



Cheyney University of Pennsylvania
CAMPUS SECURITY AND FIRE SAFETY REPORT

This copy contains statistics for the calendar years 2010 through 2012

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CAMPUS SECURITY AND SAFETY –Annual Disclosure of Crime Statistics

This report was prepared by the Cheyney University of Pennsylvania Police Department in order to comply with the Clery Act (formerly known as the Federal Student Right-to-Know and Campus Security Act of 1990). The report describes security practices and procedures at Cheyney University of Pennsylvania and lists crime and fire statistics for the most recent calendar year and the two preceding calendar years. All enrolled students, staff, and faculty can access this report on The Cheyney University Public Safety Website. Copies of the report may also be obtained at the Public Safety Office located in the McKnight –Rogers Building. All prospective employees may obtain a copy from The Department of Public Safety or Human Resources.

Campus crime, arrest and referral statistics include those reported to the Department of Public Safety, and designated campus officials from Student Affairs, Human Resources, Deans of Students and Directors of Residential Life and Campus Life, Athletics, Counseling and Career Services and all designated Campus Security Authorities.

This publication is intended to provide a general description of campus security arrangements, and not to serve as a contractual agreement between Cheyney University of Pennsylvania and the recipient. Security procedures are subject to change without notice.

DEFINITION OF CAMPUS

The term "campus" means:

- 1 Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- 2 Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).
- 3 The Cheyney University Center City Campus is located on the third floor of 701 Market Street, Philadelphia, PA, during the hours 9AM to 10PM, Monday through Friday.

DEFINITION OF NON-CAMPUS

The term "non campus building or property" means:

- 1 Any building or property owned or controlled by a student organization recognized by the institution; and
- 2 Any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

DEFINITION OF PUBLIC PROPERTY

The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

REPORTING CRIMES AND EMERGENCIES

Crime reports can be made at any time. Cheyney University Police Department services are available 24 hours a day, seven days a week. Priority is given to reports of incidents that threaten the life or safety of people, the security of property and the peace of the community.

All persons who believe a crime has been committed must promptly report the suspected crime to law enforcement authorities. **When on campus, these crimes must be reported to the Cheyney University Police Department.** To report a crime, call Cheyney University Police at 610-399-2405, 911, or use an emergency call box. Boxes connect directly to the Communications Center at the Department of Public Safety. All call boxes are marked by a highly visible blue light on the pole above the call box. Blue light will flash when you push the call button for quick visual signal assistance.

Cheyney University Emergency Blue Light Call Boxes Locations

- Between Harris Turner and fountains
- Emlen Hall & Cottages
- Biddle & Burleigh Halls
- Airport Parking Lot
- Cope Annex & Football Field
- Marian Anderson Parking Lot
- Between Library and DSS
- Wade Wilson Lot near bus stop and steps
- University Circle @ Tennis Courts
- Wade Wilson Quad area in front of DSS
- King Hall left of walkway
- Main Quad West near Humphreys Hall
- Harris Turner rear
- Marcus Foster
- Bailey Hall in front of Carver facing Cope Hall
- Motorcycle lot center light pole

- Truth Hall driveway
- McKnight-Rogers front walkway

Call the **Cheyney University Police Department** if:

- You see someone committing a crime
- You need to report an old crime
- Someone is injured or ill
- You see fire or smell smoke
- You see anyone or anything suspicious
- You think you see a drunken driver
- You have knowledge of a chemical spill

In addition, victims of stalkers or persons with protection orders against another party are strongly encouraged to notify the Cheyney University Police Department of the threat and to provide CUPD a copy of the protection order so that CUPD Officers may enforce it. The Cheyney University Police Department also provides an anonymous reporting option for victims of crimes who do not wish to be identified. Victims of crimes who wish to remain anonymous may obtain these forms via CUPD web site at <http://www.cheyney.edu/public-safety/Silent-Witness.cfm>. Additionally, a “Campus Security Authority Reporting Form” is available to any campus official who is designated as a **campus security authority** (includes the following: Deans, student housing staff, athletic coaches, student activities coordinators, student judicial officers, and faculty advisors to student organizations) to complete as they become aware of a crime and the victim wishes to remain anonymous. This form and a letter of explanation from the Chief of Police are emailed to all CSA’s. The Campus Security Authority Reporting Form and a **CSA Educational Training Presentation** are available online at: <http://www.cheyney.edu/public-safety/Crime-Statistics.cfm>. The Cheyney University Police Department encourages professional and pastoral counselors, although not required to report crimes, to tell victims about the Confidential Reporting Process.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Cheyney University has developed an Emergency Operations Plan that provides a comprehensive set of guidelines for directing resources before, during and after campus emergencies and disasters. The Cheyney University Police Department is very proactive in training all police officers and the community for emergency preparedness, response and recovery. The plan includes a set of guidelines for emergency procedures which are posted with evacuation diagrams in all the campus buildings.

In addition, a quick reference EOP guideline can be found at:

http://www.cheyney.edu/public-safety/documents/emergency_eop.pdf

Please become familiar with the contents of this guide. In the event of an emergency, it is designed to serve as a quick reference for effective action. New employees and students are introduced to this guide during orientation.

If there are any questions or comments regarding this guide, please contact Environmental Health and Safety Department at 610-399-2449 or Human Resources at 610-399-2058. A complete EOP is available upon request.

Guidelines that can help and assist our Cheyney Campus Community in the unlikely event of an Active Shooter are listed in the link below. Cheyney University Police Officers are highly trained in this area and will guide you in the right steps to take. Guidelines have been developed for your protection. Please take a few minutes and familiarize yourself with them so you know what to do in the event of a Violent Behavior Situation. Remember, the best prevention is to BE PREPARED!

http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

<http://www.cheyney.edu/public-safety/documents/GuidelinesforViolentBehavior.pdf>

Cheyney Police Officers are highly trained to protect the University at all costs. Officers go through mandatory training in all categories to handle dangerous situations. All police officers in surrounding communities undergo Active Shooter training as well.

Watch this video clip of how University Police train for potential Active Shooter situations to keep you safe from harm.

<http://www.youtube.com/watch?v=RF6GnOA9VI&feature=related>

The CUPD tests emergency response and evacuation procedures on at least an annual basis during drills and other exercises. These tests are initiated by the CUPD and are normally announced and publicized in advance of the drill or exercise. The CUPD maintains records of all tests, drills and exercises that include a description of the exercise, the date, time, and whether it was announced or unannounced.

Crisis Communications Plan for Cheyney University of Pennsylvania

Purpose:

To identify natural and man-made emergencies or crises that may impact the campus community and to establish **communications** procedures that campus officials should follow in case of an emergency.

All departments within the Cheyney University campus community should become familiar with this plan and formulate their own action plans or emergency operations checklist to complement this plan.

This plan addresses communications procedures within the **Campus Emergency Management Plan** conducted within the framework of the University guidelines. Any exception to these procedures will be conducted by, or with the approval of the University administrators directing and/or coordinating the emergency operations.

Advance planning for the eventuality of a crisis will accomplish two objectives for Cheyney University:

- it may uncover potential crises and thus, help the university avoid them.
- it provides a plan for action when a crisis occurs.
- it will serve to prevent the loss of goodwill from University constituents.

The plan covers two kinds of crises: emergency and non-emergency.

An emergency crisis is defined as any event that places the employees of Cheyney University, its students, or its property in direct physical jeopardy.

A non-emergency crisis is any event with unexpected consequences that may adversely affect the image of the university, yet poses no immediate physical threat to people or property.

The basic emergency procedures outlined in this plan are to protect life and property through effective use of University resources, and to provide for the physical and emotional well being of the members of our campus community during and immediately following an emergency.

This plan involves an integrated response to a University emergency.

Whenever an emergency affecting the University reaches proportions that cannot be handled by routine measures, the President, or her designee, may declare a state of emergency and implement an Emergency Management Plan. The Crisis Communications Plan is an integral part of the Emergency Management Plan.

