1</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles, 60*, 779-792.

<sup>2</sup> Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

## **Risk Reduction**

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

- It is never acceptable to use force in sexual situations, no matter what the circumstances.
- Sexual assault can happen between persons of any sexual orientation or gender identity.
- 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 someone wants to have sex just because they drink heavily, dress in a certain way, or agree to go back to your room.
- Don't assume that because a person has had sexual contact with you previously that they are 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 have committed a sexual assault.
- 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.

- 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.
- Voluntary consent cannot be given if a person is incapacitated, including incapacitated by alcohol. (Alcohol is a factor in a very high percentage of sexual assaults)

## **Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking**

Haverford College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs and informed by research, or assessed for value, effectiveness, or outcome; and

B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

## **Policy Advisory Committee**

**SMPAC** is comprised of faculty, staff, students, and administrators who collaborate to improve the College's response to and education regarding sexual misconduct. The Advisory Committee is divided into two subcommittees: Policy and Education.

The **Policy Subcommittee** works closely with Title IX Coordinator Michael Martinez to develop policies that reflects the College's commitment to the safety and well being of all members of the community. The Subcommittee brings current policies under regular review to ensure that they are in keeping with both best practices and state and federal law.

The **Education Subcommittee** is a coordination point between Campus Safety, the Women's Center, Allied Students for Consent, and the Deans' Office. During the months of November (Sexvember) and April (Rape and Sexual Assault Awareness Month) in particular, the Education Subcommittee brings together representatives from numerous on-campus organizations to coordinate sexual misconduct prevention and education efforts. The Subcommittee institutionalizes these initiatives so that they do not depend exclusively on the presence of student leadership.

## **Primary and Ongoing Prevention and Awareness Programs**

The prevention education programs include annual training on campus policies, definitions of sexual assault, domestic violence, dating violence, stalking, bystander intervention, risk reduction strategies, and information on consent and healthy relationships.

Prior to the start of school, first year students are required to take a 45-minute online course titled:

### **"Impressions" which covers the following:**

- Definitions of sexual harassment, sexual assault, dating violence, domestic violence, and stalking
- The "culture of care" at higher education institutions
- Prevention, including bystander intervention techniques
- How to report and where to go for support
- The meaning of consent

During the spring semester, in fulfillment of **NCAA Sexual Violence Prevention Training**, all varsity athletes were also required to complete **"Impressions."**

Prior to the start of classes, the students also attend an in-person training called **"Speak About it."** This program addresses issues of sexual and relationship violence, how to promote awareness of healthy sexual choices, consent and bystander intervention. Also, the students are provided with a presentation from the **Title IX Coordinator and the Women\*s Center** regarding the **resources** available on campus.

### **Customs Training - First-Year Students**

- How to report
- Haverford's Sexual Misconduct Policy, including definitions of harassment, assault, consent, incapacitation.
- Resources for survivors and those impacted by sexual assault
- Haverford's Dean's Panel Protocols, including standard of evidence in determining responsibility and possible sanctions.
- Considerations around the implementation of interim measures
- Considerations in the finding of responsibility and the determining of sanctions.
- Review of Haverford's 2017 HEDS sexual climate survey results, including results that demonstrate a significant role of alcohol in incidents of sexual assault on campus.
- Prevention strategies including bystander intervention.

### **Customs Training - Student Leaders**

- Reporting obligations

- Haverford's Sexual Misconduct Policy, including definitions of harassment, assault, consent, incapacitation.
- Resources for survivors and those impacted by sexual assault
- Haverford's Dean's Panel Protocols, including standard of evidence in determining responsibility and possible sanctions.
- Interim measures
- Considerations around the implementation of interim measures
- Considerations in the finding of responsibility and the determining of sanctions.
- Review of Haverford's 2017 HEDS sexual climate survey results, including results that demonstrate a significant role of alcohol in incidents of sexual assault on campus.
- Updates on the federal regulatory landscape.
- Prevention strategies including bystander intervention.

**Step Up**” is a Bystander Awareness and Intervention Training Program that is offered through the Athletic Department in the second quarter every year. The program provides detailed experience on how to approach an intervention as a bystander along with training in specific scenarios that are seen on College campuses.

The Haverford College **Women\*s Center** provides training for the student **Hotline Team which is facilitated by Sonalee Rashatwar**, L.S.W., M.Ed. The Women\*s Center works with Sonalee because of her experience as a sexual assault crisis counselor and her experience teaching sexual assault violence education. The overarching goal for the training is to prepare students to work the Student Assistant Hotline, a 24/7 hotline students can call to report an instance of sexual misconduct, ask for resources or get assistance accessing those resources.

In November, Qui Alexander, former director of the Women\*s Center, gave a keynote speech for the Women\*s Center\*s **Sexvember** programing on community based approaches to accountability around sexual violence.

In April, during **Sexual Assault Awareness Month** there are several awareness programs that consist of written materials being distributed to provide tips to prevent sexual misconduct and how to be an active bystander. Also there is “tabling” in the Dining Center and posters are placed around campus regarding sexual misconduct and bystander intervention. The students also can participate in the “**Clothesline Project**” which is a month- long project to raise awareness of the experiences of survivors and supporters. “**Stepping Stones**” is a month long project to place stones by one of the trees on campus in honor of the survivors. “**Speak out**” is a safe place to share and reflect and speak about experiences of sexual assault and relationship violence. “**Take Back the Night**” is the closing event for the month and is dedicated to creating and maintaining a community in support of those who have experienced assault.

In fulfillment of **NCAA Sexual Violence Prevention Training** for 2017-18, all assistant coaches and athletics volunteers were required to complete a **45-minute online-course**

titled:

**"Mosaic: Prevent Sexual Violence Together"** which covered the following:

- How to recognize and respond to sexual misconduct involving students
- sexual assault, stalking, and intimate partner violence
- the effects of sexual misconduct on campus communities

### **Training for Athletics Coaches**

- - Reporting obligations
- - Haverford's Sexual Misconduct Policy, including definitions of harassment, assault, consent, incapacitation.
- - Resources for survivors and those impacted by sexual assault
- - Consideration around the implementation of interim measures
- - Haverford's Dean's Panel Protocols, including standard of evidence in determining responsibility and possible sanctions.
- - Interim measures
- - Considerations in the finding of responsibility and the determining of sanctions.
- - Review of Haverford's 2017 HEDS sexual climate survey results, including results that demonstrate a significant role of alcohol in incidents of sexual assault on campus.
- - Updates on the federal regulatory landscape.
- - Prevention strategies including bystander intervention, healthy team culture, and building allies among men.

In May, the Office of Multicultural Affairs sponsored a **re.act Discussion titled "Building a Safer Culture, Addressing Sexual Misconduct at Haverford."** The discussion was hosted by the Sexual Misconduct Policy Committee (SMPAC), and intended to give the community an opportunity to digest the recently published climate survey on sexual misconduct at Haverford College. The following questions were raised:

- What do the results of the Sexual Assault Climate Survey tell us about our community?
- How do we support the voices behind the numbers?
- What makes a system of support trustworthy?
- What makes me feel safe when I'm in a space?
- What could I do better or differently to make the spaces I occupy safer for everyone?

**Health Services** provides individualized sexual health counseling, discusses risk reduction and counsels on harm reduction during student appointments.

**CSAs** are trained annually through videos and PowerPoint presentations.

**Title IX** training video for employees within 30 days of hire.

**Title IX** training for students.

## **Crime Prevention and Safety Awareness Programs**

### **Customs Training**

Haverford College provides leadership positions for over 200 students within the first-year orientation program. These positions include: Customs Person, Upper-Class Advisor, Honor Code Orienteer, Ambassador of Multicultural Awareness, and Peer Awareness Facilitator. Students serving in these roles collectively are known as the Customs Team. All Customs Team members are required to attend a number of training sessions before their leadership positions begin and throughout the academic year. These trainings provide information on health and safety, including information regarding use of drugs and alcohol. It is required that all Customs Team members have a basic knowledge of and be able to refer other students to an appropriate resource for a number of issues, including substance use. Peer Awareness Facilitators are trained to lead discussions over the course of the year with first-years, covering a wide range of topics including drugs and alcohol.

### **New Student Orientation (Customs Week)**

All new students are required to participate in a week-long orientation program at the beginning of the fall semester that offers programs and activities that provide information, education, and assistance in assimilation to college life. Sessions include information on drug and alcohol abuse prevention and personal safety.

### **Target Trainings and Outreach:**

#### **Substance Use Safety**

A panel presentation to first year students focusing on alcohol and drug safety, resources for assistance, information regarding PA laws and how and when to respond to an unsafe situation.

#### **Student Health Fair**

Alcohol and drug information table. Information regarding the effects of alcohol and other substances and resources available to students.

## **First Year Resource Fair**

Information regarding the effects of alcohol and other substances and resources available to students.

## **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 that begin 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, widespread 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**

Student employees working out of the Campus run the lockout/escort service  
Hours are:

Sun-Mon	7pm to 1am
Tues-Thurs	7pm to 2am
Fri-Sat	7pm to 3am

Students respond either on foot or in a golf cart to admit locked out students and provide escorts to students across campus. They are in radio contact with the Campus Safety dispatcher. Campus Safety officers provide this service when requests are made outside of the student escort hours.

**Campus Safety Advisory Committee** (comprised of student, staff and faculty) meets several time a semester to discuss issues and topics relating to safety and security.

**Safety updates and overviews are presented at an 'All Staff Meeting' and at a Faculty Meeting at least once a school year.**

## **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 Security Summary is

posted to keep the community apprised of noteworthy incidents occurring on or near campus. Students are reminded that the Campus Safety Department works to keep our campus safe, but needs their help in order to reduce thefts and other crime in order to keep others from becoming victims.

**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 Campus Safety when you are concerned about suspicious behavior.

**Sexual Misconduct, Stalking and Relationship Violence Policy Statement**

Sexual misconduct will not be tolerated at Haverford College. Sexual misconduct is a broad term that includes but is not limited to sexual harassment, sexual assault (non-consensual sexual contact, non-consensual sexual intercourse, and forced sexual intercourse), sexual exploitation, stalking, domestic violence, dating violence, and retaliation. Such behaviors are anathema to Haverford's foundational principles that underscore human dignity, promote equality, and repudiate violence in any form.

The goals of this policy are to create a community free from sexual misconduct of all kinds, to provide avenues for those affected by sexual misconduct to obtain assistance and provide a prompt and equitable complaint and investigation procedure.

The College is committed to helping students affected by sexual misconduct deal with its impact, and has many resources available to do so. It is also committed to providing educational, preventative and training programs regarding sexual misconduct. Students subjected to sexual misconduct are encouraged to explore all options available to them—including internal College judicial processes, or external civil litigation or criminal charges. These options are not mutually exclusive.

Students who believe they have experienced sexual misconduct may choose to contact directly medical, psychological or judicial personnel on or off campus indicated on the How to Get Help page, but if the individual is in physical danger, or has physical injuries which require immediate attention, they should call Campus Safety or 911, and a Campus Safety/police officer will respond right away.

Haverford will investigate all complaints of sexual misconduct in a full, reliable and impartial manner. The College will take all steps necessary to stop the misconduct, prevent its recurrence, and offer appropriate remedies to address its effects on those involved.

Haverford respects the privacy of students who seek help and/or report incidents of sexual misconduct, but cannot guarantee confidentiality in all cases. (Only certain professionals with statutory confidentiality [e.g., licensed mental health professionals and ordained clergy] can guarantee confidentiality.) Title IX of the Education Amendments of 1972 and VAWA (Violence Against Women Act) obligate the College to stop sexual misconduct, remedy its effects and take steps to prevent its recurrence. As a result, while protecting confidentiality to the greatest extent possible, the College may need to investigate an incident and take action once an allegation is known, whether or not the student wishes to pursue a complaint.

### **Non-Retaliation Statement**

Retaliation against an individual for making or moving forward with an allegation of sexual misconduct, who has been accused of sexual misconduct for cooperating in an investigation of such a complaint, or advocating for a campus free of gender and sex discrimination is prohibited and a violation of this policy. Retaliation and intimidation can take many forms, including but not limited to continued abuse or violence, threats and intimidation. Any individual or group of individuals, not just a complainant or respondent, can engage in retaliation. Anyone who believes that they have been retaliated against for making a complaint/report or for cooperating in an investigation or hearing should immediately contact the Title IX Coordinator.

### **Interim and Remedial Measures**

Upon receipt of a report of sexual misconduct, Haverford College will provide reasonable and appropriate interim measures designed to preserve the affected student's educational experience, the safety of all parties involved and the College community as a whole, maintain the integrity of the investigative and/or resolution process and deter retaliation. The College may provide interim measures if the student requests them and if they are reasonably available regardless of whether the student chooses to report the crime to the Campus Safety Department or local law enforcement and regardless of whether the student seeks to engage in the College's internal judicial processes.

Such remedies may include, but are not limited to, "no contact" orders, and changes in housing assignment and/or academic schedule. Other options may be considered as appropriate and feasible. Any remedies approved will be reviewed and modified as conditions warrant.

### **Jurisdiction**

This policy applies to student sexual misconduct when it occurs on the Haverford campus; or,

Off campus, if:

- The conduct was in connection with a College-sponsored program or activity; or,
  - The conduct may have the effect of creating a hostile environment for a member of the Haverford community
- 
- While this policy applies to student conduct, the College does not tolerate sexual misconduct by any member of the Haverford College community or third parties, regardless of sexual orientation or gender identity.
  - Haverford, Bryn Mawr and Swarthmore Colleges are part of the Tri-College Consortium. Haverford students may also cross-register with the University of Pennsylvania. Haverford students, when studying or visiting on the campus of Bryn Mawr, Swarthmore or the University of Pennsylvania or when attending a College-related event for one of these four institutions, are subject to this policy as well as the policies of the visited institution. Visiting students from Bryn Mawr, Swarthmore and University of Pennsylvania are also subject to this Policy.
    - Student complaints of sexual misconduct against Haverford faculty, administrators, staff and third parties fall within the purview of the College's employee procedures, so reports of possible violations should be made to the [Director of Human Resources](#) or one of the [EEO \(Equal Employment Opportunity\) Officers](#). The College will take all such complaints seriously and will conduct a timely and thorough investigation and take appropriate action to resolve the matter, prevent recurrence of the behavior in question and correct its effects, as necessary and appropriate. Given the nature of the allegation, the [Title IX Coordinator](#) will also be consulted throughout the process. See a fuller description in the [Students' Guide](#).

Faculty, administrator, staff or third party complaints of sexual misconduct against students will normally be addressed by a [Dean's Panel](#). In cases where harassment by students of non-students is alleged, an EEO Officer will be consulted as part of the process.

## **Sexual Misconduct**

Sexual misconduct includes all forms of sexual harassment, including sexual violence. Please read the definitions and policy statements very carefully, and consult with the College's [Title IX Coordinator](#) if you have any questions.

Members of the Haverford community are expected to uphold these standards, and violations will be taken very seriously as Honor Code violations subject to the Dean's Panel Guidelines. Any student wishing to make a complaint of sexual misconduct should contact any member of [The Circle](#)", administrators who are trained to assist and provide support for those who may have experienced sexual misconduct.

Sexual misconduct is a broad term encompassing sexual harassment and any non-consensual physical contact of a sexual nature. This includes contact that is committed by force or intimidation, or through the use of the victim's mental or physical incapacity, including as a result of the consumption of drugs or alcohol. Sexual misconduct includes but is not limited to the following:

- Sexual Harassment
- Sexual Assault
  - Non-Consensual Sexual Contact
  - Non-Consensual Sexual Intercourse
  - Forced Sexual Intercourse
- Sexual Exploitation
- Stalking
- Domestic Violence
- Dating Violence
- Retaliation

For purposes of [Title IX](#), sexual violence is considered a form of sexual harassment, which means that, as with other forms of sexual harassment, the College must take steps to end the harassment and prevent its recurrence. Thus, while not all incidents of sexual harassment qualify as sexual violence, all sexual violence qualifies as sexual harassment. A student who is accused of sexual violence may be found responsible for sexual harassment (or another form of sexual violence) even if that latter charge is not specified in the letter from the Convening Dean listing the violations being considered.

## **Definitions & Policies**

### **Sexual Harassment**

Sexual harassment is unwelcome conduct that is sexual in nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature when:

- A. Submission to or rejection of such conduct is a term or condition of educational benefits, academic evaluations or opportunities (quid pro quo); 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).

Policy statement: Haverford prohibits sexual harassment of any kind. Sexual harassment as defined above are a violation of Haverford's community standards and, as such, are unacceptable. Sexual harassment is a form of sex discrimination that is specifically prohibited by Title IX.

## **Sexual Assault**

### **Non-Consensual Sexual Contact**

Non-Consensual Sexual Contact includes:

- any touching of another person's intimate body parts (or forcing another to touch one's intimate body parts);
- however slight;
- with any object or body part, including fingers;
- by a man or a woman upon a man or a woman;
- without consent.

Policy statement: Touching for sexual gratification a person's intimate body parts (such as genitalia, groin, breast, buttocks, mouth, and or clothing covering them), or forcing another to touch one's intimate body parts, without consent is a violation of Haverford's community standards and, as such, is unacceptable.

