



Cheyney University of Pennsylvania

2020 CAMPUS SECURITY AND FIRE SAFETY REPORT

This copy contains statistics for the calendar years 2017 through 2019

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POLICY STATEMENT ADDRESSING PREPARARTION OF DISCLOSURE OF CRIME STATISTICS and ANNUAL SECURITY REPORT

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 the CUPD web site at [Cheyney University Annual Security Report](#). 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 CU 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.

The University distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the University community. 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.

Enrollment

For the 2018-2019 academic year, Cheyney University of Pennsylvania, Cheyney Campus, enrollment was 469 students.

GEOGRAPHY DEFINITIONS FROM THE CLERY ACT

On-Campus-Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area 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) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building Or Property-Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. CU Main Campus has no non campus property.

Public Property-Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Cheyney

University crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

On-campus Student Housing Facility-Defined as: Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This category is considered a subset of the On-Campus category.

REPORTING CRIMES AND OTHER EMERGENCIES

All Cheyney University students and employees, as well as visitors to campus, are strongly encouraged to report immediately all criminal activity or other emergencies to the University Police Department. University Police contact number is 610-459-2405. The University has several ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate University officials.

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. Community members are encouraged to participate in and support crime prevention efforts, including the prompt reporting of all crimes, even when the victim of such crime elects or is unable to make a report. The University community will be much safer when all community members participate in safety and security initiatives. If you are the victim of a crime or want to report a crime, but do not want to pursue action within the University or criminal justice system, we ask that you consider filing a voluntary, confidential report to the campus police. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the University to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, the Department may not be able to assure confidentiality and will inform you in that instance. Anyone may call CU Police at 610-399-2405 to report concerning information. Callers may remain anonymous.

Reporting to University Police

We encourage all members of the University community to report all crimes and other emergencies to University Police in a timely manner.

STUDENTS ALWAYS HAVE THE RIGHT TO PROCEED WITH A STUDENT CONDUCT REFERRAL AND UNIVERSITY HEARING RATHER THAN MAKING A REPORT OF AN INCIDENT TO UNIVERSITY POLICE.

University Police have a dispatch center that is available by phone at 610-399-2405 or in person 24 hours a day at the McKnight-Rogers Building, University Circle, Cheyney, PA 19319. Though there are many resources available, CU Police must be notified of any crime, whether or not an investigation continues, to assure the University can assess all security concerns and inform the community if there is a significant threat to the University community. Confidential reporting can be made through an anonymous reporting form available at [Anonymous Reporting](#). In addition to the University Police, there are campus security authorities (CSAs) to whom students and employees may report crime.

CAMPUS SECURITY AUTHORITIES

According to the *Clergy Act*, Cheyney University is required to report statistics concerning the occurrence of certain criminal offenses reported to any individual who is identified as a Campus Security Authority (CSA) by Federal Law and by Cheyney University. A Campus Security Authority has an important role in keeping Cheyney University compliant with the law.

If someone tells you about a Clergy Act crime, you must record the information and report to Cheyney University Police within 24 hours.

CSA crime reports are used by the university to:

- Fulfill its responsibility to annually disclose Clergy crime statistics.
- Issue timely warnings for Clergy crimes that pose a serious or continuing threat to the campus community.

A campus security authority, commonly referred to as a CSA is a person referred to by the Clergy Act. CSA's are a vital part of data collection for the annual safety and security report. The Clergy Act requires Cheyney University to provide an annual safety and security report. In addition to input from law enforcement, certain staff positions are designated as Campus Security Authorities (CSA) for the purpose of providing information for this report. CSA's are usually found in departments responsible for, but not limited to, student and campus activities, safety/security, discipline, housing, athletics, human resources or judicial proceedings, volunteers and any person who interacts with Cheyney University students. This designation also includes any individual who has been specified by the reporting institution to receive and report offenses.

A "Campus Security Authority Reporting Form" is available to any campus official who is designated as a **campus security authority**. This form and a letter of explanation from the Chief of Police are emailed to all CSA's. Campus Community emails are sent throughout the academic year advising the mandatory participation in the CSA training.

Resident Advisors attend a CSA training class during Fall Orientation. This class includes a Clergy video, after video discussion, a test about the video and review and understanding of the CSA report form. Cheyney University has developed a presentation on D2L. Staff and faculty CSA's are instructed to log into D2L to view the training power point and answer some review questions. An instructional video for **CSA** training and the Campus Security Authority Reporting Form are available online at [CSA FORM](#).

The Cheyney University Police Department encourages professional and pastoral counselors, although not required to report crimes, to tell victims about the Confidential Reporting Process.

CONFIDENTIAL REPORTING POLICY

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of Cheyney University can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an

accurate record of the number of incidents involving students, determine where there is a pattern of crime regarding a particular location, method, or assailant, and alert the campus community to potential danger.

Cheyney University understands the amount of strength and courage that is required to come forward and disclose a sexual misconduct. Be it misconduct, assault, sexual exploitation, stalking or dating violence, Cheyney University takes your right to privacy seriously. Because the safety of our students, faculty and staff are of our utmost concern, we are not always able to grant complete confidentiality in a sexual misconduct case, however, we will, to the extent possible, do our best to protect your privacy while meeting the University's legal obligations.

There are some resources that provide complete confidentiality on and off campus. They are as follows:

1. Office of Student Counseling, accessibility@cheyney.edu
2. Cheyney University Health Center Doctor, appointments can be made by phone or in-person at the Health & Wellness Center, 610.399.2060
3. Crime Victim's Center of Chester County, 610-692-7273
4. Rape, Abuse and Incest, National Network, hotline 1-800-656-4673
5. Delaware County Women Against Rape- 610- 566-4342

Use this link to access Information regarding the University Title IX policy: <https://cheyney.edu/resources/cu-campus-public-safety/title-ix/>.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Office of Public Safety and University Police are responsible for the Emergency Operations Plan (EOP). This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for Higher Education that includes planning, mitigation, response, and recovery actions.

