



# 2015 - 2016 Annual Security and Fire Safety Report

## Contents

	Page
The Annual Security and Fire Safety Report	2
The Neumann University Campus	2
The Department of Campus Safety	4
Communications Services	6
Fire and Emergency Services	6
Security and Technical Services	7
Reporting Crimes on Campus	9
Timely Warnings	10
Emergency Preparedness/Emergency Response Plan	10
Reporting and Communicating Emergencies	15
Residence Life Community Standards	16
Residence Hall Visitation Policy and Procedures	16
Sexual Misconduct, Sexual Violence and Sexual Harassment	19
Campus Security Authorities	28
Sex Offender Registry	28
Alcohol Policy	29
Drug Policy	31
Missing Persons Policy	32
Protecting Minors on Campus	33
Neumann University Campus Crime Statistics	34
The Pennsylvania Uniform Crime Reporting Act	37
The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act	38
Public Crime Log	42
Annual Fire Safety Report	42
Fire Safety Policies for on-Campus Student Housing Facilities	45
Fire Evacuation Procedures	45
Fire Safety Log	49
Reported Fires for all Neumann University Residence Halls	50
Residential Fire Safety Amenities by Building Location for All by Neumann University Residence Halls	51

## **Non Discrimination Statement**

Neumann University, founded and sponsored by the Sisters of Saint Francis of Philadelphia, is a Catholic institution of higher education in the Franciscan tradition. Neumann University educates a diverse community of learners based upon the belief that knowledge is a gift to be shared in the service of others and that learning is a lifelong process. Neumann University is an equal opportunity employer, dedicated to a policy of nondiscrimination on any basis including race, creed, color, age, sex, religion, national origin, handicap, or sexual orientation.

## **The Annual Security and Fire Safety Report**

Campus Safety is a shared responsibility of the Neumann University Community. Clearly, the best protection against campus crime is an aware, informed, alert campus community where students, faculty and staff use reason and caution. The vast majority of our students, faculty, staff and visitors do not experience crime at Neumann University, however, despite our best efforts, crimes sometimes occur. This information is provided because of our commitment to campus safety and to comply with the federal law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)). The report is distributed annually by university e-mail to all enrolled students, faculty and staff. The report is also available from the Campus Safety web site. Copies of the report may be obtained from the Department of Campus Safety located in the Rocco A. Abessinio Building room 123 or by calling 610-361-5210. All prospective employees may obtain a copy from the Human Resources Office located in the Rocco A. Abessinio Building. The University Admissions Office will provide copies of the report on request. This report is meant to be useful to the Neumann Community and the Department of Campus Safety encourages everyone to read it. Any concerns, questions or comments about federal or state law requirements or Neumann's compliance with these laws, please contact the Director of Campus Safety at 610-558-5584 or through email at [Francisl@neumann.edu](mailto:Francisl@neumann.edu).

No officer, employee, or agent of Neumann University shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## **The Neumann University Campus**

The Neumann University campus consists of 68 acres owned and leased land located in Aston, Pennsylvania, a quiet residential suburb in Delaware County. The University campus is located on both the north and south sides of Convent Road. The University also takes responsibility for MacIntyre Drive and Neumann Drive, which runs from Concord Road to the south side of the campus.

The campus property on the north side of Convent Road is bounded by a row of private residences, and land belonging to the Sisters of St. Francis of Philadelphia. The campus property to the south of Convent Road is bounded by Concord Road, MacIntyre Drive and properties belonging to the Sisters of St. Francis of Philadelphia and Mount Hope United Methodist

Church. An internal campus road, Neumann Drive, belongs to the University. The address for each University building is listed below; however, these addresses are not for mailing purposes. **The official address for the campus is:**

**Neumann University  
One Neumann Drive  
Aston, PA 19014-1298**

Addresses of University Buildings (not for mailing purposes):

Bachmann Main Building One Neumann Drive Aston, PA 19014	Living and Learning Center I 517 Convent Road Aston, PA 19014
Thomas A. Bruder Jr. Life Center Two Neumann Drive Aston, PA 19014	Living and Learning Center II 519 Convent Road Aston, PA 19014
Child Development Center Three Neumann Drive Aston, PA 19014	Living and Learning Center III 519 Convent Road Aston, PA 19014
Rocco A. Abessinio Building One MacIntyre Drive Aston, PA 19014	Ministry House 605 Convent Road Aston, PA 19014
The Mirenda Center for Sport, Spirituality and Character Development 501 Convent Road Aston, PA 19014	Counseling Center for Wellness 603B Convent Road. Aston, Pa. 19014
Unoccupied House 603 Convent Road Aston, PA 19014	

The University leases a home at 4040 Concord Road and one residence hall:

The Buoni Building in Aston Township, is owned by the West Cork Company, LLC. The street address is 4080 Concord Road, Aston, PA 19014. Its residential capacity is 84 students.

The University maintains no branch campuses, and it does not own or possess off-campus facilities of any kind.

Neumann University offers classes at the following additional locations:

Bishop Shanahan High School  
220 Woodbine Road  
Downingtown, Pa. 19335

Chester County Intermediate Unit  
455 Boot Road  
Downingtown, Pa. 19335

Delaware County Intermediate Unit  
200 Yale Avenue  
Morton, Pa. 19070

Monsignor Bonner  
Archbishop Prendergast High School  
403 North Lansdowne Avenue  
Drexel Hill, Pa. 19026

Neumann Gorretti High School  
1736 South 10<sup>th</sup> Street  
Philadelphia, Pa. 19148

Phoenixville Commons  
400 Franklin Avenue  
Phoenixville, Pa. 19460

Neumann University is situated at one of the highest parts of the county, providing the University a panoramic view of parts of the Delaware River Valley. The University has approximately 2901 undergraduate and graduate students enrolled in classes, 101 full-time faculty, 180 full-time staff, and 200 part-time/adjunct faculty. In August of 1997, the University opened its first residential facility and in January 1999, it's second. The third residential hall opened in August of 2002, giving the on-campus Living and Learning Center Complex a residential capacity of approximately 545 students. With the Buoni Building combined Campus residency is approximately 629 students.

## **The Department of Campus Safety**

The Neumann University Department of Campus Safety in collaboration with Allied- Universal Security Services is available 24 hours a day, every day. It provides a variety of services to ensure that the campus community is safe. The Department strives to achieve this mission by fair and equitable enforcement of University policies and federal, state and local laws with sensitivity to the diversity of its population. It also serves the University community by providing oversight and assistance in safety matters, crime prevention programs, and response to emergency situations.

Campus Safety officers (who are unsworn) conduct patrols in campus buildings, grounds and parking lots, residential halls and provide a Campus Safety presence for University athletic events and other campus activities. As part of their patrol responsibilities, officers regularly observe and report any facility maintenance problems to ensure that any deficiencies or hazardous conditions are quickly addressed. In addition, the Department is constantly on alert to issues such as proper lighting, landscaping, dark and concealed walkways and other areas, and campus conditions generally to endeavor for consistency with sound Campus Safety principles.

The Department of Campus Safety assists in providing an overall safe campus environment by reporting campus building and environmental problems to the Facilities Department.

The office of the Campus Safety Department is located on the ground floor of the Rocco A. Abessinio Building – Room 123. The Department is staffed by a Director, an Assistant Director, a Campus Safety Systems Manager and professional Campus Safety officers. In addition, Campus Safety operates a Communications Center 24/7 which is located in the Rocco A. Abessinio Building, Room 100. Campus Safety provides security coverage 24/7 at the Living and Learning Center desks (Residence Halls).

Neumann University Campus Safety has approximately 50 officers who are unsworn and unarmed and do not have police powers of arrest. The Department enjoys good professional relationships with the Delaware County District Attorney's office and the Aston Township Police Department,

Campus Safety officers are required to attend training in security principles and fundamentals as well as other relevant topics. They also are trained in fire safety alarms and procedures.

Students, faculty, staff members and alumni have access to all facilities on the campus during the University's normal operating hours, with the exceptions of the Child Development Center and student rooms, in the Living and Learning Center. All campus buildings are locked by Campus Safety officers after business hours every day and are patrolled regularly.

Campus Safety, Residence Life, and Facilities, and the residents themselves share the responsibility for residential safety and security. As official University representatives, Residence Life Assistant Directors and other members of the Residence Life Staff have housing authority in residential buildings that is supported by the Director of Campus Safety, the Dean of Students and the Director of Residence Life. These individuals and departments work closely on a daily basis to create and maintain high levels of Campus Safety for residents and guests while striving to ensure that the Neumann University experience will continue to be one that is rich academically, culturally, and socially.

In order to provide a safe and secure environment for students and visitors, the University uses a combination of electronic access control and monitoring by Campus Safety officers in the entrance lobbies of all residential buildings. In addition to providing University ID when entering residence halls, students are required to sign in their guests, who must also provide official identification (e.g. driver's license) to the person on duty.

Consistent with the Neumann University drug and weapons possession policies and as part of the University's Campus Safety goals, students are reminded that drugs and weapons are strictly prohibited on campus, including residential buildings and rooms. In order to enforce these policies and to help make the Living and Learning Center halls as safe as possible, students' bags are subject to search upon entry to the Residence Halls.

Campus Safety services and procedures are included in the Student Handbook, and posted on the Campus Safety section of the Neumann University website. While the Department of Campus

Safety regularly provides crime, security and safety information to the Neumann community, all members of the community are expected to cooperate with and participate in the University's Campus Safety advocacy initiatives. The Department of Campus Safety provides safety and security information in cooperation with other campus activities that are available to the campus community. Topics may include crime prevention as well as community fire safety and emergency preparedness programs.

### **Adopt-A-Dorm**

Community outreach program that involves individual Campus Safety Officers who meet during the semester with Resident Assistants in the Living and Learning Centers to discuss fire, safety, security issues and to promote crime prevention and crime reporting.

### **Knight Rider**

Campus Safety provides escort service for students, faculty, staff and visitors 24/7. To request an escort call 610-558-5555.

### **Communication Services**

The Department of Campus Safety Office functions 24 hours a day, 365 days a year and uses modern technology to keep abreast of crime reported directly to the department. Campus Safety has Computer Aided Dispatch (CAD) which gathers information on all calls requesting assistance from the Neumann University community. The Department of Campus Safety is in regular contact with the Aston Township Police Department. All students, faculty and staff are encouraged to program the Neumann University Campus Safety phone number, 610-558-5555, into their cell phones in case of emergency.

### **Fire and Emergency Services**

The Department of Campus Safety manages the University's fire and emergency services programs. Working in collaboration with the Aston Township Fire Marshall, it monitors and enhances compliance with local, state and federal codes through building inspections, fire alarm inspections, sprinkler system inspections and fire extinguisher inspections. Under the direction of the Director of Campus Safety, the department serves as the lead agency for the University's Emergency response functions by preparing people to respond appropriately in the event of an emergency and to oversee the readiness of all campus building life safety systems and equipment. In addition to its planning functions, Campus Safety collaborates with local governmental agencies, to prevent, prepare for, respond to and recover from crisis events on or near the campus. The department provides numerous additional services, including monitoring emergency drills, safety training to new students and employees. To contact the Department of Campus Safety, call ext. 5555 from a campus telephone or 610-558-5555 from off-campus/cell phones.