### **Non-Consensual Sexual Intercourse**

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: Non-consensual vaginal, anal, or oral penetration, with any object or body part is a violation of Haverford's community standards and, as such, is unacceptable.

### **Forced Sexual Intercourse**

Forced Sexual Intercourse includes:

- 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: Non-consensual vaginal, anal or oral penetration with any object or body part that is committed by force, threat or intimidation is a violation of Haverford's community standards and, as such, is unacceptable.

## **Stalking**

**Stalking is:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

Fear for their safety or the safety of others; or suffer substantial emotional distress

Stalking may take many forms, including but not limited to persistent calling, texting, posting on a social networking site, as well as physical stalking.

Policy statement: Stalking as defined above is a violation of Haverford's community standards and, as such, is unacceptable.

See [The Students' Guide](#) for more information on harassment and discrimination.

## **Sexual Exploitation**

Sexual Exploitation can include, but is not limited to:

- invasion of sexual privacy (such as letting one's friends hide in the closet to watch consensual sex);
- non-consensual video or audio-taping of sexual activity;
- engaging in voyeurism;
- knowingly transmitting an STI to another student;
- exposing one's genitals in non-consensual circumstances;
- prostituting another student.

Policy statement: Any conduct that sexually exploits another is in violation of Haverford's community standards and, as such, is unacceptable.

## **Domestic and Dating Violence**

Consistent with the Violence Against Women Act (VAWA), Domestic Violence is defined as:

### **Domestic Violence:**

A felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Policy statement: Domestic Violence as defined above is a violation of Haverford's community standards and, as such, is unacceptable.

### **Dating Violence:**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

- C) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- D) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Policy statement: Dating violence as defined above is a violation of Haverford's community standards and, as such, is unacceptable.

### **Retaliation**

Retaliation is:

Intentionally engaging in any form of intimidation, reprisal or harassment against an individual who has made an allegation of sexual misconduct, or otherwise participated in the investigation or resolution of such a complaint.

**Policy statement:** Retaliation against an individual who has made an allegation of sexual misconduct, is alleged to have committed an act of sexual misconduct or otherwise participated in the investigation or resolution of such a complaint, is specifically prohibited. Such retaliation is a violation of Haverford's community standards and, as such, is unacceptable.

If you have questions or concerns in this area that are having an impact on your decision about whether or not to come forward with a report or allegation of sexual misconduct, we encourage you to discuss them with the [Title IX Coordinator](#) or other administrators ("[The Circle](#)") who are trained to assist and provide support for those who have experienced sexual misconduct.

### **Consent and Other Key Concepts:**

While the state of Pennsylvania does not have a definition of consent, **Consent** for purposes of this policy is defined as that which is:

- informed,
- freely and actively given,
- through mutually understandable words or actions,
- conveying 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).

Engaging in any non-consensual sexual activity, as defined below, including with a person whom one knows or should reasonably know to be physically or mentally incapacitated or unable to give consent, including as the result of drugs or alcohol, is a violation of Haverford's community standards and, as such, is unacceptable.

**Incapacitation** for purposes of this policy is defined as: being incapable of making a rational, reasoned decision regarding intimate sexual activity.

Some important considerations:

- The same definitions apply whether the individuals involved in the sexual activity are strangers, acquaintances or friends.
- The consumption of alcohol may impede one's ability to give consent as well as to recognize when consent is not present.
- The responsibility of obtaining consent is that of the person who wants to engage in sexual activity.
- 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 does not establish consent.
- Consent that is obtained through the use of force, threats, intimidation or coercion does not constitute consent for purposes of this policy.

### **Force**

Force is the use or threat of physical violence or intimidation to overcome an individual's freedom of will to choose whether or not to participate in sexual activity. There is no requirement that a party resists the sexual advance or request, but resistance will be viewed as a clear demonstration of non-consent.

### **Coercion**

Coercion is the use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct

are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself.

### **Intercourse**

Intercourse 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 person, or touching another person with any of these body parts, or making another person 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.

### **Reporting Sexual Misconduct**

Complaints of sexual misconduct against another student should be made to Martha Denney, [Dean of the College](#) or Michael Martinez, [Title IX Coordinator](#). Complaints of sexual misconduct can be made via phone, email or in person.

Reports may also be made to any member of [The Circle](#), including Campus Safety.

Our experience shows that sometimes it is the case that a student will feel more comfortable telling a trusted member of the community that they have experienced sexual misconduct.

Please note that all employees of the College and student leaders in the Customs Program acting in their capacities as UCAs, CPs, HCOs, AMA, PAFs, iSRPs or SRPs except for those identified as [confidential resources](#) are considered "Responsible Employees" under this policy and are therefore required to inform Dean Denney, Dean Martinez or their direct supervisor of any instance of sexual misconduct that comes to their attention.

Reports of sexual misconduct against faculty, staff or third parties can be made to the Director of Human Resources or to any of the College's EEO Officers.

### **Getting Help**

Haverford College does not tolerate sexual misconduct. If you are in an emergency or crisis situation, please call one of the Emergency Contacts.

If you have experienced sexual misconduct, you are encouraged to contact directly anyone listed on the [On-Campus](#) or [Off-Campus](#) resources pages. If you are in physical danger or have physical injuries that require immediate attention, call Campus Safety or 911. A safety or police officer will respond right away.

Students subjected to sexual misconduct are encouraged to explore all options available to them, including the College's internal judicial procedures, external civil litigation, and criminal charges. These options are not mutually exclusive.

Regardless of whether the survivor of sexual misconduct chooses to make a report to Campus Safety or to local law enforcement, reasonable accommodations or protective measures such as no-contact orders are available. No-contact orders against members of the Haverford Community can be obtained through the Title IX Coordinator or the Dean of the College.

No matter how you choose to address an instance of sexual misconduct, you will be supported by the resources available at Haverford College and in the community. Professionals will work with you to decide how to proceed and ensure that your needs and desires are being met. This list of resources gives you a broad overview of each and what they can offer you.

### **Emergency Contacts**

- [Police](#) 911
- [Campus Safety](#) (610) 896-1111
- [Rape & Sexual Assault Student Assistants](#) (484) 571-2775
- [Delaware County Women Against Rape](#) (610) 566-4342

### **Confidentiality & Reporting**

#### **Statement Regarding Privacy**

The College is committed to protecting the privacy of all individuals involved in a report of sexual assault and harassment. In any report under this policy, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the allegation.

**The privacy of the parties will be respected and safeguarded at all times.** All College employees who are involved in the College's Title IX response, including Dean's Panel members, receive specific training and guidance about safeguarding private information.

Privacy and confidentiality have distinct meanings under this policy.

## Privacy

Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those College employees who "need to know" in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

## Confidentiality

Confidentiality means that information about sexual misconduct shared by a student cannot be revealed to any other individual without express permission of the reporting student, except where there is immediate and serious concern about the student's safety or that of others in this community.

**If you want to make a confidential report of sexual misconduct, note the following:**

- CAPS staff and listed licensed/ordained religious advisers will treat your report in a completely confidential manner, except where there is immediate and serious concern about your safety or that of others.
- Health Center and Women's Center staff, including the Women's Center Student Assistants will only report to the College that an incident of sexual misconduct has occurred, **but without any personally identifying information**, except if there is immediate and serious concern about your safety or that of others.
- Those considered **Responsible Employees** (all College employees except those noted above and students in positions of leadership in the Customs Program acting in their capacities as UCAs, CPs, HCOs, AMAs, PAFs, iSRPs and SRPs) are required to report to the College all they know of an incident of sexual misconduct.

## Options for Reporting & Confidentiality

### Disclosing Sexual Misconduct

Haverford encourages those who have experienced sexual misconduct, to [talk to somebody](#) about what happened so they can get the help and support they need, and so the College can respond appropriately and effectively.

Also, if a report of sexual misconduct is made to the college, including a report of domestic violence, dating violence, sexual assault or stalking, the College will provide written notification to the survivor/victim regarding resources and options available to them regardless of whether the offense occurred on or off campus. This written notification is also available to the students and employees of the College.

Different members of the community have different abilities to maintain or honor a request for confidentiality.

- Some (**Level One**) are required to maintain near complete confidentiality. If you talk to one of these people, the incident will not be reported to anyone at the College without your express permission, except in instances in which there is an immediate and serious concern about your safety or of others in the community.
- Certain others (**Level Two**) may be consulted in confidence, reporting to the College that the incident occurred without revealing any personally identifying information except in instances in which there is an immediate and serious concern about your safety or of others in the community. Disclosures to these individuals will not trigger an investigation of the incident if the victim/survivor does not want this to occur.
- (**Level Three**) All employees (other than those noted in Level Two), including non-confidential members of "The Circle" plus student leaders in the Customs Program, are required to report all details that they know of an incident (including the identity of the victim/survivor and the individual alleged to have engaged in sexual misconduct) to the Dean of the College or Title IX Coordinator. A report to these individuals constitutes a report to the College. This, in turn, obligates the College to investigate the incident and take appropriate steps to address the situation.

### **Confidential Resources: (Level One)**

These resources are not required to report any information about an incident to the Title IX Coordinator without permission, except in instances in which there is an immediate and serious concern about a student's safety. There are no official reporting procedures that encourage pastoral and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics; however, there may be times when they do provide this information.

### **CAPS Philip Rosenbaum, Director, Counseling and Psychological Services**

- **Phone:** 484-301-0434
- **Hours:** M–F: 9:00a.m. –5:00p.m.
- **Location:** Stokes 203

After hours contact **Campus Safety** at (610) 896-1111.

### **Licensed/Ordained Religious Advisors**

#### **Rabbi Eli Gurevitz**

- Phone: (610) 906-9251
- Email: [egurevit@haverford.edu](mailto:egurevit@haverford.edu)

## **Confidential Resources Who Will Report to the College without Personally Identifying Information: (Level Two)**

These resources can, in most cases, except in instances in which there is an immediate and serious concern about your safety or of others in the community, speak with a victim/survivor and provide necessary assistance and support, without revealing any personally identifying information about the incident to the College. These individuals are required to file a report of the incident with the Title IX Coordinator and Campus Safety. The report will contain no information that would directly or indirectly identify the individual who experienced sexual misconduct.

### **Health Services**

Kelly Wilcox – Interim Director

- **Phone:** (610) 896-1089
- **Hours:** M–Thu: 9:00 a.m.–6:00 p.m.  
Friday: 9:00 a.m.–5:00 p.m.
- **Location:** Morris Infirmary

After hours contact **Campus Safety** at (610) 896-1111.

### **Women\*s Center**

Program Coordinator

- **Phone:** (610) 896 - 1292
- **Hours:** M–F: 9:00a.m. –5:00p.m.
- **Location:** Campus Center 209

Available after hours through Campus Safety at (610) 896-1111. You do not need to tell the dispatcher why you are calling.

### **Women\*s Center Student Assistants**

Available 24/7

- **24 Hour Hotline:** (484) 571-2775
- **Location:** Campus Center 209

Again, in such cases where confidentiality is maintained, the College will be unable to conduct an investigation into the incident or take action against the alleged perpetrator.

### **Reporting to Responsible Employees/Community Members (Level Three)**

A responsible employee/community is a member of the Haverford community who has an affirmative duty to report all instances of sexual misconduct that come to their attention. All employees, other than those noted above, including non-confidential members of [“The Circle”](#) plus student leaders in the Customs Program fall into this category, and are considered responsible employees/community members.

When a victim/survivor or a third party (friend, family, coach, faculty or staff member, etc.) tells a responsible employee/community member about an incident of sexual misconduct, they can expect that the College to take immediate and appropriate steps to [investigate what happened and resolve the matter promptly and equitably](#). The responsible employee/community member must report all relevant details of the allegation of sexual violence received, including the name of the victim/survivor, and the individual alleged to have engaged in sexual misconduct, any witnesses, and any other relevant facts, such as date, time, and specific location of the incident.

### **Requesting Confidentiality from the College: What Will Happen?**

If a victim/survivor discloses an incident of sexual misconduct to a responsible employee/community member but wishes to maintain confidentiality or requests that no investigation be conducted or Dean’s Panel not be convened to adjudicate, the College must weigh that request against its obligation to provide a safe, non-discriminatory environment for all students, including the victim/survivor.

If such a request can be honored, the individual making the request needs to understand that the College’s ability to meaningfully investigate the incident or pursue action against the individual alleged to have engaged in sexual misconduct may be limited. They will be asked to acknowledge, in writing, that they have asked the College to take no action at this time. If the victim/survivor decides at a later date that they no longer want the matter to be treated confidentially and that an investigation should be opened, they may do so as long as it is within the time frame for such reports as described elsewhere in this policy.

Although rare, there may be times when the College cannot honor a confidentiality request in order to ensure an environment that is safe, free from harassment and discrimination for all students.

The College has designated the following individuals to evaluate requests for confidentiality once a report has received notice of an incident of sexual misconduct:

**Michael Martinez**, Title IX Coordinator

**Martha Denney**, Dean of the College

When weighing a request for confidentiality or that no investigation or judicial process be pursued, Deans Denney and Michael Martinez will consider a range of factors that take into account the wishes of the victim/survivor and the safety of the community.

If it is determined that the College cannot maintain confidentiality as requested, the individual requesting it will be informed of this decision prior to pursuing an investigation. The College will take whatever steps possible and necessary to provide support to the confronting party and protect them from retaliation. Retaliation by the confronted party on behalf of the confronted party will not be tolerated. Interim measures, such as a no contact order and change of living arrangements, and a variety of forms of academic accommodations will be offered and provided as needed and appropriate.

### **On-Campus Resources**

Any student wishing to report sexual misconduct should contact any member of "The Circle," administrators who are trained to assist and provide support for those who may have experienced sexual misconduct.

#### **"The Circle" Administrators**

- |                                       |                |                   |
|---------------------------------------|----------------|-------------------|
| • Women*s Center                      | (610) 896-1034 | Campus Center 209 |
| • Campus Safety                       | (610) 896-1111 | GIAC              |
| • Title IX Coordinator                | (610) 896-4246 | Stokes 111C       |
| • Health Services                     | (610) 896-1089 | Morris Infirmary  |
| • Dean’s Office                       | (610) 896-1420 | Stokes Hall       |
| • Counseling & Psychological Services | (610) 896-1290 | Stokes 203        |

#### **Additional Resources**

For Visa and Immigration Assistance:

Denise Allison  
Assistant Dean for International Student Support  
Stokes Hall 111-B  
[dallison@haverford.edu](mailto:dallison@haverford.edu)  
610-896-2960

For Financial Aid Assistance:

Financial Aid Office  
Campus Center, Second Floor  
[finaid@haverford.edu](mailto:finaid@haverford.edu)  
610-896-1360

## **Women\*s Center**

Program Coordinator

- **Phone:** (610) 896-1292
- **Hours:** M–F: 9:00a.m. –5:00p.m.
- **Location:** Campus Center 209

Available after hours through Campus Safety at (610) 896-1111. You do not need to tell the dispatcher why you are calling.

### **The Women\*s Center can:**

- Support you throughout the process.
- Explain the on-and off-campus resources available to you.
- Help you decide what steps you would like to take.
- Coordinate the help you seek.
- Accompany you to Health Services, Bryn Mawr Hospital, Campus Safety, the police, and/or Counseling and Psychological Services (CAPS).
- Support you at all stages throughout (before during and after) the process.

### **Additional Information:**

- The Student Assistants are trained extensively in responding to survivors of sexual misconduct.
- The Student Assistants are required to inform the program coordinator of each incident, who is required to report to the Dean of the College and the Director of Campus Safety that an incident has occurred.
- The report will be filed without the addition of specific or identifying factors.
- The anonymous report will be included in the Annual Crime Statistics that Security compiles in compliance with the Clery Act.

### **Women\*s Center Student Assistants - Available 24/7**

- **Hotline:** (484) 571-2775
- **Location:** Campus Center 209

## **Campus Safety**

**Kim Callahan**, Associate Director for Investigations

- **Phone:** (610) 896-1111
- **Hours:** 24/7
- **Location:** GIAC

Campus Safety can:

- Connect you to the different on-campus resources.
- Transport you to Health Services, Bryn Mawr Hospital, or the police station.
- Provide you with support and information about your options through the police and criminal justice system, including your legal rights.
- Arrange for a meeting with law enforcement in the Campus Safety Office.

### **Additional Information:**

- Campus Safety is required to inform the Dean of the College that a sexual assault has occurred.
- With the survivor's permission, Campus Safety will also inform the police that a sexual assault has occurred.
- An anonymous report of a sexual assault to Campus Safety will be included in the annual crime statistics compiled by Campus Safety in compliance with federal law.
- A report made identifying a suspect by name requires a prompt and thorough investigation.

## **Dean's Office**

**Hours:** Monday–Friday, 9:00a.m. –5:00p.m.

A dean is on-call 24 hours and reachable through Campus Safety at (610) 896-1111.

### **At the Deans' Office, a dean can:**

- Explain Haverford's internal judicial procedures, including the Dean's Panel Guidelines.
- Discuss the possibility of remedies, including, but not limited to "no contact" orders, changes in housing assignments and/or academic schedule.
- Provide an overview of on- and off-campus resources.
- Address immediately any short-term academic issues arising from an incident of sexual misconduct.

**Additional Information:**

- You may contact any dean with whom you feel comfortable, even if they are not your assigned Dean.
- The anonymous report will be included in the Annual Crime Statistics that Security compiles in compliance with the Clery Act.