The specific actions implemented will be dependent on the nature and severity of the situation. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

TYPES OF EMERGENCIES

The following list identifies those emergencies that would pose the greatest need for a response:

- Fire
- Natural disaster
- Chemical or radiation spill
- Violent or criminal behavior
- Utility failure
- Bomb
- Civil disturbances or demonstrations
- Medical/Psychological (epidemic, poisoning, threats of harm to self, others)
- Public relations issues (athletics, budgetary issues, student safety issues, management issues)
- Transportation accident (accident involving vehicles; accident involving commercial conveyance carrying University personnel; private/corporate aircraft crash on campus)

THE PLAN FOR CRISIS COMMUNICATION

All unit heads of Cheyney University will have a copy of this written plan to handle communications in crisis situations.

This crisis plan covers both types of events:

Emergency – a situation that causes or threatens to cause loss of life or physical property, or threatens the general safety and welfare of individuals working in or around Cheyney University (e.g. fires, explosions, accidents, vehicular mishaps, or severe weather).

Non-emergencies – an unforeseen situation that threatens the reputation or stature of Cheyney University; that poses legal ramifications and that poses direct physical threat to either employees or property at the university (e.g. public disclosures of scandal).

Both types of events make news. Because Cheyney University is a public institution, the public has a right to know the facts of these events as they emerge. In a crisis situation Cheyney University will disclose factual information as quickly as possible, but always with regard for individual privacy and legal responsibility.

This crisis communications plan provides a procedural guide and contact information for key campus individuals in time of crisis. The policy of Cheyney University is to respond quickly and accurately to all legitimate requests for information about any crisis that affects the university, its employees, its students, and its public image with full regard for individual privacy and legal responsibility.

CAMPUS EMERGENCY MANAGEMENT

The Office of Public Relations and Constituent Development at Cheyney University is designated as the lead unit to coordinate and disseminate information about any crisis situation that may adversely affect the University. In this capacity, the Director of Public Relations and Constituent Development (DPRCD) functions as the principal spokesperson for the University. The President may designate an alternate to the DPRCD as the spokesperson in certain situations or in tandem with the Office of Public Relations and Constituent Development. The Office of Public Relations and Constituent Development will be the first point of contact. That office will advise others if someone else with specific in depth knowledge of a particular area has been designated to respond. It is our policy that the designated spokespersons will be fully available (round-the-clock, if necessary) to all Cheyney University constituencies for the duration of the crisis and immediately thereafter. The Office of Public Relations and Constituent Development will also maintain a list of priority contacts in the media for crisis situations. The Director of Information Technology will ensure Webpage access to the Office of Public Relations and Constituent Development.

In any emergency, a limited number of individuals are authorized to speak officially on behalf of Cheyney University. The following individuals are authorized to serve as spokespersons for the duration of an emergency; no other employees may disseminate information about the emergency to the media unless they are authorized to do so by the President or designee. All employees will refer questions about the emergency to the Office of Public Relations and Constituent Development.

Authorized Spokespersons:

University President: 610-399-2415

Provost and Vice President of Academic Affairs: 610-399-2271

Vice President of Student Affairs: 610-399-2217

Vice President of Business and Finance: 610-399-2222

University Police Chief: 610-399-2123

Director of Public Relations and Constituent Development: 610-399-2121/484-574-7265

The Cheyney University President, or her designee, is responsible for the overall direction of campus emergency operations in the declaration of an emergency.

Administrators, deans and department heads, are responsible for insuring that building evacuation information be distributed to all employees with follow-up discussions, on-the-job training or explanation as required.

Time shall be allowed for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures. At the beginning of every term, the emergency alert system should be tested via siren, text, and email.

Faculty and staff supervisors should educate students and employees concerning University procedures, including evacuation procedures for their building or areas. They should evaluate, survey and estimate their assigned building facility or area in order to determine the impact a fire or earthquake could have on it. They should also report all safety hazards to the designated safety officer, and promptly submit work orders to reduce hazards and to minimize accidents.

EMERGENCY PROCEDURES

In Case of Emergency

In case of emergency call 911.

Evacuate your work area and the building, if necessary.

If you are unsure that the situation is an emergency, you should call 610-399-(2405) and report the situation.

When calling, remain calm and carefully explain the problem and location to the dispatcher.

Do not hang up until told to do so.

In Case of Non-Emergency Crises

Refer all inquiries to the Office of Public Relations and Constituent Development at 610-399-(2121).

If you are unsure that the inquiry constitutes an existing, growing, or future crisis, refer the inquiry to the Office of Public Relations and Constituent Development.

- It's better to alert someone quickly than not at all.
- It's better to alert too many people than not enough.

SPOKESPERSON BRIEFING

Spokesperson will:

- Ensure that media receive timely, factual information.
- Provide single, consistent source of information to media
- Minimize contradictory information to media
- Minimize contradictory information from Cheyney University
- Provide perspective to emergency events and technical information and explanations to media

Cheyney University President, executive cabinet and immediate staff will:

- Completely and thoroughly inform spokesperson during all phases of emergency.

INTERNAL ALERT

Cheyney University Campus Police 610-399-2123 or campus extension 2405

Public Relations and Constituent Development: 610-399-2121 or mobile 484-574-7265

EXTERNAL ALERT (*Emergency Help*)

Fire Department: 911 in all emergencies

Ambulance: 911 in all emergencies

Cheyney University Police Department: 610-399-2405

Cheyney University Physical Plant: 610-399-2259

Pennsylvania State Police: 610-268-2022/610-891-6360

Pennsylvania Poison Center: 215-386-2100

EMERGENCY COMMUNICATIONS HEADQUARTERS

Up to three separate areas may be required to establish an Emergency Communications Headquarters. Cheyney University key Administrators' Headquarters will be located in the President's Conference Room at Biddle Hall. The 24-hour operations headquarters will be the Department of Public Safety building; alternate: Physical Plant. The Office of Public Relations Headquarters will be Biddle Hall second floor.

The various headquarters locations are to provide sufficient space for campus leadership to develop strategies, decide on courses of action, clear messages and prepare statements to the media, brief spokespersons, and answer media calls. The staff coordinator for this room will be responsible for providing a laptop computer, telephones, and photocopy services.

STAFF COORDINATOR FOR ROOM SETUP, ACCESS, AND SERVICES:

Director of Public Relations and Constituent Development: 610-399-2121

For On-Site Media

Media Headquarters will be located in the Thornbury Township Park, Glen Mills Rd., Delaware County PA. Written materials (e.g. news releases, updates on the emergency) will be provided here to credentialed members of the media. The staff coordinator, or designee, will be responsible for providing access to a telephone and laptops.

FOR FAMILIES, FRIENDS OF VICTIMS

If the emergency involves injuries or fatalities, the Thornbury Township Park, Delaware County, or other assigned space will be used for family and friends of victims. It will be sequestered and off-limits to all media. The staff coordinator for this site will be responsible for providing to family and friends, information as it develops regarding the condition of emergency victims and other assistance as needed.

PERSONAL INJURY/DEATH COMMUNICATION POLICY

The Office of Public Relations and Constituent Development and its assigned spokespersons are the only parties authorized to release the names of injured or deceased persons.

The names of injured or deceased persons will not be released until after next-of-kin are notified and the University President has given authorization to spokespersons.

After notification of next-of-kin and at the University President's direction, the Office of Public Relations and Constituent Development and its assigned spokespersons will release names of injured or deceased persons. All inquiries, regardless of their source, about the safety or condition of employees after an emergency at this site will be referred to the Office of Public Relations and Constituent Development.