Our priorities are:

- Life safety, infrastructure integrity, and environmental protection during an emergency.
- Coordination with university departments to write, maintain, test, and exercise the EOP; and
- Cooperation, Integration, and Mutual Aid with local, state and federal planning, response, and public safety agencies and their EOPs.

The University's Emergency Operations Plan was updated in November of 2014, as a result of the Pennsylvania Emergency Management Agency (PEMA) format changes to emergency plans. This update was completed in conjunction with the URS Corporation and the University's Office of Public Safety. The plan is reviewed on an annual basis for updates. This plan is distributed to all campus and community township offices. Chester County Emergency Services conduct exercises and training for Cheyney University staff and community stakeholders annually, striving to improve emergency response and organization.

There are four goals of the EOP:

1. Preparedness: Planning for an emergency or disaster event.
2. Response: The planned response to an emergency or disaster event.
3. Recovery: The process of returning to normal operations; and
4. Mitigation: Steps taken to prevent the effects of an emergency or disaster itself.

The hazard mitigation plan was updated and approved in November 2015, for the university in conjunction with Michael Baker International and PASSHE. The plan meets PEMA guidelines. 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 Public Safety 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.

The campus community is encouraged to 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 Campus & Public Safety at 610-399-2405 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 Public Safety 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! [Active Shooter](#)

Campus & Public Safety Officers are highly trained to protect the University at all costs. Officers go through mandatory training in all categories to handle dangerous situations. All Public Safety Officers in surrounding communities undergo Active Shooter training as well.

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 his 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 Cheyney University will disclose 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 University President and Ceisler Media, Brian Dries (717) 495-5509 / brian@ceislermedia.com.

Are designated as the lead unit to coordinate and disseminate information about any crisis situation that may adversely affect the University. The President may designate an alternate as the spokesperson in certain situations or in tandem with the Ceisler Media, Brian Dries: (717) 495-5509 / brian@ceislermedia.com.

The Office of the President 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). The Assistant Director of Technology and Communications will ensure the website is updated based on information received from Ceisler Media, Brian Dries: (717) 495-5509 brian@ceislermedia.com or the Office of the President.

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. All employees will refer questions about the emergency to Ceisler Media, Brian Dries: (717) 495-5509 / brian@ceislermedia.com.

Authorized Spokespersons:

Ceisler Media, Brian Dries: (717) 495-5509 / brian@ceislermedia.com.

University President: 610-399-2220

The Cheyney University President, or his 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 ensuring 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 The President at 610-399-2220. If you are unsure that the inquiry constitutes an existing, growing, or future crisis, refer the inquiry to Ceisler Media, Brian Dries: (717) 495-5509 / brian@ceislermedia.com.

- 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: Ceisler Media, Brian Dries: (717) 495-5509 brian@ceislermedia.com. In coordination with the Office of The President at 610-399-(2220).

- Ensure that media receive timely, 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 610-399-2405

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 in the President's Conference Room at Biddle Hall.

The 24-hour operations headquarters will be the Campus & Public Safety Department Building; alternate: Physical Plant. 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.

For On-Site Media

Media Headquarters will be located at Cheyney University, to be determined by CU at the time of the emergency. 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, Cheyney University, to be determined by CU at the time of the emergency, 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. Possible locations are: Glen Mills School, Westtown School or West Chester Rustin High School.

PERSONAL INJURY/DEATH COMMUNICATION POLICY

The Office of The President 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 the President 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 The President.

EMERGENCY MATERIALS

NEWS RELEASES

Ceisler Media, Brian Dries: (717) 495-5509 / brian@ceislermedia.com.

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
- Contact: Ceisler Media, Brian Dries: (717) 495-5509 / brian@ceislermedia.com 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 many 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:

- Office of The President, 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

Ceisler Media, Brian Dries: (717) 495-5509 / brian@ceislermedia.com.

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.

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

Assessment & Notification Procedures

1. **Assessment** – The Cheyney University 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 issue a Timely warning or Emergency Notification. Once activated, the Cheyney University 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 President or their designee with the specifics of the case for the purpose of drafting the “Timely Warning” advisory.
3. Timely Warning Notifications will include at minimum:
 1. A short description of the incident or type of crime, including date, location, and time of occurrence.
 2. A physical description of the suspect, if available, including gender and race.
 3. A composite drawing or photograph of the suspect, if possible.
 4. Gender of the victim(s), if appropriate.
 5. Injury sustained by the victim(s), if appropriate.

6. Date and time the notice was released.
7. A warning to the campus community to exercise caution.

In all cases, Timely Warning advisories and updates are sent by Campus & Public Safety and Public Relations via electronic mail directly to all staff, faculty, and students on the Cheyney University Campus using their institution-provided email accounts, and all persons who have subscribed to e2Campus. They are also posted on social media networks.

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. Timely warnings must withhold the name of the victim.

4. **Issuance of Emergency Notification-** When a dangerous event is detected or reported, Campus Safety personnel will assess the situation and respond accordingly to verify that the situation is indeed a threat to the CU Community. If a verified significant emergency or dangerous situation occurs on campus that, in the judgment of the Chief of Police or the University President, creates an immediate threat to the health or safety of students or employees, or otherwise warrants a notification, an “**emergency notification**” will be issued. For example, emergency notifications may include notices such as an approaching forest fire, or a fire currently raging in one of your buildings, an outbreak of meningitis, norovirus or other serious illness, an approaching tornado, hurricane or other extreme weather conditions, earthquake, gas leak or a terroristic threat. In all cases, Emergency Notifications are sent by Campus & Public Safety and University Communications via electronic mail directly to all staff, faculty, and students on the Cheyney University Campus using their institution-provided email accounts, and all persons who have subscribed to e2Campus. They are also posted on social media networks.