**Title IX Coordinator**

**Michael Martinez**, Dean of Student Life; Title IX Coordinator

- **Phone:** (610) 896-4246
- **Hours:** M–Fri: 9:00 a.m.–5:00 p.m.
- **Location:** Stokes 111C
- A dean is on-call 24 hours and reachable through Campus Safety at (610) 896-1111.

One important compliance requirement established by the Office of Civil Rights of the Department of Education is that each school receiving federal funding should appoint at least one Title IX Coordinator; this individual is responsible for promoting an institutional environment that is free of gender bias and sexual misconduct of all kinds. Michael Martinez is Haverford's Title IX Coordinator. To that end, he is familiar with the school's internal judicial procedures and sources of help on-and off-campus, and so is a resource for student inquiries on all such matters. He also monitors and evaluates compliance with Title IX reporting requirements, and oversees training to the community on the issue of sexual misconduct.

**The Title IX Coordinator can:**

- Explain the on-and off-campus resources available to you
- Explain Haverford's internal judicial procedures, including the Dean's Panel.
- Discuss remedies, including but not limited to "no contact" orders, changes in housing arrangements and/or academic schedule. Other options will be considered as appropriate and feasible. Any remedies approved will be reviewed and modified as conditions warrant.

**Additional Information:**

**As the Title IX Coordinator, Michael Martinez has received more extensive training in issues of sexual misconduct.**

- The anonymous report will be included in the Annual Crime Statistics that Security compiles in compliance with the Clery Act.

## Deputy Title IX Coordinators

### **Noemí Fernández**

Program Manager for the Hurford Center for the Arts and Humanities  
VCAM 104  
(610) 896-1336  
[nfernandez@haverford.edu](mailto:nfernandez@haverford.edu)

### **James Keane**

Registrar  
Stokes 108  
(610) 896-1023  
[jkeane@haverford.edu](mailto:jkeane@haverford.edu)

### **Geoffrey Labe**

Director of Conferences, Events, and Whitehead Campus Center Services  
WCC 007  
(610) 896-4923  
[glabe@haverford.edu](mailto:glabe@haverford.edu)

### **Drew Hargrave**

Head Volleyball Coach  
GIAC  
[dhargrave@haverford.edu](mailto:dhargrave@haverford.edu)

### **Michael Elias**

Assistant Dean of the College & Director of Student Engagement and Leadership  
Stokes 022C  
(610) 896-1228

### **Kelly Wilcox**

Dean for Student Health & Learning Resources  
Director, Office of Academic Resources  
Stokes 203D  
(610) 795-6140

### **Raquel Esteves-Joyce**

Assistant Director for Academic Resources  
Stokes 118F  
(610) 795-6121

Haverford has created a system of Deputy Title IX Coordinators designed to make reporting more accessible to students. To that end, Deputy Title IX Coordinators are familiar with the school's internal judicial procedures and sources of help on-and off-campus, and they can act as a resource for student inquiries on all such matters. Deputy Title IX coordinators help to promote an institutional environment that is free of gender bias and sexual misconduct of all kinds.

**Deputy Title IX Coordinators can:**

- Explain the on-and off-campus resources available to you.
- Explain Haverford's internal judicial procedures, including the Dean's Panel.
- Discuss remedies, including but not limited to "no contact" orders, changes in housing arrangements and/or academic schedule. Other options will be considered as appropriate and feasible. Any remedies approved will be reviewed and modified as conditions warrant.

**Additional Information:**

- Deputy Title IX Coordinators receive annual training in issues of sexual misconduct.
- The anonymous report will be included in the Annual Crime Statistics that Security compiles in compliance with the Clery Act.

**Counseling and Psychological Services (CAPS)**

**Philip Rosenbaum**, Director, Counseling and Psychological Services

- **Phone:** 484-301-0434
- **Hours:** M–F: 9:00a.m. –5:00p.m.
- **Location:** Stokes 203

**At CAPS, an experienced counselor can:**

- Listen to you, validate your experience, and empower you with options.
- Offer crisis intervention and therapy to assist you in recovering from the trauma and regain control over your life.
- Offer referral to counselors in private practices and at local agencies, including Women Organized Against Rape (WOAR).
- Provide you with information regarding the Sexual Assault Nurse Examiner (SANE) program.
- Offer support, counseling, and referral for others who may have been affected by the sexual assault such as friends, partners, and witnesses.

**Additional Information:**

- Survivors are strongly encouraged to seek help in coping with the psychological effects of a sexual assault.

- All services provided at CAPS are private and confidential, except in instances in which there is an immediate and serious concern about a student's safety or if a student requests that the information be released.

## **Health Center**

Kelly Wilcox, Interim Director

- **Phone:** (610) 896-1089
- **Hours:** M–Thu: 9:00 a.m.–6:00 p.m.  
Friday: 9:00 a.m.–5:00 p.m.
- **Location:** Morris Infirmary

After hours contact **Campus Safety** at (610) 896-1111.

### **If you have been assaulted or have experienced sexual violence:**

- **If necessary, seek medical attention** as soon as possible.
- Student Health Services (SHS) can provide evaluation and treatment to victims of sexual and dating violence regardless of whether they make a report or seek additional resources.
- As appropriate, SHS providers can perform examinations, discuss testing and treatment of STDs, provide emergency contraception if necessary and arrange for referrals and follow up.
- Sexual health providers at SHS are trained to respond to sexual assault with sensitivity and care. All services are confidential. Both male and female providers can perform examinations.
- A student seeking medical care for sexual violence or reproductive health may consent to medical care or treatment at any age and without consent of parent or guardian.
- Charges for lab tests and pharmacy supplies related to a sexual assault, provided in SHS, are waived.
- SHS does not perform a Forensic Rape Examination, used to gather forensic evidence, should the victim/survivor choose at any time to pursue prosecution.

### **Students may also be evaluated for medical care in an emergency room or by an outside medical provider.**

- SHS staff are available accompany a student to Bryn Mawr Hospital Emergency Room (ER) and assist with a referral to an outside medical provider.
- Student can receive a Forensic Medical Examination at Bryn Mawr's ER, and can be transported to the ER by Campus Safety and Security.
- The ER staff is specially trained to respond to sexual assault with sensitivity and care.

- Bryn Mawr Hospital's ER is required by law to notify the police that a sexual assault occurred, and the police will then come to the emergency room.
- In the ER, you are not required to speak with the police or to make a police report in order to receive medical treatment.
- If you choose to speak with the police, you are *not* required to pursue the prosecution of the assailant(s).
- If you seek services through SHS, an anonymous report will be included in the Annual Crime Statistics that Campus Safety compiles in compliance with the Clery Act.

## **Student Organizations**

### **Allied Students for Consent (ASC)**

Allied Students for Consent (ASC) brings together survivors and allies of all genders and sexualities. We seek to prevent sexual violence, promote a survivor-friendly environment, and foster healthy sexual attitudes on campus through awareness, dialogue, and education.

ASC began as Consent is Sexy in fall 2011. As Consent is Sexy, we organized the yellow 'Postering' campaign, tabled for signatures on the "Got Consent? YES!" poster, collected signatures for an open letter to the deans, and moderated this blog. The organizing committee became a part of Haverford's Sexual Misconduct Policy Advisory Committee (SMPAC), an official committee of the college that came out of the Consent is Sexy campaign.

We ultimately decided to change the group's name from Consent is Sexy to Allied Students for Consent. In part this decision came out of discussions about whether the Consent is Sexy moniker, though quite popular, projected the assumption that getting and giving consent was inherently sexy. We felt it would be more appropriate to shift to a neutral title, so we could still express how consent can be sexy without suggesting that it always is or should be.

### **Survivors of Assault and Rape (SOAR)**

SOAR members meet once a week at an undisclosed time and location. Meetings are generally run Quaker-meeting style and intend to provide a safe, confidential, and supportive space for students. If interested in becoming a member or receiving emails, please contact [soarhaverford@gmail.com](mailto:soarhaverford@gmail.com).

#### **SOAR meetings are:**

- A supportive, non-judgmental, safe space for survivors of any gender or sexuality.
- Open to anyone who has experienced non-consensual sexual contact. You do not need to label your experience sexual assault or rape in order to attend.
- Completely confidential; member's names are not shared with the College.

- Unstructured. You can speak as much or as little as you want, and you will never be required to share your experience.

**Additional Information:**

- The College encourages you to seek professional support through [CAPS](#) in addition to attending SOAR meetings.
- SOAR is a student-run group with no mandated reporting. If you want your incident included in annual crime statistics, you must report it to the College.
- The [Rape and Sexual Assault Student Assistants](#) are trained extensively to respond to sexual assault. They are available 24 hours at (484) 571-2775.

The **Trans\* Inclusivity Committee** is composed of students, faculty, and staff who work to address the needs and concerns of trans\* people at Haverford. All committee members are strong trans\* advocates and are eager to help however they can. To share your voice or get involved, e-mail [hc-trans@haverford.edu](mailto:hc-trans@haverford.edu). (Please note that messages sent to this address are read by all committee members; you can find a list of members at the bottom of this page.)

The **Sexuality and Gender Alliance (SAGA)** is a student organization dedicated to raising awareness of LGBTQ issues on campus. Visit SAGA's [Facebook page](#) and [website](#), or e-mail the co-heads at [saga@haverford.edu](mailto:saga@haverford.edu), to learn more about meeting times, resources offered, and how to get involved.

The **Queer Discussion Group (QDG)** is a safe and confidential meeting space for LGBTQ or questioning students at Haverford. The time and place of QDG meetings are not publicly posted; please email the co-heads at [haverfordqdg@gmail.com](mailto:haverfordqdg@gmail.com) to learn more.

The **Women\*s Center** is a resource for students of all genders regarding gender and sexuality, sexual health, consent, and women\*s rights. It is located in Campus Center 209 and can be reached by email at [womenctr@haverford.edu](mailto:womenctr@haverford.edu).

**Off-Campus Resources**

Haverford Township Police	(610) 853-1298
Lower Merion Police	(610) 642-4200
Bryn Mawr Hospital	(484) 337-3000
Delaware County Women Against Rape	(610) 566-4342
Women Organized Against Rape	(215) 985-3333
Philadelphia Domestic Violence Hotline	(866) 723-3014
Victim Services Center of Montgomery County	(610) 277-5200

## **Bryn Mawr Hospital**

### **Emergency Room**

**Phone:** (484) 337-4830

- **Hours:** 24 hours a day, 7 days a week
- **Address:** 130 South Bryn Mawr Avenue  
Bryn Mawr, PA 19010

### **At Bryn Mawr Hospital, a Sexual Assault Nurse Examiner (SANE) can:**

- With your permission, administer a rape kit.
- Check for internal injuries, sexually transmitted infections, and pregnancy.

### **Additional Information:**

- Bryn Mawr Hospital is required by law to notify the police that a sexual assault occurred, and the police will then come to the hospital.
  - You are not required to talk with the police or to make a police report in order to receive medical treatment.
  - If you decide to talk with the police, you are not making a commitment to press charges against the perpetrator later on.
  - The anonymous report will be included in the Annual Crime Statistics which Campus Safety compiles in compliance with the Clery Act

An examination by **Haverford College Health Services** is not admissible in court as evidence, but an examination by a SANE nurse at Bryn Mawr Hospital is.

## **Police**

In case of emergency, call 911. Police officers are available 24 hours a day. Campus Safety can put you in touch with the correct police department, bring an officer to campus or accompany you to the station, and advise you what to expect if you decide to contact them.

## **Haverford Township Police Department**

- Phone: (610) 853-1298
- Hours: 24 hours a day, 7 days a week
- Address: 1010 Darby Road  
Havertown, PA 19083

## **Lower Merion Township Police Department**

- Phone: (610) 649-1000
- Hours: 24 hours a day, 7 days a week
- Address: 75 East Lancaster Avenue  
Ardmore, PA 1900

## **Advocacy Organizations**

There are numerous off-campus resources in the greater Haverford area that are available to assist students who have been affected by sexual misconduct.

This list is by no means comprehensive, but highlights some of the larger organizations with which Haverford collaborates.

### **Delaware County Women Against Rape**

At DCWAR's 24-hour hotline, callers can request information; referrals; counseling; and/or accompaniment to the police station, hospital, or court.

- (610) 566-4342
- 24 hours

### **Philadelphia Domestic Violence Hotline**

Provides confidential support and information for people in abusive relationships. It provides the only emergency shelter for women who have been victims of domestic abuse and their children.

- (866) 723-3014
- 24 hours

### **Women Organized Against Rape**

One of the largest organizations in Philadelphia dedicated to education and support for victims of sexual assault. Site includes counseling services; education and training; and court and legal information.

- (215) 985-3333
- 24 hours

### **Victim Services Center of Montgomery County**

The Crime Victims Law Project or CVLP provides legal assistance for sexual assault, dating violence, and stalking victims in the Bucks, Chester, Delaware and Montgomery Counties of Pennsylvania.

- (888) 521-0983
- 24 hours

## **Frequently Asked Questions**

### **What if the Complainant does not want an investigation?**

A report of sexual misconduct will not automatically trigger an investigation of the incident if the victim/survivor does not want this to occur, except in instances in which there is an immediate and serious concern about the safety of the survivor or of others in the community.

### **What if the Respondent refuses to participate in the investigation or as a confronted party in a Dean's Panel?**

The investigation and, if appropriate, Dean's Panel will go forward regardless of whether the Respondent participates or cooperates. A Respondent who refuses to participate in the process will still be subject to any outcome or sanction reached in their absence. A Respondent who refuses to participate will not be entitled to invoke the College's appeal process. Respondents are strongly encouraged to participate in the investigation and, if appropriate, Dean's Panel.

### **What if the Complainant does not want to participate in the investigation or as a confronting party in a Dean's Panel?**

As stated elsewhere, Haverford may have to move forward with an investigation and, if appropriate, convene a Dean's Panel even in the absence of the participation of the Complainant. The ability of the College to pursue a violation may be hindered, however, if the Complainant refuses to participate. A Complainant who refuses to participate will not be entitled to invoke the College's appeal process. Complainants are strongly encouraged to participate in the investigation and, if appropriate, Dean's Panel.

### **What steps may be taken to respond to the incident pending a thorough investigation and, if appropriate, Dean's Panel?**

A determination will be made in consultation with the Title IX Coordinator, the Dean of the College and the Director of Campus Safety as to whether certain interim remedial measures are necessary, including, e.g., the temporary suspension of the student accused of sexual misconduct, the issuance of a "no contact" order, a change in residence hall assignments, etc. This determination may be revisited, if appropriate, at any point during the investigation and Panel process.

### **If a Complainant comes forward at Haverford, are they prevented from going to the police, or undertaking civil action?**

No. Haverford students who believe that they have experienced sexual misconduct can seek redress from any or all of these resources. Complainants can make a complaint through the Haverford College processes set forth here, can contact the police, and can pursue civil actions. These different options are not mutually exclusive. Students may pursue any or all of them.

### **What if the alleged misconduct occurred off campus?**

Title IX requires Haverford to investigate any allegation of sexual misconduct by one of its students against another if it may impact the ability of the Complainant to fully participate in the educational opportunities offered to all students. Therefore, it is possible that an allegation of such an off-campus incident, i.e. on a study-abroad program, in another city, over the summer or on a break, at an off-campus party, etc., could lead to an investigation and, if warranted, a Dean's Panel.

### **Is there a time frame during which allegations of sexual misconduct must be raised with the College?**

Normally, Haverford requires that complaints of sexual misconduct be made within one year of the incident in question. The Dean of the College, however, may extend this time limitation at her sole discretion. Regardless of whether a complaint is made within one year, all of the support systems and resources at Haverford for students who have experienced sexual misconduct are available to the Complainant.

### **Why might the timeframe for the investigation be extended beyond 60 days?**

There may be factors that make it impossible to conduct a thorough, adequate and reliable investigation within the 60-day optimal timeframe; for example, one or more individuals may be away from campus (studying abroad, on leave) and therefore critical testimony may be difficult to obtain quickly. If the investigation will take longer than 60 days, both the complainant and the respondent will be notified, and advised of the new expected timeframe.

### **What if the Respondent is no longer at Haverford?**

Haverford reserves the right to conduct an investigation and, if appropriate, convene a Dean's Panel related to a student's complaint of sexual misconduct that occurred while the Respondent was enrolled at the College, even if the Respondent has since graduated, withdrawn or taken a leave.

### **What if one of the parties is a student at Bryn Mawr?**

Normally, a student would be subject to the judicial procedures at their home campus, regardless of where the alleged sexual misconduct occurred. However, as the ultimate determinant of violations and resolutions is dependent on the potential impact on the complainant, both campuses may be involved in the process, at the discretion of the Dean of the College at Haverford in consultation with the Dean of the Undergraduate College at Bryn Mawr. In all cases involving students from other campuses, the home campus of any involved student will make its own determination of the appropriate process(es), separate from any action taken by Haverford.

### **Who can see the materials that are generated by an investigation?**

Each party has the right to see the signed statement of the other party. The summary of findings of the investigator and any notes they may have made in the course of the investigation, however, are not made available to anyone other than the Dean of the College, the Title IX Coordinator, and, if necessary, the Director of Campus Safety.