EMERGENCY MATERIALS

NEWS RELEASES

Include:

- Nature of the emergency
- Where, when it happened
- Cheyney University's official response to the emergency
- Measures taken to contain it
- Physical extent of the emergency (number employees injured or deceased, property damaged)
- Plans to return to normal operation
- After families have been notified, names of injured and/or deceased
- Names and phone numbers of persons to contact for more information

Do NOT Include:

- Speculation of any kind
- Attempts to fix blame for the emergency
- Identification of a specific cause of the emergency
- Monetary estimates of damage

BACKGROUND STATEMENT

Include:

- Brief factual summary of events
- Guidelines for employees' discussion of event with external audiences
- Name of contact in Office of Public Relations and Constituent Development for more information

NEWS CONFERENCES

News conferences should be used only in those situations in which the information to be disseminated is significant and must be communicated quickly and efficiently to a large number of people at the same time. In severe emergencies that are protracted, result in large numbers victims or fatalities, or deceased, or involve massive property damage, it may be necessary to conduct news conferences as frequently as every hour.

Include:

- Director Public Relations and Constituent Development, designated spokesperson, other Cheyney University staff depending upon the nature of the emergency.
- Media Kit-including news release(s), fact sheet(s), copies of statements by speakers at news conference, biographical information of speakers.
- Media List and follow-up distribution of media kit to those who did not attend news conference.

POST-EMERGENCY FOLLOW-UP

Responsibility for communication with key audiences does not end with the crisis. It may be necessary to update those audiences for days, weeks, even months after a crisis, depending upon its severity.

Media

Communication updated on progress toward restoration to normal operations.

Employees, Immediate Community:

Distribute to home addresses at least one news update (from the president) on progress toward restoration of normal operations.

EVALUATION

As soon as possible after the event, assess the plan, how it was implemented, the outcomes, and make recommendations to revise the plan accordingly, if appropriate. The success of this plan necessitates that the University maintain a constant state of readiness to assure the efficient and orderly transition from routine activities to those associated with emergency situations. This is accomplished through a carefully planned and a continuous program of training, drills, and exercises.

TRAINING OBJECTIVES

To provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the campus or reputation of Cheyney University.

To respond effectively to the actual occurrence of an emergency.

CRISIS COMMUNICATIONS PLAN – TIMELY WARNINGS AND IMMEDIATE NOTIFICATIONS

Purpose

This plan provides guidelines for communicating within the campus, and from the campus to the media and the public, in the event of an emergency or crisis.

Disasters, emergencies and crises disrupt the normal activities of the campus and may require activation of the Cheyney University Emergency Operations Plan. This Crisis Communications Plan describes the role of Communications and Campus Relations in communicating vital information to members of the Cheyney community and the public.

This plan is to be flexibly used with emergency decision-making procedures of the campus.

Elements should be tested annually in conjunction with campus-wide emergency drills.

Appendices should be checked for accuracy and completeness at least annually, and as often as necessary.

Objectives

1. Determining whether the situation requires invoking this plan.
2. Assembling the Crisis Communications Team to recommend responses.
3. Implementing immediate actions to:
 - (a) Identify key constituencies who need to be informed.
 - (b) Communicate facts about the situation and minimize rumors.
 - (c) Restore a sense of confidence and order.

Assessment & Notification Procedures

1. **Assessment** – The Cheyney University Vice President or their designee will be made aware of a potential crisis or emergency by the Chief of the Cheyney University Police Department or their designee. The Chief of Police and or their designees then determines whether it is appropriate to

invoke this plan and activate all or part of the Crisis Communications Plan. Once activated, the Cheyney University Vice President will notify each of the institutional Communications Directors/Public Information Officers or their backups as soon as practical.

- 2. Issuance of a “Timely Warning” Policy** – Per the requirements of the Clery Act, “Timely Warning” advisories are made to the campus community for crimes that are reported to the Cheyney University Police Department or local police and which may represent an ongoing threat to the safety of students or employees. The Chief of the Cheyney University Police Department or their designee shall make the decision as to whether an incident poses an ongoing threat and if a “Timely Warning” advisory is required. In the event that an advisory is required, the Chief of Police or their designee shall provide the Cheyney University Vice President or their designee with the specifics of the case for the purpose of drafting the “Timely Warning” advisory. **In all cases, Timely Warning advisories are then sent by Cheyney staff via electronic mail directly to all staff, faculty, students on the Cheyney University Campus using their institution-provided email accounts, and all person who have subscribed to e2Campus.**

These advisories and follow up information may also be made using one or a combination of the following methods:

- Press Releases
- Crime Advisories
- Making reports available to the campus community and media through campus websites, radio and television news stations.

3. Issuance of an “Immediate Notification” Policy – In the event that there is a confirmed significant emergency or dangerous situation involving an immediate threat to the campus community (per the judgment of the Chief of the Cheyney University Police Department or their designee), Cheyney University will, without undue delay, and taking into account safety of the community, determine the content of the notification and initiate the immediate notification system. However, if in the professional judgment of responsible authorities the notification may compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency, the notification may be delayed.

As with the above section related to “Timely Warnings”, the Chief of Police or their designee shall provide the Cheyney University Vice President or their designee with the specifics of the case for the purpose of drafting the content of the immediate notification. Cheyney University also maintains pre-scripted short message scripts for a variety of hazards to assist in the timely issuance of immediate notifications. In all cases, Immediate Notifications will be sent by Cheyney University staff via the electronic Emergency Notification System (i.e. text messaging system) directly to all staff, faculty, students, and visitors on the Cheyney University Campus that have subscribed to the free system, via the Cheyney University Website. In order to receive campus-wide e-mail announcements, students, staff and faculty must have a College e-mail account, which may be obtained from the Office of Information Services. Instructions for automatic forwarding of e-mail messages from a university account to another account are available from Information Services or on the University Website. A variety of other communications tools may be used, including campus-wide email messages, broadcast voice mail messages, updates to the Cheyney University Campus Emergency Hotline (1-610-399-2198), and notices posted on electronic message boards and <http://www.cheyney.edu/public-safety/Emergency-Communications.cfm>. Thornbury Township, Delaware County, has the capability to activate emergency sirens and a computer generated telephone message warning system that reaches out to community homes.

However, the University police may not issue a Timely Warning if:

- The crime was revealed to a pastoral or professionally licensed counselor.
- The department apprehended the suspect(s) and the threat of imminent danger for members of the community is mitigated.
- Issuing a Timely Warning would severely jeopardize an ongoing criminal investigation or the safety of an individual. Issuing a Timely Warning would possibly cause a suspect to flee or evade detection.
- Issuing a Timely Warning would result in the destruction of evidence.
- Issuing a Timely Warning would likely identify the victim.

Cheyney University Policy for Timely Warnings

<http://www.cheyney.edu/public-safety/documents/1TimelyWarningPolicy-FA2013-1000-revised9-1-13.pdf>

Crisis Communications Spokesperson

The designation of a spokesperson is incident-dependent. Generally, this is the highest-ranking individual who has direct knowledge of the events, or the Cheyney University Assistant Vice President. The individual selected will have the highest credibility and understanding of the events surrounding the crisis. Other qualified public information officers may fill in for these individuals if the crisis is prolonged, but they should not be the initial responders to the general public, the media, or the campus community.

In the event that the incident is related to a criminal act, the basic thresholds that the CUPD may use to determine the lead agency for public information are as follows:

Misdemeanor Crime = Cheyney University Police Department lead (APD Chief or designee)

Felony Crime = Cheyney University Police Department lead (CUPD Chief or designee)

As a criminal act relates to a particular student/faculty/staff of a single institution, the institutional PIO, (610) 399-2220, shall be the primary media contact, in partnership with the law enforcement spokesperson.

Incidents that are not crime-related will follow similar guidelines. Situations that affect a single institution, such as a student death, will be represented by the respective PIO.

LAW ENFORCEMENT AUTHORITY AND INTER-AGENCY RELATIONSHIPS

Cheyney University employs a 24-hour Police and Security force aimed to serve, protect, and educate the campus community.