## **Security and Technical Services**

The Campus Safety Department provides guidance and oversight for the design and installation of all electronic security for the University. The department also provides campus-wide electronic security systems administration and support. Currently, this includes emergency blue light telephones, building intrusion alarm systems, electronic access control systems and closed-circuit video (CCTV) monitoring for safety and security purposes.

### **CCTV (Closed Circuit Television) locations**

#### **Bachmann Main Building**

- 2 cameras on the ground floor in the ARC hallway
- 2 cameras on the ground floor in the Information Technologies Resources hallway
- 1 camera on the ground floor in the University store
- 1 camera on the 1<sup>st</sup> floor in the main lobby
- 1 camera outside the Business office by room 103
- 3 cameras inside the Business office room 104
- 1 camera in the Business office vault room 104
- 4 cameras on the 1<sup>st</sup> floor of the Library
- 3 cameras on the 2<sup>nd</sup> floor of the Library
- 3 cameras on the 3<sup>rd</sup> floor in the Neumann Institute hallway
- 1 camera outside the 3<sup>rd</sup> floor of the Neumann Institute hallway

#### **Bruder Life Center**

- 1 camera by the Sodexo cashier
- 1 camera in the John J. Mullen Communication Center

#### **Buoni Building**

- 1 camera in the main lobby
- 1 camera in the elevator
- 1 camera in the main stairwell on the garage level
- 1 camera in the garage by the doors
- 1 camera in the garage by the elevator

#### **Living and Learning Centers**

- 1 camera in Living and Learning Center II by room G20
- 1 camera in Living and Learning Center III computer lab
- 1 camera in Living and Learning Center III by room G50
- 1 camera in Living and Learning Center III by room 143

#### **Living and Learning Center Gazebos**

- 1 camera at the Living Learning Center I gazebo
- 1 camera at the Living Learning Center II gazebo
- 1 camera at the Living Learning Center III gazebo

### **Mirenda Center**

- 1 camera in the Atrium by the kitchen area
- 1 camera in the Atrium by the receptionist desk
- 1 camera by room 102
- 1 camera by room 116
- 1 camera by room 131
- 1 camera by room 138

### **Rocco A. Abessinio Building**

- 1 camera on the 1<sup>st</sup> floor in the main lobby
- 1 camera on the 1<sup>st</sup> floor in the open computer lab
- 1 camera on the 1<sup>st</sup> floor in the Continuing Adult and Professional Studies hallway
- 1 camera in stair well 2 that leads to the outside by room 112
- 1 camera on the 2<sup>nd</sup> floor loading dock
- 1 camera in the 4<sup>th</sup> floor lobby
- 1 camera in the 5<sup>th</sup> floor lobby

### **Exterior Cameras**

- 1 camera at the main entrance to the Rocco A. Abessinio Building
- 1 camera on the Bruder Life Center by Morgan Circle
- 1 camera on the Bruder Life Center at the John J. Mullen entrance
- 1 camera on the Bruder Life Center at the Main entrance
- 1 camera on the Bruder Life Center by the loading dock
- 1 camera in the Living and Learning Center I parking area
- 1 camera in the Living and Learning Center III parking area
- 1 camera in the Living and Learning Center court yard area
- 1 camera in the Mirenda Center parking area by Convent Road
- 1 camera in the Mirenda Center parking area by the Community Hall entrance
- 1 camera in the Mirenda Center parking area by the Tennis Court

### **Emergency Blue Light Telephones**

- 1 in the Rocco A. Abessinio Building parking area
- 1 on Neumann Drive
- 1 at Morgan Circle by the crosswalk
- 1 in the Bruder Life Center parking area far corner
- 1 in the Mirenda Center parking area by Convent Road
- 1 in the Mirenda Center parking area by the tennis courts
- 1 in the middle of the Living and Learning Center parking area
- 1 in the Living and Learning Center court yard



## **Reporting Crimes on Campus**

It is the general policy of Neumann University to encourage prompt and accurate reporting of crimes either directly to the Department of Campus Safety, local municipal police (Aston) or to the Dean of Students, Director of Residence Life or Neumann University Human Resource, Risk Management Office.

The Neumann University Department of Campus Safety is under the administrative responsibility of the Vice President for Human Resources and Risk Management. As mandated, the Department of Campus Safety annually reports crime statistics using standards and definitions of the Federal Bureau of Investigation Uniform Crime Reporting system (UCR). In addition, crime statistics are also submitted annually to the Department of Education.

To report a crime or an emergency, anyone can call 610-558-5555. Calling this number will connect the caller to the Campus Safety Communications Center which will generate an immediate response. In the event of a serious crime or other emergency, students, staff, faculty, and visitors may also call 911, for police or emergency medical response. (Delaware County has a 911 system in place for police, fire and medical emergency calls).

## **Neumann University Department of Campus Safety**

Communications Center – RAB	610-558-5555
Director of Campus Safety - Leon Francis	610-558-5584
Assistant Director of Campus Safety - Lee Strofe	610-361-5410
Campus Safety Systems Manager- Charles Campbell	610-358-4545
Campus Safety Office	610-361-5210

## **Other Neumann University Departments**

Vice President for Student Affairs and Enrollment Management – Dr. Diana Dale	610-361-2448
Dean of Students – Bridget Haines-Frank	610-361-5494
Director of Residence Life - Michael Webster	610-558-5657
Neumann University Human Resources. Risk Management	610-558-5628

## **Timely Warnings**

When the Department of Campus Safety becomes aware of criminal incidents that, in the judgment of the University's senior leadership, constitute an ongoing threat to the campus community, the Department of Campus Safety issues a Crime Alert to notify the community. These Crime Alerts are disseminated via the Department of Campus Safety. Depending on the particular circumstances, a timely warning will be issued without delay by the Department of Campus Safety and the information may be disseminated by using one or a combination of the following: e-mail distribution, Neumann University website, campus publications and postings and/or activation of the externally hosted emergency notification Campus alert system to advise the community of the situation. Neumann University withholds as confidential the names of victims.

## **Emergency Preparedness –Emergency Response Plan**

Emergency Preparedness is an attempt prior to the actual occurrence of a crisis to facilitate recognition of emergency demands and to make the community response more effective. Emergency Preparedness serves as a discipline for taking prompt and effective action in time of crisis.

For the purpose of assisting University personnel in determining the appropriate response, the categories of emergencies are defined as follows:

**Level 1:** Any incident, actual or potential, which is not likely to seriously affect the overall functional capacity of the University.

**Level 2:** Any incident, actual or potential, which affects one or more buildings, and which will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University Administration during these incidents.

**Level 3:** Any event or incident that has occurred and has seriously impaired or halted the operations of the University. In rare cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Operations Center will be activated, and will be manned by University administrators to assure the emergency plans are properly implemented.

Any incident which fits one of the definitions above and concerns campus resources, and/or instrumentalities of the University immediately should be reported to the Office of Campus Safety at 610 558 5555. Campus Safety will immediately notify the appropriate Unit Vice President and/or the President of the incident.

## SCOPE

The response procedures in this document apply to designated Neumann University personnel and to all the buildings and grounds owned and operated by the University.

The University Emergency Response Plan includes response protocols for the following types of emergencies:

- Fire
- Utility failure
- Medical emergency
- Criminal Act
- Hazardous Material Incident
- Civil Disturbance/Demonstration
- Bomb Threat
- Natural Disaster
- Hostile Intruder
- Emotional Crisis
- Utilization of University facilities in support of community during natural or human caused events.

## CRISIS

When a crisis occurs decisions may have to be made without examining every aspect of a situation. A crisis situation is defined as any circumstance or event identified by the President as having a real or potential major impact on the campus community as a whole. Examples of such a situation include explosions, hazardous chemical or environmental spills, a hostage or firearm situation, major accidents, fire, violence, unexpected deaths and natural disasters. It does not include incidents of isolated crime, which are routinely handled by the Campus Safety Department and/or Aston Township Police and/or other law enforcement agencies. The term "crisis" most frequently refers to the period immediately following a situation which has widespread interest among the local, regional, state, and national community, thus generating greater media focus and requiring the University's full attention for the duration of the situation.

**In an Emergency:** Call Campus Safety at 610-558-5555.

**In Life Threatening Situations:** Call Police/Fire/Emergency Medical Services at 911.

**IMPORTANT:** When calling 911 or Campus Safety, it is important to give your name, location, and the nature of the emergency. Do not hang up until told to do so.

### General Evacuation Protocol

1. All building evacuations will occur when an alarm sounds and /or upon notification by Campus Safety.
2. When the fire evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

3. Use stairs in case of fire and/or other emergencies. Do not use elevators.
4. Once outside, proceed to a clear and safe area away from the building.
5. Keep driveways and walkways clear for emergency vehicles and personnel. Each administrator should have an accurate headcount for his/her department to assure that all persons are accounted for once outside.

**IMPORTANT:** Do not return to an evacuated building unless told to do so by a University official.

### **Fire Emergency Response Protocol**

The Department of Campus Safety recommends the Neumann community practices the following:

#### **Reporting a Fire**

1. Pull the nearest fire alarm box in the corridor.
2. Do not attempt to fight the fire. Use extinguishers for personal safety.
3. Exit through the nearest door to the outside of the building to the nearest assembly area.
4. Notify Campus Safety (610-558-5555) that you pulled the alarm and the location.

#### **Response to a Fire Alarm When You Are in the Area of a Fire**

1. Evacuate all people from the area.
2. Assist persons with mobility difficulties in exiting the building where possible.
  - a. Move persons with mobility difficulties to a stairwell and close all doors as you move to the first floor. This will keep the fire out of the stairwell.
  - b. Inform a Campus Safety Officer if a person is waiting in a stairwell.
  - c. Emergency Response personnel will evacuate persons in the stairwells.
3. Close the door to the room or corridor if possible.
4. Do not use elevators.
5. Leave the building by the closest exit.
6. Move to an external assembly area away from the building.
7. Do not return to an evacuated building unless told to do so by a university official.

#### **Response to a Fire Alarm When Fire is Located in Another Area of the University**

1. Leave the building by the closest exit. Do not use elevators.
2. Assist persons with mobility difficulties in exiting the building where possible.
  - a. Move persons with mobility difficulties to a stairwell and close all doors as you move to the first floor. This will keep the fire out of the stairwell.
  - b. Inform a Campus Safety Officer if a person is waiting in a stairwell.
  - c. Emergency Response personnel will evacuate persons in the stairwells.
3. Move to an assembly area.
4. Do not return to an evacuated building unless told to do so by a University official.