### **My friend just told me they were assaulted at Haverford, what should I do?**

First and foremost, listen to what your friend has to say. Let them know that they are not alone, and will be supported through whatever course of action they eventually choose to take, whether they decide to file a formal complaint with the College, press charges with the police, or simply want to talk to a counselor at CAPS. Don't ask questions that could be construed as judgmental, like how much they had to drink or about the clothes that were worn. Encourage your friend to look at the sexual misconduct website, which describes the resources available to survivors. Finally, make sure you take care of yourself while respecting your friend's confidentiality. As a support person, you too, may access any of the available on-campus or off-campus resources.

### **What happens if I tell the College who assaulted me?**

The College is required under Title IX to investigate any incident of sexual misconduct when there is enough information to conduct an investigation. However, you can choose whether or not to pursue criminal charges. Regardless of any charges or investigations, you are still eligible to receive support and treatment from all resources available.

### **What happens if I do not tell the College who assaulted me?**

In general, the College is required under Title IX to investigate any incident of sexual misconduct (including sexual assault) when there is enough information to conduct an investigation. Please see the [statement on privacy and confidentiality](#) to learn more about your options for reporting sexual misconduct and how your report will be handled. You can choose whether or not to pursue criminal charges. Regardless of any charges or investigations, you are still eligible to receive support and treatment from all resources available.

### **What kinds of remedies are available to me?**

The College has a duty to protect and support any member of the community who has experienced sexual misconduct. Any student who comes forward to make a complaint of sexual misconduct will be informed of options for assistance in securing appropriate and reasonably available remedies to enhance a feeling of safety and comfort on campus. Such remedies may include, but are not limited to, "no contact" orders, and changes in housing assignment and/or academic schedule. Other options may be considered as appropriate and feasible. Any remedies approved will be reviewed and modified as conditions warrant.

### **I think I was assaulted by a woman; can I get help?**

Women can assault men and women, and Haverford takes allegations of woman-perpetrated sexual assault seriously. Haverford provides the same support and resources to survivors regardless of the sex or gender identity of the survivor or the assailant.

### **The College is currently closed, whom can I contact?**

If it is an emergency, please call 911. Campus Safety is always open, even when the college is closed for holidays and breaks. A dispatcher can be reached 24/7 at (610) 896-1111 to refer you to the right person.

### **I was assaulted while studying abroad, what are my options?**

Rebecca Avery – Director of Study Abroad and International Exchanges, can advise you about your options. She may be reached at 610-896-1230 or [ravery@haverford.edu](mailto:ravery@haverford.edu).

### **I was assaulted a few years ago, what are my options now?**

Normally, Haverford requires that complaints of sexual misconduct be made within one year of the incident in question. The Dean of the College, however, may extend this time limitation at their sole discretion. Regardless of whether a complaint has been made within one year, all of the support systems and resources at Haverford for students who have experienced sexual misconduct will be made available.

### **Who can put me in touch with the police?**

Kim Callahan, Associate Director for Investigations, has expertise in the area of rape and sexual assault. She can help refer you to the correct police department—either the Haverford Township Police or the Lower Merion Police. Kim can also tell you what to expect from a police investigation and advise you throughout the process.

### **I don't want to press charges now, can I do so at a later point?**

A sexual assault evidence collection kit may be administered at a hospital by a licensed Sexual Assault Nurse Examiner (SANE) or forensic examiner. A “rape kit” involves a process of collecting DNA evidence that may have been left by the perpetrator. If you do choose to undergo a rape kit, you are not required to cooperate with law enforcement or pursue criminal charges. However, only DNA evidence collected by a rape kit is admissible in court.

If you want to keep your legal options open, Haverford suggests that you receive a rape kit at Bryn Mawr Hospital. Representatives from the Women’s Center and/or local organizations like Women Organized Against Rape (WOAR) are available to accompany you to the hospital and support you during the process.

Kelly Wilcox, the Interim Director of Health Services, can provide you with more information about your options; she may be reached at (610) 896-1089 or after-hours through Campus Safety.

### **I don't want a rape kit; can I ask that one not be done?**

You have every right to refuse a rape kit. You still have the right to receive medical treatment, emergency contraception, STI testing and treatment, and pregnancy testing. Haverford College Health Services can provide you with this medical care and/or refer you to a clinic that provides free or low-cost primary care and testing.

### **I'm worried about STIs, what should I do?**

If you are worried about pregnancy or sexually transmitted infections, you should seek immediate medical care. Health Services can provide you with emergency contraception, which can prevent pregnancy up to five days (120 hours) after intercourse. Health Services also offers pregnancy testing and counseling, as well as STI testing and treatment. Health Services, at (610) 896-1089 for more information.

## **Internal Judicial Procedures**

### **Timeline for Investigation of a Claim of Sexual Misconduct**

When an allegation of sexual misconduct by a student is brought to the attention of the Dean of the College, or her designee, an adequate, reliable and impartial investigation will be undertaken, normally within 60 days of receipt of the allegation. This investigation consists of the following steps and applies to all claims of sexual misconduct, including domestic violence, dating violence, stalking and sexual assault.

- A determination will be made in consultation with the Title IX Coordinator and the Director of Campus Safety as to whether certain interim remedial measures are necessary, including, e.g., the temporary suspension of the student accused of sexual misconduct, the issuance of a "no contact" order, a change in residence hall assignments, etc. This determination may be revisited, if appropriate, at any point during the investigation.
- The student making the allegation ("Complainant") will be interviewed by the College's investigator. The investigator will produce a written statement, to be signed by the Complainant in order to confirm that it accurately represents their recollection of the event or events that prompted the allegation.
- The student against whom the allegation is being made ("Respondent") will be interviewed by the College's investigator. The investigator will produce a written statement, to be signed by the Respondent in order to confirm that it accurately represents their recollection of the event or events in question.
- The College investigator will interview any other relevant individuals identified in the course of the investigation. The investigator will also review any other relevant materials, including, e.g., e-mails, texts, social media posts, photographs, etc.
- The investigator will summarize their findings in a report to the Dean of the College, who will make a determination as to whether there is a potential violation of Haverford's sexual misconduct policy, requiring the convening of a Dean's Panel. The investigator's report may include a recommendation, but the determination is up to the Dean, in consultation with the Title IX Coordinator.

### **Dean's Panel Guidelines: Sexual Misconduct**

#### **Background**

In cases of sexual misconduct, a Dean's Panel may be convened after an adequate, reliable and impartial investigation.

When an allegation against a student is brought to the attention of the Dean of the College or her designee, the College investigator will conduct a thorough investigation, and present to that individual (hereinafter referred to as "the Convening Dean") the findings. These findings may include a recommendation as to whether a suspicion of violation, and thus a Dean's Panel, is warranted, although the final decision is at the discretion of the Convening Dean in consultation with the Title IX Coordinator where appropriate. Both

parties will be given the opportunity to present witnesses and other evidence. At the conclusion of the investigation, the involved parties will be notified of the outcome of the investigation, and whether a Dean's Panel is being convened. The investigation will normally be concluded within 60 days of receipt of the allegation and if extended time is necessary, the parties will be notified. Both parties will be simultaneously notified in writing of the outcome of the investigation. These procedures will be followed for all claims of sexual misconduct, including domestic violence, dating violence, sexual assault and stalking.

### **Convening a Panel**

- If the Convening Dean makes a determination that, in fact, a Dean's Panel is to be convened, they will simultaneously notify the Complainant (hereinafter "the confronting party") and the Respondent (hereinafter "the confronted party"), in writing, that a Dean's Panel is being convened ("Dean's Panel Notification"). The Dean's Panel Notification will specify the violation being considered.
- Both parties have the right to appeal a decision not to convene a Dean's Panel to the President of the College within 3 business days of receipt of the notification by the Convening Dean.
- The College reserves the right to act as the confronting party in cases where the accusing individual cannot or refuses to participate as the confronting party.
- The Convening Dean will appoint three members of the faculty or administration to comprise the Panel, one of whom will serve as the Panel Chair. The identity of these individuals will be disclosed to the Complainant and Respondent in the Dean's Panel Notification.
- If the Complainant or Respondent believes that a member of the Panel should be replaced due to conflict, that party must direct their concern to the Convening Dean within 24 hours of receipt of the Dean's Panel Notification. A dean to whom a confronting or confronted party is currently assigned may not normally be a member of the Panel.
- The inclusion of the specific violation being considered by the Panel in no way precludes the investigation of any additional incidents or issues that may be revealed once the process is under way. If additional incidents or issues are revealed that may require consideration by Honor Council or the Panel, The Panel Chair shall so inform the Convening Dean, who will decide if the new allegations should be addressed in a separate proceeding. If the Convening Dean decides that all violations should be addressed by the Panel then hearing the case, the parties will be given an opportunity to respond to the new violations.
- Prior to the start of the Panel's formal proceedings (the "hearing"), the confronting and confronted parties will have separate meetings with the Panel Chair and another Panel member to discuss the Dean's Panel process. Each party will be consulted for availability, but the scheduling of the Panel is ultimately at the discretion of the Panel Chair. The College strives to achieve prompt resolution of all such complaints and, therefore, cannot acquiesce to all scheduling requests.

- At their meetings, the confronted and confronting parties will each be permitted to review the statement made by the other party as part of the investigation, and requested to provide a written response delivered to the Panel Chair at least 48 hours before the Panel proceedings begin. These responses will be available to the confronted and confronting parties 24 hours prior to the proceedings, and shared with the Panel members.

### **Witnesses and Other Evidence**

- If either party desires to present witnesses, that party must submit a list of potential witnesses, with a brief description of their knowledge of the events in question, to the Panel Chair at least 24 hours prior to the beginning of the hearing. The relevance of the witnesses to the event(s) under investigation will be determined by the Chair of the Panel. Individuals whose identity and knowledge of the events were ascertained as part of the investigation may also be called, at the discretion of the Panel Chair. Both parties and all Panel members may pose questions to the witnesses during the proceeding if the witnesses are present.
- The Panel Chair will determine whether the witnesses will be asked to present information relevant to the proceedings and whether this should be presented in person, in writing or via electronic media. Once this determination has been made, the Panel Chair will promptly contact the witnesses. Any written statement or other information provided by a witness will be available for review by both parties at the hearing. Both parties and all Panel members may pose questions to the witnesses during the proceeding if the witnesses are present.
- Both parties may also present other evidence; this evidence must be provided to the Panel Chair, who will determine its relevance, at least 24 hours prior to the beginning of the hearing. All evidence introduced into the hearing will be available to both parties.

### **Advisor of Choice**

- The confronting and confronted parties each have the right to an advisor of choice of their choosing.
- The advisor of choice cannot be a witness in the proceedings.
- The advisor of choice is a silent and non-participating presence that is there solely to observe and provide moral support during the hearing itself. This person is not to address the Panel, except to ask for a short recess if one of the parties requires some time to compose themselves or collect their thoughts. The Chair of the Panel has the right at all times to determine what constitutes appropriate behavior on the part of an advisor of choice and whether the person may remain at the proceedings. Anyone agreeing to act as an advisor of choice in a Dean's Panel must meet with the Panel Chair prior to the proceedings and sign an agreement of confidentiality. While the advisor of choice may be present to hear information, no written materials are to be shared with the advisor of choice.

## **Timetable**

- The Dean's Panel will normally begin its formal proceedings (the hearing) no earlier than five (5) business days and no later than fifteen (15) business days after the parties have been sent the Dean's Panel Notification.
- Hearing sessions may last no more than two (2) hours at a time unless all parties to the proceeding agree on an extension.
- Once the Panel is convened, it will meet as frequently as schedules will allow until the proceedings are completed.
- Panels may meet more than two (2) hours on any given day, but absent extenuating circumstances, may not meet for more than a total of four (4) hours in any 24-hour period.
- A Panel should conclude its work within three (3) weeks from the first date upon which a meeting is held. If the Panel determines that more time may be needed, it may petition in writing the Convening Dean, who may approve an additional extension of no more than one (1) week.
- If an investigation or a hearing involving a graduating senior as the confronted party is not concluded prior to Commencement, the Dean of the College will determine whether the student may participate in graduation ceremonies. The confronted party's diploma may be withheld pending the conclusion of the Dean's Panel and fulfillment of any resolutions, which may include the withholding of the diploma altogether.

## **Suspension**

- In the case of sexual misconduct where there is a concern for the safety of the community, the Dean of the College, in consultation with the Title IX coordinator and the Director of Campus Safety, will determine whether certain interim remedial measures are necessary, including, for example, temporary suspension, the issuance of a "no contact" order, a change in residence hall assignments, etc. This determination may be revisited, if appropriate, at any point during the investigation and Panel process.

## **Formal Proceedings**

- The hearing will begin with a moment of silence, followed by introductions of all Panel members, confronted and confronting parties and any support persons.
- Any written materials will be distributed to both parties for reference during the hearing.
- The Panel Chair will determine the most appropriate method of questioning by Panel members and the confronting and confronted parties. The parties will not be permitted or expected to directly question one another.
- The Panel will not permit questions from and to any party that are harassing or irrelevant, or that would otherwise unduly prolong or disrupt the proceedings.

- The confronting party will be permitted to speak first, summarizing and/or elaborating on **their** written statement and the response of the confronted party.
- Following the confronting party's statement, questions may be posed by Panel members.
- After the Panel members have asked their questions, the confronted party may ask questions, through a method determined by the Panel Chair.
- Once all questions to the confronting party have been posed, the confronted party will be asked to speak, summarizing and/or elaborating on their written statement and the response from the confronting party.
- Following the confronted party's statement, questions may be posed by the Panel.
- After the Panel members have asked their questions, the confronting party may ask questions of the confronted party through a method determined by the Panel Chair.
- Following this phase, the Panel may ask any additional questions of any of the parties to the hearing.
- At this point, any witnesses will be called in the order determined by the Panel Chair, and/or any written statements from witnesses who are not present shared with all participants.
- Each witness will be asked to summarize their knowledge of the events at issue in the hearing. After this, questions may be posed, first by Panel members, then, in turn, by the confronting and confronted parties until all relevant questions have been posed.
- Each party will be given the opportunity to make a closing statement, beginning with the confronting party.
- At the discretion of the Panel Chair, in consultation with the Convening Dean, parties may be permitted to participate in the hearing via Skype, telephone or some other electronic means in order to ensure a prompt resolution of the complaint. Such participation will not constitute grounds for appeal.

## **Concluding Steps**

### **Resolutions**

- The Panel will meet privately to reach consensus on a statement of violation of the Honor Code and/or College policy and fashion resolutions based on and appropriate to any statement of violation.
- It should be noted that with regard to violations arising from alleged sexual harassment, including sexual violence, a student who is accused and found not responsible for the violation set forth in the Dean's Panel Notification may still be found responsible for conduct that constitutes a "lesser" form of sexual misconduct.
- Once the Panel has reached tentative consensus on a statement of violation and any resolutions, the Panel will inform the confronted party and the confronting party, if appropriate, simultaneously, in writing.

- After the Panel informs the party or parties of a tentative resolution, there will be a break of no less than 12 hours or more than 48 hours in duration, after which the Panel will confer with the party or parties as appropriate to hear their responses/reactions to the tentative resolutions.
- The Panel will then re-convene privately to reach consensus on the final resolutions, which will be presented to the confronted and confronting parties simultaneously, in writing, via letter from the Panel Chair.

## **Appeals**

- Both parties may appeal the decision of the Dean's Panel on procedural grounds, or based on the discovery of new evidence not previously available. If a party declines to participate in the hearing, that individual may not appeal the Panel's decision or participate in the development of the resolutions.
- Appeals may be made to the President of the College within seven business days of receipt of the final resolutions, and must specify the grounds.
- A copy of the appeal must be provided in writing to the Panel Chair, who will provide a response to the procedural or evidentiary claim that accompanies the appeal to the President within five business days of receipt of the copy. This response will not be shared with the parties. The other party will be given the opportunity to respond to the appeal in a timeframe specified by the President. No other participant in the proceedings, or anyone external to the proceedings, may contact the President about the appeal. The President will normally make a decision on the appeal within ten business days of receipt of the Panel Chair's response. The President may modify the statement of violation and/or the resolutions in any way. The results of the appeal will be shared in writing, simultaneously, to both parties.

## **Recordkeeping**

- A report by the Chair of the Panel will be provided to the Dean of the College, to include the names of the parties, the charge (original and, if relevant, as amended), the names of witnesses, the names of Panel members, the timeline for the proceedings, the finding of violation or non-violation and the resolutions, if any.

## **General Policies**

- The standard of proof employed in Dean's Panels will be preponderance of the evidence.
- Previous violations will be considered during the phase of the proceedings in which resolutions are being discussed but not during the determination of violation.
- No party to the proceeding (including witnesses) may discuss any aspect of this case with other students and/or any other members of the Haverford community. Exceptions to this proscription include students' conversations with deans, CAPS

counselors and EEO Officers. The Dean of the College will determine whether any aspect of the proceedings or resolutions must be disclosed in accordance with law.

- No one from outside of the Haverford community who is not serving in the capacity of support person, as already agreed to by the Panel Chair, may be present at the hearing. This includes parents, siblings, other relatives or attorneys.
- No contact is permitted with Panel members before, during and after the hearing by anyone not a direct party to the proceedings. No contact is permitted by any party on the subject of the proceedings with the President of the College other than that specified in the Appeals process.
- Questions about any aspect of the Dean's Panel process, once convened, should be referred to the Convening Dean.