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 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. If 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.

Cheyney University Policy Number FA 2013-1000

Policy Title: Timely Warning Policy

Approved by:

FA Council
President's Cabinet

History:

Issued-8-1-2012
Revised – 9-1-2013 F&A Council; 02-11-14 President's Cabinet
Revised -11-7-2017
Revised – 06-07-2019

1. Purpose

To ensure compliance with the Timely Warning requirements of the Jeanne Clery Act and to provide the University Community, including students, faculty, and staff, with timely information about current or on-going threats. **To report crimes occurring on campus call Cheyney University Police at 610-399-2405.**

2. Scope

This policy applies to students, staff, faculty, administration, employees, contractors, consultants, temporary help and others at the Cheyney University campus.

Cheyney University, as a recipient of Federal Title IV student financial aid, is required to adhere to provisions of the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act, commonly referred to as the Clery Act. The Clery Act requires all postsecondary institutions receiving Federal Title IV financial aid to issue Timely Warnings to the campus community for certain crimes that occur within our Clery Geography, in a manner that is timely and will aid in the prevention of similar crimes. The intent of a warning regarding a criminal incident is to enable people to protect themselves.

3. Definitions

Clery Geography – Physical parameters defined by the Clery Act for the purposes of crime reporting, specifically:

A. On campus -

1. Any building or property owned or controlled by Cheyney University within the same reasonably contiguous geographic area and used by the university in direct support of, or in a manner related to, the university's educational purposes, including residence halls.

2. Any building or property that is within or reasonably contiguous to paragraph (A) of this definition, that is owned by the university but controlled by another person, is frequently used by students, and supports university purposes (such as food or other retail vendor).

B. Non-campus - Any building or property owned or controlled by a student organization that is officially recognized by the university; or any building or property owned or controlled by the university that is used in direct support of, or, in relation to, the university's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the university.

C. Public Property - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

D. Clery Act reportable crimes: murder and non-negligent manslaughter, negligent, manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for liquor law violations, drug law violations, illegal weapons possession, and hate crimes to include larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property if the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Confirmation - When a University official has verified that an immediate threat exists. Confirmation does not necessarily mean that all the pertinent details are known or even available.

Designee - A person selected to carry out a role for a specific period of time.

Notification Systems - Public address system, mass text messaging, university emails, social media, Safety website and paper postings at common entrances to residential, academic and administrative buildings.

Official - Any person who has the authority and the duty to take action or respond to particular issues on behalf of the university.

4. Policy

A. Requirement - Under the requirements of the Jeanne Clery Act, the University must provide faculty, staff, and students with timely warnings about reported crimes, occurring on or off-campus which in the professional judgment of the Chief of Police or designee, constitute a serious, ongoing, or continuous threat. All members of the University community are encouraged to report any crime or hazard to the Cheyney University Police as soon as possible after the incident. Timely warnings may be made about any serious crimes, whether reportable under the provisions of the Clery Act or not.

B. Responsibilities - The Chief of Police or designee is responsible for:

- a. Determining whether or not the situation actually poses a threat to the University Community, and making the decision to issue timely warnings on a case-by-case basis, considering factors such as the nature of the threat, the continuing hazard to the University community, and the possible risk of compromising law enforcement efforts.
- b. Issuing timely warnings to faculty, staff, and students on the involved campus (es) as soon as possible after pertinent information about the threat becomes available.
- c. As appropriate, notifying the President, and/or other University administrators about crimes and timely warnings.
- d. Summoning the necessary resources to mitigate, investigate, and document any serious crime occurring on-campus.
- e. Interacting with other local law enforcement agencies to obtain information about crimes occurring off-

campus and to help ensure that such crimes are mitigated, investigated, and documented by the local law enforcement agency.

5. PROCEDURE

A. Methods of Distribution Timely warnings will be distributed via some or all of the mechanisms listed below, or any other appropriate means. The list is not prioritized or ranked, the Chief of Police or designee will determine the most appropriate means to distribute the message based on the information being disseminated, segment(s) of the University Community being notified and other related factors.

1. Text messaging to cell phones or e-mail. Registration required.
2. E-mail from: cheyney.edu
3. Postings on campus buildings
5. Media releases/press conferences

Crimes can be reported to Cheyney University Police directly, through a Campus Security Authority, or other police agency. Timely Warnings are provided to give the students, employees and others timely notification of crimes that may represent a serious or on-going threat to the campus community and to heighten safety awareness.

Information to be included in Timely Warnings is date and time of the crime, nature of the crime, a general location (at minimum), information that promotes safety such as safety tips, and any information that will assist individuals in protecting themselves. Timely Warnings shall withhold any information that will identify victims. Timely Warnings may be issued by some or all of the identified notification systems. Updates will be provided as necessary.

In instances when communication cannot be established with the Timely Warning Committee, the police shift sergeant or officer in charge will make the determination as to the issuance and content of the warning. The warning would then be sent by police dispatch personnel.

6. Emergency notification

If there is an immediate threat to life, health, or safety of students or employees occurring on-campus, whether related to a crime or other hazard, the University will issue an emergency notification, the procedures and protocols for which are found in the University's Emergency Communication Procedure and Crisis Communication.

LAW ENFORCEMENT AUTHORITY AND INTER-AGENCY RELATIONSHIPS

Police have 8 full time sworn Public Safety Officers who have received their primary training under the Pennsylvania Municipal Public Safety Officers Education and Training Act (PA Act 120). This is the same required training that municipal Public Safety Officers throughout Pennsylvania receive. Officers on campus participate in annual police update training under PA Act 180.