## **Bachmann Main Building Point of Refuge Area**

In the event of an emergency evacuation, there are designated areas on the 2<sup>nd</sup> and 3<sup>rd</sup> floors where any students, faculty, staff, or visitors with mobility difficulties should relocate. Emergency phones which are connected directly to Campus Safety have been installed on the 2<sup>nd</sup> and 3<sup>rd</sup> floors near the F stairwell and the A stairwell in the hallway outside the Science labs on the 3<sup>rd</sup> floor and near the elevator on the 2<sup>nd</sup> floor. Directly above the phones are red signs identifying the location of the phone being used. Any students, faculty, staff, or visitors with mobility difficulties should pick up the phone and notify Campus Safety of their exact location and need for assistance. Campus Safety will respond and alert emergency services personnel for evacuation assistance. Campus Safety shall check the building and the stairwells for remaining occupants and will remain with anyone in the point of refuge area until the emergency has been resolved or an evacuation by Fire Department personnel is required.

## **Rocco A. Abessinio Building Point of Refuge Area**

In the event of an emergency evacuation, the stairwells in the Rocco A. Abessinio Building are to be used for a point of refuge for any students, faculty, staff, or visitors with mobility difficulties. The elevators should not be used. Campus Safety shall check the building and the stairwells for remaining occupants and will remain with anyone in the point of refuge area until the emergency has been resolved or an evacuation by Fire Department personnel is required. The Rocco A. Abessinio Building is also equipped with emergency phones that contact Campus Safety directly. These phones are located near the elevators.

## **Medical Emergency & First Aid Response Protocol**

In the event of a medical emergency incident involving an injury or illness on campus, call Campus Safety at 610-558-5555. If the injury or illness is life threatening, call 911 first, then contact Campus Safety and do the following:

1. State the type of medical emergency.
2. Give the location of the victim(s).
3. Stay at the location of the emergency until Campus Safety arrives on the scene.

## **Automatic External Defibrillators (AEDs)**

There are Automatic External Defibrillators located in the following places on Campus:

- 1 in the Patrol 1 vehicle
- 1 in the Patrol 2 vehicle
- 1 in the Rocco Abessinio Building main lobby by the elevators
- 1 in the Bachmann Main Building 1<sup>st</sup> floor hallway next to the library entrance
- 1 in the Bruder Life Center by the Cashier
- 4 in the Miranda Center two on the ground floor hallways and two on the 1<sup>st</sup> floor located on opposite sides of the main gym in the Miranda Center Athletic Department
- 1 in the Buoni Building by the Campus Safety desk
- 1 in the Child Development Center in between the main classrooms

1 in LLC 1 by the Campus Safety Desk  
1 in LLC 2 by the Campus Safety Desk  
1 in LLC 3 by the Campus Safety Desk  
The AEDs are checked annually.

## **Medical Transports**

The Department of Campus Safety may provide transportation for Neumann University students to Riddle Memorial Hospital. A transportation request is coordinated through Health Services or a member of the Residence Life staff.

## **Violent or Criminal Incident Response Protocol**

If you observe a criminal act or whenever you observe a suspicious person on campus, notify Campus Safety at 610-558-5555 immediately and report the incident, including the following information:

1. Nature of the incident.
2. Location of the incident.
3. Description of person(s) involved.
4. Description of property involved.
5. Type of weapon, if any.

**NOTE:** If the incident poses a danger of death or bodily injury, call 911.

## **Hostile Intruders**

When an intruder in a campus building is actively causing serious bodily harm or the threat of imminently serious bodily harm:

1. Immediately seek cover and call 911 and the Department of Campus Safety at 610-558-5555. Give as many details as possible relative to the location, number of assailants, means of aggression and other information you can provide.
2. Do not sound the fire alarm to evacuate the building. People evacuating may be placed in danger.
3. Be aware of alternate exits if it becomes necessary to leave the building.
4. Stay low and away from windows, barricade and or lock doors if possible and use furniture or desks as cover.
5. If possible, cover any windows or openings that have a direct line of sight into the hallway.
6. Do not leave the building until directed by Campus Safety or a police officer unless the specific circumstances present a more dangerous situation by staying in the building, than in attempting to escape.

When an intruder is actively causing serious bodily injury or the threat of imminently serious bodily injury to people on the campus grounds:

1. Run away from the threat as quickly and as safely as possible.
2. Do not run in a straight line. Use buildings, trees, shrubs, cars, etc. as cover.
3. Once you are away from the immediate area of danger, summon help and warn others.

## **Reporting and Communicating Emergencies**

Emergency notifications are issued when it is determined that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and staff occurring on the Neumann University campus.

The person who becomes aware of the situation/incident should immediately report it to Campus Safety. Campus Safety will respond to the report, assess the situation, and act to protect life and property.

If Campus Safety determines that there is no immediate danger or threat to others, they will notify the VPHRRM (Vice President for Human Resources and Risk Management) who then tells the President and the appropriate unit VP.

If Campus Safety determines that there is immediate danger or a threat to others, they will first notify the president and then the VPHRRM.

## **State of Emergency**

**Primary Communication:** If the President declares a campus state of emergency, communication\* to the campus community it will occur in the following ways, initiated simultaneously by those designated below.

1. Email to all users – sent by the President or by the VPHRRM if the President is unavailable
2. Phone message to the entire campus system (using speaker phone capability wherever feasible) – sent by Campus Safety
3. Website message on the home page – posted by Director of web site communications
4. Door-to-door communication via notification of Residence Life Assistant Directors and resident assistants – initiated by Campus Safety
5. Optional Emergency Alert System – E2 Campus

\* The content of this message will be determined by the president or his or her designee in consultation with Campus Safety. The President will have several, pre-crafted messages on hand

to consider in the determination of an appropriate emergency message. Once notified, the Vice President of Institutional Advancement and University Relations and Executive Director of Marketing and Communications will assist with the creation of subsequent messages.

**Secondary Communication:** The President and members of the President's staff will inform other important constituencies about the emergency via telephone, email or other methods, as necessary. These groups include the leadership of the Sisters of St. Francis of Philadelphia, neighbors who live near or adjacent to the campus, and the Board of Trustees.

### **e2Campus Emergency Alert System**

e2Campus is a patent pending universal notification system that allows designated administrators to send time-sensitive messages via mobile phone and/or email to subscribers (students, faculty, staff, radio stations, TV stations, and others). In the event of an emergency, subscribers can get notified immediately of the situation, wherever they are geographically.

Students, parents, faculty, and staff may receive campus-wide alerts on their smart phones, cell phones and e-mail. The externally hosted system, which is optional and free, offers another means of emergency notification in the event of a campus emergency.

Once registered, membership is good for two years. If already registered, subscribers utilize the User Login to access accounts, change phone numbers, or view past messages.

The emergency notification system is tested once a semester. Additional testing may be conducted as part of training exercises, or as necessary.

### **Residence Life Community Standards**

Living on campus is a privilege that brings with it many benefits, as well as obligations. As guidelines for responsible and cooperative community living, the University has developed Residence Hall policies, regulations, and procedures to which all residents and guests must adhere. Any resident may request that a fellow student comply with stated policies, and may report violations to the Residence Life and Campus Safety staffs.

### **Residence Hall Visitation Policy and Procedures**

All students actively enrolled in Neumann University - Residents and Commuters - can enjoy a relaxed residence hall visitation policy. All Neumann University students and their guests are expected to comply with the following policy.

Resident hosts are responsible for their behavior and the behavior of their guests. If residents and/or their guests disrupt the normal operation of the University community, residents and their guests will be sanctioned.



Commuters who disrupt the normal operation of the University community while visiting the residence halls will be sanctioned.

Sanctions include but are not limited to suspension of visitation and/or overnight guest privileges and other University sanctions as deemed appropriate.

The Residence Life Staff can revoke or deny visitation and/or overnight guest privileges at any time. The Residence Life staff must approve any visitation and overnight guest request that is not consistent with this policy.

## **Visitation Policies and Procedures**

Sunday-Thursday: 10:00 a.m. – 12:00 a.m.  
Fridays and Saturdays: 10:00 a.m. – 2 a.m.

## **Visitation and Guest Policy**

### **Residents**

- Residents have 24/7 access to the residence hall in which they reside
- To gain access to all residence halls, residents must swipe their Neumann University ID card at the main entrance and again at each house door
- Residents have access to houses in their assigned residence hall during visitation hours
- After visitation hours residents must be accompanied by a resident host to enter a residence hall other than their assigned hall
- After visitation hours residents must be accompanied by a resident host to enter a house in their assigned residence hall
- Residents cannot sign in more than two guests at a time

### **Commuters**

- Commuter students who are actively enrolled in Neumann University have access to the residence halls during visitation hours
- To gain access to all residence halls, commuters must swipe their Neumann University ID card at the main entrance and again at each house door
- Commuters cannot sign guests into the residence halls
- After visitation hours commuters become guests; they must be accompanied by a resident host to enter a residence hall

### **Guests**

- A guest is defined as anyone who is not currently enrolled in Neumann University
- Guests must be accompanied by a resident/host at all times
- Guests are not permitted beyond the main desk unless accompanied by their resident host
- Guests must sign into the residence halls

- Guests must leave a valid photo ID at the main desk
- Guests will receive a guest pass that must be returned when leave the residence halls
- If a guest pass is lost or not returned, the resident host and the guest will be subject to loss of guest privileges

## **Overnight Guest Visitation Policy**

- All Residents in the apartment/suite/room must agree to the overnight guest
- Residents cannot host overnight guests of the opposite gender
- Residents are permitted one overnight guest per night
- Overnight guests must be registered by their resident hosts at the main desk of their residence hall. Overnight guests need not be present at the time of registration
- Overnight guests and resident hosts must be present when the overnight guest arrives to complete the sign in procedures
- Resident hosts must sign in their own overnight guests
- Resident/hosts must accompany their overnight guests at all times
- Guests will receive an overnight guest pass. All passes are distributed at the main desk
- If a guest loses a pass or fails to return it to the main desk, the guest and the resident host will be subject to the loss of overnight guest privileges
- The total number of overnight visits per resident or per guest may not exceed 20 days per semester and no more than 2 consecutive nights per week
- Overnight guests under the age of 18 must have permission from their parent/guardian  
Permission forms are available online at:  
[www.neumann.edu/life/residence\\_life/minor\\_overnight\\_form.pdf](http://www.neumann.edu/life/residence_life/minor_overnight_form.pdf).

## **Violations of the Residence Hall Visitation and Guest Policy Include But Are Not Limited to:**

- Residents, commuters and guests in a residence hall room past visitation hours
- Unauthorized entry of the residence halls and/or rooms
- Failure to follow guest sign in procedures
- Having another resident sign in your guest
- Attempting to have a guest of the opposite gender stay past visitation hours
- Overnight guests staying beyond 20 days in a semester and/or two consecutive nights in a week
- No permission form for an overnight guest under 18 years of age.
- Failure of resident hosts to accompany their guests in the residence halls at all times

## **Sexual Misconduct, Sexual Violence and Sexual Harassment Policy**

Neumann University, following the Franciscan tradition, embraces the profound reverence that Francis had for all creation and especially for the human dignity of each person.

In recognition of that reverence and the human dignity of each person, Neumann University prohibits sexual misconduct, sexual violence and sexual harassment in any form and is committed to fostering an educational and working environment that is free from such behavior. Neumann University is committed to responding to and investigating reports of sexual misconduct, sexual violence and sexual harassment experienced by any student, faculty member, administrator, staff, or visitor who believes that he or she has experienced any such incident. Sexual misconduct, sexual violence and sexual harassment in any form are unacceptable and are a violation of this policy.