In cases in which a Panel is convened when the College is not in session and/or either of the parties is not currently enrolled, every effort will be made to preserve the framework as described in preceding sections, but the College reserves the right to make any necessary modifications to move the proceedings forward.

If sexual misconduct is found to have occurred, the College will take steps to prevent recurrence of its discriminatory effects on the confronting party and others, if appropriate.

### **Possible Sanctions**

Violations of this policy may result in the imposition of a full range of sanctions, including:

- Permanent separation
- Time-limited separation
- Deferred separation
- Loss of campus housing or other privileges
- Removal from an athletic team and/or removal from team leadership
- Revocation of student leadership position (Customs, Honor Council, Students' Council, club leadership, etc.)
- Behavioral contract/Disciplinary probation
- Community service or other work assignments
- Writing assignment
- Warning
- Revocation of degree
- Withholding of diploma and/or transcripts
- Prohibition from participation in Commencement and/or Senior Week activities.
- External program attendance or facilitation

### **Required Training for Those in Charge of the Investigation and the Internal Judicial Process**

In 2015, the investigator for Haverford College received the following training on the issues related to domestic violence, dating violence, sexual assault and stalking, as well as how to conduct an investigation:

- Investigation of Sex Crimes Training for Campus Police and Public Safety Agencies
- Investigation of Dating Violence, Domestic Violence and Stalking for Campus Police, Public Safety and Civil Rights (Conduct/Title IX) Investigators
- Legal Issues in Higher Education Conference - Attended sessions on Trauma Informed Investigations, Campus Sexual Assault: Timely Warnings, Title IX and Campus Safety Risk, Violence Against Women's Act, Title IX & Clery Act, Lessons Learned from Claims Brought from Students Accused of Sexual Assault
- Title IX and Beyond – Investigations
- Stalking Training
- Domestic Violence Training
- The Intersection Between Clery and Title IX
- Title IX – Preventing Harassment and Sexual Violence
- Reducing Risk in Domestic Violence, Dating Violence and Stalking
- Alcohol and Sexual Assault

In 2016, the investigator for Haverford College received the following training on the issues related to domestic violence, dating violence, sexual assault and stalking, as well as how to conduct an investigation:

- Sexual Assault Investigation Refresher Course: Overview of the Trauma Informed Approach to Sexual Assault Investigations on Campus
- Domestic Violence in the Workplace: Responding to the Battered Employee
- From the Campus to the Courtroom: Prosecuting College Sexual Assaults
- Understanding the Sexual Assault Forensic Exam
- Report Writing in Civil Rights Investigations
- Legal Issues in Higher Education Conference – Attended sessions on Trauma Informed Investigations, Violence Against Women's Act, Title IX, Clery Act

In 2017, the investigator for Haverford College received the following training on the issues related to domestic violence, dating violence, sexual assault and stalking, as well as how to conduct an investigation:

- Twelfth Annual NJ CUPSA & IACLEA Conference Mid Atlantic & North Atlantic Regions – Attended sessions on Title IX and the Clery Act
- Jeanne Clery Act Compliance: A Collaborative Team Approach – Lehigh University – Training on Clery Act Compliance
- Rowan University – 5<sup>th</sup> Annual Title IX Summit: Tools for Success – Attended sessions on Title IX, Working with Accused Students: Providing Support and Due Process for All Parties, Recognizing Domestic Violence, Cultural Competencies in Title IX Investigations and Conducting a Successful Investigation

- Legal Issues in Higher Education Conference – Attended sessions on the Clery Act, Title IX, VAWA, Investigation and Resolution of Sexual Violence cases under the Trump Administration, and The Current Landscape of Sexual Assault.
- Montgomery McCracken – Fall Forum for Colleges and Universities – Title IX – Where Things Stand and Where Are They Headed

The Adjudicators of Student Discipline (the Dean's Panel) received the following training:

**Adjudicating Complaints of Sexual Misconduct – 17 Tips for Adjudicators of Student Discipline (2016-2017)** – Covered a wide range of topics, including sexual assault, intimate partner violence, alcohol and drug use, myths and stereotypes surrounding sexual assault evaluating evidence and credibility determinations. The training also included advice on formulating questions and avoiding victim blaming.

**Sexual Misconduct Adjudicator Training 2017-18 (Friday Feb 23, 2018):**

- Reporting obligations
- Haverford's Sexual Misconduct Policy, including definitions of harassment, assault, consent, incapacitation.
- Haverford's Dean's Panel Protocols, including standard of evidence and role of adjudicators in the finding of responsibility and the determining of resolutions.
- Considerations in the finding of responsibility and the determining of resolutions.
- Review of Haverford's 2017 HEDS sexual climate survey results.
- Updates on the federal regulatory landscape.

**Sexual Misconduct Adjudicator Training 2018-19 (To be scheduled Friday Oct 5, 2018): Will cover:**

- Reporting obligations
- Haverford's Sexual Misconduct Policy, including definitions of harassment, assault, consent, incapacitation.
- Haverford's Dean's Panel Protocols, including standard of evidence and role of adjudicators in the finding of responsibility and the determining of resolutions.
- Considerations in the finding of responsibility and the determining of resolutions.
- Review of Haverford's 2017 HEDS sexual climate survey results.
- Updates on the federal regulatory landscape.

## Prevention and Recovery

### Prevention

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

- It is never acceptable to use force in sexual situations, no matter what the circumstances.
- Sexual assault can happen between persons of any sexual orientation or gender identity.
- 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 someone wants to have sex just because they drink heavily, dress in a certain way, or agree to go back to your room.
- Don't assume that because a person has had sexual contact with you previously that they are 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 have committed a sexual assault.
- 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.
- 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.
- Voluntary consent cannot be given if a person is incapacitated, including incapacitated by alcohol. (Alcohol is a factor in a very high percentage of sexual assaults)

## **Recovery / Coping with long-term effects**

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.

## **Survivor's Bill of Rights**

If you experience sexual misconduct, you have basic rights and considerations (including but not limited to):

- Have any allegations of sexual misconduct taken seriously – free from any suggestion that survivors are responsible for the misconduct.
- 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 if so requested and if such changes are reasonably available.
- Have the College conduct a prompt and thorough investigation of the complaint, 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 person present during campus judicial proceedings.
- Be informed of the outcome of the campus judicial proceeding.

## **Student Complaints against Faculty, Staff, Administrators or Third Parties**

Reports of sexual misconduct against faculty, staff, or third parties can be made to Mitch Wein, Senior Vice President of Finance and Administration, or to the Director of Human Resources, Muriel Brisbon. Reports may also be made to Michael Martinez, Title IX Coordinator, Martha Denney, Dean of the College, and any member of The Circle, including Campus Safety.

Faculty, administrator, staff or third party complaints of sexual misconduct against students will normally be addressed by a Dean's Panel. In cases where harassment by

students or non-students is alleged, an EEO Officer will be consulted as part of the process.

### **Non-Discrimination/Non-Harassment Policy (Faculty)**

Haverford College is committed to providing an employment and educational environment free from all forms of unlawful discrimination because of race, color, gender, religion, age, national origin, citizenship, disability, genetic information, sexual orientation, veteran status or any other characteristic protected by law. This policy applies to all aspects of the employment relationship, such as recruitment, selection, training, promotion, salaries, benefits, discipline, terminations, and all other terms and conditions of employment. The policy also applies to all aspects of a student's educational relationship with the College. In accordance with this policy, the College will make reasonable accommodations in accordance with applicable law where required because of an individual's religion or disability.

The College's policy also includes a prohibition against sexual harassment and harassment on account of any protected category. It applies to all discrimination and/or harassment arising out of the College's employment and educational environment, whether on campus, outside work assignments, or elsewhere. It applies to all members of the College community, including interactions among current and potential employees of the College, as well as interactions among employees and students. It applies to vendors and other third parties who are present on or visit the campus or who interact with members of the College community in connection with College activities. It governs all activity and forms of communication, including the use of telecommunications and computer devices and systems.

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when:

- submission to such verbal or physical conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- submission to or rejection of such verbal or physical conduct is used as the basis for employment decisions affecting the individual or decisions regarding a student's education; or
- such verbal or physical conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Some examples of what may constitute sexual harassment are: threatening or taking adverse employment actions or actions adverse to a student's education if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential

treatment; unwelcome flirtations or advances; unwelcome physical contact; whistling, leering, improper gestures, or offensive remarks, including unwelcome comments about appearance; sexual jokes or other inappropriate use of sexually explicit or offensive language; the display in the workplace or classroom of sexually suggestive objects or pictures; using any telecommunications or computer system to send, receive, or exhibit unwelcome discriminatory and/or sexual displays, etc.

For purposes of this policy, other discriminatory harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, gender, religion, age, national origin, citizenship, disability, sexual orientation, veteran status or other characteristic protected by law, or that of their relatives, friends or associates, and that:

- 1) has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment, or unreasonably interfering with the individual's work or educational performance; or
- 2) otherwise adversely affects an individual's employment or educational opportunities.

Some examples of such harassment are: using epithets, slurs, negative stereotypes, or threatening, intimidating or engaging in hostile acts that relate to a protected characteristic; purported jokes or pranks; placing on walls, bulletin boards or elsewhere on the College's premises, or circulating in the workplace verbal or written graphic material that denigrates or shows hostility or aversion toward a person or group because of a protected characteristic.

### **Reporting Discrimination or Harassment Claims**

The College strongly encourages prompt reporting of all incidents of alleged discrimination or harassment. All employees, including members of the faculty, are responsible for conducting themselves in accordance with this policy. Faculty members may report discrimination or harassment claims to the Provost, to any Associate Provost, to one of the College's Equal Employment Opportunity (EEO) Officers, or to the Director of Human Resources. Students and third parties may also make harassment complaints against faculty members under this policy. For purposes of this policy, the term "student" includes any student who is enrolled in a class at Haverford or is living in a Haverford dormitory. Students may report harassment complaints to the individuals listed above or to those individuals listed on the Title IX section of the Dean's office website. All employees have a responsibility to report suspected violations of this policy and to refer complaints that they receive to one of the individuals listed above. Complaints will be treated as confidential, consistent with the College's need to conduct an investigation as outlined below.

## **Resolving Complaints**

When a complaint is referred to or received by the Provost, an Associate Provost, an EEO Officer or the Director of Human Resources, the College will conduct an adequate, reliable, and impartial investigation. The College will select the investigator. In most cases, this investigation should be completed within thirty (30) days. During the course of this investigation, any aggrieved party or parties and any party accused of discrimination or harassment will be interviewed and allowed to identify witnesses and other relevant evidence to support their accounts.

During the pendency of the investigation, in cases where the Provost determines that it is necessary, the Provost may make a request to the President to suspend the accused consistent with Section III.1.2 above. Once the investigation is completed, the results will be reported to the Provost. After reviewing the results, the Provost will determine the appropriate action to be taken. In order to make that determination, the Provost may consult with an EEO Officer or other College official as they deem necessary. The Provost's options for appropriate action may include: (a) imposing minor sanctions consistent with Section III.1.4 (b) above; (b) referring the parties on a voluntary basis to the Informal Resolution of Conflict Procedure described below; and/or (c) if the Provost believes that major sanctions may be appropriate, referring the matter to the President so that the dispute can be submitted to a formal hearing. In cases involving charges of sexual assault, the matter will typically proceed directly to a formal hearing after the investigation is completed. Once they have determined what action is appropriate, the Provost will inform the parties of the results of the investigation and advise them of the action to be taken. If the Provost should decide in a case not to refer the matter to the President for a hearing, the complaining party may appeal that determination to the President of the College within three (3) business days of being so advised by the Provost.

### **Informal Resolution of Conflict Procedure**

In appropriate cases not involving a charge of sexual assault, the Provost may refer the dispute for resolution under the College's Informal Resolution of Conflict Procedure. In this process, the EEO Officer may attempt to mediate between the aggrieved person and the accused person with the goal of reaching a resolution to the complaint that would be satisfactory to both parties, the EEO Officer, and the Provost. The EEO Officer is not required to have the parties meet for this purpose—they may decide to communicate with the parties separately. In the case of student complaints, however, no student shall be required to meet with the accused party without a mediator present. Either party can stop the informal process at any time.

### **Procedures for Formal Hearings**

Once a dispute has been placed in the hands of the President, a panel will be convened within fifteen (15) days. The panel's purpose is to consider the facts and to make a

recommendation to the President. The panel will consist of five persons chosen from a pool of fifteen representing the four segments of the community from which a complaint could arise. The pool will include five members of the faculty, five students, three members of the Staff Association, and two members of the administration. Two of the faculty representatives are to be elected by the faculty for two-year terms, which will be staggered, and three are to be appointed by Academic Council.

The President will ask each of the parties to the case to choose one person from this group to participate on the panel. After receiving these two choices, the President will choose three other persons from the pool and appoint one of these three to serve as chair for the panel. The major functions of the panel are fact finding and making the reports described below. In performing its function, the panel may consider the results of the investigation already conducted, but the panel is expected to conduct its own fact finding. Its proceedings will be private, and lawyers will not be present. Both parties will have the right to present witnesses and evidence at this hearing. It is expected that both parties will have the right to hear all testimony and will be able to respond to testimony in the presence of those giving it; the panel will be expected to question witnesses in the light of such response. When, however, a witness or either of the parties is unwilling or judged by the panel to be unable to present statements in the presence of others, the panel may decide that the interests of justice require admission of their statements in private. In such cases, the panel will disclose the statements to both parties, identify their authors, and provide for other means of response and questioning.

A summary of the case and the recommendations of the panel will be made in writing to the President. In cases where a major penalty is recommended, such as dismissal or removal of tenure, the recommendation also must be made in writing to the elected members of Academic Council, who will reach a final determination on the claim utilizing the procedures outlined in Section I.2 above. The parties will be informed in writing of the outcome of this process at its conclusion.

In any proceeding to be conducted under Section I.2, the case will be taken to the President or to Academic Council by the panel acting for the institution and not by the complainant. The chair of the panel should represent the institution if a hearing is necessary.

All members of the College community are expected to fully cooperate with and provide truthful information in connection with any investigations or procedures undertaken in connection with this policy. The College will not retaliate against anyone who makes a report or provides information in good faith under this policy. The reporting and investigation of allegations of retaliation will follow the procedures detailed above. Any person found to have retaliated against a person in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

This policy relates to the College's goal of promoting an environment free of

discrimination and harassment. However, it is neither designed nor intended to limit the College's authority to take disciplinary or remedial action for conduct deemed unacceptable, regardless of whether it satisfies the legal definition of discrimination or harassment.

### **Title IX Coordinator**

The Provost shall inform the Title IX Coordinator of all complaints received involving claims of sexual harassment or sexual discrimination. The Title IX Coordinator also shall be informed of developments in such cases and of the ultimate outcome in each case.

### **Faculty-Student Relations**

Faculty are expected to maintain professional relationships with students and to avoid the sorts of intimate relationships that may bring harm to or have a negative impact on the lives of students. For purposes of this policy, the term "student" includes any person matriculated and/or enrolled in a class at Haverford, or who lives in College student housing. While the College approves of friendly and supportive relationships between faculty and students, it is important that faculty maintain an appropriate and professional tone in their relations with students at all times. Faculty are encouraged to direct students who are experiencing emotional difficulties to the appropriate support mechanisms such as the Dean's Office or CAPS.

### **Sexual or Romantic Relations**

Sexual or romantic relationships between employees of the College and students are prohibited because they interfere with the educational mission of the College and threaten the climate of trust, concern, and respect to which the Haverford College community has always been committed. If an employee violates this policy, the employee's accountability is not reduced even if the relationship was begun consensually (see below) or was not initiated by the employee. Therefore, sexual or romantic relationships between faculty and students are prohibited and a violation of this policy may lead to disciplinary action up to and including termination.

#### **a. Power Differential:**

Students should be free to pursue their academic, intellectual and extracurricular interests. Sexual or romantic relationships between employees and students can have an acutely negative effect upon students' educational pursuits and must be avoided.

Faculty, administrators, and other employees possess an authority over students, which, if inappropriately wielded, may be detrimental to the atmosphere of trust upon which the community and classroom rely. The respect and trust accorded by students to faculty members, as well as the power exercised by faculty in assigning grades, awarding honors and fellowships, providing academic advice,

evaluations, and recommendations, create an asymmetry of power and greatly diminish the student's freedom of choice. This power differential is not absolute or invariable, but it always exists.

b. Consent:

Given this power differential, sexual relationships between students and employees of the College are likely to put claims of consent in question. It is often difficult for a student to be certain of the motives of the faculty or staff. It is also difficult for a person in a position of authority to be certain that the student's consent is genuine, rather than motivated by an unspoken fear of the consequences of not consenting.

c. Conflicts of interest and third party consequences:

The possible harm can extend beyond the involved student to other students. Whether or not there is true consent (which may not be clear to others), knowledge of an intimate relationship may interfere with the ability of other students to work comfortably and effectively. Sexual or romantic relations often create or appear to create general conflicts of interest and the fear from third parties of unfair treatment. Sexual or romantic relationships between College employees and students can be detrimental to the ideals of a community based on trust and committed to creating an environment free from favoritism or the appearance of favoritism.

d. Faculty and Staff Protection

Students also have formal and informal powers that may affect the careers of College employees. Because of the power differential, persons in positions of authority such as members of the faculty or staff may find it difficult (should the relationship end in acrimony) to prove that the relationship was fully consensual. Any member of the Haverford College community who has reason to believe that a sexual or romantic relationship exists between an employee of the College and an undergraduate student in the Haverford community should contact the Director of Human Resources, one of the three Equal Employment Opportunity Officers (EEOO), the Dean of the College or the Provost, hereafter referred to as the "Responsible Parties".