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. Campus & Public Safety 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. Public Safety Officers patrol all of the buildings on our campus around the clock every day of the year. Patrol may be conducted in vehicles or on foot. Public Safety 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 work with other law enforcement agencies in the local area, including the Westtown - East Goshen 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.

The CUPD communicates with the campus Office of Student Conduct to hold students accountable for their behavior both on and off campus. Contractual security is used to supplement campus police during special events and activities. Cheyney University Campus do not have any off campus or noncampus officially recognized student organizations.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

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

Additionally, 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. More written information about Protection from Abuse Orders in Pennsylvania can be found at: [Protection From Abuse](#). You can file this PFA in the Court of Common Pleas Family Division. Most Family Divisions have a system allowing you to file pro se (on your own), or through your attorney or the local legal services office. Contact: **Pennsylvania Legal Aid Network, Inc.(800) 322-7572**

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 [Anonymous Reporting](#).

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 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.

Safety Education and Preventative Programs provided by Cheyney University include:

EACH SEMESTER

New Student Orientation or Discovery Week

Cheyney University educates the student community about crime, personal safety, and security, addressing sexual assaults, date rape, and Title IX awareness in mandatory student orientation each semester.

EACH SEMESTER/ON REQUEST

Drug Information Workshops

These sessions 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. Resource information:

Stalking

[Stalking Help](#)

Bullying

[Bullying Awareness Guidebook](#)

<https://cheyney.edu/resources/cu-campus-public-safety/cyber-stalking-and-bullying-information/>

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.

EACH SEMESTER/ON REQUEST

Alcohol or Drug Education

NAPSA Foundation in conjunction with other professional organizations, offers a variety of both online and downloadable resources that make it convenient to stay informed about current research, best practices, and information regarding alcohol and other drug issues on college and university campuses.

<https://www.naspa.org/constituent-groups/kcs/alcohol-and-other-drug/resources>

Higher ED Centers – Drug & Alcohol Rehab Centers

<https://www.higheredcenter.org/>

Pennsylvania State Office of Liquor Control Board

[**LCB Education Programs**](#)

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

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

ON GOING

Sexual Abuse Counseling and Sexual Offense Education

The University prohibits sexual assault, domestic violence, dating violence and stalking. The University offers programs to promote awareness of sexual assault, rape, acquaintance rape, domestic violence, dating violence, and stalking throughout the academic year. These programs include primary prevention and awareness to incoming students and new employees, as well as ongoing programming for all students and faculty. These programs define sexual assault, domestic violence, dating violence and stalking and include training on the definition of consent for sexual activity. The University also provides training on bystander intervention options. In addition, the University provides programs on its policies and procedures to be followed once an incident of sexual assault, domestic violence, dating violence or stalking has been reported.

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.”¹ 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 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, call CUPD at (610)-399-2405. 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, 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

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest

National Network, www.rainn.org. These strategies are incorporated in CU's Preventative Education for students and employees.

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)**. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself**. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie**. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route**. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking**, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Delaware County Chapter of WAR:

www.delcowar.org

Risk Reduction

If You See Something-Say-Something

The **Haven Program** has been used as a tool to educate students.

Haven relies on proven prevention theories and educational strategies to help students understand the many aspects of the sexual assault issue. The program uses a population-level approach to educate all students about the elements of healthy relationships, the importance of sexual consent, and the role of bystanders in creating safe and healthy communities. Some of the important exercises within the course help students identify personal and relationship values, develop a conceptual and observational understanding of consent, identify red flags for unhealthy relationships and model safe, positive bystander behavior.

<https://everfi.com/offering/listing/sexual-assault-prevention-undergraduates/>

DAP

Domestic abuse is an ongoing pattern of controlling behaviors used to physically, emotionally, sexually, and psychologically exert power over a current or former intimate partner or family member.

Abuse is often cyclical in nature and will not go away. It usually gets worse and increases in frequency over time.

DAP was founded in 1976 as part of an effort to provide safety, advocacy and supportive services to victims of domestic abuse not otherwise available within Delaware County. Throughout the year this organization presents programs to staff and students and provides support when called.

Domestic Abuse Project

It's On Us PA is a statewide campaign that invites everyone to play a role in ending sexual assault. Building off the momentum of the national It's On Us movement. It's On Us PA brings together college and university presidents, superintendents, administrators, teachers, students, families, and community members to reframe the conversation around sexual violence and pledge to be part of the solution.

<https://www.governor.pa.gov/its-on-us/>

<http://itsonus.org/>

IT'S On US GRANT

HELPFUL LINKS TO AVAILABLE RESOURCES for:

DOMESTIC ABUSE

SEXUAL ASSAULT

DATING VIOLENCE

STALKING

LEGAL & LAW ENFORCEMENT OFFICES

NATIONAL SEXUAL VIOLENCE RESOURCE CENTER

BULLYING

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.