The Cheyney University Police Department enforces the laws, rules, and regulations of the Commonwealth of Pennsylvania and of Cheyney University, thereby safeguarding the welfare of the university community. Cheyney Police have 13 full time sworn police officers who have received their primary training under the Pennsylvania Municipal Police Officers Education and Training Act (PA Act 120). This is the same required training that municipal police officers throughout Pennsylvania receive. Officers on campus participate in annual police update training under PA Act 180.

Police Officers employed at Cheyney University receive their police powers from the Governor of Pennsylvania and have full power of arrest for any violation of law on campus property. University Police are responsible for enforcing all Federal, State and Local laws in addition to the rules and regulations of the University. University Police are responsible for investigating all reports of criminal activity on campus and to coordinate with other law enforcement agencies as needed.

Police Officers patrol all of the buildings on our campus around the clock every day of the year. Patrol may be conducted in vehicles, on foot or on police mountain bicycles. Police Officers not only respond to reported criminal incidents, but they also handle vehicle accidents, EMS incidents and a variety of service calls. The Cheyney University Police Department maintains a close working relationship with the Pennsylvania State Police. The CUPD staff occasionally works with other law enforcement agencies in the local area, including the Westtown Police Department, West Chester Police Department, West Goshen Police Department, and the Chester County and Delaware County DA Offices. The CU Police Investigators work closely with the investigative staff of neighboring police departments when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between CUPD and any other police agency. We also work with the campus Office of Judicial Affairs and hold students accountable for their behavior both on and off campus. Contractual security is used to supplement campus police during special events and activities.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

A community and its police must do more than simply react to crime. It is important to look for opportunities to deter and/or prevent crime. Cheyney University Police Department provides the following services and programs to improve safety on campus and to make the community aware of campus crime and efforts to reduce criminal activity, as well as to minimize their chances of becoming a victim. Links for information about identity theft, personal safety, sex crimes, domestic abuse, and the silent witness program are listed on the Cheyney University Public Safety Homepage; <http://www.cheyney.edu/public-safety/index.cfm>.

Programs provided by Cheyney University Police Department, and Student Activities include:

EACH SEMESTER

New Student Orientation

This presentation on crime, personal safety, and security is given to new students.

ON REQUEST

Drug Information Seminars

These talks cover recognition of controlled substances, their effects on people, and what to do if one suspects that someone is using or selling drugs.

EACH SEMESTER/ON REQUEST

Personal Safety on Campus

This program, usually given to small groups, covers ways to avoid being the victim of physical or sexual assault. Stalkinghelp.org

ON REQUEST

Robbery and Identity Theft Prevention

This seminar gives tips on how to survive an armed robbery and be a good witness. It covers the identity theft points listed on this link <http://www.cheyney.edu/public-safety/-Identity-Theft.cfm>.

ON GOING

Crime Analysis

Cheyney University Police staff will review reported crimes and determine if focused patrol activity may be required for repeated offenses in any given area.

ON REQUEST

Alcohol or Drug Education

Drug Free World /Online Education <http://education.drugfreeworld.org/>

The above website features full lesson plans, assignments and classroom activities that capture and retain young people's attention—and elicit their participation. Students willingly read, view and, most importantly, use the information to make the right choices about drugs.

Pennsylvania State Office LCB, www.lcb.state.pa.us/edu/

Smart Recovery SMART Recovery is an online self-empowering addiction recovery support group.

<http://www.smartrecovery.org/>

ON REQUEST

Sexual Abuse Counseling and Sexual Offense Education

Delaware County Chapter of WAR: www.delcowar.org

Cheyney Public Safety

<http://www.cheyney.edu/public-safety/Domestic-Abuse-Are-you-victim.cfm>

ON GOING

Escort

After hours, Cheyney University Police will provide a limited escort service for people walking on campus.

Students, staff and faculty are always encouraged to walk with others when possible and to choose paths that are well illuminated.

ON GOING

Electronic Alarm Systems

Cheyney University Police monitors intrusion, fire, environmental and general emergency alarms with the help of a sophisticated computerized monitoring system. The terminal for the alarm readouts is at the Police Dispatch Office in the McKnight –Rogers Building.

ON GOING

Architectural Design

Cheyney University Police has significant input into the design of all new and renovated campus facilities with regard to physical and electronic security systems.

ACCESS TO CAMPUS FACILITIES

Cheyney University Police Department has the primary responsibility for coordinating the locking and unlocking of most campus buildings. Cheyney University Police also works closely with the Facilities Management Department to maintain building security and key control. Administrative and academic buildings are locked during non-business hours. Unauthorized persons are not permitted in the buildings during these hours. In certain buildings on campus, individuals can request special access afterhours. To gain admittance to a building that is closed, proper identification must be presented to Cheyney University Police Officers.

All four residential building front doors are locked 24 hours daily and are accessed via the student's ID card. All secondary exits are alarmed 24 hours a day. Most secondary exits are alarmed and have internal crash bar mechanisms and no outside door handles. Resident students and their guests are required to use the main

entrance when entering or exiting a building. Access to residence halls is restricted to residents and their approved guests, and other approved members of the University community. Residents gain entry by swiping their cards in the card access readers at the main entrance. The front desk is staffed limited hours a day, seven days a week. All residence halls are equipped with an automatic fire alarm system that is monitored by the Cheyney University Police Department. Notification of any safety and security measures that have changed will be updated annually and would be announced via use of University media. Each student room is equipped with a lockable door. Lock changes are ordered when students report a lost key. The staff supervises a file key and master key system that is used to gain entry to a student's room under special circumstances only. Over extended breaks, the doors of all residence halls will be secured around the clock. Student ID cards are deactivated, except for those who have been approved by Residence Life to remain on campus. A list of students remaining on campus over extended breaks is made available to CUPD.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic are studied or work orders are submitted. Administrators from the Dean's Office, Physical Plant, Residence Life, and other concerned areas review identified problems. Any security issues may include: landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities Management, Housing, Residence Life, Campus Police, and Maintenance meet to discuss issues of pressing concern.

ALCOHOL AND DRUG POLICY

No persons regardless of age are permitted to possess, transport or consume alcoholic beverages on campus with the exception of certain presidential legally approved non-student activities. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession, sale, manufacture or distribution of any alcohol or any controlled substance (drugs) is illegal under both state and federal laws. Such laws are strictly enforced by the Cheyney University Police Department. Violators of the law are subject to University disciplinary action and criminal prosecution under state and/or federal laws. The university has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and university disciplinary actions.

ILLEGAL DRUGS

The Cheyney University campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Cheyney University Police Department. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment. More specific and detailed information about Cheyney University policies addressing drugs and alcohol concerns can be found in, student handbooks, personnel offices or administrative policy information. Faculty, staff and students are encouraged to obtain this information through the Residence Life, The Student Code of Conduct http://www.cheyney.edu/studentlife/documents/student_code_conduct_2012.pdf, or by contacting the Cheyney University Police Department.

PREVENTION PROGRAMS

The University has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

Alcohol and Drug Education: Student Wellness Services educational workshops, WorkLife benefits from Optum® for employees.

Counseling Services: Student Wellness Services, Student Health Center, United Behavioral Health employee services

Referral Services: Student Wellness Services, Student Health Center, Community Hospital in Chester, PA, Cognizant Behavioral Services, Family Services of Chester County, Employee Mental Health and Substance Abuse services

College Disciplinary Actions: Faculty/Student Judicial Review Committee

CAMPUS SEXUAL ASSAULT POLICY

Cheyney University educates the student community about sexual assaults and date rape through mandatory freshman orientations each fall. The Police Department offers sexual assault education and information programs to University students and employees upon request. Literature on date rape education, risk reduction, is available through the Office of Residence Life and Housing, The Cheyney University Police Department, National Sexual Violence Resource Center.