The Responsible Parties, in consultation with the Office of the President, will select an investigator to carry out an adequate, reliable, and impartial investigation. Once the investigation is completed, the results will be reported to the Responsible Parties, and to the Vice-President, Dean, or Provost who is responsible for the employee's department. After reviewing the results, those individuals will determine the appropriate action to be taken, and all involved parties will be informed of the results of the investigation and the action to be taken. Such actions may include: (a) taking steps designed to discontinue the relationship or to otherwise rectify the situation; (b) taking disciplinary action

against the employee or imposing appropriate sanctions against a faculty member consistent with Section III.I.4 of the Faculty Handbook; and/or (c) referring the matter to the President for possible appointment of a Presidential Committee. The Presidential Committee Procedure to be followed is outlined in Section III.I.5 of this Handbook regarding the policy on Non-Discrimination/Non-Harassment.

e. Exceptions and Classifications

At present, recent graduates of the College who become employees are counseled about their interaction with current students in a number of areas. While they will not be required to terminate an existing relationship with a student, they will be made aware of this policy, advised to observe its spirit in their conduct, and be expected not to initiate any new relationship. TA's and students are in positions of unequal power as well, and this asymmetry may render sexual or romantic relationships problematic for the students involved and for other students in the class. While the College does not attempt to regulate dating among its students, TA's are strongly encouraged to take these implications into account and to recuse themselves from particular assignments when necessary. A final exception that should be noted: this policy does not prohibit faculty members from sexual or romantic relations with those students who are their spouses, domestic partners, or members of the staff.

#### Social Interactions and Alcohol

Alcohol is often served at College and department functions and undergraduates are frequently an integral part of these community events. However, all students who attend such events should be asked to show proof of age to consume alcoholic beverages and underage students must not be served alcohol.

### **NON-DISCRIMINATION/NON-HARASSMENT POLICY (ADMINISTRATION AND STAFF)**

Haverford College is committed to providing an employment and educational environment free from all forms of unlawful discrimination because of race, color, gender, religion, age, national origin, citizenship, disability, genetic information, sexual orientation, veteran status or any other characteristic protected by law. This policy applies to all aspects of the employment relationship, such as recruitment, selection, training, promotion, salaries, benefits, discipline, terminations, and all other terms and conditions of employment. The policy also applies to all aspects of a student's educational relationship with the College. In accordance with this policy, the College endeavors to make reasonable accommodations where required because of an individual's religion or disability.

The College's policy also includes a prohibition against sexual harassment and harassment on account of any protected category. It applies to all discrimination and/or harassment arising out of the College's employment and educational

environment, whether on campus, outside work assignments, or elsewhere. It applies to all members of the College community, including interactions among current and potential employees of the College, as well as interactions among employees and students, it applies to vendors and other third parties who are present on or visit the campus or who interact with members of the College community in connection with College activities. It governs all activity and forms of communication, including the use of telecommunications and computer devices and systems.

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when:

- submission to such verbal or physical conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- submission to or rejection of such verbal or physical conduct is used as the basis for employment decisions affecting the individual or decisions regarding a student's education; or such verbal or physical conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Some examples of what may constitute sexual harassment are: threatening or taking adverse employment actions or actions adverse to a student's education if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome flirtations or advances; unwelcome physical contact; whistling, leering, improper gestures, or offensive remarks, including unwelcome comments about appearance; sexual jokes or other inappropriate use of sexually explicit or offensive language; the display in the workplace or classroom of sexually suggestive objects or pictures; using any telecommunications or computer system to send, receive, or exhibit unwelcome discriminatory and/or sexual displays, etc. For purposes of this policy, other discriminatory harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, gender, religion, age, national origin, citizenship, disability, sexual orientation, veteran status or other characteristic protected by law, or that of their relatives, friends or associates, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment, or unreasonably interfering with the individual's work or educational performance; or
- otherwise adversely affects an individual's employment or educational opportunities.

Some examples of such harassment are: using epithets, slurs, negative stereotypes, or threatening, intimidating or engaging in hostile acts that relate to a protected characteristic; purported jokes or pranks; placing on walls, bulletin boards or elsewhere on the College's premises, or circulating in the workplace verbal or written graphic material that denigrates or shows hostility or aversion toward a person or

group because of a protected characteristic.

### **Reporting Discrimination or Harassment Claims**

The College strongly encourages prompt reporting of all incidents of alleged discrimination or harassment. All employees, including members of the staff, are responsible for conducting themselves in accordance with this policy. Staff members may report discrimination or harassment claims to their supervisor, manager, to one of the College's Equal Opportunity (EEO) Officers, or to the Director of Human Resources. Students and third parties may also make harassment complaints against staff members under this policy. For purposes of this policy, the term "student" includes any student who is enrolled in a class at Haverford or is living in a Haverford dormitory. Students may report harassment complaints to those individuals listed above or to those individuals listed on the Title IX Section of the Dean's Office website.

All employees have a responsibility to report suspected violations of this policy to one of the individuals listed above. Any supervisor or manager who receives a report or becomes aware of a suspected violation of this policy is to immediately refer the matter to one of the College's EEO Officers or the Director of Human Resources.

Complaints will be treated as confidential, consistent with the College's need to conduct an investigation as outlined below.

### **Resolving Complaints**

When a complaint is referred to or received by an EEO Officer or the Director of Human Resources, the College will conduct an adequate, reliable, and impartial investigation. The College will select the investigator. In most cases, this investigation should be completed within thirty (30) days. During the course of this investigation, any aggrieved party or parties and any party accused of discrimination or harassment will be interviewed and allowed to identify witnesses and other relevant evidence to support their accounts.

During the pendency of the investigation, in cases where the Director of Human Resources, in consultation with the Director of Campus Safety and/ or other College officials, determines that it is necessary, the accused employee may be suspended or may be subject to "no-contact" or other restrictions as may be appropriate for the situation. Once the investigation is completed, the results will be reported to the Director of Human Resources, any EEO Officer who may be involved, and the Vice President, Dean, or Provost who is responsible for the department in which the accused employee is employed. After reviewing the results, those individuals will determine the appropriate action to be taken, and the parties will be informed of the results of the investigation and the action to be taken. Such actions may include: (a) taking disciplinary or other action to

rectify the violation; (b) referring the parties on a voluntary basis to the Informal Resolution of Conflict Procedure described below; and/or (c) referring the matter to the President for the possible appointment of a Presidential Committee. In cases involving charges of sexual assault, the matter will typically be referred directly to the President after the investigation is completed. If the Director of Human Resources should decide in a case not to refer the matter to the President, the complaining party may appeal that determination to the President of the College within three (3) business days of being so advised by the Director of Human Resources.

### **Informal Resolution of Conflict Procedure**

In appropriate cases not involving a charge of sexual assault, the parties may be referred on a voluntary basis to resolve the matter under the College's Informal Resolution of Conflict Procedure. In this process, the EEO Officer may attempt to mediate between the aggrieved person and the accused person with the goal of reaching a resolution to the complaint that would be satisfactory to both parties, the EEO Officer, and the Director of Human Resources. The EEO Officer is not required to have the parties meet for this purpose - they may decide to communicate with the parties separately. In the case of student complaints, however, no student shall be required to meet with the accused party without a mediator present. Either party can stop the informal process at any time.

### **Presidential Committee Procedure**

If the matter is referred to the President, the President will decide if appropriate action can be taken based upon the information already gathered or whether a Presidential Committee is necessary to further investigate the facts of alleged discrimination or harassment. The five members of the Presidential Committee will be chosen from any of three previously elected panels (one of staff employees, a second of administrative/professional employees, a third of faculty employees). One person will be chosen from these three panels by the aggrieved individual, and one will be chosen by the accused person. The President will choose the other three persons from employees elected to those three panels, naming one of them to chair the Committee.

In performing its function, the Presidential Committee will review the results of the investigation already completed and continue to investigate as appropriate in order to formulate a recommendation. When the Committee's investigation is completed, the Committee will make a recommendation to the President, who can accept, modify, or reject the recommendation and will make the final decision. Upon completion of the process, the outcome will be communicated in writing to the aggrieved person and the person about whom the allegations were made.

In the event it finds that unacceptable conduct occurred, the College will take prompt corrective action. Anyone found to have engaged in misconduct constituting discrimination/harassment will be disciplined, up to and including discharge. Discipline

may include, but is not limited to, a written reprimand; referral to counseling; withholding a promotion, reassignment, or pay increase or supplement; suspension; or, discharge.

All members of the College community are expected to fully cooperate with and provide truthful information in connection with any investigations or procedures undertaken in connection with this policy. The College will not retaliate against anyone who makes a report or provides information in good faith under this policy. The reporting and investigation of allegations of retaliation will follow the procedures detailed above. Any person found to have retaliated against a person in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

This policy relates to the College's goal of promoting an environment free of discrimination and harassment. However, it is neither designed nor intended to limit the College's authority to take disciplinary or remedial action for conduct deemed unacceptable, regardless of whether it satisfies the legal definition of discrimination or harassment.

### **Title IX Coordinator**

The Director of Human Resources shall inform the Title IX Coordinator of all complaints received involving claims of sexual harassment or sexual discrimination. The Title IX coordinator also shall be informed of developments in such cases and of the ultimate outcome in each case.

### **Alcohol, Controlled Substances and Weapons**

Haverford College complies with all federal, state and local laws – including those that regulate the manufacture, sale, purchase, transportation, possession, and use of alcoholic beverages, controlled substances and weapons. Regulations will be enforced by Campus Safety, the Haverford Township Police Department and the Lower Merion Township Police Department.

### **Commonwealth Law**

Alcohol—state penalties and sanctions for illegal possession or other violations:

The Pennsylvania Liquor Code, 47 P.S. § 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The code (in conjunction with portions of the Pennsylvania statutes pertaining to crimes and offenses involving minors, 18 Pa. C.S.A. § 6307 et seq.) provides as follows:

- a. It is a summary offense for a person under the age of 21 to attempt to purchase, purchases, consumes, possesses, or knowingly and intentionally transports any liquor or malt or brewed beverages. The penalty for a first (1st) offense is suspension of

driving privileges for ninety (90) days, a fine up to \$500, and imprisonment for up to ninety (90) days; for a second (2nd) offense, suspension of driving privileges for one (1) year, a fine up to \$1000, and imprisonment for up to ninety (90) days; and for a subsequent offense, suspension of driving privileges for two (2) years, a fine up to \$1000, and imprisonment for up to ninety (90) days. Multiple sentences involving suspension of driving privileges must be served consecutively.

b. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of 21). "Furnish" means to supply, give, or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. The minimum fine for a first (1st) violation is \$1,000; \$2,500 for each subsequent violation; and imprisonment for up to one (1) year for any violation.

c. It is a crime for any person under 21 years of age to possess an identification card falsely identifying that person as being 21 years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. The penalty for a first (1st) offense is suspension of driving privileges for ninety (90) days, a fine up to \$500, and imprisonment for up to ninety (90) days; for a second (2nd) offense, suspension of driving privileges for one (1) year, a fine up to \$500, and imprisonment for up to one (1) year; and for a subsequent offense, suspension of driving privileges for two (2) years, a fine up to \$500, and imprisonment for up to one (1) year.

d. It is a crime intentionally, knowingly, or recklessly to manufacture, make, alter, sell, or attempt to sell an identification card falsely representing the identity, birth date, or age of another. The fine is a minimum of \$1,000 for the first (1st) violation; for subsequent violations, the fine is a minimum of \$2,500; and imprisonment for up to two (2) years for any violation.

e. It is a crime knowingly to misrepresent one's age to obtain liquor. Penalties are as stated in (c) above.

f. It is a crime for any person to appear in any public place manifestly under the influence of alcohol to the degree that she/he may endanger herself/ himself or other persons or property, or annoy persons in her/his vicinity. The fine is up to \$500 for the first (1st) violation; for subsequent violations, the fine is up to \$1,000 and imprisonment for up to ninety (90) days for any violation.

g. It is a crime knowingly, willfully, and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. The penalty is a minimum fine of \$300 and imprisonment for up to one (1) year.

h. It is a crime to hire, request, or induce any minor to purchase liquor or malt or brewed beverages. The penalty is a minimum fine of \$300 and imprisonment for up

to one (1) year.

i. Sales without a license or purchases from an unlicensed source of liquor or malt beverages are prohibited.

j. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a Pennsylvania State Liquor Store or in accordance with Liquor Control Board regulations.

k. Pennsylvania state law allows a driver to be considered intoxicated and charged with driving under the influence (DUI) if they have symptoms of intoxication and a blood-alcohol content (BAC) greater than 0.08 percent. A BAC of 0.08 percent can be obtained by consuming a little less than one (1) drink per hour. A driver will be charged with DUI if her/his BAC exceeds 0.08.

l. Additionally, Pennsylvania state law penalizes public drunkenness and defines it as: "A person is guilty of a summary offense if he/she appears in any public place manifestly under the influence of alcohol to the degree he/she may endanger himself/herself or other persons or property, or annoy persons in his/her vicinity." It is also a violation to be found in a drunken or intoxicated condition under circumstances tending to disturb the neighborhood or to cause a breach of the public peace.

## **BI-COLLEGE ALCOHOL AND DRUG POLICIES**

All students are responsible for acting in accordance with the College's Alcohol and Drug Policies, which are distributed to students each year via the Student Handbook. These policies assert that each student is responsible for conducting themselves in ways consistent with federal, state and local laws, for following College party rules and for assisting those impaired by alcohol or drug use in the interests of their health and well-being. Impairment due to alcohol or drug use is never an excuse for misconduct. The College will not contribute to the cost of a legal defense for those who violate drug or alcohol laws and rules. Alcohol or drug policy infractions may result in a Dean's Panel, Honor Board proceeding, or other College or SGA disciplinary action.

The care and concern for other individuals which are embodied in the Social Honor Code should govern a student's response to a violation of the Bi-College alcohol and drug policies. When a student is concerned about another student's alcohol or drug use or its self-destructive potential, they may express that concern and, if appropriate, encourage that student to seek confidential help from one of the counselors, nurses or physicians on either campus or from a professional off campus. A student with questions about how best to confront or intervene on behalf of another student may seek guidance from a drug and alcohol counselor, counselor or dean. Advice may be sought without revealing the identity of the student needing help, if that seems best.

## **ALCOHOL POLICY**

The Alcohol Policy, in conjunction with planned educational activities and support services, is designed to achieve the following goals:

- To remind students of the laws of the Commonwealth of Pennsylvania and of the Social Honor Codes both of which govern their behavior with respect to alcohol;
- To stress moderation, safety and individual accountability for those who choose to drink;
- To maintain a Bi-College social atmosphere that is free of coercion for those who choose not to drink and a climate in which alcohol is not the focus of parties or other social events;
- To maintain a Bi-College community in which alcohol abuse and its effects are minimal;
- To provide confidential and effective guidance for those with specific needs related to alcohol use and alcoholism; and
- To provide information and education about the effects of alcohol for all students.

All members of the Bi-College community are expected to be familiar with and abide by the principles of the Alcohol Policy.

It is the duty of all students to conduct themselves in a manner consistent with the Honor Codes, in addition to helping others to do the same. With regard to the consumption of alcohol, students are responsible for their own well-being. Behavior that puts students at mental, physical and/or legal risk cannot be condoned.

### **Alcohol Effects**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

1. Students who choose to consume, provide or serve alcohol, with an understanding of the responsibilities imposed by Pennsylvania law, should do so with a sense of responsibility and concern for themselves and others. Students also have the responsibility to confront others whose behavior under the influence of alcohol is inconsistent with their welfare and concern for others in the community. When community members lose their ability to reason and control their actions due to excessive alcohol consumption, it is threatening to them, to those around them, and ultimately to the community as a whole. Students are urged to accept responsibility for preventing themselves and others from ever reaching that point.
  
2. Since the majority of students are under 21, the legal drinking age in the Commonwealth of Pennsylvania, alcoholic beverages are not to be served or consumed at student parties open to and/or advertised in the College, Bi-College, or Tri-College community. Additionally, alcoholic beverages can neither be served nor consumed at open parties held in public spaces. These include:
  - a. At Bryn Mawr: Cambrian Row, the Campus Center, Guild Hall, Thomas Hall, Goodhart, Applebee Barn, Schwartz Gymnasium, all corridors, stairwells, landings, basements, attics and courtyards, laundries, all dining halls, Arnecliffe Studio, Pembroke Dance Studio, classroom buildings, the Dorothy Vernon Room, Canaday Library, outdoors on College grounds.
  
  - b. At Haverford: Founders Great Hall and Common Room, the Dining Center, Lunt Party Room, the Old Gymnasium and Alumni Field House, Marshall Auditorium, MacCrate Recital Hall, all corridors, stairwells, roofs and attics, Stokes Auditorium, classroom buildings, Magill Library, outdoors on College grounds. With special permission, parties at which only those 21 years of age and older are served alcohol may be held in public spaces.
  