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

Pennsylvania Coalition Against

Domestic Violence

1-800-799-7233 www.pcadv.org

National Sexual Assault Hotline

1-800-656-4673 www.rainn.org

Pennsylvania Coalition

Against Rape

1-800-692-7445

www.pcar.org

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

Pennsylvania Coalition Against Rape: www.pcar.org

Pennsylvania Coalition Against Domestic Violence: www.pcadv.org

Rape, Abuse and Incest National Network: www.rainn.org

Department of Justice, Office on Violence Against Women: <http://www.justice.gov/ovw>

Department of Education, Office of Civil Rights: [US Dept of ED Civil Rights](http://usdoj.gov/crt)

Not Alone <http://changingourcampus.org/about-us/not-alone/>

Awareness and Prevention Programs and Training

RA Training , Title IX**January 17, 2018**

Sober Lounge -supportive community gathering where students can achieve academic success while enjoying a genuine college experience, free from alcohol and other drugs.	February 22, 2018
The Blunt Factor: Marijuana-Can It lead to addition? Presented by Holcomb Behavioral Health. Drug prevention program.	February 26, 2018
CVS/ACS Tobacco and Social Justice Tabling and Town Hall Meeting. Goal to create a tobacco-free generation/address the problem of tobacco dependence and the need to take a long-term view to change tobacco behaviors.	March 1, 2018
Alcohol and Sexuality- informative discussion on effects of the consumption of alcohol on sexual behavior and responsible decision making.	March 6, 2018
Women's Empowerment & Self-Defense. Guests: PRO Martial Arts Team Marcus Foster Auditorium 6pm	March 22, 2018
Judicial Board Training _ Title IX and sexual Misconduct Violation	March 27, 2018
A.G.R.E.E -interactive workshop that walks participants through the process of identifying and resolving conflicts. The workshop will enable participants to identify "trigger points" that can lead to or escalate conflicts. Through group exercises, participants will learn strategies to Acknowledge Differences, Gain Understanding, Retain Composure, Educate and Empathize when confronted with conflict.	April 2, 2018
Mental and Emotional Wellness- Presentation and talk with Tracey Smith, CU Wellness Specialist	April 24, 2018
NCAA Choices- presents Music in the Garden -Live music, food and discussions about alcohol and drug abuse/ effect on relationships, grades, and how to make and sustain healthy choices and life styles.	April 26, 2018
Delaware County Domestic Abuse Project - A Presentation on Love, Violence and Relationships/ managing relationships inside and outside	May 1, 2018
The professional development workshop on "Current Drug Trends. " This program is sponsored by Residence Life and Housing, NCAA CHOICES and facilitated by our community partner Holcomb Behavioral. Students and staff invited to learn about identification of drugs/addition/available resources for prevention and help	7/12/18
CSA Training for RAs: Public Safety Presentation/Collecting Information/Reporting crimes/What to know as a responsible reporting party/ confidentiality	8/20/18
Personal Safety : Presentation to New Students/awareness, personal belongings/call boxes/reporting problems/silent witness/ Nancy Fraley	8/24/18
Title IX Orientation for New Students: Title IX Coordinator introduces self and role of Title IX on campus /Robin Coward	8/24/18
Judicial Office: Presentation to new students describing CU judicial process/ rights/knowing the student code of conduct/Tia Brown	8/24/18
NCAA Choices Movie & Discussion: Are You My Sister? Facilitated by Ms. India Cross Cheyney Alumni, Former Ms. Cheyney University. Sponsored by Residence Life and Housing/NCAA Choices (This event is for Women only).	8/30/18

It's On Us Grant Coffee & Conversations: Are You Drunk in Love? <u>Dating violence and abusive control.</u>	9/20/18
Teal Tuesdays: A Day to End Dating & Sexual Violence	10/9/18
"Zero Shades of Grey"- Residence Life and Housing and Health and Wellness on the topics related to <u>Drug and Alcohol Education and Prevention and Healthy Decision Making</u>	10/11/18
Title IX Training with Candy Young from DSU	10/24/18
It's On Us Title IX Grant	
SAGA -Sexuality and Gender Alliance/ <u>To provide information, resources, and forms of advocacy for the campus as a whole on issues regarding sexuality, gender or sexual identity and expression and to educate the CU community and the surrounding area on issues of homophobia, transphobia, and heterosexism in all forms.</u>	10/29/18
LOVE IS... Guest speaker April Hernandez/ <u>learn about healthy relationships, dating violence and intimate partner dating</u>	11/6/2018
WORKSHOP -This is our third year hosting this event which focuses on alcohol, opiates and marijuana use. Narcotics Overdose, Prevention, Education/ NOPE	11/12/18
BREAK the SILENCE Project/ It's On Us/ Join the clothesline/ Decorate a T shirt and speak out against sexual assault	11/28/18
Annual Blue and White Event sponsored by the It's On Us grant/ Our theme for the night is "Igniting the Spark" with speaker Dr. Argie Allen Wilson (relationship therapist and radio/tv personality)	12/7/2018
TITLE IX MEETING - Judicial Board Members	2/21/19
TAKE BACK THE NIGHT - Collaborative program with Fine Arts dept focused on art and spoken word in support of victims of sexual assault	3/16/2019
STI Testing	3/20/2019 4/04/2019
Health & Wellness Center Tabling	4/17/2019 4/25/19
Sex Talk Part 2	
TITLE IX MEETING - Coaches & Athletes	
HEALTH & WELLNESS TABLING	
ZERO SHADES OF GRAY - Interactive workshop focused on sexual assault prevention , mandatory for all Freshman	08/2019
TITLE IX TRAINING – New Student Orientation	08/08/19
TITLE IX TRAINING - SGA Member & Resident Advisors-	08/20/2019
BREAK the SILENCE Project/ It's On Us/ Join the clothesline/ Decorate a T shirt and speak out against sexual assault	09/11/2019

Medical Amnesty/ Safe Harbor Pledge

Sexual/Reproductive Health w/ (IGC) & Planned Parenthood of West Chester	09/17/2019 09/22/19
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TITLE IX TRAINING - Faculty

TITLE IX TRAINING – Greek organizations	08/08/19
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Sexual & HIV Ed Discussion w/ Health Federation of Philly	10/08/2019 10/15/19
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TEAL DAY - Students asked to wear teal clothing and participate in games focused on understanding the principles of Title IX