If you are a victim of a sexual assault at Cheyney University, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Cheyney University Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a University officer and/or to a Housing and Residential Education representative. Filing a police report with a University officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Cheyney University Police Department, a representative from Office of Residence Life and Housing will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the University Judicial Office, or only the latter. A University representative from the Police Department, Office of Residence Life and Housing or support counselor will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the University through the Student Support Counselor or University Health Center. Counseling and support services outside the University system can be obtained through The Delaware County Women Against Rape, and The Crimes Victim Center of Chester County, Inc. The University will make every effort to accommodate victim requests associated with academic and living situations that can reasonably be accomplished. Reasonable measures will be taken to avoid victim/suspect contact until final disposition and due process take place. Violators of sexual assault statutes can be prosecuted criminally and are subject to University judicial proceedings as well. During judicial proceedings, both the victim and the suspect have equal rights to have others present. Both the victim and the suspect will be advised of the outcome of any judicial proceeding. A judicial hearing board may

impose a sanction for violations of this nature, including probation, loss of on-campus housing, suspension, or expulsion from the institution.

Disclosure to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

Cheyney University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Cheyney University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

SEX OFFENDER REGISTRATION INFORMATION

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne *Clery Act* and the Family Educational Rights and Privacy Act of 1974, the Pennsylvania State Police Department is providing a link to the Pennsylvania State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Pennsylvania, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

Information regarding registered sex offenders can be found at;

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

FIRE SAFETY

This fire safety plan is a guide for use by the faculty, staff and students of Cheyney University. All recipients of the plan should become familiar with its contents and directors/supervisors should discuss this information with their employees. All offices should review these plans and become very familiar with the contents. New employees and all students should be introduced to these procedures during orientation.

The Cheyney Police Department has had the Cheyney University Fire Plan and Policy, Fire Alarm Policy and Procedure and other Fire Safety information listed on the CU Police website.

Center for Fire Safety Education and Awareness:

<http://www.cheyney.edu/public-safety/Center-for-Fire-Safety-Education-and-Awareness.cfm>

CU Fire Plan and Policy:

<http://www.cheyney.edu/public-safety/documents/CUFirePLan-Policy-FA2013-1007.pdf>

CU Fire Alarm Policy and Procedure:

<http://www.cheyney.edu/public-safety/documents/CUFireAlarmProcedure-PolicyFA2013-1008.pdf>

Residence Hall Fire Safety Rules

The following are prohibited in or around the residence halls: a) the use or possession of weapons, pyrotechnics, or other materials including flammable substances which may endanger resident's health and safety; b) use or possession of items which pose a fire hazard such as hot pots, hot plates, and sun lamps, as well as candles and incense or any sources of open flame; c) the preparation of meals in a resident's room; d) smoking in any residential facility.

The potential danger posed to the residence community by fire is very severe. Consequently, any resident identified as intentionally, or through negligence, igniting any facility, furnishings, equipment or substance within the residence halls or tampering with fire safety equipment will be subject to applicable University and/or civil action. See Cheyney University Student Housing agreement for more details, <http://www.cheyney.edu/pr/documents/32012-2013StudentHousingAgreement.pdf>.

GENERAL FIRE SAFETY EVACUATION PROCEDURES

Fire Safety Education and Training Programs Provided to Students and Employees

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the college's fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory.

Personnel may not re-enter the building until an all clear has been given by the Cheyney Police Department.

Emergency Evacuation of Buildings

The following procedure will be utilized to promote the safety and well-being of all university personnel (students, teaching faculty, and staff) in classroom and non-classroom settings.

At Cheyney University, when a fire alarm sounds everyone must evacuate the building. Cheyney Police Officers will assist in the evacuation procedure.

Classroom Settings

A. Teaching Faculty

1. Review aloud an evacuation route for each classroom with reference to at least two exits. This should be done during the first two weeks of classes.
2. Request that class members with disabilities identify themselves in private in order to set up a plan for assistance in case of an emergency. The person with a disability should specify what type of assistance is required and expected.
3. Request that students with disabilities identify assistants for help during an emergency while in the classroom. If the student with a disability approves, can request class members for volunteers.
4. Faculty members with disabilities also need to pre-plan their evacuation strategy in cooperation with student or other assistants within the same time frame.
5. Supervise evacuation by leaving the classroom with the class immediately upon hearing the fire alarm.
6. Close classroom windows and doors, but do not lock them.
7. Provide feedback, written and verbal, following an actual emergency evacuation to the Cheyney Police Department.

B. Students with disabilities (Those with severe auditory, visual, mobility or other impairments which place them "at risk" during an emergency mass exit evacuation)

1. Identify himself/herself to each of his/her teaching faculty, indicating the extent of assistance required. If this is not feasible, contact the Office of Student Affairs and request information and assistance. The responsibility to initiate evacuation related discussions rests solely with each student with a disability.
2. Students with disabilities are responsible for knowing their specific evacuation needs and be willing and capable of communicating such information to teaching faculty and assistants. Students with disabilities who need assistance in planning their evacuation should contact the Office of Residence Life or the Cheyney Police Department.
3. Find/request the necessary assistants to help in an emergency evacuation. If unable to find assistants, request the help of the teaching faculty to identify willing assistants.
4. All assistants should be informed/become familiar with the type of assistance that is required and expected in case of evacuation drills and actual emergencies. The assistant should also:
 - A. Be serious about accepting the job of assistant to a person with disabilities.
 - B. Discuss the assistance needed and do what is requested.
 - C. Attempts to carry an immobilized person are to be discouraged. Contact Cheyney Police .
 - D. Designated person, other than the assistant, should inform Cheyney Police Officers or the Fire Department of the location of the person with a disability and assistant within the building.
 - E. People that are visually impaired or blind but mobile should be moved out of the rush of traffic, then assisted to safety by an assigned assistant.
 - F. People that are hearing impaired or deaf but mobile should be made aware of the need to evacuate and assisted to safety.
 - G. People that are temporarily immobilized, such as those wearing casts or using crutches, should be given such assistance as needed.
5. **Those who assist people with disabilities during an emergency evacuation are protected against liability under the Pennsylvania Good Samaritan Act as long as reasonable care is taken.**

Non-Classroom Settings

- A. All persons, (students, faculty and staff) should plan evacuation routes using exit signs as guides from the classrooms and/or offices that have been assigned to them.
- B. People with disabilities must make arrangements with assistants for safe emergency evacuation, as soon as possible and inform their supervisor (or person in charge) of their evacuation plans.
- C. Upon notification of the need for an emergency evacuation, all personnel will immediately exit the building using the appropriate pre-planned escape route.
- D. Elevators are not to be used by anyone during any evacuation procedures.
- E. Office windows and doors must be closed but not locked, since offices and other rooms may be used as safe areas if exits become blocked.

Conferences, Offices and Student Affairs Facilities

- A. Exits are posted and should be used as guides for evacuation routes in all areas.
- B. The sponsor of any event scheduled in the academic facilities shall familiarize themselves with the area exits prior to the start of the function. At the start of each session, the exits to be used shall be announced to the attendees. The sponsor is responsible for the orderly evacuation of the attendees, should an emergency occur.
- C. The sponsor of any function shall be responsible for taking steps to identify if anyone present is disabled and in cooperation with that person, determine the extent of assistance needed in the event that an emergency evacuation is required.

Office Areas

- A. Exits are marked in office areas and should never be obstructed with plants or even easily moved items.
- B. The office supervisors are responsible for making sure that the office personnel are familiar with all the possible exits in their areas.
- C. Staff that have disabilities and their supervisors are responsible for planning for assistance in case of emergency evacuation.

Student Affairs Facilities

- A. The Student Affairs Facility administrators shall follow the emergency rules as stated in this plan and be responsible for informing students and others in the facility about these requirements. They should also be prepared to render assistance when needed.