The University will handle all complaints of a sexual nature with due regard to the parties' concerns of confidentiality. If any occurrences of a sexual nature pose a general threat to the University community, Neumann will take steps to notify students, faculty and staff of the potential danger. As inherent to Neumann's values and culture of caring, Neumann will provide support for victims/survivors and urges victims/survivors to seek assistance using any appropriate resources. The alleged victim may choose to speak with any University official about the matter including, but not limited to, the dean of students, the nurse, counselors, and director of residence life. Any of these University personnel will assist the alleged victim in notifying authorities and getting appropriate resources. Alleged victims will also be assisted in obtaining counseling services from internal or external sources, depending on the alleged victim's desire. Sexual misconduct, sexual violence and sexual harassment offenses include, but are not limited to:

- Dating Violence
- Domestic Violence
- Sex Based Harassment
- Sexual Harassment
- Gender Based Harassment
- Sexual Exploitation
- Stalking

Detailed definitions are included in the definition section of this policy.

### **Steps to take in an incident of Sexual Misconduct, Sexual Violence or Sexual Harassment**

If you believe that you have been a victim of sexual misconduct, sexual violence or sexual harassment or you believe that such an incident has occurred, you should, as soon as possible:

- Find a safe place away from any potential danger.
- If on-campus, report the incident immediately to Campus Safety at 610-558-5555 or extension 5555 from any campus phone. You may also report the incident to appropriate resources on campus such as the Residence Life staff or the Title IX Coordinator or Title IX Co-Coordinators.
- If off-campus, call 911 to contact the local authorities.

- Contact someone you trust to stay with you.
- You can contact the Sexual Assault Crisis Hotline for Delaware County at 610-556-4342 for assistance 24 hours a day, seven days a week.
- If possible, preserve any evidence. Please resist the urge to change clothes or shower, if you can. If you change clothes, please place each garment in a separate bag.
- Seek medical attention as soon as possible.
- There are specially trained SANE nurses (Sexual Assault Nurse Examiners) who are trained to assist victims of sexual violence. If you are in Delaware County, hospitals in both the Crozer Keystone and Main Line Health Systems have on-call SANE nurses. Hospitals closest to Neumann's campus are:

Crozer Chester Medical Center  
 One Medical Center Boulevard  
 Upland, PA 19013  
 610-447-2000

Riddle Memorial Hospital  
 1068 W Baltimore Pike  
 Media, PA 19063  
 484-227-9400

- Seek the support of family, friends, and/or a counselor.
- Make the decision as to whether or not to pursue the incident through the local police or the University. Please see section of this policy for filing a complaint.

Neumann University faculty and staff are legally required to report any and all instances of bullying, dating violence, domestic violence, any form of discrimination, harassment (including cyber bullying and cyber harassment), intimidation, retaliation, sexual assault, sexual violence and stalking to the Title IX Coordinator or Co-Coordinators as listed in a separate section of this policy.

## **Education for the prevention of Sexual Misconduct, Sexual Violence and Sexual Harassment**

Neumann University is committed to providing programming designed to educate the University community about sexual misconduct, sexual violence and sexual harassment and prevent its occurrence. Such programming includes, but is not limited to My Student Body on-line educational modules; campaigns such as the Red Flag and It's on Us!; the PACT bystander intervention program; and programs offered through new student orientation, welcome back activities and during the course of the academic year. The University also requires all employees to complete an on-line educational program.

### **RISK REDUCTION TIPS**

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention of victim-blaming and in understanding that the University recognizes that only those who commit sexual misconduct, sexual violence or sexual harassment are responsible for those actions, there are suggestions that may help reduce the risk of such behaviors. These suggestions include, but are not limited to:

- use clear and firm language with an aggressor telling him or her to stop;
- try to remove yourself from the physical presence of an aggressor;
- find someone nearby and ask for help;

- know that alcohol and other drugs may make you vulnerable to sexual misconduct, sexual violence and sexual harassment;
- take care of your friends and ask that they take care of you. The following suggestions may help you reduce your risk of being accused of sexual misconduct, sexual violence or sexual harassment:
  - understand and respect personal boundaries;
  - do not make assumptions about consent,
  - if there is any question or ambiguity, you do not have consent;
  - do not take advantage of someone being incapacitated due to alcohol and other drugs or other impairment;
  - realize that your potential partner could be intimidated by you or fearful – do not abuse that power.

## DEFINITIONS

**Dating Violence:** Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be based on a consideration of the following factors:

- length of time the relationship has existed
  - type of the relationship
  - frequency of the interaction between the persons involved in the relationship
- Dating Violence shall mean the use of abusive behaviors, including, but not limited to, internet, electronic (e-mail, text messages, social media platforms, etc.), written, verbal, sexual or physical contact by a person to harm, threaten, intimidate or control a current or former dating partner, regardless of sex, sexual orientation or gender identity.

**Domestic Violence:** Domestic 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 cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic violence or family violence laws of Pennsylvania, 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 Pennsylvania.

**Sex-Based Harassment:** Includes sexual harassment and gender-based harassment.

**Sexual Harassment:** Includes unwelcome conduct of a sexual nature, requests for sexual favors, and other gender-based verbal or physical conduct that is severe, persistent or pervasive enough to unreasonably interfere with an individual's educational experience or living conditions. Sexual harassment also occurs when submission to or rejection of such conduct denies or limits someone's ability to participate in or benefit from any University educational program or activity; or by creating an intimidating, hostile or offensive environment for another person.

**Gender-Based Harassment:** Includes unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

**Sexual Assault:** Sexual assault is any sexual physical contact that involves the use or threat of force or violence or any other form of coercion or intimidation; any sexual physical contact/indecent contact with another person without that person's consent, or any such contact with a person who is unable to consent due to incapacity or impairment, mental or physical. Incapacity or impairment normally includes, but is not limited to: being under the influence of alcohol or drugs; and any violation of the Pennsylvania Crimes Code.

**Sexual Exploitation:** Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another person to benefit anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct or sexual violence offenses. Sexual exploitation includes, but is not limited to: invasion of sexual privacy; prostituting another individual; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent; engaging in voyeurism; knowingly transmitting a sexually transmitted infection to another individual; exposing one's genitals in non-consensual circumstances; or inducing another person to expose their genitals.

**Stalking:** Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten his or her safety, mental health, or physical health. Examples of stalking include, but are not limited to unwelcome and repeated visual or physical proximity to a person; repeated oral or written threats; and unwelcome/unsolicited communication of any kind including communication through a third party. Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person.

**Consent:** With all cases of a sexual nature, "consent" is defined as positive cooperation in act or behavior. The person consenting must act freely and voluntarily, have knowledge of the nature of the act and be capable of making a reasonable judgment concerning the nature of the act. Members of the community should be aware that by intoxication, youth or mental disability, a person may not be capable of valid consent. The University does not consider a lack of protest to imply consent. Further, a current or previous dating relationship is not sufficient to constitute consent. Any member of the University community who encourages, aids, assists or participates in any act of sexual misconduct against another is in violation of the Student Code of Conduct and employee regulations.

Sexual contact without consent includes, but is not limited to:

- Intentional touching, either of the victim or when the victim is forced to touch directly or through clothing another person's genitals, breast, thighs, or buttocks.
- Sexual intercourse without consent, whether by an acquaintance or stranger.
- Attempted sexual intercourse.
- Oral sex or anal intercourse without consent.
- Sexual penetration with an object without consent.

## **Filing a complaint of Sexual Misconduct, Sexual Violence or Sexual Harassment**

Neumann University encourages any individual who believes he or she has been the victim of sexual misconduct, sexual violence or sexual harassment such as dating violence, domestic violence, sexual assault, sexual exploitation, sexual harassment, or stalking and/or retaliation to report the incident immediately to Campus Safety at 610-558-5555 or file a complaint with the Title IX Coordinator or Co-Coordinators. If safety is an immediate concern, contact Campus Safety or contact 911 to reach the local police department for assistance.

Student victims of sexual misconduct, sexual violence or sexual harassment may choose to pursue the incident internally through the University's Student Conduct Process. University employees may choose to pursue the incident internally through University's employee disciplinary procedures. Students and employees may choose to prosecute the incident externally through the police; or may choose both options for investigation and resolution. Once an incident of sexual misconduct, sexual violence or sexual harassment is reported, the University may have a responsibility to investigate the incident even if the victim chooses not to cooperate with the investigation process. See accuser requests confidentiality section of this policy.

### **Confidentiality**

Neumann University will keep the complaint and investigation confidential to the extent possible. Apart from the University's respect for the accuser's confidentiality, the University will disclose information relating to instances of sexual misconduct, sexual violence or sexual harassment to appropriate legal authorities where it has a legal obligation to do so (e.g., if there is suspected abuse or neglect of a minor).

### **Interim protections**

Neumann University will take interim measures as necessary to prevent the victim from being subject to further sexual misconduct, sexual violence, sexual harassment or retaliation during the investigation process. The University may, at any point in the complaint and investigation process, place the accused student on an interim suspension from the University or its residence halls, make alternate living arrangements, issue no contact orders, or take other measures to ensure the safety and well-being of the victim and the campus community. The University may, at any point in the complaint and investigation process, place the accused employee on interim suspension from employment, reassign work assignments or work space locations, issue no contact orders, or take other measures to ensure the safety and well-being of the victim and the campus community.

### **Internal investigation, hearing, and resolution**

Neumann University will strive to complete the formal investigation, the hearing process and render a resolution within sixty (60) days of receipt of a written complaint or within 60 days after it is determined that a written complaint will not be provided. If an investigation, hearing process and a resolution cannot be completed within sixty (60) days of receipt of the complaint, the University will notify both the accuser and the accused of that fact and provide a timeframe for completing the investigation.



## **Investigation**

In conducting an internal investigation, Neumann University may interview those involved including the accuser, accused, and any other persons believed to have relevant factual knowledge, as well as review relevant documents and statements as appropriate.

## **Hearing and Resolution**

Upon conclusion of the internal investigation, hearings in all cases involving students will follow the Student Code of Conduct Process and Procedures. In cases involving University employees, the University's employee disciplinary policies will apply. A "preponderance of the evidence" will be used to determine if a violation of University policy has occurred. Both the accuser and the accused will be notified of the internal resolution simultaneously.

## **Accuser requests confidentiality**

If the accuser requests confidentiality, the University is still required to investigate and take reasonable action in response to the accuser's request. The accuser should be informed that in such situations that the University's ability to take action is likely to be limited.

The University will evaluate the accuser's request that the complaint not be adjudicated or remain confidential due to the University's legal and moral obligation to provide a reasonably safe and non-discriminatory environment for all students, employees and visitors. In order to make such an evaluation, the University may conduct a preliminary investigation into the alleged sexual misconduct and will weigh the accuser's request for confidentiality against the several factors including the increased risk that the alleged perpetrator will commit additional acts of sexual or other violence.