3. Students who consume alcohol where it is forbidden under Section 2 of this Policy, and thereby place the hosts, the Colleges, and the students who administer party funds at risk and in jeopardy, should be asked to refrain from violating the Policy by the host or other party guests. In incidents where students feel that a violation of the Alcohol Policy has occurred and where the confronting party and the confronted individual fail to reach a resolution, they should follow the procedure of the campus on which the incident occurred. At Haverford, disregard for these Alcohol and other Party Policies should be brought to the attention of the joint Student-Administration Alcohol Policy Panel, composed of three members of Student Council, three members of Honor Council, two appointed members at large, and two deans.

This panel will address strictly procedural violations of the Policy. Referrals can be made by the Honor Council. At Bryn Mawr, disregard for these Alcohol and other Party Policies should be dealt with under the procedures outlined in the Social Honor Code.

4. Inebriation shall not be seen as an acceptable or justifiable excuse for disruptive behavior and confrontation for such behavior shall be dealt with as in the realm of each campus's Social Honor Code.
5. When confronting an individual does not or cannot lead to a satisfactory resolution of a problem, the individual whose behavior allegedly violates the Codes and expected conduct of the Colleges, in accordance with the procedures of the Social Honor Codes, shall ultimately be brought to the attention of the Honor Board or Honor Council.
6. The Honor Board/Council will bring a case to the attention of the Office of the Dean of the appropriate College if there is a threat to the lives or safety of individuals or of damage to College or private property resulting from inebriation or a violation of the Alcohol Policy. Flagrant or repeated violations of party guidelines could constitute such a case. Such behavior may result in separation or exclusion of the confronted person(s) from the Colleges.
7. In some cases, the Honor Board/Council or the Office of the Dean will consult counselors who have expertise in alcohol abuse and alcoholism if such expertise is deemed relevant. Such consultation will take place only with the confronted person's knowledge.
8. Coordinators of parties and other social events must abide by the Party Policy of the host campus.
9. It is expected that hosts will inform their guests of the provisions of the Honor Codes, including the Alcohol Policy. Should the provisions of this Policy be violated by non-Bi- College members, their further access to these campuses may be restricted.
10. Faculty and staff members who entertain students should be aware of the responsibilities and risks to the Colleges and to themselves as individual social hosts under the laws of the Commonwealth.
11. Groups sponsoring social events must abide by the host campus' Party Policy. If party guidelines are not followed by guests or hosts, it is the responsibility of students aware of the violation to approach those in violation and seek a resolution.

### **Services and Referrals**

Both Haverford and Bryn Mawr Colleges provide services and referral for individuals who need help with an alcohol-related problem. For confidential assistance, contact:

**Health Center** at 610-896-1089 or **CAPS** at 484-301-0434 for counseling and subsequent referral.

## **Disciplinary Policies**

Any student who fails to comply with 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 a designee may impose a mandatory leave of absence or conditions on the student's attendance.

For additional information about alcohol and other drugs, including resources available to Haverford students and the effects of alcohol and drug use, see:

[www.haverford.edu/health-services/resources#drugs-and-alcohol](http://www.haverford.edu/health-services/resources#drugs-and-alcohol)

## **DRUG LAW and POLICY**

### **Drug Policy**

The drug policy, in conjunction with planned educational activities and support services, is designed to achieve the following goals:

- To remind students that the Social Honor Codes, the federal laws and the laws of the Commonwealth of Pennsylvania do apply to their behavior with respect to the use of drugs;
- To stress individual accountability for those who choose to use illegal drugs;
- To maintain a Bi-College community where the harmful effects of drug use can be minimized;
- To inform the members of the Bi-College community of the availability of confidential and effective guidance and resources for those with questions and concerns related to drug use, dependence and abuse; and
- To encourage all members of the Bi-College community to become familiar with the physiological, psychological and legal aspects of drug use, dependence and abuse.

All members of the Bi-College community are expected to be familiar with and abide by the principles of the drug policy. This policy stresses prevention and concern; it charges the community with the responsibility for drug education, intervention and heightened awareness of campus resources for dealing with drug problems. It also asks us to consider the relationship between the individual and the community, and the question of responsibility to one's peers. In many cases, choosing not to intervene in another person's abuse of drugs is not a neutral position. By not interfering, we become an enabler. In claiming to allow abusers their individual freedom of choice, we may in fact be limiting their choices by reinforcing their attitudes and behavior. In summary, we have a responsibility not to withdraw from the community either by abusing drugs or by ignoring the abuse of drugs.

1. The illegal possession, use, sale or distribution of drugs is in violation of the law, and the Colleges will not protect students from prosecution under federal, state or local law.
2. Students have the responsibility to confront and/or intervene on the behalf of individuals whose use of drugs or actions under the influence of drugs presents a danger to themselves and/or to the community at large.
3. The Colleges as educational institutions, being concerned about the harmful effects of the illegal use, possession, sale or distribution of drugs on the individual, and on the integrity, safety and security of this academic community, do not condone the illegal use, possession, sale or distribution of drugs. The administrations of Bryn Mawr and Haverford Colleges reserve the right to act when they have reason to believe that involvement with drugs is having an adverse effect upon the life and/or academic performance of students or adversely affects or legally implicates others in the academic community. College action may take such forms as education, counseling, and referral to outside agencies, separation or exclusion, depending on the situation.

**Procedures:** A student's response to a violation of the Bi-college drug policy should be governed, first of all, by the care and concern for other individuals that are embodied in the Social Honor Codes. The following guidelines are not meant to cover all situations. They are intended, instead, to remind students of the variety of resources available and to reassure them about the consequences of seeking help.

When a student is concerned about another student's drug use and its self-destructive potential, they should express their concern and, if appropriate, encourage that student to seek confidential help from one of the counselors, nurses, or physicians on either campus or from a professional off-campus. If confrontation does not seem appropriate or proves ineffective, the concerned individuals should turn to one of the peer educators, a counselor, or dean for advice on how to intervene and help. Advice may be sought without revealing the identity of the student needing help, if that seems best.

If a student's behavior as a result of drug use has disturbed or harmed other individuals or the community in a more general sense, the behavior itself should be dealt with through the usual Honor Code procedure at the appropriate college, beginning with confrontation. If mediation is necessary, the members of the Bryn Mawr Honor Board or the Haverford Honor Council should be consulted. The drug use which may have caused the behavior should not be viewed as an excuse, but as a second problem for which the individual may be encouraged to seek help from a professional counselor. In cases where the Honor Council or Board is asked to intervene, they will deal with the specific behavior which has been brought to them and may recommend that the individual go to a counselor for evaluation and help with any underlying substance abuse. Problems with behavior related to drug use which involve Bryn Mawr graduate students or special students who are not bound by the social Honor Code should be referred to the Dean of the Graduate

School or the Director of the Division of Special Academic Programs if they cannot be resolved by the individual concerned.

If an individual's involvement with drugs is such that it, or behavior associated with it, is violent or life-threatening, it should be brought to the attention of a dean or college physician without delay by any member of the community who becomes aware of the situation. Thus, a counselor, peer educator, dean, physician or an Honor Board/Council member who was working with a student or any aspect of their involvement with drugs would, as in any other life-threatening situation, feel bound to report the problem to the Dean of the appropriate college when the potential for violence or loss of life requires immediate administrative action.

Some cases, such as drug sale and distribution, may not present immediate danger to life but may have legal implications which are administrative concerns. In these situations, joint action by the Dean and the Honor Board/Council may be necessary.

## **Policy on Drug-Free Schools**

### **The Drug Free Schools and Communities Act of 1989**

In 1989, the federal government adopted the **Drug- Free Schools and Communities Act**. As a condition of receiving federal grants, the College must certify that it is in compliance with this law. 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).

The unlawful possession, use, or distribution of illicit drugs or alcohol poses a threat to the health and safety of all members of the Haverford College community and is not permitted.

The sanctions for the unlawful possession, use, or distribution of illicit drugs and alcohol are defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act (35 Pa. C.S. Sections 780-101 to 780-144); the Pennsylvania Crimes Code (18 Pa. C.S. Sections 6307-6314); Controlled Substances Forfeitures (42 Pa. C.S. Sections 6801-6802); the Pennsylvania Motor Vehicle Code (75 Pa. C.S. Sections 1546-1547; 3715, 3731); the Haverford Township Code (Article II, Sections 126-14 and 126-17); and the Lower Merion Code (Article IV, Section 111-4).

The College's policies on disciplinary sanctions for students, faculty and staff members unlawfully possessing, using, or distributing illicit drugs or alcohol are stated in the appropriate handbooks.

This policy is instituted effective immediately, to comply with the Drug Free Schools and Communities Act of 1989 (P.L. #101-226). No institution will receive federal financial assistance of any kind after October 1, 1990, unless it has certified that it has "adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees."

The College will conduct a biennial review of its program to determine its effectiveness, implement needed changes, and ensure that it is consistently enforced.

### **Policy on a Drug-Free Workplace**

The College, as an employer, and students as employees of the College have obligations under the Drug-Free Workplace Act of 1988 (41 U.S.C. Section 701). The College's statement of compliance is reproduced here.

The use of illegal drugs poses a threat to the health and safety of members of the Haverford College community. Therefore, the illegal use, possession, dispensation, distribution or manufacture of controlled substances (as defined in federal statutes) by any faculty, staff or student employees in the workplace is not permitted.

As a condition of College employment, every employee shall abide by the terms of this policy, and they shall notify their supervisor of any criminal conviction for a violation occurring in the College workplace no later than five days after such conviction.

Any employee found in violation of these prohibitions and regulations may be required to participate in a drug-abuse assistance or rehabilitation program and shall be subject to disciplinary action, which action might include dismissal. Information regarding such assistance or rehabilitation is available through the Health Center, the campus physician and Crossroads. All of the insurance programs offered to staff, faculty and students through the College provide some form of support to persons in various forms of treatment for substance-abuse problems.

This policy is instituted, effective immediately, to comply with federal laws and regulations. Federal agencies cannot legally award any contract over \$25,000 or any grant monies without certification that the College has implemented a drug-free workplace program.

The College also complies with the Drug-Free Schools and Communities Act of 1989 (P.L. #101-226).

## STATE AND FEDERAL SANCTIONS

The following is a summary description of the legal sanctions under state and federal law for the unlawful possession or distribution of illicit drugs and alcohol.

1. **Drugs**—state penalties and sanctions for illegal possession, sale, or delivery of a controlled substance:

a. The Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. § 780-101 et seq. sets up five schedules of controlled substances based on potential for abuse, dangerousness, and medical uses. The act prohibits, among other things, the manufacture, distribution, sale, or acquisition by misrepresentation or forgery of controlled substances except in accordance with the act, as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the act range from thirty (30) days imprisonment, a \$500 fine, or both, for possession or of a small amount of marijuana to fifteen (15) years imprisonment, a \$250,000 fine, or both, for the manufacture or delivery of a schedule I or II narcotic.

Fines and terms of imprisonment may be doubled under certain circumstances, including the distribution of a controlled substance to a person under 18 years of age or a conviction for a second or subsequent offense.

b. 18 Pa. C.S. §§ 6314, 6317. A person over 18 years of age who is convicted for violating the Controlled Substance, Drug, Device and Cosmetic Act shall be sentenced to a minimum of at least one (1) year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which is located 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 (“drug free school zones”), the person shall be sentenced to an additional minimum sentence of at least two (2) years total confinement. Such offenses not involving minors in drug- free school zones are subject to a mandatory minimum of two (2) years of total confinement.

c. The Pharmacy Act of 1961, 63 P.S. § 390-8 prohibits, among other things, procuring or attempting to procure drugs by fraud, deceit, misrepresentation, or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one (1) year of imprisonment, a \$5,000 fine, or both. For each subsequent offense, the maximum penalty is three (3) years of imprisonment, a \$15,000 fine, or both.

d. The Vehicle Code, 75 Pa. C.S. § 3802 et seq. prohibits driving, operating, or being in actual physical control of the movement of a vehicle while under the influence of alcohol or a controlled substance, or both, if the driver is thereby rendered incapable of safely driving, operating, or being in actual physical control of the movement of the vehicle or if the alcohol concentration in the individual’s blood or breath exceeds the stated limits.

Penalties for first-time violators of the act range from a mandatory term of six (6) months' probation, a \$300 fine, or both, to a maximum of seventy-two (72) hours' imprisonment, a \$5,000 fine, or both. Penalties for subsequent violations increase to a maximum of not less than one (1) year imprisonment, a \$10,000 fine, or both. In addition to the above penalties, the court has discretion to order any or all of the following: highway safety training, drug or alcohol treatment, community service, attendance at a victim-impact panel, use of an ignition interlock device, and/or suspension of operating privileges.

2. **Drugs**—federal penalties and sanctions for illegal possession or trafficking of a controlled substance:

a. 21 U.S.C.S. § 844(a). For the first conviction: up to one (1) year of imprisonment and fine of at least \$1,000, or both. After one (1) prior drug conviction: at least fifteen (15) days' imprisonment, not to exceed two (2) years, and fine of at least \$2,500. After two (2) or more prior drug convictions: At least ninety (90) days' imprisonment, not to exceed three (3) years, and fine of at least \$5,000.

The special sentencing provisions for possession of flunitrazepam (the "date rape drug") include imprisonment not to exceed three (3) years and fine of at least \$1,000.

In addition to the above penalties, the court has discretion, upon conviction, to order a fine in the amount of the reasonable costs of the investigation and prosecution of the offense.

b. 21 U.S.C.S. §§ 853(a) and 881(a). This statute allows for the forfeiture of personal and real property used, or intended to be used, to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one (1) year of imprisonment.

Additionally, this allows for the forfeiture of money, controlled substances, drug paraphernalia, firearms, books and records, vehicles, boats, aircraft or any other conveyance used, or intended to be used, to transport or facilitate the transportation, sale, receipt, possession, or concealment of a controlled substance or any raw materials, products, or equipment of any kind which are used, or intended for use, in manufacturing, compounding, processing, delivering, importing, or exporting any controlled substance.

c. 20 U.S.C.S. § 1091(r). A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any grant, loan, or work assistance under federal law, shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified as follows. If convicted of an offense involving the possession of a controlled substance: first (1st) offense, the student is ineligible for one (1) year;

second (2nd), offense, the student is ineligible for two (2) years; third (3rd) offense, the student is ineligible indefinitely. If convicted of an offense involving the sale of a controlled substance, the penalty for the first (1st) offense is an ineligibility period of two (2) years; the penalty for a second (2nd) offense is ineligibility for an indefinite period.