RESIDENCE HALL FIRE ALARM SYSTEMS

- Alarm pull stations are activated by completely pulling down a lever located at the lower half of the alarm station cover. Pull stations are located near exits and stairways. Fire alarms can also be automatically tripped by actuation of smoke or heat detectors.

- When activated, the alarm system in residence buildings causes an alarm to sound continuously throughout the building.
- Individual room smoke detectors sound an alarm only in that room.

Fire Safety Systems in Cheyney University Residential Facilities

Facility	On Site Fire Alarm Monitoring	Partial 1* Sprinkler System	Full 2* Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	# of fire drills per calendar yr 2012
King Hall -Alumni Ln	x	x	x	x	x	x	2
Truth Hall-Alumni Ln	x	x	x	x	x	x	3
Emlen Hall-Quaker Ln	x	x	x	x	x	x	4
New Residential Hall Opened 9/12	x	x	x	x	x	x	1
Tubman Hall -College Ln	x	x	x	x	x	x	Closed
Yarnall Hall-Cheyney Rd	x	x	x	x	x	x	1/Closed

1* Partial Sprinkler System is defined as having sprinklers in x the common areas only.

2* Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

Cheyney University Fire
 Statistics for Residential
 Facilities 2012

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire ¹
Truth Hall, University & Alumni Lane	2	1	intentional burned roll of toilet paper	0	0	0.00
		2	intentional paper towels on fire	0	0	0.00
King Hall, University & Alumni Lane	0	0	N/A	N/A	N/A	N/A
Emlen Hall, University & Alumni Lane	0	0	N/A	N/A	N/A	N/A
New Residential Housing, Creek Rd & Alumni Lane	0	0	N/A	N/A	N/A	N/A
Yarnall Hall, Creek Rd	CLOSED	0	N/A	N/A	N/A	N/A
Tubman Hall, College Lane	CLOSED	0	N/A	N/A	N/A	N/A



Testing

Fire alarm systems are installed, repaired, and tested, by outside contractors and Facilities. All horns are checked for operation. Alarms in the Residential Halls are completely tested every six months by an outside contractor in accordance with NFPA regulations. Problems are corrected as quickly as possible. Records are maintained in the Cheyney Police Department concerning all tests.

False Alarms

Persons who knowingly turn in a false fire alarm endanger the lives of others and may cause damage to the persons and equipment responding to the false alarm. This is a violation of the Code of the State of Pennsylvania

and may result in jail terms and/or fines. Persons maliciously activating fire alarms or fire detection equipment will be severely disciplined. Possible dismissal from student residence, expulsion from school, and/or criminal prosecution is possible.

Investigations

All fire alarms are investigated by the Fire Marshal to determine the cause and to prevent recurrence of the alarm. A fire incidence report is completed by the Cheyney Police in Residence Halls and in academic buildings. Reports are kept on file in the Cheyney Police Department.

SMOKE DETECTORS

Smoke detectors respond to both visible and invisible products of combustion and sense fire at the earliest practical detection stage. Since the mid 1970's, when smoke detectors became widely available, there has been a tremendous reduction in the number of fire deaths in the U.S. Smoke detectors are used for numerous fire alarm functions ranging from warning occupants to automatically closing doors.

Locations

Residential buildings have single station smoke detectors located in sleeping areas. Hardwired detectors are located in the halls and hardwired detectors are located in each student room. Detectors located in the halls and other public areas are connected to the building alarm system. Units located in bedrooms are not connected to the building alarms. Some smoke detectors are connected to the fire alarm system and provide many functions such as shutting down air handler units, elevator recall, and release of magnetic door holders. These detectors are powered by the building fire alarm power source.

Inspections

Any smoke detector problems should be reported to the RD as soon as possible. The Resident Director inspects all room smoke detectors during school closings (Thanksgiving, Winter Break, Spring, Summer). Inspections are documented and sent to the Cheyney Police Department for review. All problems are sent to Office of Housing for repair.

Hardwired smoke detectors in the Residence Halls are inspected by an outside contractor.

Maintenance

In order for smoke detectors to function properly they must be periodically cleaned and tested. Dust accumulates in detectors over time and reduces the ability of the detector to detect smoke. Simple vacuuming on a regular cycle increases life expectancy and reliability. Hardwired smoke detectors in the Residence Halls are cleaned and tested by an outside contractor to ensure the sensing chamber and alarm circuits function properly.

Abuse

Misuse, deactivation or tampering with smoke or heat detectors is prohibited. Smoke detectors must not be covered or blocked. Nothing may be attached to the wiring of hardwired detectors.

WHEN A FIRE ALARM SOUNDS IN A RESIDENCE HALL

1. All hall staff must go to their designated locations to begin evacuation of the building.
2. Evacuate the building according to each hall's established plan.
 - a. Until it is determined to be a false alarm, every attempt should be made to gain entry into student rooms to alert them of the fire.
 - b. Knock loudly on all residents' doors announcing the need to evacuate immediately.
 - c. Check all public and common areas of the building.
3. Secure the floors so access is denied until the "all clear" is given by the Cheyney Police Department and the fire detection system has been reset.
4. Follow all designated procedures in notifying and helping evacuate students with disabilities.

If you notice an increase in room temperature or a strong smell of smoke in your area:

1. *CAREFULLY FEEL THE DOOR OR DOOR KNOB USING THE BACK OF YOUR HAND.* If it is hot, do not attempt to open. If you feel no heat, then;
2. *PARTIALLY OPEN THE DOOR WHILE STANDING BEHIND IT FOR PROTECTION.* Survey the existing condition before exiting. If your passage is blocked, then;
3. Close the door and use any available material (towel, shirt, blouse, etc.) to seal door cracks and openings. If a water source is available, soak materials before packing them into place.
4. Use the room phone to contact Cheyney Police (610-399-2405 or x2405 on a campus phone) to let them know your exact location. If no telephone is available, signal your location by placing a cloth or similar material out the window.
5. *IF SMOKE BEGINS TO ENTER YOUR AREA,* partially open a window and stay near it, keeping low and breathing the fresher air from outside.

Residence Life staff is to follow the procedures outlined in their evacuation plan.

<http://www.cheyney.edu/public-safety/Fire-Evacuation-Plans.cfm>

New Dorm

Evacuate to Marcus Foster. Exit the building without delay and proceed to Marcus Foster.

Emlen Hall

Evacuate to Marcus Foster. Exit the building without delay and proceed to Marcus Foster.

Truth Hall

Evacuate to Marcus Foster. Exit the building without delay and proceed to Marcus Foster.

King Hall

Evacuate to Marcus Foster. Exit the building without delay and proceed to Marcus Foster.

Immediately upon hearing the fire alarm, notify Cheyney Police at X 2405.

Students, faculty, staff, administrators, and visitors to our campus are expected to observe appropriate fire safety practices by exercising prudence and adhering to the procedures and regulations established. **It is a serious violation of this policy**, as well as a significant safety hazard not to leave the building when the fire alarm is activated.

Upon the sounding of the fire alarm, all persons occupying the building at that time are expected to adhere to the following:

1. Immediately exit the building using the nearest exit door.
2. Cheyney Police Officers and Security will go through from the top floor down, evacuating every room, sending all residents down the steps. This must be done quickly and orderly. Cheyney Security Officers will assist Cheyney Police.
3. Everyone **MUST** evacuate the building and adjacent areas **MUST** be completely cleared.
 - a. Feel doors before opening. If hot, do not open.
 - b. If there is smoke in the room or in the hallway, grab a blanket or a towel to prevent smoke inhalation. Also, be sure to stay low to the ground.
 - c. Be sure to lock your room door and take your key with you. Do not attempt to use the elevators.
 - d. In the event the fire alarm sounds in the evening or at night, be sure to leave the ceiling light in your room on the “on” position.
4. Once you have exited the building, move at least 500 feet away from the building. When you arrive in the Marcus Foster area, check-in with the AD or designated Team Leader, so that you can be accounted for, and it can be documented that you have safely evacuated.
5. All persons are to remain in the designated safe area until the signal to return has been given by the Cheyney Police Officer.
6. An “All Clear” signal will be given by staff member or police at which time students may re-enter the building.
7. Anyone who fails to evacuate the building when the fire alarm sounds will be given a Judicial and a Criminal Citation.