The University will inform the accuser if it cannot ensure confidentiality. Even if the University cannot take disciplinary action against the accused because the accuser insists on confidentiality or that the complaint not be adjudicated, the University will take prompt and effective action to limit the effects of the alleged sexual misconduct and to prevent its recurrence. The University reserves the authority to issue a no-contact order and other measures as indicated in this policy.

## **Accuser requests informal resolution**

An accuser who wishes to file an official complaint within the University, but who does not wish to pursue the formal student or employee conduct processes, may request a less formal proceeding, known as Informal Resolution. Informal Resolution is an adjudicative process; it is not mediation.

Informal Resolution provides an opportunity for the accuser to confront the accused in the presence of and facilitated by a Title IX Coordinator or Co-Coordinator, and to communicate his or her feelings and perceptions regarding the incident, the impact of the incident and his or her wishes and expectations regarding protection in the future. The accused will have an opportunity to respond.

Both the accuser and the accused may each choose an advisor to accompany them throughout the Informal Resolution process. The advisor may advise the accuser or accused during the Informal Resolution. However, the advisor may not address the Title IX Coordinator or Co-Coordinator



during the course of the proceedings, question witnesses or participate directly in the Informal Resolution proceedings. In cases involving students, the Title IX Coordinator or Co-Coordinator may elect to be assisted by a member of the Sexual Misconduct Hearing Board.

Informal Resolution for students cannot result in the formal sanctions of suspension or expulsion from the University's residence halls or the University of the accused. For University employees, Informal Resolution cannot result in suspension or dismissal from employment of the accused. Informal Resolution may, however, result in imposing protective actions agreed upon by the parties. Without such agreement, the Title IX Coordinator or Co-Coordinator may impose protective actions based on information derived from the proceedings, taken together with any other relevant information known to the University at the time of the Informal Resolution.

The University or the accuser may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate the formal University conduct processes instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may not be used as evidence in the formal University conduct processes. However, the Title IX Coordinator or Co-Coordinator may consider such statements and impose protective actions as deemed necessary until all formal University conduct processes are completed including the Appeals Processes.

In order to promote honest and direct communication, information disclosed during Informal Resolution will remain confidential while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the University. The investigation and Informal Resolution typically conclude within sixty (60) days.

## **Sanctions**

Sanctions for students found in violation of the Sexual Misconduct, Sexual Violence and Sexual Harassment Policy include, but are not limited to, disciplinary probation, suspension or loss of residence life privileges, suspension from the University, or expulsion from the University. A complete listing of sanctions for student violations can be found in the Sanctions for Violations section of the Student Code of Conduct. Sanctions for University employees found in violation of the Sexual Misconduct, Sexual Violence and Sexual Harassment Policy include, but are not limited to, suspension, probation and/or dismissal.

## **Appeals**

Both the accuser and the accused will be afforded an opportunity to file an appeal of the resolution. Students can do so in accordance with the Procedures for Appeal as stated in the Student Code of Conduct. Employees are to follow procedures as stated in the University's employee disciplinary procedures.

## **Prohibition of retaliation**

Neumann University will not engage in nor tolerate retaliation of any kind against a student, employee or visitor who reports an incident of sexual misconduct, sexual violence or sexual harassment. Prohibited retaliation will be addressed in the same manner as any other violation under the Sexual Misconduct, Sexual Violence and Sexual Harassment Policy and will be subject to further action.

## **TITLE IX**

Neumann University reaffirms its long-standing philosophy and principles of non-harassment and non-retaliation against any person having business with the University, whether a student, employee or third party. The University is committed to offering campus and University-related activities to all students and employees that are free from offensive and unwelcome conduct, actions, and words directed at anyone, but especially because of one's membership in a protected class. This includes, but is not limited to, sexual violence, any type of sexual misconduct, discrimination, discriminatory harassment or retaliation. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable or unable to give consent. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion. Neumann University is committed to a Zero-Tolerance Harassment policy. It is the practice of Neumann University that immediate effective action be taken to eliminate any hostile environment, prevent its recurrence, and remedy effects on the victim regarding any harassment (e.g. sexual bullying) that interferes with or limits a student's or an employee's ability to participate in, or benefit from school or employment, including all activities and services.

The University encourages any individual who believes he or she has been the victim of harassment or retaliation to immediately report the incident or incidents giving rise to such concerns.

Neumann University complies with Title IX and identifies the Title IX Coordinator as the Vice President for Human Resources and Risk Management, (David W. Brownlee, who can be reached at [dbrownle@neumann.edu](mailto:dbrownle@neumann.edu), phone# 610-558-5628)

Human Resources

One Neumann Drive, Aston, PA 19104.

Rocco A. Abessinio Building, Room 404

Any student, employee, or applicant for admission or employment, who believes that he or she has been discriminated against on the basis of sex may file a complaint with the Title IX Coordinator or Co-Coordinators.

The Title IX Coordinator or Co-Coordinator will assist the complainant in identifying the applicable policy, and if necessary, its grievance/appeal procedures, to resolve the complaint in an impartial and timely manner. All employees of the University who have information regarding, are witness to, or become aware by any means of, any form of sexual harassment, sexual misconduct, inappropriate sexual behavior, and/or criminal activity that occurs on campus involving a student, employee, or a visitor are required by law to report the incident immediately.

Reports may be made to the Title IX Coordinator or the Title IX Co-Coordinators. All Title IX issues, inquiries, and concerns should be directed to these trained members of the University community.

### **Title IX Coordinator**

David W. Brownlee, Vice President for Human Resources and Risk Management  
Room 404, Rocco Abessinio Building, [dbrownle@neumann.edu](mailto:dbrownle@neumann.edu), 610-558-5628

### **Title IX Co-Coordinators**

Bridget A. Haines-Frank, Dean of Students  
Room 139, Bachmann Main Building, [hainesb@neuman.edu](mailto:hainesb@neuman.edu), 610-361-5494

Chuck Sack, Director of Athletics and Recreation  
Room 220, Mirenda Center (MCSSCD), [sackc@neumann.edu](mailto:sackc@neumann.edu), 484-840-4711

Michael Webster, Director of Residence Life  
Living and Learning Center 1, [websterm@neumann.edu](mailto:websterm@neumann.edu), 610-558-5657

Anyone who wishes to inquire or file a complaint with the Office of Civil Rights (OCR) may do so through the mail, email or online. For more information on filing a complaint, please visit the OCR website at <http://www2.ed.gov/about/offices/list/ocr> or call 800-421-3481 for the U.S. Department of Education office that serves your area.

### **Other relevant university policies**

Based on the nature of the incident and the complaint, sexual misconduct, sexual violence and sexual harassment may constitute violations of other University policies and the Student Code of Conduct including, but not limited to: Bullying and Harassment including Hate Crimes.

## **The Neumann University Campus Victim's Bill of Rights**

Neumann University, following the Franciscan tradition, embraces the profound reverence Francis had for all creation and especially for the human dignity of each person. Neumann University reaffirms its long standing philosophy and principles of non-harassment and non-retaliation against any person having business with the university, whether a student, employee, faculty or third party. The university is committed to offering campus and University-related activities to all students, faculty and staff that are free from offensive and unwelcome conduct, actions and words directed at anyone. This includes, but is not limited to bullying, dating violence, domestic violence, any form of discrimination, harassment (including cyber bullying and cyber harassment), intimidation, retaliation, sexual assault, sexual violence and stalking.

The Neumann University Campus Victim's Bill of Rights incorporates The Campus Sexual Assault Victims' Bill of Rights which was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating

in federal student aid programs afford sexual assault victims certain basic rights. Below are a list of those rights.

To be safe and free from a hostile environment.

To be protected from sexual harassment and assault.

To take legal action when a crime is committed against you.

To work with police, campus officials and the prosecutor.

To be notified of counseling and other support services from University or external resources.

To make reasonable changes in academic and living accommodations and situations.

To have the same opportunity as the accused to have others present in any disciplinary proceeding.

To unconditionally be notified of the final results of any institutional disciplinary proceeding.

To have your name kept private.

## **Campus Security Authorities (CSA)**

Campus Security Authorities are individuals who have a significant responsibility for students and campus activities. The primary responsibility of the CSA is to report allegations made in good faith to the reporting structure established by Neumann University.

### **CSA's include:**

Campus Safety

Housing/Residence Life

Student Affairs

Campus Life Programs

Athletics

Faculty Advisors

Coordinator, International Studies Education & Designated School Official

VPSAEM – Vice President for Student Affairs and Enrollment Management

VPHRRM – Vice President for Human Resources and Risk Management

Advisors to Student Organizations

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

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires registered sex offenders to provide notice to the state as to whether the person is a student, or works at an institution of higher education, identify each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student, and must also alert the state of any change in enrollment or employment status. In Pennsylvania, the Pennsylvania

State Police make this type of information available through their web site at <http://www.pameganslaw.state.pa.us/>. Please note that not all sex offenders are required to be included in this document. The Department of Campus Safety also provides access to Megan's Law websites for Pennsylvania, New Jersey and Delaware at [http://www.neumann.edu/life/campus\\_safety/megans\\_law.asp](http://www.neumann.edu/life/campus_safety/megans_law.asp).

## **Alcohol Policy**

Neumann University's alcohol policy and illegal drug policy strive to provide educational opportunities for students as they transition from adolescence to young adulthood and to enable them to grow and develop as mature and productive citizens in all aspects of their lives. As part of Neumann's culture of caring, and its status as a Catholic institution of higher education, students are expected to conduct themselves in a manner consistent with university values and to be mindful of personal well-being and the well-being of others.

The university is required to enforce its own policies in cooperation with local, state, and federal laws pertaining to alcohol and illegal drug possession or use. The university cooperates with these government authorities to ensure the safety and security of the university community.

Additionally, all NCAA guidelines are required to be followed with respect to athletic events. Neumann educates students regarding the use and the abuse of alcohol by providing programs, counseling and alcohol related information. The university monitors the use of alcohol in order to provide students with a safe and healthy learning environment. Neumann adheres to Pennsylvania State law as generally outlined below. Pennsylvania law prohibits the sale, purchase, possession or consumption of alcohol by any person under the age of 21. It also prohibits:

- misrepresenting age to secure alcoholic beverages
- carrying a false ID card
- misrepresenting to another that a minor is of legal age
- inducing a minor to purchase, or offering to purchase alcohol for a minor
- manufacturing or selling false ID cards
- Neumann adheres to and enforces the Codified Ordinances of Aston Township (Section 608.1(a)) which provides for an open container law: No person shall carry or possess an open container of beer, wine, liquor or other alcoholic beverage on the streets or other public ways of the Township, or on private property in the Township without the express permission of the owner or lessee of such private property. Students 21 years of age, who reside in the Buoni Building and LLC 1 may consume alcohol in their rooms in accordance with the guidelines below:
  - Moderate amounts of alcohol may be consumed responsibly; moderate is defined as no more than one 12 pack of beer per student, per week, cans only, or one bottle of wine per student, per week not to exceed 2 liters.
  - Students must register their alcohol at the front desk at the time of entrance with the Resident Assistant on duty, if the Resident Assistant is not available, the front desk campus security officer will register the alcohol.
  - Students can only register alcohol into their assigned rooms.
  - Regardless of age, guests cannot bring alcohol into the Buoni Building and LLC 1.
  - Guests who are under 21 may not be present in a room where there are open containers of alcohol.