STI Testing with IGC	10/15/2019 10/16/2019
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CLOTHESLINE PROJECT - Students invited to write messages on white tee shirts expressing support for survivors of sexual assaults

Part 2 Sexual & HIV Discussion w/Health Federation of Philly	10/22/2019
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COFFEE & CONVERSATION – event featured a coffee shop venue with speakers discussing healthy relationships	10/17/2019
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SEXUAL ED Trivia with PLANNED PARENTHOOD	11/05/2019
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TRAP YOGA	11/19/2019
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STI TESTING & WORLD AIDS DAY - Celebration Social Media Campaign w/IGC	12/05/2019
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BLUE & WHITE BANQUET- banquet and awards dinner recognizing supporters of Title IX programming and featuring a guest speaker on the topic of healthy relationship	12/06/2019
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ACCESS TO CAMPUS FACILITIES

The Cheyney University of Pennsylvania Campus is open to the public. The majority of academic and administrative buildings is open during normal business hours (typically Monday through Friday, from 8am to 5pm, except Holidays) and are typically secured during the late evening hours, depending upon special event scheduling and community usage. The designated 24-hour academic buildings are typically secured from 11pm to 6am each night and access is gained to these buildings via the access control system.

CU residence hall access is restricted to CU residence students and authorized staff, and is secured 24 hours a day/7 days a week by an access control system. Members of the Department of Public Safety regularly patrol the interiors and exteriors of all campus facilities, buildings, and residence halls. Cheyney University Police also

works closely with the Facilities Management Department to maintain building security and key control. 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 Public Safety 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. Contracted security guards or resident advisors staff the entrance to each residential hall every day of the week. Residents gain entry by swiping their cards in the card access readers at the main entrance. 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.

DRUG, ALCOHOL AND SUBSTANCE ABUSE 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. In Pennsylvania, it is illegal for anyone under the age of 21 to purchase, possess or consume alcohol. It is also illegal for anyone to use or possess controlled drugs. At Cheyney University, it is illegal for any student, regardless of age, to possess or consume alcohol on campus or to return to campus under the influence.

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 [Residence Housing Policies & Procedures](#), The [Student Code of Conduct](#) or by contacting the Cheyney University Police Department.

The Campus & Public Safety Department and the Residence Life and Housing Staff members will enforce the State law and rules of the University as follows:

- A member of the RLHS or Campus & Public Safety may enter a student's room for visual inspection when there is reasonable suspicion of a rule violation.
- Possession of alcohol or drugs will result in disciplinary action and may result in criminal action.
- Any student responsible for organizing or providing a location for a gathering where alcohol is served, shall be referred for disciplinary and possible criminal action. Any student in attendance where alcohol is served, whether they have been consuming or not, shall be referred for disciplinary action.
- Any person responsible for having a keg of beer or like quantity of alcohol in a housing facility shall be subject to loss of housing or suspension from the University.
- Any student responsible for having drugs, drug paraphernalia or furnishing drugs may be subject to loss of housing or suspension from the University.

Since alcohol is not allowed on our campus, collections or displays of alcohol containers of any sort are prohibited. **Empty alcohol containers, even for decorative or sentimental reasons, are not allowed.**

All students are expected to abide by University policy and the laws and regulations of the Commonwealth of Pennsylvania and the United States of America. Policies regarding alcohol and other drugs are clearly stated in the <https://cheyney.edu/who-we-are/compliance-policies/policies-for-students/> which prohibits the unauthorized use, consumption, possession, sale, distribution or abuse of alcoholic beverages, illegal drugs, controlled substances or drug paraphernalia, as well as "acts against public order and decency including, but not limited to, ...intoxication resulting from the use of alcohol and controlled substances..."

Students who violate the law may incur penalties from civil authorities. Violation of a University regulation will result in sanctions through the Office of Student Judicial Affairs. These can include mandatory alcohol/drug education or evaluation and other sanctions ranging from disciplinary probation to suspension or expulsion and referral for prosecution. A summary of the laws and penalties related to alcohol and other drug offenses are included in the [Student Code of Conduct](#).

SANCTIONING FOR ALCOHOL AND DRUG VIOLATIONS

The University considers violations of the alcohol and substance abuse policies and laws to be serious in nature. Such violations are dangerous to the physical and emotional well-being of Cheyney University students, as well as compromising to the University's reputation within the community. Therefore, the

following sanctioning guidelines are provided to inform students of the potential consequences for violating these policies both on and off campus. Be advised that the University reserves the right to alter these sanctions at the discretion of the adjudicating authority.

Student Code of Conduct includes the following information:

Purpose and Jurisdiction

Standards of Conduct

Confidentiality

Medical Amnesty

Safe Harbor Policy

Computing, Networking, and Internet

Parental Notification (Alcohol and Drug Incidents)

Violations

Hazing

Student Conduct Process

Understanding the Process

Complainant Procedures

Immunity

Student Conduct Procedures

Disciplinary Appeal Procedures

Student Sexual Misconduct Violations of Title IX

Complaint and Respondent Rights and Expectations

Administrative Fact Finding

Disciplinary Hearing Procedures

Appeals

Disciplinary Sanctions

<https://cheyney.edu/who-we-are/compliance-policies/policies-for-students/>

Other Resources and Programs

The University has developed a program to check 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

Pennsylvania Liquor Control Board: Programs for students each semester

Counseling Services: Student Wellness Services, Student Health Center; [Mental Health Resources](#) United Behavioral Health employee services [Counseling 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: Employees/Student Judicial Review Committee

DEA



The Drug Enforcement Administration publicly launched www.CampusDrugPrevention.gov. This is a new website focused on preventing and addressing college drug use. This is the DEA's latest effort to support drug abuse prevention programs on college campuses and in surrounding communities.