ACCOUNTABILITY

During an evacuation:

IF THERE IS FACULTY, STAFF OR STUDENTS THAT ARE UNACCOUNTED FOR DURING AN EMERGENCY EVACUATION, INFORM CHEYNEY POLICE AND/OR THE FIRE DEPARTMENT PERSONNEL IMMEDIATELY.

OTHERWISE IF/WHEN REQUESTED, THOSE ACCOUNTABLE HAVE TO REPORT TO CHEYNEY POLICE OR THE FIRE DEPARTMENT.

Each department must have a system of accountability in case of evacuation.

In the residence halls, the hall staff member(s) is/are responsible for ensuring that all the floor residents know of a meeting place outside of the building and that all the residents of the floor have evacuated.

In the classroom, the faculty member is responsible for evacuating and accounting for students in his/her class.

The director, chairperson, or supervisor is responsible for informing the office/departmental personnel of a meeting area outside of the building and accounting for the personnel.

Verbal/written feedback regarding any emergency evacuation should be provided to Cheyney Police, who in turn will share the information with the Concordville Fire Department, and Student Coordinator, and others with a need. Feedback from disabled persons should be especially sought and changes in their emergency evacuation strategy made on an as-needed basis.

CRISIS COMMUNICATIONS

When Cheyney University faces an emergency situation which may attract media attention, such as an accident or crime, or requires communication with the community through the general media, the Director of the News Media Office should be contacted. If the emergency occurs after hours, this notification is usually made by Cheyney Police Department, which will also notify other appropriate university officials.

The News Media staff will work with the:

- **Dean for Student Affairs if students are involved.**
- **Vice President for Academic Affairs when faculty is involved.**
- **Vice President for Finance and Administration when other staff is involved.**
- **Other administrators as necessary.**

The News Media staff will collaborate with university management to gather necessary information and shape any public statements that may be made. An appropriate spokesperson will be selected to provide information to the media and/or public.

PHONE NUMBERS

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

CHEYNEY POLICE DEPARTMENT

Cheyney Campus - 610-399-2405, on campus, x2405
(Available 24 hr)

RESIDENCE LIFE

Cheyney Campus - 610-399-2427, on campus, x2427
(Available 8:30 am to 5:00 pm)

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

Other Numbers:

FACILITIES OPERATIONS

Cheyney Campus - 610-399-2297, on campus, x2297
(Available 8:00 am to 5:00 pm)

NEWS MEDIA

Cheyney Campus - 610-399-2417, on campus, x2417
Web Address for this Fire Safety Policy
<http://www.cheyney.edu/public-safety/index.cfm>

FIRE LOG

Cheyney University maintains a fire log that records any fire that occurs in an on-campus student housing facility. The log shows the date of the fire, the date reported, the incident report number, the location, and the nature of the fire. This fire log is maintained by the CUPD and is available for inspection by the public at the CUPD Dispatch Office. A copy of the fire log and appropriate documentation is available from CUPD upon request. This fire log is updated when an on campus student housing facility fire is reported.

PLANS FOR FUTURE IMPROVEMNTS IN FIRE SAFETY

If we obtain the means, we would like to do the following:

Label all campus building entrances with reflective numbers and letters, incorporate

An online fire safety education program, and develop a training program for elevator safety for students.

FIREARMS, WEAPONS AND EXPLOSIVES POLICY

A. Scope

This policy applies to all Students, Staff, Faculty and Visitors

B. Policy Statement

While on university-controlled sites and at university-directed activities, persons are prohibited from introducing, possessing, using, buying, or selling unauthorized weapons, firearms, ammunition, explosives, or items deemed by Cheyney Police to be dangerous. This policy applies to employees, students and individuals visiting or conducting business on University property.

C. Reason for Policy

A safe and secure environment is a fundamental prerequisite for fulfilling the university mission of teaching, research, and public service. CU is committed to maintaining a workplace and educational learning facility that is free of violence. This obligation includes eliminating recognized hazards from campus communities that contribute to violence or serious harm.

D. Procedures

Any employee who becomes aware of a violation of this policy is required to immediately notify the Cheyney Police Department. Any student who becomes aware of a violation of this policy is required to immediately notify the Cheyney Police Department.

E. Definitions

1. An **unauthorized firearm** is any firearm, regardless of whether the owner has a valid state permit to carry the firearm. The following firearms are excluded from this definition:

- a. A firearm in the possession of a law enforcement officer who is authorized to possess the firearm, either on or off duty, by the employing law enforcement agency.
- b. A firearm in the possession of a person who has received prior written authorization from the university police chief to possess a firearm on campus.

2. **University premises** refers to all Cheyney University properties.

3. A **university-directed activity** is an event intended solely for CU faculty, employees, students, or invited guests of the university; these activities include, but are not limited to, graduation events, receptions, meetings, social functions and conferences.

4. A **campus police chief** is one who has been assigned administrative responsibility for campus law enforcement or security activities.

5. **Weapons are defined as:**

- Knives, firearms, ammunition, hunting arrows, potentially injurious war souvenirs, explosives, fireworks, firecrackers, highly flammable materials, and dangerous chemicals.
- Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO2. This includes but is not limited to rifles, shotguns, handguns or other firearm, BB/pellet gun, flare gun, stun gun or dart gun and any ammunition for any such device.
- Any replica of the foregoing is also prohibited.
- Any explosive device including firecrackers and black powder.
- Any device that is designed or traditionally used to inflict harm including but not limited to any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.
- Weapons are not permitted to be stored on campus or in vehicles.
- Any weapon on campus in violation of this policy will be confiscated.
- Possession or use of such explosives or weapons will result in confiscation, disciplinary action and/or arrest.

F. Sanctions

- Violation of this policy is considered a serious offense that endangers the safety of the university communities. Therefore, this offense may result in immediate termination of employment, expulsion from school and/or arrest.
- Violation of this policy by employees constitutes misconduct and may subject the offender to discipline including immediate termination.
- Violation of this policy by students will be adjudicated in accordance with the Student Code of Conduct. Depending on the circumstances violation of this policy may subject the offender to discipline up to and including dismissal from the University.
- Violation of this policy by individuals visiting or conducting business on University property will result in the individual being required to leave the University property or event as the case may be and may also result in the individual receiving a written directive to remain off of University property.

The University may refer any violation of this policy to the Cheyney Police Department for investigation and/or arrest.

G. Exceptions to this policy include:

- Members of the Cheyney Police Department who are regularly employed by the University and are required to carry a weapon in accordance with departmental policy.
- Delaware and Chester County Municipal Police and Pennsylvania State Police officers who assist Cheyney Police.
- Private security firms must obtain prior written approval from the Chief of Cheyney Police Department before bringing any weapon on University property.
- A weapon, real or replica, used in connection with drill, public ceremony or a theatrical performance with prior approval of the Chief of Police.
- Any federal, state or local law enforcement officer in the performance of his or her official duties.

H. Notification of Use of Replica or Prop Weapons

Due to the risk of being identified as a real weapon, any item which looks like a weapon and is used for any purpose on University property must be reported to and approved by the University Police Department prior to use in any activity. Examples of such activities include official ROTC military exercises, color guard, intercollegiate athletics, class instruction or presentations, dramatic plays, and similar artistic events.

MISSING STUDENT NOTIFICATION

Purpose:

Cheyney University of Pennsylvania is required by federal law to comply with HEA missing student notification regulations.