- Drinking and open containers in public areas including hallways, lounges, stairwells etc. are prohibited.
- Intoxication, disorderliness or offensive behavior will be sanctioned and may result in individuals being removed from the Buoni Building and LLC 1 /or revocation of a student's alcohol registration privileges.
- Students who consume or distribute alcohol are solely responsible for their behavior and agree to indemnify and hold harmless the University for related damages or losses to property or person.
- Paraphernalia associated with the rapid ingestion of alcohol and/or drinking games, funnels, beer pong tables etc. are not permissible and constitute a violation of the university's Alcohol Policy.

Students under 21 years of age:

- May not drink or be in the possession of alcohol or alcohol paraphernalia (as described above) while on campus, excepting for university authorized events and activities where the students' presence is approved by the president, a vice president, or a director/dean. Students under 21 years of age may not consume alcohol at these events.
- May not permit individuals who are of legal drinking age to consume alcohol in their rooms or apartments.
- Students who, in violation of this policy, consume or distribute alcohol are solely responsible for their behavior, are subject to sanctions, and agree to indemnify and hold harmless the University for related damages or losses to property or person.

LLC 2 and LLC3 (LLC Living Learning Centers) are alcohol free residence halls. Alcohol is not permitted in these residence halls regardless of the age of students. Alcohol found in a student's room will be considered the responsibility of everyone in the room at the time the alcohol is found.

The university reserves the right to confiscate and dispose of any and all items, that in its sole discretion, contribute to the use and misuse of alcohol when found on its premises.

The university expects that all of its students, whether on or off campus, will abide by the university's regulations concerning alcohol and other drug use. When a student engages in conduct off-campus that violates the university's regulations concerning alcohol and drug use and such violation results in behavior which, in the university's sole judgment, is destructive, abusive, or detrimental to the university in any way, the university's Code of Student Conduct process shall apply and such matters will be processed accordingly.

### **Alcohol violations: General Sanctioning Guidelines**

The university imposes a range of sanctions when adjudicating alcohol policy violations. Each incident is reviewed on a case-by-case basis. For students determined responsible, sanctions are imposed according to the severity of the incident and the student's past disciplinary record.

Sanctions range from a written warning, up to and including expulsion from the university and will usually include alcohol education, a reflection and contributory/community service.

Depending on the specifics of the incident counseling and/or a counseling assessment may be mandated. In incidents involving a violation of the university's Alcohol Policy the student's parents/guardians may receive a letter from the university describing the incident and sanctions, where permitted by law.



## **Good Samaritan Policy**

In case of intoxication and/or alcohol poisoning, the primary concern is for the health and safety of individual(s) at risk. **Students and student organizations are strongly encouraged to call for medical assistance for themselves, organization members, friends or acquaintances who are dangerously intoxicated.** Students and student organizations who seek emergency medical attention for themselves, friends, organization members or acquaintances related to consumption of drugs or alcohol will not be charged with violations of the University's Code of Conduct related to that consumption. This is provided that the student meets with the appropriate University official, subsequently completes the recommended appropriate educational program and any recommended treatment at the University's Counseling Center or externally within a reasonable time frame to be determined by the University. Such educational programs or treatment will not be noted in the student's disciplinary file. Failure to complete this educational program, evaluation/treatment may result in student conduct charges being filed against the student.

This policy applies only to those students or organizations who seek emergency medical assistance in connection with an alcohol or drug-related medical emergency and does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by University employees. (i.e. security staff, faculty, administrative staff, residence hall staff). The University's Good Samaritan Policy is not intended to shield or protect those students or organizations that repeatedly violate the Code of Conduct. In cases where repeated violations of the University's Code of Conduct occur, the University reserves the right to take student conduct action on a case by case basis regardless of the manner in which the incident was reported. Additionally, the University reserves the right to adjudicate any case in which the violations are egregious.

This policy only provides amnesty from violations of the University's Code of Conduct. It does not grant amnesty for criminal, civil, or legal consequences for violations of Federal, State, or Local law.

The University reserves the right to contact any student to discuss an incident whether or not the University's Good Samaritan Policy is in effect.

**For assistance in an emergency situation contact Campus Safety at 610-558-5555 or call 911**

## **Drug Policy**

The possession and/or use of narcotics or drugs is prohibited, except for those medically prescribed, properly used, and in the original container. All prescription drugs must be labeled with the student name, prescription ID, date, name of physician and pharmacy so that proper use can be identified by Neumann University staff and/or campus safety personnel.

Possession, use, distribution, or sale of narcotics or drugs is inconsistent with the University's policies and values, and is prohibited for all students. The University reserves the right to invoke the Student Code of Conduct process to the extent that drug use leads to behavior that in the university's sole judgment is harmful, destructive, abusive, or detrimental to the University's mission and interests. Any and all types of drug paraphernalia including, but not limited to, bong, pipes, hookahs, water pipes, or any items modified or adapted for drug use, are not permitted on university property. Drugs and drug paraphernalia will be confiscated when found on University property. Students who are knowingly present where illegal substances are kept,

are in the company of a person, knowing said person is illegally in possession of a controlled substance are, by their presence in violation of the Code of Conduct. A violation of this policy is grounds for separation from the university.

Violations of the university's drug policy include, but are not limited to:

- Knowing presence
- Possession of drug paraphernalia
- Possession or use of illegal drugs
- Sharing, distributing or using prescription drugs not prescribed for user
- Sale, manufacturing, and/or distribution of illegal drugs

### **Drug violations: General Sanctioning Guidelines**

The University imposes a range of sanctions when adjudicating drug policy violations. Each incident is reviewed on a case-by-case basis. For students found responsible, sanctions are imposed according to the severity of the incident. Repeat violators are subject to more severe sanctioning. Sanctions range from a disciplinary probation up to and including expulsion from the University and will usually include drug education, a reflection and contributory/community service. Depending on the specifics of the incident counseling and/or a counseling assessment may be mandated. In incidents involving a violation of the university's Drug Policy the student's parents/guardians may receive a letter from the university describing the incident and sanctions, where permitted by law.

In accordance with federal law, students convicted of certain crimes, including without limitation, drug crimes, are likely face revocation of all federal financial aid. The University cannot and will not protect any individual who violates these laws.

### **Missing Persons Policy**

In accordance with the Higher Education Opportunity Act of 2008, the following procedure has been established to investigate when, based on the facts and circumstances known to Neumann, a resident student is determined to be missing.

### **Procedures for Designation of a Confidential Contact**

At the beginning of each semester during the registration process, each student should electronically submit an emergency contact through web advisor. This person will be contacted within 24 hours of the time that a student is considered missing. Law enforcement officials including campus safety also will be notified of a student's absence no later than 24 hours after the student has been deemed missing, and will follow their own investigation procedures.

If a student who is under the age of 18 and not emancipated is determined to be missing, Neumann University is required to notify a custodial parent or guardian within 24 hours of the time that a student is considered missing.

To assist with the administration of this policy, students are encouraged to notify University personnel of any prolonged absence from the University.



## **Notification Procedure**

Any individual on campus who has information that a student may be missing must notify the Department of Campus Safety as soon as possible. The Department of Campus Safety will conduct a thorough investigation and obtain all necessary information (including, but not limited to, the person's description, clothes last worn, where the student might be, with whom the student might be, a description of the student's vehicle or the vehicle in which the student was last seen, information about the physical and mental well-being of the student, the student's class schedule, and a current photograph of the student).

The Department of Campus Safety may also request assistance from Housing/Residence Life Staff or others to assist in a search for the student.

If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person, the Department of Campus Safety will contact the appropriate local law enforcement agency to report the student as a missing person.

No later than 24 hours after determining that a resident student is missing, the Dean of Students will notify the emergency contact (for students at least 18 years of age) or the parent/guardian (for students under the age of 18 and who are not emancipated) that the student is believed to be missing.

## **Campus Communications**

In cases involving missing persons, local law enforcement agencies will handle all communications to the media regarding missing students. All inquiries to Neumann University regarding missing students, or information provided to any individual at Neumann regarding a missing student, shall be referred to the Department of Campus Safety, which shall refer such inquiries and information to law enforcement authorities. Any media requests shall be referred to the Executive Director of Marketing and Communications, who shall consult with the Department of Campus Safety.

## **Protecting Minors on Campus**

The Neumann University Child Abuse Reporting Policy and Pennsylvania State Law mandate that any employee/faculty member who comes in contact with children in the course of their employment has a mandatory obligation regarding any witnessed or suspected child abuse. Any non-accidental actions or omissions that causes or may cause physical or mental injury to a child or sexual abuse/exploitation of a child must be reported including any uncertainty regarding an obligation to report. Reports are to be made to the Vice President for Human Resources and Risk Management (610-558-5628) and the Director of Campus Safety (610-558-5584)

If a University employee/faculty member sees a child in imminent danger or a crime against a child in progress on campus or at a University sponsored event or activity, the employee/faculty member must immediately call 911. The employee/faculty member should then call the Vice

President for Human Resources and Risk Management and/or the Director of Campus Safety to report the incident immediately after reporting it to the police. Any person making a good faith report of child abuse may not be subject to retaliation in regards to their employment.

## Neumann University Campus Crime Statistics

In compliance with federal and state laws, Neumann University, on an annual basis, provides crime statistics to all current students and employees, and to any applicant for enrollment or employment upon request. The following information represents crime incident and related statistical data as reported to state and federal agencies.

### Definitions Used in This Report

Definitions for the following crimes come from the FBI Uniform Crime Report, National Incident-Based Reporting System and Violence Against Women's Act. Neumann University strongly encourages the reporting of any and all instances of offenses.

**Clery Crimes:** aggravated assault; arson; burglary; dating violence, domestic violence, drug abuse violations, liquor law violations, motor vehicle theft; murder and non-negligent manslaughter, negligent manslaughter, robbery, rape, sodomy, sexual assault with an object, fondling, incest, statutory rape, hate crimes, and weapons: carrying, possessing, etc.

**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.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

**Dating Violence:** Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be based on a consideration of the following factors:

- length of time the relationship has existed
- type of the relationship
- frequency of the interaction between the persons involved in the relationship

Dating Violence shall mean the use of abusive behaviors, including, but not limited to, internet, electronic (e-mail, text messages, social media platforms, etc.), written, verbal, sexual or

physical contact by a person to harm, threaten, intimidate or control a current or former dating partner, regardless of sex, sexual orientation or gender identity.

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

**Domestic Violence:** Domestic 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 cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic violence or family violence laws of Pennsylvania, 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 Pennsylvania.

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrest for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Hate Crimes:** Any occurrence of murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property and other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity/national origin, or disability of the victim.

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

**Larceny-Theft (Except Motor Vehicle Theft):** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Motor Vehicle Theft:** Theft or attempted theft of a motor vehicle.