CampusDrugPrevention.gov offers valuable information, including data, news updates, drug scheduling and penalties, publications, research, national and statewide conferences and events, state and local prevention contacts, and resources available from DEA's federal partners. The website also includes a "Help a Friend" resource to educate and prepare those who plan to talk to their friends or loved ones about drug use concerns.

ScreenU: For a healthier campus life. <https://screenu.org/>

WHERE TO GET HELP

Student Health Center – Cheyney University

Counseling and Psychological Services..... 610-399-2281

Counseling Services

Student Health Services..... 610-399-2260

Human Resources 610-399-2060

Guadenzia..... 610-429-1414

Alcohol Anonymous Southeastern PA Hotline..... 215-923-7900

<https://www.aasepia.org/contact/>

For local treatment locations go to: <https://findtreatment.samhsa.gov/locator/link-focSelfGP#.XNCcq4IKgdU>

Narcotics Anonymous..... 215-629-6757

Poison Control Center..... 800-222-1222

Crisis Services 610-876-9000

State Employee Assistance Program (SEAP)..... 1-800-692-7459,

<http://www.pashe.edu/inside/hr/syshr/pages/seap.aspx>

SEXUAL ASSAULT POLICY STATEMENT

For information pertaining to the University's Title IX Policy (including sexual assault), please see:
<https://cheyney.edu/resources/cu-campus-public-safety/title-ix/>.

Director EEO & Title IX Coordinator, Compliance Officer
rcoward@cheyney.edu, 610.399.2430

POLICY DISSEMINATION

A current hard copy of this policy is available in the following locations: the student handbook, the Office of the President, the Title IX Coordinator's Office, and Campus and Public Safety.

An electronic copy of this policy is available in the following locations:

- <https://cheyney.edu/resources/cu-campus-public-safety/clery-act/sexual-harassment/>
- <https://cheyney.edu/policies-by-division/>
- <https://cheyney.edu/resources/cu-campus-public-safety/policies/>
- <https://cheyney.edu/resources/cu-campus-public-safety/title-ix/>

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

The Alarming Truth: <http://alarmingtruth.org/>

CU Fire Plan and Policy: [Fire Plan](#)

CU Fire Alarm Policy and Procedure and fire safety tips: [Fire Safety](#)

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, [Residence Hall Fire Safety Guidelines](#).

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 Campus & Public Safety 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. Campus & Public Safety 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 Campus & Public Safety 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 Campus & Public Safety 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 Campus & Public Safety.
 - D. Designated person, other than the assistant, should inform Campus & Public Safety 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 if 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

The Student Affairs 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 2019

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
King Hall -Alumni Ln CLOSED Fall 2018	X	X	X	X	X	X	
Emlen Hall Quaker Lane	X	X	X	X	X	X	Open Fall 19 1
New Residential Hall Creek Rd	X	X	X	X	X	X	4
Humphrey Hall Quaker Lane	X	X	X	X	X	X	4
Tubman Hall College Lane CLOSED Inactive							

Cheyney University Fire Statistics for Residence Hall Facilities 2017-2019

2017 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 CLOSED INACTIVE						
Humphreys Hall, University & Alumni Lane	0	0	N/A	N/A	N/A	N/A
King Hall, University & Alumni Lane	1	1	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	0	0	N/A
Tubman Hall, College Lane INACTIVE						
2018 Residential Facilities	Total Fires in Each	Fire Number	Cause of Fire	Number of Injuries That Required Treatment	Number of Deaths	Value

	Buildi ng			at a Medical Facility	Relat ed to a Fire	of Property Damage Caused by Fire1
Truth Hall, University & Alumni Lane CLOSED DEMOLISHED	CLOS ED					
Humphreys Hall, University & Alumni Lane	0	0	N/A	N/A	N/A	N/A
King Hall, University & Alumni Lane Closed Fall 2018	0	0	N/A	0	0	0
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
Tubman Hall, College Lane	INAC TIVE					
2019 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 Fire1

Humphreys Hall, University & Alumni Lane	0	0	N/A	N/A	N/A	N/A
King Hall, University & Alumni Lane	0	0	N/A	N/A	N/A	N/A
Emlen Hall, University & Alumni Lane	0	0	N/A	0	0	0
Open Fall 2019						
New Residential Housing, Creek Rd & Alumni Lane	0	0	N/A	0	0	0
Tubman Hall, College Lane	INAC TIVE					

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 Campus & Public Safety 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 Campus & Public Safety in Residence Halls and in academic buildings. Reports are kept on file in the Campus & Public Safety 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

Hardwired smoke detectors are located in the halls and in each student room. Detectors located in the halls and other public areas are connected to the building alarm system. 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 Campus Living Assistant or Director of Housing as soon as possible. The CLA inspects all room smoke detectors during school closings (Thanksgiving, Winter Break, Spring, Summer). Inspections are documented and sent to the Campus & Public Safety 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 Campus & Public Safety 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 Campus & Public Safety (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.

[Know Your Fire Evacuation Plan](#)

New Residence Hall

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

Emlen Hall and Humphreys Hall

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

Tubman 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 Campus & Public Safety 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. Campus & Public Safety 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 Campus & Public Safety .
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 Campus & Public Safety 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 CAMPUS & PUBLIC SAFETY AND/OR THE FIRE DEPARTMENT PERSONNEL IMMEDIATELY. OTHERWISE IF/WHEN REQUESTED, THOSE ACCOUNTABLE HAVE TO REPORT TO CAMPUS & PUBLIC SAFETY 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 Campus & Public Safety , 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.

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.

NON- EMERGENCY FIRE REPORTING

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 Police Department may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

Cheyney University Police Department: 610-399-2405 or Cheyney University Housing: 610-399-2428

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

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

We need to update our fire safety education program and upgrade fire safety alarm systems, due to the current campus relocation of staff, and building demolition.