Definition:

Higher Education Act 34 CFR 668.46(b)(14). HEA missing student regulations apply only to students who reside in on-campus housing. This applies to students residing on-campus in student housing, declared missing for 24 hours. This policy is *strictly for missing person purposes*.

Procedure:

1. Any faculty, student, staff or non-affiliated member of the community who is aware that a university student, in on-campus housing, is missing, he or she should immediately contact any one of the following university personnel in this order:

- The Office of Public Safety (610) 399-2405
- Director of Residential Life and Housing (610) 399-2428
- Manager of Housing Operations & Auxiliary Services (610) 399-2428
- An assistant director of Residential Life and Housing
- The Vice President for Student Affairs and Student Life (610) 399-2217
- Any university professor (See University Telephone Directory)
- Any academic chairperson (See University Telephone Directory)

2. Once the missing student report is received by any one of the individuals above, the individual receiving said report **MUST** bring this information to the attention of the Office of Public Safety.

3. In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by CU in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, CU will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the CU Residential Life; **see form below**. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should CUPD determine that the student has been missing for 24 hours, CU will notify CUPD and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, CU will notify the student's parent or legal guardian immediately after CUPD has determined that the student has been missing for 24 hours.



**CHEYNEY UNIVERSITY OF PENNSYLVANIA
OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND STUDENT LIFE**

Dear Cheyney University Student:

If you are a student residing in on-campus housing, you have the option to identify **CONFIDENTIALLY** an individual to be contacted by Cheyney University in the event that you are determined to be missing for more than 24 hours. If you identify such an individual, Cheyney University will notify that individual no later than 24 hours after you have been determined missing. If you wish to identify a confidential contact, please fill out the form below. Your confidential contact will be accessible only by authorized campus officials and law enforcement in the course of the investigation. Your confidential contact is strictly for missing person purposes. You have the option, even if you have already identified an emergency contact, to identify someone as your missing person contact. Your emergency contact and missing person contact are not required to be the same.

MISSING PERSON CONTACT INFORMATION

Please identify an individual to be notified by Cheyney University if you are determined to be missing. If you are determined missing, Cheyney University will also notify the appropriate law enforcement agency not later than 24 hours after the time you are determined missing. In addition, if you are under the age of 18 and not an emancipated individual, Cheyney University is also required to notify your custodial parent or legal guardian if you are determined missing. Please check the box if you are under 18 and not an emancipated individual. An emancipated individual refers to a minor who is self-supporting and independent of parental control, usually as a result of a court order.

CONTACT INFORMATION

Contact First Name: _____ Contact Last Name: _____

Contact Relationship: _____

Street Address 1: _____ Street Address 2: _____

City: _____ State: _____ Zip: _____

Country: _____

Missing Contact Email: _____

Area Code & Telephone Number: (____) _____

Alternate Area Code & Telephone Number: (____) _____

DEFINITIONS OF REPORTED CRIMES

The following definitions are crimes that Federal Law requires institutions to report:

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.

Criminal Homicide-Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide-Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

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 usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault 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.)

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

Sex Offenses-Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape-The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy-Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object-The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling-The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-forcible: Unlawful, non-forcible sexual intercourse.

A. Incest-Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape-Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Additionally, the following violations should be reported to ACPD or to the appropriate institutional Judicial Affairs office. The police or judicial affairs staff will make tabulation of statistics from these referrals.

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: Violations of State and local 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, transporting, 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. (Drunkenness and driving under the influence are not included in this definition.)

Hate Crimes: Of the crimes described above and any other crime involving bodily injury to any person and the crimes of larceny-theft, simple assault, intimidation and vandalism, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity or disability of the victim that are reported to campus security authorities or local police agency, the data shall be collected and reported according to category of prejudice.

Policy Statement Addressing Preparation of Disclosure of Crime Statistics

The University Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <http://www.cheyney.edu/public-safety/Crime-Statistics.cfm>. You will also be able to connect to our site via the CU Home page at <http://www.cheyney.edu/>. This report is prepared in cooperation with the University Police Department, Housing and Residential Services, the Judicial Affairs Officer, the Division of Business Affairs, and the Division of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the CU Police, designated campus officials (including but not limited to directors, deans, department heads, designated HRLO staff, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. Counseling and Wellness Services staff inform their clients of the procedures to report crime to the University Police on a voluntary or confidential basis, should they feel it is in the best interest of the client.

Each year, an e-mail notification is made to faculty, staff and enrolled students that provides the web site to access this report. Copies of the report may also be obtained at the University Police Department Headquarters located at McKnight-Rogers Building or by calling (610) 399-2405. All prospective employees may obtain a copy from the University Police Department Headquarters located at McKnight-Rogers Building or by calling (610) 399-2405.

CRIME AND FIRE STATISTICS 2010-2012

1837 University Circle, Cheyney, PA 19319-0200
 For more information about this institution, visit <http://www.cheyney.edu>

Campus: Main Campus

General

1837 UNIVERSITY CIRCLE
 CHEYNEY, PA 19319

Security Officer

Name: Lawrence Richards
Title: Chief of Police - Cheyney Police Department
 1837 UNIVERSITY CIRCLE
 CHEYNEY, PA 19319
Phone: 610-399-2123

Fire Safety Officer

Name: Lawrence Richards
Title: Chief of Police
 1837 University Circle
 CHEYNEY, PA 19319
Phone: 610-399-2123

Summary of Fires

Name of Facility	2010			2011			2012		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
King Hall	1	0	0	0	0	0	0	0	0
Yarnall Hall	0	0	0	0	0	0	0	0	0
Tubman Hall	0	0	0	0	0	0	0	0	0
Emlen Hall	0	0	0	0	0	0	0	0	0
Truth Hall	0	0	0	0	0	0	2	0	0
NRH									
Total	0	0	0	0	0	0	2	0	0

CRIME STATISTICS

Crime Classification	On Campus			Residential			Public Property			Non-Campus			Classification Totals		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
Murder/Non negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Forcible	2	4	1	2	3	1	0	0	0	0	0	0	2	4	1
Sex Offenses Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	1	1	1	0	1	0	0	0	0	0	0	1	1	1
Aggravated Assault	7	10	5	0	8	4	0	0	0	0	0	0	7	10	5
Burglary	29	36	32	26	35	30	0	0	0	0	0	0	29	36	32
Arson	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Crime Totals	39	51	41	29	46	38	0	0	0	0	0	0	39	51	41
Arrests/Referrals for Selected Offenses															
	On Campus			Residential			Public Property			Non-Campus			Offense Type Totals		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
Offense Type	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
Liquor Law Violations															
Referral	5	2	5	5	2	4	0	0	0	0	0	0	5	2	5
Arrest	5	21	7	5	21	6	0	0	0	0	0	0	5	21	7
Drug Law Violation															
Referral	9	14	12	9	14	12	0	0	0	0	0	0	9	14	12
Arrest	9	4	5	9	4	5	0	0	0	0	0	0	9	4	5
Weapons Possession															
Referral	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1
Arrest	0	1	0	0	1	0	0	0	0	0	0	0	0	1	0
Hate Crimes															
2012 No reportable hate crimes															
2011 No reportable hate crimes															
2010 No reportable hate crimes															

Cheyney University Main Campus Map –Approximately 275 acre campus located twenty miles from Philadelphia, Pennsylvania.

All buildings are On Campus

<http://www.cheyney.edu/admissions/documents/1MAPCheyneyMap6-2013.pdf>

Four Open Residential Halls: 6- Emlen Hall, 21-New Residence Hall, 23-Martin Luther King Jr. Hall, 24-Sojourner Truth Hall

Cheyney University Center City <http://www.cheyney.edu/urbancampus/>

701 Market Street
Atrium Level
Philadelphia, PA 19106

Map PASSHE Center City <http://www.pmucenter.org/directions.asp>