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

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

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

**Stalking:** Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten his or her safety, mental health, or physical health. Examples of stalking include, but are not limited to unwelcome and repeated visual or physical proximity to a person; repeated oral or written threats; and unwelcome/unsolicited communication of any kind including communication through a third party. Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person.

**Weapons (Carrying, Possessing, etc.):** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Sexual Assault:** Sexual assault is any sexual physical contact that involves the use or threat of force or violence or any other form of coercion or intimidation; any sexual physical contact/indecent contact with another person without that person's consent, or any such contact with a person who is unable to consent due to incapacity or impairment, mental or physical. Incapacity or impairment normally includes, but is not limited to: being under the influence of alcohol or drugs; and any violation of the Pennsylvania Crimes Code.

**Rape:** is defined as the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Sodomy:** is defined as oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object:** is defined as to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Fondling:** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Clery Geography:** Includes on campus, public property, non-campus, and residence hall locations.

**Non Campus:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or 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.

**On Campus:** 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 any building or property that is within or reasonably contiguous to paragraph (1) of this definition, 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 other retail vendor).

**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.

**Residence Halls:** 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, is a residence hall.

## **Pennsylvania Uniform Crime Reports**

This information is designed to comply with the reporting requirements mandated by the Pennsylvania College and University Security Information Act PA Act 73: 24 P.S. Sec. 2502-1 ~ 2502-5.

The chart below represents the number of offenses for the past three years. The crime rate per 100,000 population is determined by multiplying the number of offenses by 29.56 which is 100,000 divided by the 2015 University population of 3382 (2901 students, 101 faculty, 180 staff, 200 part-time/adjunct faculty).

## Pennsylvania Uniform Crime Reports

Offense/year	2013	2014	2015	RATE
Murder	0	0	0	0.00
Manslaughter	0	0	0	0.00
Sex offenses, Forcible	1	0	0	0.00
Sex Offenses, Non-Forcible	0	0	0	0.00
Rape	0	2	0	0.00
Sodomy	0	0	0	0.00
Sexual Assault with an Object	0	0	0	0.00
Fondling	0	0	0	0.00
Incest	0	0	0	0.00
Statutory Rape	0	0	0	0.00
Robbery	0	0	0	0.00
Assault	0	0	0	0.00
Burglary	5	6	4	118.24
Auto Theft	0	0	0	0.00
Arson	0	0	0	0.00
Theft	9	6	7	206.92
Vandalism	1	0	0	0.00
Disorderly Conduct	5	1	3	88.68
Weapons Possession	0	0	0	0.00
Drug Offenses	0	0	1	29.56
Liquor Law	0	1	0	0.00
Vagrancy	0	0	0	0.00
All Other	0	0	1	29.56
Total Offenses/Cleared	21/5	16/2	16/6	NA

## Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act – 20 United States Code 1092 – requires the reporting of specific criminal offenses and a breakdown of the crimes by the following geographical locations:

- On Campus
- Residence Halls
- Non Campus
- Public Property

The Clery Act also mandates the reporting of “Hate Crimes” (motivated by bias) as well as arrests and disciplinary actions for alcohol, drugs and weapons.

The following tables provide information for the past three years in compliance with the Clery Act.

## Clery Offenses

LOCATION OFFENSE	ON CAMPUS			RESIDENCE HALLS		
	2013	2014	2015	2013	2014	2015
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Sex Offences, Forcible	1	0	0	1	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0
Rape	0	2	0	0	2	0
Sodomy	0	0	0	0	0	0
Sexual Abuse with an Object	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	5	6	4	5	6	4
Auto Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Intimidation	1	0	0	1	0	0
Dating Violence	0	0	5	0	0	4
Stalking	0	0	0	0	0	0
Total Offenses	7	8	9	7	8	8
Unfounded Crimes	NA	0	0	NA	0	0

## Clery Offenses

LOCATION	NON CAMPUS			PUBLIC PROPERTY		
OFFENSE	2013	2014	2015	2013	2014	2015
Murder	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Sex Offences, Forcible	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0
Sexual Abuse with an Object	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Dating Violence	0	0	1	0	0	2
Stalking	0	0	0	0	0	0
Total Offenses	0	0	1	0	0	2
Unfounded Crimes	NA	0	0	NA	0	0



### Hate Crimes (by prejudice)

LOCATION	ON CAMPUS			RESIDENCE HALLS		
	2013	2014	2015	2013	2014	2015
Race	1	0	0	1	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Disability	0	0	0	0	0	0
Ethnicity/National Origin	0	0	0	0	0	0
Total Offenses	1	0	0	1	0	0

### Hate Crimes (by prejudice)

LOCATION	NON CAMPUS			PUBLIC PROPERTY		
	2013	2014	2015	2013	2014	2015
Race	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Disability	0	0	0	0	0	0
Ethnicity/National Origin	0	0	0	0	0	0
Total Offenses	0	0	0	0	0	0

### Arrests

LOCATION	ON CAMPUS			RESIDENCE HALLS		
	2013	2014	2015	2013	2014	2015
CRIME						
Weapons Possession	0	0	0	0	0	0
Drug Offenses	0	0	1	0	0	1
Liquor Law Offenses	0	1	0	0	1	0
Total Offenses	0	1	1	0	1	1

### Arrests

LOCATION	NON CAMPUS			PUBLIC PROPERTY		
	2013	2014	2015	2013	2014	2015
CRIME						
Weapons Possession	0	0	0	0	0	0
Drug Offenses	0	0	0	0	0	0
Liquor Law Offenses	0	0	0	0	0	0
Total Offenses	0	0	0	0	0	0

## Disciplinary Actions/Judicial Referrals

LOCATION	ON CAMPUS			RESIDENCE HALLS		
CRIME	2013	2014	2015	2013	2014	2015
Weapons Possession	0	1	2	0	1	2
Drug Offenses	19	2	32	19	2	32
Liquor Law Offenses	56	40	169	56	40	169
Total Offenses	75	43	203	75	43	203

## Disciplinary Actions/Judicial Referrals

LOCATION	NON CAMPUS			PUBLIC PROPERTY		
CRIME	2013	2014	2015	2013	2014	2015
Weapons Possession	0	0	0	0	0	0
Drug Offenses	0	0	0	0	0	0
Liquor Law Offenses	0	0	0	0	0	0
Total Offenses	0	0	0	0	0	0

## Public Crime Log

The Department of Campus Safety maintains a Public Crime Log of all incidents reported to the Department of Campus Safety. This includes all crimes and other serious incidents that occur on campus. The Public Crime Log includes the incident type, date incident is reported, date and time of occurrence, and general location of each reported incident type, as well as the disposition of the incident, if this information is known. The Department of Campus Safety posts specific incidents in the Public Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law.

## Annual Fire Safety Report

The Higher Education Opportunity Act (HEOA) requires two (2) new safety-related requirements on institutions that participate in federal student financial aid programs which follow:

- 1. Fire Log:* Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Neumann University complies with this rule by including all fire-related incidents in the Daily Fire Safety Log. The Daily Fire Safety Log can be viewed at the Campus Safety main office in Rocco A. Abessinio in room 123 and at the Communications Center in the Rocco A. Abessinio Building in room 100.
- 2. Annual Fire Safety Report:* Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Neumann University complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the “Annual Security & Fire Safety

Report.” Information contained in this annual fire safety report includes: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliance, smoking and open flames. The “Annual Security & Fire Safety Report” must include three years of data.

If a fire occurs in any building, community members should immediately sound the fire alarm, then call Campus Safety at ext. 5555 from a campus phone or 610-558-5555 from any off campus or cell phone. This will initiate a response and notify the fire department if needed. If a member of the Neumann community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, the community member should immediately notify Campus Safety to investigate and document the incident. The campus fire alarm systems alert community members of potential hazards.

Community members are required to heed an activated fire alarm system, and evacuate a building immediately. Use the nearest available exit to evacuate the building.

## **Fire Protection Equipment/Systems**

All Campus buildings are equipped with automatic fire alarm systems which are monitored 24 hours a day, 365 days a year at the Campus Safety Communications Center. In addition, campus fire alarm systems are monitored by external contractors 24 hours a day, 365 days a year. An off-campus residence leased by Neumann University at 4040 Concord Road is equipped with battery powered smoke detection and is monitored by the occupants.

## **Building and Fire Safety Inspections**

The Campus Safety Department performs monthly safety inspections. The inspections are conducted to identify safety violations as well as conditions which may be detrimental to the health or wellbeing of the Neumann community.

## **Fire Extinguisher Inspections**

The Campus Safety Department performs monthly inspections of all fire extinguishers on campus. Visual inspections are conducted to ensure the extinguishers are charged and in working condition.

## **Fire Definitions**

*Fire:* Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency.

*Fire-related Deaths:* Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).

*Fire-related Injuries:* Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

*Estimated U.S. Dollar Loss Related to Fire Incidents:* Estimated total U.S. dollar loss of both contents and structure or property destroyed because of a fire incident, not loss of business.

*Evacuation Procedures:* When a fire alarm is activated, evacuation is mandatory. DO NOT use elevators; evacuate the building using the nearest available exit and proceed to a designated area to begin an accountability and assessment process.

*Buildings Equipped with Fire Alarm Systems and Smoke Detectors:* Buildings that have functional fire alarm systems and smoke detectors installed. Please note, all Living and Learning Centers are equipped with a functional fire alarm system and smoke detectors.

*Buildings Protected with Automatic Sprinkler System Throughout:* Indicates an automatic sprinkler system protects all areas of a building. All Living and Learning Centers are equipped with wet-pipe automatic sprinkler systems throughout.

*Emergency Evacuation Drills:* The number of supervised scheduled drills or actual events at campus residence halls that are facilitated and certified by the Department of Campus Safety. Various drills are conducted throughout the year to familiarize students, faculty and staff with emergency procedures and individual roles.

## **Fire Alarm Response**

The Campus Safety Department responds to all fire alarms on Campus. Upon arrival, Campus Safety Officers ensure the safe evacuation of all building occupants. A Campus Safety Officer will immediately attend to the fire alarm panel to determine location and alert additional arriving officers who will respond to the origin. Once the origin is determined, Campus Safety Officers will initiate action and make appropriate notifications.

## **Fire Safety Policies for On-Campus Student Housing Facilities**

*1. Electrical Appliances:* Electrical appliances such as hot plates, electric frying pans, space heaters, and other exposed coil elements may not be used in the Living and Learning Center Complex rooms for safety reasons. Irons are permitted only with an automatic shut-off feature. Microwaves are permitted. Residents may have refrigerators in their rooms that are UL-approved and have a capacity of no more than 4 cubic feet. Apartments are supplied with a refrigerator.

*2. Smoking:* As a Catholic University in the Franciscan tradition, Neumann University is committed to care for the environment and to the values and standards that promote health and wellness on campus. In the culture of caring, the University recognizes that the practice of smoking is contrary to these values, especially the health and wellness of its students, and has established the following policy for use of tobacco products on the Neumann University campus. Smoking is prohibited on the Neumann University campus with the exception of “designated smoking areas” established for this purpose. Smoking is strictly prohibited in all University buildings, including residence halls, and University-owned transportation. All members of the campus community share in the responsibility of enforcing this policy. Assistance is available from Campus Safety, Student Affairs and Campus Ministry throughout the campus. The University provides information and assistance to those who wish to stop smoking through cessation services. Additional information is available to all community members by contacting Counseling Services (ext. 5538) or Health Services (ext. 5540).