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 Campus & Public Safety 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 Campus & Public Safety Department. Any student who becomes aware of a violation of this policy is required to immediately notify the Campus & Public Safety 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 and may also result in the individual receiving a written directive to remain off University property.

The University may refer any violation of this policy to the Campus & Public Safety Department for investigation and/or arrest.

G. Exceptions to this policy include:

- Members of the Campus & Public Safety 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 Public Safety Officers who assist Campus & Public Safety.
- Private security firms must obtain prior written approval from the Chief of Campus & Public Safety 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 Campus & Public Safety (610) 399-2405
 - Director of Housing Operations (610) 399-2710
 - Executive Director of Student Affairs (610) 399-2503
 - 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**.
4. After investigating a missing person report, should CUPD determine that the student has been missing for 24 hours, the university will:
 - Notify the missing person contact within 24-hours if the student has designated one.
 - Notify the student's custodial parent or guardian and any other designated contact person within 24-hours if the student is less than 18-years of age and is not emancipated.

- Inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24-hours, unless the local law enforcement agency was the entity that made the determination that the student is missing. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, notification to the local law enforcement agency that has jurisdiction in the area that the student is missing must be made within 24-hours.



**CHEYNEY UNIVERSITY OF PENNSYLVANIA
OFFICE OF 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 local law enforcement during 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 local 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: (____)_____

CHEYNEY UNIVERSITY POLICY REGISTER

The Cheyney University Policy Register is a compilation of the official University, Administrative, and Operational policies and procedures of Cheyney University of Pennsylvania. The purpose of this on-line record is to serve the Cheyney University community as a source of reliable information and as a foundation on which decisions can be made.

- The Office of the President oversees and maintains this site.
- All approved policies and procedures will be recorded and posted in this site.
- This Policy Register is updated through periodic additions, deletions and changes.

Ultimately, all Cheyney University policies are designed to ensure the best possible learning experience for our students, and the optimal environment for our faculty and staff. Click on the links to view and download the most recent information on each of the following policies: Clery Act Policy, Emergency Evacuations, Fire Safety, Missing Student Notification, Timely Warning and Emergency Notification, Firearms, Weapons and Explosives, Emergency Response and Evacuation, Threat assessment, Alcohol and Drug, Harassment, Intimidation and Disruptive Conduct Policy, Reporting Allegations of Sexual Abuse - Assault of Minor Children, Reporting Allegations of Sexual Abuse/Assault, Use of Force, Sexual Harassment, Dating Violence, Domestic Violence, Hazing and more.

[Compliance and Policies](#)

[CU Policies](#)

[Cheyney University Police Register](#)

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 using 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.

Dating Violence: The term "dating violence" means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

Domestic Violence: The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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.

Stalking: The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress

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, national origin, gender identity 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.

FIRE STATISTICS 2017-2019

Cheyney University of Pennsylvania, Cheyney, PA 19319

Name of Facility	2017			2018			2019		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
King Hall	1	0	0	0	0	0	0	0	0
Emlen Hall	0	0	0	0	0	0	0	0	0
Humphrey Hall	0	0	0	0	0	0	0	0	0
New Residence Hall	0	0	0	0	0	0	0	0	0
Tubman Hall	INACTIVE			INACTIVE			INACTIVE		
Truth Hall	CLOSED			CLOSED			DEMOLISHED		
Total	1	0	0	0	0	0	0	0	0

Name of Facility	2016			2017			2018		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
King Hall	0	0	0	1	0	0	0	0	0
Emlen Hall	0	0	0	0	0	0			INACTIVE
Humphreys Hall	0	0	0	0	0	0	0	0	0
New Residence Hall	0	0	0	0	0	0	0	0	0
Tubman Hall		INACTIVE			INACTIVE			INACTIVE	
Truth Hall		CLOSED			CLOSED			DEMOLISHED	
Total	0	0	0	1	0	0	0	0	0

Cheyney University Crime Statistics 2017-2019

Main Campus	On campus			Residence			Public			Non Campus		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Crime Classification												
Murder /non negligent manslaughter	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
Rape	2	1	0	2	1	0	0	0	0	0	0	1
Fondling	1	1	0	1	1	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	2	0	2	0	0	2	0	0	0	0	0	0
Burglary	6	2	6	5	2	6	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	5	1	4	4	1	4	0	0	0	0	0	0
Stalking	1	1	0	0	1	0	0	0	0	0	0	0
ARRESTS/REFERRALS for Selected Offenses												
Offense Type												
Liquor Law Violations												
Referral	0	0	6	0	0	6	0	0	0	0	0	0
Arrest	2	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations												
Referral	42	10	15	38	10	15	0	0	0	0	0	0

Arrest	9	7	1	9	7	0	0	1	0	0	0	0	0
Weapons Violations													
Referral	1	0	0	1	0	0	0	0	0	0	0	0	0
Arrest	3	0	0	3	0	0	0	0	0	0	0	0	0

Hate Crimes

2019: No Reported Hate Crimes

2018: No Reported Hate Crimes

2017: No Reported Hate Crimes

Unfounded Crimes

2019: No Unfounded Crimes

2018: No Unfounded Crimes

2017: No Unfounded Crimes

CHEYNEY UNIVERSITY MAIN CAMPUS MAP

Cheyney Road and Creek Road, 1837 University Circle, Cheyney, PA 19319

Approximately a 275-acre campus located twenty miles from Philadelphia, Pennsylvania.

All buildings are “On Campus.”

Cheyney Rd Squire Cheyney Farm Park is located across Cheyney Road adjacent to the North Entrance

[Campus Map](#)