A student whose eligibility has been suspended under the above paragraph may resume eligibility before the end of the ineligibility period if (a) the student satisfactorily completes a drug rehabilitation program that (i) complies with such criteria as prescribed by regulations and (ii) includes two (2) unannounced drug tests; (b) the student successfully passes two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria as prescribed by regulations; or (c) the conviction is reversed, set aside, or otherwise rendered not valid.

d. 21 U.S.C.S. § 862. The following penalties are for possession of a controlled substance. Penalties are increased for trafficking. Denial of federal benefits, such as grants, contracts, loans, and professional and commercial licenses, up to one (1) year for the first (1st) offense and up to five (5) years for the second (2nd) and subsequent offenses

e. 18 U.S.C.S. § 922(g). Under this statute, one who is an unlawful user of, or addicted to, controlled substances is ineligible to own or possess firearms or ammunition.

f. Miscellaneous statutes. Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

### Health Risks Associated with the Use of Illicit Drugs

Drugs	Physical Dependence	Psychological Dependence	Possible Effects	Effects of Overdose	Withdrawal Syndrome
<b>Narcotics</b>					
Heroin	High	High	Euphoria Drowsiness Respiratory depression Constricted pupils Nausea	Slow and shallow breathing Clammy skin Convulsions Coma Possible death	Yawning Loss of appetite Irritability Tremors Panic Cramps Nausea Runny Nose Chills and sweating Watery eyes
Morphine	High	High			
Codeine	Moderate	Moderate			
Hydrocodone	High	High			
Hydromorphone	High	High			
Oxycodone	High	High			
Methadone, LAAM	High	High			
Fentanyl and Analogs	High	High			
Other Narcotics	High-Low	High-Low			
<b>Depressants</b>					
Chloral Hydrate	Moderate	Moderate	Slurred Speech Disorientation Drunken behavior without the odor of alcohol	Shallow respiration Clammy skin Dilated pupils Weak and rapid pulse Coma Possible death	Anxiety Insomnia Tremors Delirium Convulsions Possible death
Barbiturates	High-Moderate	High-Moderate			
Benzodiazepines -	Low	Moderate			
Glutethimide	High	Moderate			
Other Depressants	Moderate	Moderate			
<b>Stimulants</b>					
Cocaine	Possible	High	Increased	Agitation	Apathy

Amphetamine/Methamphetamine Possible High	alertness Euphoria	Increased body temperature	Long periods of sleep
Methylphenidate Possible High	Increased pulse rate and blood pressure	Hallucinations Convulsions Possible death	Irritability Depression Disorientation
Other Stimulants Possible High	Excitation Insomnia Loss of appetite		

Cannabis

Marijuana Unknown Moderate	Euphoria Relaxed inhibitions	Fatigue Paranoia Possible psychosis	Occasional reports of insomnia
Tetrahydrocannabinol - Unknown Moderate	Excitation Increased appetite Disorientation		Hyperactivity Decreased appetite
Hashish and hashish oil Unknown Moderate			

Hallucinogens

LSD None Unknown	Illusions and hallucinations	Longer, more intense "trip" episodes	Unknown
Mescaline and Peyote None Unknown	Altered perception of time and distance	Psychosis Possible death	
Amphetamine Variants Unknown Unknown			
Phencyclidine and Analogs Unknown High			
Other Hallucinogens None Unknown			

**Summary of Pennsylvania Statutes Relating to Unlawful Sale, Possession, Use,  
Manufacture or Distribution of Illicit Drugs or Alcohol**

Statute	Offense	Possible sanctions
18 Pa. CS 6307	Misrepresentation of age to secure alcohol	\$500 and suspension of operating privileges
18 Pa. CS 6308	Purchase, consumption, possession or transportation of alcohol by a person under 21 years of age	\$500 and suspension of operating privileges
18 Pa. CS 6309	Representing that a minor (under 21) is of age	\$300
18 Pa. CS 6310	Inducement of minors (under 21) to buy alcohol	\$300
18 Pa. CS 6310.1	Selling or furnishing alcohol to a minor (under 21)	\$1,000-2,500
18 Pa. CS 6310.2	Manufacture or sale of false ID card	\$1,000-2,500
18 Pa. CS 6310.3	Possession, carrying or use of false ID card	\$500 and suspension of operating privileges (or ineligibility to obtain a license)
18 Pa. CS 6310.4	Violation of 6307, 6308 or 6310.3	Suspension of operating privileges (or ineligibility to obtain a license)
18 Pa. CS 6314	Trafficking drugs to minors (der 18)	Fines from \$5,000-50,000; imprisonment for a minimum of one year, depending on offense
35 PS 780-101 et seq.	Illicit manufacture, sale, delivery, possession of controlled substances	Fines from \$5,000-250,000; imprisonment from 1 to 15 years, depending on offense

42 Pa. CS 6801-2	Illicit manufacture, sale, delivery, possession of controlled substances	Loss of property rights to Commonwealth of all controlled substances, paraphernalia, raw materials, conveyances, money, negotiable instruments and real property acquired in violation of the Controlled Substance, Drug, Device and Cosmetic Act
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<u>42 PS 4-491</u>	<u>Possession, sale or transportation of liquor within Pennsylvania unless purchased from a State Store in accordance with Liquor Control Board Regulations</u>	<u>Fines of varying amount</u>
<u>75 Pa. CS 3715</u>	<u>Consumption of alcohol or drugs while driving</u>	<u>Summary offense fine</u>
<u>75 Pa. CS 3731</u>	<u>Driving under the influence of drugs or alcohol</u>	<u>\$300-5,000 and imprisonment from 48 hours to 1 year; suspension or revocation of operating privileges</u>
<u>63 PS 390-8</u>	<u>Procuring drugs by fraud, forgery, alteration of Rx, etc.</u>	<u>Imprisonment for 3 years, \$5,000 fine, or both</u>

Pennsylvania law imposes “social host” liability on persons who furnish alcohol to individuals under 21 years of age. The Pennsylvania Crimes Code defines “furnish” as “to supply, give, or provide to, or allow a minor to possess on the premises or property owned or controlled by the person charged.”

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<p><b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	Cocaine 5 kilograms or more mixture	<p><b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p><b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		
<b>Substance/Quantity</b>		<b>Penalty</b>		
Any Amount Of Other Schedule I & II Substances		<p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Any Drug Product Containing Gamma Hydroxybutyric Acid				
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		<p><b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>		
Any Amount Of All Schedule V Drugs		<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

Description	Quantity	1st Offense	2nd Offense
Marijuana	1,000 kg or more mixture; 1,000 or more plants	Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million individual, \$10 million other than individual	Not less than 20 years, not more than life If death or serious injury, not more than life Fine not more than \$8 million individual, \$20 million other than individual
Marijuana	100 kg to 999 kg mixture; or 100-999 plants	Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million individual, \$5 million other than individual	Not less than 10 years, not more than life If death or serious injury, not more than life Fine not more than \$4 million individual, \$10 million other than individual
Marijuana	50 to 99 kg mixture; or 50 to 99 plants	Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million individual, \$5 million other than individual	Not more than 30 years If death or serious injury, not more than life Fine \$2 million individual, \$10 million other than individual
Marijuana	Less than 50 kg mixture	Not more than 5 years Fine not more than	Not more than 10 years Fine \$500,000 individual, \$2 million other than individual
Hashish	10 kg or more	\$250,000 individual, \$1 million other than individual	
Hashish Oil	1 kg or more		

## **Weapons Policy**

The College expressly prohibits the possession, use or distribution of fireworks, explosives, ammunition, firearms, and other weapons such as knives and swords. The College defines firearms as any projectile firing device, especially those that are capable of causing harm to persons or damage to property. This includes but is not limited to conventional firearms (devices using gunpowder), all types of air rifles, BB, pellet and dart guns, any slingshot devices, Tasers or stun guns.

No knives of any kind, with the exception of knives specifically designated for preparing meals, are allowed on campus. This exception applies only for students off the full meal plan, who also live in one of the residential buildings with a kitchen (HCA, 710 College Ave, and the Ira Reid House).

## **Weapons Law Violations**

The violation of laws or ordinances prohibiting the: Manufacture, Sale, Purchase, Transportation, Possession, Concealment, or Use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Agencies must include:

- Manufacture, sale, or possession of deadly weapons;
- Carrying deadly weapons, concealed or openly;
- Using, manufacturing, etc. of silencers;
- Furnishing deadly weapons to minors;
- Aliens possessing deadly weapons; and
- Attempts to commit any of the above.

## **Penalties for Gun Carry Violations**

In Pennsylvania, it is a third degree felony to carry a concealed weapon without a permit. Penalties include a fine of up to \$15,000, up to seven years in prison, or both. (18 Penn. Rev. Stat. and Con. Stats. § 1101.)

It is a second-degree felony for a person prohibited from carrying a weapon to do so. Penalties include a fine of up to \$25,000, up to ten years in prison, or both. (18 Penn. Stat. and Con. Stat. § 6105.)

It is a misdemeanor in the first degree to carry a firearm into a court facility. Penalties include a fine of up to \$10,000, up to five years in prison, or both. (18 Penn. Rev. Stat. and Con. Stats. § 913.)

§ 303.10. Guideline sentence recommendations: enhancements.

(a) Deadly Weapon Enhancement.

(1) When the court determines that the offender possessed a deadly weapon during the commission of the current conviction offense, the court shall consider the DWE/Possessed Matrix (§ 303.17(a)).

An offender has possessed a deadly weapon if any of the following were on the offender's person or within his immediate physical control:

- (i) Any firearm, (as defined in 42 Pa.C.S. § 9712) whether loaded or unloaded, or
- (ii) Any dangerous weapon (as defined in 18 Pa.C.S. § 913), or
- (iii) Any device, implement, or instrumentality designed as a weapon or capable of producing death or serious bodily injury where the court determines that the offender intended to use the weapon to threaten or injure another individual.

# **ANNUAL FIRE SAFETY REPORT**

## **FIRE SAFETY**

Fire safety is a major concern of the Campus Safety Department and affects all members of the Haverford community. Each residence hall is equipped with automatic smoke detection systems that report to the Campus Safety Office. In addition, each student's room is equipped with a single station smoke detector. All Haverford College residence halls and Haverford College Apartments are equipped with automatic fire sprinkler systems. Fire sprinklers provide the highest level of life safety protection available. Fire Exit Drills are conducted in each residence hall so that students become familiar with proper building evacuation procedures. The Campus Safety Department employs student Dorm Monitors. The 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 Campus Safety anytime. Batteries may be obtained from Campus Safety 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 Campus Safety 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.

### **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.

### **Fire Exit Drills**

Fire Exit Drills are supervised and conducted by the Safety Coordinator and Campus Safety 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.

### **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 Campus Safety Dispatcher via a Silent Knight Fire Alarm Receiver System.

Currently, 100% 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 buildings, administrative buildings, or designated residence halls.

## **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 Committee meetings, and is included in all presentations to new faculty, staff association, summer residents, and administrative and professional staff.

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

## **Haverford College Campus Safety Department Fire Evacuation Plan**

### **Haverford College Residential Buildings**

If you discover a fire or smoke condition, notify the Campus Safety Department 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 Campus Safety 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 Campus Safety 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 Campus Safety will notify you when it is safe to return to the building.
- Persons evacuating the building should meet in the Designated Meeting Area.

## 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
773 College Ave	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
Kim Hall	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
Tritton 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	All Areas	Yes	2
Bldg. 46	Yes	All Areas	Yes	2
Bldg. 50	Yes	All Areas	Yes	2
Bldg. 800	Yes	All Areas	Yes	2
Bldg. 804	Yes	All Areas	Yes	2
Bldg. 808	Yes	All Areas	Yes	2
Bldg. 812	Yes	All Areas	Yes	2

## Campus Fire Log

2015						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Required Treatment	Number of Deaths Related to Fire	Value of Property Damage by Fire
Barclay Hall - Harris Road	0	0	N/A	0	0	N/A
Cadbury - 8 College Lane	0	0	N/A	0	0	N/A
710 College Ave	0	0	N/A	0	0	N/A
Comfort Hall - Carter Road	0	0	N/A	0	0	N/A
Drinker Hall - Walton Road	0	0	N/A	0	0	N/A
Gummere Hall - Walton Road	1	1	Intentional / Trash in Trash Can	0	0	0
Ira Reid House - Coursey Road	0	0	N/A	0	0	N/A
Kim Hall - Coursey Road	0	0	N/A	0	0	N/A
Jones Hall - Harris Road	0	0	N/A	0	0	N/A
LaCasa - 500 Oakley Road	0	0	N/A	0	0	N/A
Leeds Hall - Walton Road	0	0	N/A	0	0	N/A
Lloyd Hall - Harris Road	0	0	N/A	0	0	N/A
Lunt Hall - Carter Road	0	0	N/A	0	0	N/A
Tritton Hall - Carter Road	0	0	N/A	0	0	N/A
Yarnall - 500 Panmure Road	0	0	N/A	0	0	N/A
Haverford College Apartments						
10 Hannum Dr.	0	0	N/A	0	0	N/A
11 Hannum Dr.	0	0	N/A	0	0	N/A
14 Hannum Dr.	0	0	N/A	0	0	N/A
15 Hannum Dr.	0	0	N/A	0	0	N/A
18 Hannum Dr.	0	0	N/A	0	0	N/A
19 Hannum Dr.	0	0	N/A	0	0	N/A
22 Hannum Dr.	0	0	N/A	0	0	N/A
23 Hannum Dr.	0	0	N/A	0	0	N/A
26 Hannum Dr.	0	0	N/A	0	0	N/A
30 Hannum Dr.	0	0	N/A	0	0	N/A
31 Hannum Dr.	0	0	N/A	0	0	N/A
34 Hannum Dr.	0	0	N/A	0	0	N/A
35 Hannum Dr.	0	0	N/A	0	0	N/A
38 Hannum Dr.	0	0	N/A	0	0	N/A
42 Hannum Dr.	0	0	N/A	0	0	N/A
46 Hannum Dr.	0	0	N/A	0	0	N/A
50 Hannum Dr.	0	0	N/A	0	0	N/A
800 Ardmore Ave.	0	0	N/A	0	0	N/A
804 Ardmore Ave.	0	0	N/A	0	0	N/A
808 Ardmore Ave	0	0	N/A	0	0	N/A
812 Ardmore Ave	0	0	N/A	0	0	N/A

2016						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Required Treatment	Number of Deaths Related to Fire	Value of Property Damage by Fire
Barclay Hall - Harris Road	0	0	N/A	0	0	N/A
Cadbury - 8 College Lane	0	0	N/A	0	0	N/A
710 College Ave	0	0	N/A	0	0	N/A
Comfort Hall - Carter Road	0	0	N/A	0	0	N/A
Drinker Hall - Walton Road	0	0	N/A	0	0	N/A
Gummere Hall - Walton Road	0	0	N/A	0	0	N/A
Ira Reid House - Coursey Road	0	0	N/A	0	0	N/A
Kim Hall - Coursey Road	0	0	N/A	0	0	N/A
Jones Hall - Harris Road	0	0	N/A	0	0	N/A
LaCasa - 500 Oakley Road	0	0	N/A	0	0	N/A
Leeds Hall - Walton Road	0	0	N/A	0	0	N/A
Lloyd Hall - Harris Road	0	0	N/A	0	0	N/A
Lunt Hall - Carter Road	0	0	N/A	0	0	N/A
Tritton Hall - Carter Road	0	0	N/A	0	0	N/A
Yarnall - 500 Panmure Road	0	0	N/A	0	0	N/A
Haverford College Apartments						
10 Hannum Dr.	0	0	N/A	0	0	N/A
11 Hannum Dr.	0	0	N/A	0	0	N/A
14 Hannum Dr.	0	0	N/A	0	0	N/A
15 Hannum Dr.	0	0	N/A	0	0	N/A
18 Hannum Dr.	0	0	N/A	0	0	N/A
19 Hannum Dr.	0	0	N/A	0	0	N/A
22 Hannum Dr.	0	0	N/A	0	0	N/A
23 Hannum Dr.	0	0	N/A	0	0	N/A
26 Hannum Dr.	0	0	N/A	0	0	N/A
30 Hannum Dr.	0	0	N/A	0	0	N/A
31 Hannum Dr.	0	0	N/A	0	0	N/A
34 Hannum Dr.	0	0	N/A	0	0	N/A
35 Hannum Dr.	0	0	N/A	0	0	N/A
38 Hannum Dr.	0	0	N/A	0	0	N/A
42 Hannum Dr.	0	0	N/A	0	0	N/A
46 Hannum Dr.	1	1	Unintentional/ Oven/ Canvas Bag	0	0	0
50 Hannum Dr.	0	0	N/A	0	0	N/A
800 Ardmore Ave.	0	0	N/A	0	0	N/A
804 Ardmore Ave.	0	0	N/A	0	0	N/A
808 Ardmore Ave	0	0	N/A	0	0	N/A
812 Ardmore Ave	0	0	N/A	0	0	N/A

2017						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Required Treatment	Number of Deaths Related to Fire	Value of Property Damage by Fire
Barclay Hall - Harris Road	0	0	N/A	0	0	N/A
Cadbury - 8 College Lane	0	0	N/A	0	0	N/A
710 College Ave	0	0	N/A	0	0	N/A
Comfort Hall - Carter Road	0	0	N/A	0	0	N/A
Drinker Hall - Walton Road	0	0	N/A	0	0	N/A
Gummere Hall - Walton Road	0	0	N/A	0	0	N/A
Ira Reid House - Coursey Road	0	0	N/A	0	0	N/A
Kim Hall - Coursey Road	0	0	N/A	0	0	N/A
Jones Hall - Harris Road	0	0	N/A	0	0	N/A
LaCasa - 500 Oakley Road	0	0	N/A	0	0	N/A
Leeds Hall - Walton Road	0	0	N/A	0	0	N/A
Lloyd Hall - Harris Road	0	0	N/A	0	0	N/A
Lunt Hall - Carter Road	0	0	N/A	0	0	N/A
Tritton Hall - Carter Road	0	0	N/A	0	0	N/A
Yarnall - 500 Panmure Road	0	0	N/A	0	0	N/A
773 College Ave.	0	0	N/A	0	0	N/A
<b>Haverford College Apartments</b>						
10 Hannum Dr.	0	0	N/A	0	0	N/A
11 Hannum Dr.	0	0	N/A	0	0	N/A
14 Hannum Dr.	0	0	N/A	0	0	N/A
15 Hannum Dr.	0	0	N/A	0	0	N/A
18 Hannum Dr.	0	0	N/A	0	0	N/A
19 Hannum Dr.	0	0	N/A	0	0	N/A
22 Hannum Dr.	0	0	N/A	0	0	N/A
23 Hannum Dr.	0	0	N/A	0	0	N/A
26 Hannum Dr.	0	0	N/A	0	0	N/A
30 Hannum Dr.	0	0	N/A	0	0	N/A
31 Hannum Dr.	0	0	N/A	0	0	N/A
34 Hannum Dr.	0	0	N/A	0	0	N/A
35 Hannum Dr.	0	0	N/A	0	0	N/A
38 Hannum Dr.	0	0	N/A	0	0	N/A
42 Hannum Dr.	0	0	N/A	0	0	N/A
46 Hannum Dr.	1	1	Unintentional/ Oven Fire/ Food	0	0	\$300.00
50 Hannum Dr.	0	0	N/A	0	0	N/A
800 Ardmore Ave.	0	0	N/A	0	0	N/A
804 Ardmore Ave.	0	0	N/A	0	0	N/A
808 Ardmore Ave	0	0	N/A	0	0	N/A
812 Ardmore Ave	0	0	N/A	0	0	N/A

**IN CASE OF FIRE  
ALERT THE RESIDENTS  
EVACUATE THE BUILDING  
CALL CAMPUS SAFETY  
(610) 896-1111**