*3. Open Flames:* Having or burning candles, incense or potpourri and other such items or use of lighters and matches is prohibited in the Living and Learning Center Complex and Annex because of fire hazards involved.

## **Fire Evacuation Procedures**

Any Resident Assistant, who is in their room at the time an alarm is activated, should assist the Campus Safety Department with evacuating students from their house. This should be done by a loud knocking on the door and entering the room to inform them to evacuate. Resident Assistants should not enter into a confrontation with a resident who refuses to evacuate. If there are residents who do not leave their rooms, the Resident Assistant shall report that information immediately to the emergency responders. An incident report shall be documented by the person who witnessed it. Never should a Campus Safety Officer or a Resident Assistant document a report based on someone else’s information. All reports are to be given to the Director of Residence Life and Campus Safety.

After the appropriate House (Living and Learning Center floor) has been informed of the alarm, the resident assistant should leave the building and direct students to their designated area. It is essential that all entrances and fire lanes be accessible to the responding fire departments. At no time should an area in and around a building be occupied by students.

Residents may only enter the building once the incident is over and all appropriate alarms have been reset.

**Campus Safety Officers are responsible for the following during a fire alarm:**

- Respond to the alarm location
- All communication with the Fire Alarm Monitoring Company and Fire Department
- Evacuation of the building (Residence life staff on duty will assist)
- Report to the responding Incident Commander
- Determine when the resident students can re-enter the building
- Open The Mirinda Center for Sport Spirituality and Character Development if temporary emergency shelter is required. Alternate emergency shelter is the Thomas A. Bruder Jr. Life Center.
- Reset fire alarm systems and components
- Document an incident report

**Residence Life Staff are responsible for the following during a fire alarm:**

- The Resident Assistant on duty shall inform the Residence Life Assistant Director on duty of the activation of the fire alarm.
- All Residence Life staff in the building shall assist Campus Safety with evacuating students.
- The Residence Life Assistant Director on duty shall supervise the RAs in confirming resident evacuation and occupancy accountability.
- All Residence Life staff are to direct students to other locations as directed by Campus Safety.

**Fire Evacuation Plan Residence Life**

When a fire alarm is activated, the campus safety officer working the desk shall call 610-558-5555 to inform the Communications Center that a fire alarm has been activated. All residents shall exit the building in an orderly manner to the designated area. The primary location for the designated area for LLC I and III is the parking area next to the concrete barrier adjacent to Our Lady of Angels Convent. The primary designated area for LLC II is the parking lot adjacent to the new athletic field near the tennis courts. This will provide a maximum safe distance of egress from the Living and Learning Center Buildings. If the primary location is not accessible or the Living and Learning Centers cannot be re-entered due to the existing emergency, the Mirinda Center for Sport Spirituality and Character Development shall be designated as an emergency shelter and a secondary designated area. The alternate emergency shelter is the Thomas A. Bruder Jr. Life Center. Smoking is prohibited in an emergency evacuation.

## **Living and Learning Center I**

### **517 Convent Road**

#### **House One – Clare House**

Walk towards the lobby and exit out the front door. Walk to the designated area.

#### **House Two – Gubbio House**

Rooms 201 - 204 & 210 – 213: Walk towards the main stairwell, walk down the stairs, exit out the front door and walk to the designated area.

Rooms 205 - 206 & 207 – 209: Walk towards the fire exit door, walk down the fire exit stairs, exit out the side of the building and walk to the designated area.

#### **House Three – Greccio House**

Rooms 301 – 304 & 310 – 313: Walk towards the main stairwell, walk down the stairs, exit out the front door and walk to the designated area.

Rooms 305 – 306 & 307 – 309: Walk towards the fire exit door, walk down the fire exit stairs, exit out the side of the building and walk to the designated area.

#### **House Four – Francis House**

Walk toward the fire exit door, walk down the fire exit stair, exit out the door and walk to the designated area.

#### **House Five – San Damiano House**

Walk toward the fire exit door, walk down the fire exit stair, exit out the door and walk to the designated area.

## **Living and Learning Center II**

### **519 Convent Road**

#### **House Six – Assisi House**

Rooms 108 – 114: Walk towards the main stairwell, walk down the stairs, exit out of the ground floor exit and walk toward the parking lot and continue to the designated area.

Rooms 115 – 120: Walk towards the fire exit doors, walk down the fire exit stairs, exit out the side of the building and walk past the courtyard to the parking lot and continue to the designated area.

#### **House Seven - LaVerna House**

Rooms 207 - 214: Walk towards the main stairwell, walk down the stairs, exit out of the ground floor exit and walk toward the designated area.

Rooms 215 - 220: Walk towards the fire exit door, walk down the fire exit stairs, exit out the side of the building and walk to the designated area.



**House Eight – Rieti House**

Rooms 307 - 314: Walk towards the main stairwell, walk down the stairs, exit out the front door and walk to the designated area.

Rooms 315 - 320: Walk towards the fire exit door, walk down the fire exit stairs, exit out the side of the building and walk to the designated area.

**Living and Learning Center III****519 Convent Road****House Nine – Umbria House**

Rooms 124 – 133: Walk toward LLC II, make a right and walk down the exterior stairs that run between LLC II and LLC III. At the bottom of the stairs walk to the designated area.

**House Ten – Canticle House**

Rooms 149 - 154: Walk towards the main stairwell, walk down to the ground floor exit out the stairwell door and walk to the designated area.

Rooms 155 - 160: Walk towards the fire exit door, walk down the fire exit stairs, exit out the door and walk to the designated area.

**House Eleven – Juniper House**

Rooms 224 – 232: Walk into LLC II and enter the main stairwell. Walk down the stairs, exit out the ground floor and walk to the designated area.

**House Twelve – Tau House**

Rooms 249 – 254: Walk toward the main stairwell. Walk down to the ground floor, exit out of the stairwell door and walk to the designated area.

Rooms 255 – 260: Walk toward the fire exit, walk down the fire exit stairs. Exit out the door and walk to the designated area.

**House Thirteen – Alverno House**

Rooms 324 – 333: Walk into LLC II and enter the main stairwell. Walk down the stairs, exit out the ground floor and walk to the designated area.

**House Fourteen – Bonaventure House**

Rooms 349 – 354: Walk toward the main stairwell. Walk down the fire exit stairs. Exit out the door and walk to the designated area.

## **LLC Buoni Building**

### **4080 Concord Road, Aston, Pa.**

When a fire alarm is activated, the campus safety officer working the desk shall call 610-558-5555 to inform the Communications Center that a fire alarm has been activated. All residents shall exit the building in an orderly manner to the designated area. The primary location for the designated area for the Buoni Building is the sidewalk on Convent Road heading toward main campus. This will provide a maximum safe distance of egress from the Buoni Building. If the primary location is not accessible or the Buoni Building cannot be re-entered due to the existing emergency, the Miranda Center for Sport Spirituality and Character Development shall be designated as an emergency shelter and a secondary designated area. The alternate emergency shelter is the Thomas A. Bruder Jr. Life Center. Smoking is prohibited in an emergency evacuation.

#### **House Fifteen**

Walk out your door toward the closest stairwell. Walk down the stairs and exit out the building and proceed to the designated area.

#### **House Sixteen**

Walk out your door toward the closest stairwell. Walk down the stairs and exit out the building and proceed to the designated area.

#### **House Seventeen**

Walk out your door toward the closest stairwell. Walk down the stairs and exit out the building and proceed to the designated area.

## **Fire Safety Log**

The Department of Campus Safety maintains a Fire Safety Log of all fire-related incidents reported to the Department of Campus Safety. This includes all fire-related incidents that occur on campus. The Fire Safety Log includes the incident type, date incident is reported, date and time of occurrence, and general location of each reported incident type, as well as the disposition of the incident, if this information is known. The Department of Campus Safety posts specific incidents in the Fire Safety Log within two business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law.

**Reported fires for 2015 by Building Location for All  
Neumann University Residence Halls**

	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damaged Caused by Fire	Case Number
LLC 1	0	0	0	0	0	0	0
LLC 2	0	0	0	0	0	0	0
LLC 3	0	0	0	0	0	0	0
LLC Buoni Building	0	0	0	0	0	0	0

**Reported Fires for 2014 by Building Location for All  
Neumann University Residence Halls**

	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damaged Caused by Fire	Case Number
LLC 1	0	0	0	0	0	0	0
LLC 2	0	0	0	0	0	0	0
LLC 3	0	0	0	0	0	0	0
LLC Annex	0	0	0	0	0	0	0
LLC Buoni Building	03/23/2014	1914hrs	Unattended Cooking	0	0	0	032320141914
LLC Buoni Building	03/29/2014	1947hrs	Unattended Cooking	1	0	0	032920141947

**Reported Fires for 2013 by Building Location for All  
Neumann University Residence Halls**

	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damaged Caused by Fire	Case Number
LLC 1	0	0	0	0	0	0	0
LLC 2	0	0	0	0	0	0	0
LLC 3	0	0	0	0	0	0	0
LLC Annex	0	0	0	0	0	0	0
LLC Buoni Building	0	0	0	0	0	0	0

**2015 Residential Fire Safety Amenities by Building Location for All  
Neumann University Residence Halls**

	Fire Alarms Monitored by Campus Safety/Contract Services 24/7/365	Bldg. Equipped With Full Sprinkler System	Bldg. Has Fire Alarms & Smoke Detectors	Evacuation Plans Posted & Fire Safety Training Conducted	Number of Evacuation Drills Conducted Each Academic Year
LLC 1	X	X	X	X	2
LLC 2	X	X	X	X	2
LLC 3	X	X	X	X	2
LLC Buoni Building	X	X	X	X	2

**2014 Residential Fire Safety Amenities by Building Location for All  
Neumann University Residence Halls**

	Fire Alarms Monitored by Campus Safety/Contract Services 24/7/365	Bldg. Equipped With Full Sprinkler System	Bldg. Has Fire Alarms & Smoke Detectors	Evacuation Plans Posted & Fire Safety Training Conducted	Number of Evacuation Drills Conducted Each Academic Year
<b>LLC 1</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>2</b>
<b>LLC 2</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>2</b>
<b>LLC 3</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>2</b>
<b>LLC Annex</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>Bldg. not occupied</b>
<b>LLC Buoni Building</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>2</b>

**2013 Residential Fire Safety Amenities by Building Location for All  
Neumann University Residence Halls**

	Fire Alarms Monitored by Campus Safety/Contract Services 24/7/365	Bldg. Equipped With Full Sprinkler System	Bldg. Has Fire Alarms & Smoke Detectors	Evacuation Plans Posted & Fire Safety Training Conducted	Number of Evacuation Drills Conducted Each Academic Year
<b>LLC 1</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>2</b>
<b>LLC 2</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>2</b>
<b>LLC 3</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>2</b>
<b>LLC Annex</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>2</b>
<b>LLC Buoni Building</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>2</b>