

# **SAFETY & SECURITY**



## **GENEVA COLLEGE**

### **SECURITY DEPARTMENT CONTACT TELEPHONE NUMBERS**

Security Officer: 724-846-9632 (24 hours)

Security Office: 724-847-5678

Pager: 412-640-4381

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## **Safety and Security Suggestions**

### **Campus Safety:**

While traveling on or around campus, it is always advisable to travel in groups, especially at night. Use well lit and populated streets to travel. If you must travel alone, tell someone where you are going. If you need an escort, the Security Department will provide you with an escort from campus to your residence hall.

### **If you are the victim of a theft or burglary:**

Call the Security Department (724-846-9632) as soon as possible. Give the Security Officer a detailed report of the incident, including where the theft took place and what was taken. In the event of a burglary (person entering your dorm room or office without authorization), notify your Resident Director and the Security Officer to make arrangements to have room codes changed and offices secured.

### **If you have any safety or security concerns:**

If you see anything that "just doesn't seem right," contact the Security Department (724-846-9632) and inform them immediately. Examples include smelling or seeing smoke, or noticing a door that has been propped open for an extended period of time.

### **If you see a suspicious person on campus:**

Call the Security Department (724-846-9632) and be prepared to give a full description of the individual. Also, give the location where the subject was last seen and include a description of a vehicle if applicable. DO NOT approach the subject.

## **Security Department**

The Security Department is located in the lower level of the Rapp Center. The department provides security 24 hours a day, 7 days a week. Security can be reached via cell phone at 724-846-9632, office phone at 724-747-5678 or by pager at 412-640-4381. The department is staffed by the Director of Security and nine (9) Security Officers. There is at least one (1) officer on duty per shift.

The Director of Security reports to the Associate Vice President of Operations and works closely with the Student Development and Residence Life offices to maintain a safe and secure campus. The director can be reached by phone at extension 5678. If the director is not in, any messages will be forwarded to his cell phone. The Director of Security conducts all criminal investigations and works closely with the Beaver Falls Police Department about college issues.

Security Officers perform, but are not limited to, the following duties:

- Service calls for students, faculty and staff
- Assistance during fire and medical emergencies
- Patrol by both vehicle and on foot
- Building and residence hall checks
- Reporting of maintenance concerns to the Physical Plant
- Escort service for students, faculty and staff
- Parking enforcement

The Security Department maintains a close working relationship with all local, county, state and federal law enforcement agencies as well as the Beaver Falls Fire Department, Medic Rescue and the Beaver County 911 Center. All major crimes are reported and handled by the Beaver Falls Police department. Lesser crimes are handled by the Security Department and processed through the college judicial system.

### **Reporting Emergencies on Campus**

If you view an emergency on campus, first dial 911 for the appropriate service, e.g., police, fire or medical. Then contact campus security and inform them of the emergency. The Security Department can be reached in several ways:

- Cell phone at 724-846-9632 (24 hours)
- Emergency blue phones located at the soccer complex, Reeves Stadium, the alumni parking lot and the pedestrian mall.
- Wall-mounted phones located in the academic buildings and residence halls (dial 9-724-846-9632)
- Security office at 724-847-5678
- Security pager at 412-640-4381

When you reach the dispatcher, be sure to provide the following information:

- The location of the emergency and your present location
- The nature of the emergency

### **Emergency Notification**

In the event of an emergency affecting the campus community, a determination will be made by the Emergency Management Team to generate a campus-wide notification. This will be done using the GC Alert text messaging system. The alert will describe the nature of the emergency and provide instructions on how to proceed. A campus-wide e-mail will also be sent providing this information.

### **Procedures in the Event a Sexual Assault Occurs**

- The victim should get to safety and contact the Geneva College Security Department and the Beaver Falls Police Department.
- Evidence should not be removed or destroyed. The victim should not shower, wash hands or change clothes. The location where the assault occurred should not be disturbed or handled.
- The victim should seek immediate medical assistance. The Geneva College Security Department can assist in contacting medical personnel.

## CAMPUS CRIME STATISTICS

<b>Criminal</b>	<b>Incidents</b>	<b>Incidents</b>	<b>Incidents</b>
<b>Category</b>	<b>Reported</b>	<b>Reported</b>	<b>Reported</b>
	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Homicide</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Manslaughter</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rape</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Forcible Sex</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Non-Forcible</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Aggravated Assault</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>	<b>2</b>	<b>5</b>	<b>0</b>
<b>Arson</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Auto Theft</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Larceny-Theft</b>	<b>10</b>	<b>17</b>	<b>8</b>
<b>Criminal Mischief</b>	<b>4</b>	<b>1</b>	<b>1</b>
<b>Intimidation</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Simple Assault</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Disorderly Conduct</b>	<b>0</b>	<b>0</b>	<b>0</b>

**REPORTED CRIME STATISTICS FOR GENEVA COLLEGE FOR THE PAST THREE YEARS**

## Fire Safety Report

### Fire Safety Training

All members of the Residence Life Staff are trained in fire safety. Yearly, staff are taught and given practice in the use of ABC type dry chemical fire extinguishers. This training is conducted by members of the Beaver Falls Fire Department. During this training the Residence Hall Staff are also trained on all fire safety policies, practice fire safety procedures, and view training materials provided by the United States Fire Administration. Members of Physical Plant and Housekeeping also have been trained in the use of fire extinguishers.

### Fire Safety Policies

All residential areas are inspected on a regular basis for the purpose of health and safety of every resident. Regular room inspections by the residence life staff are conducted to ensure the adherence to campus fire safety policies. Additionally, all residential areas are inspected yearly by the Beaver Falls Fire Department. Violations for all inspections are reported and followed up by residence hall staff.

Community Standard number 8 in the Student Handbook expects that all students are to be *Safety-Minded* which is defined as, "Members of the student body are expected to aid in the establishment of a safe and secure campus environment. As a result, students are expected to refrain from behavior that may pose a risk to others and/or self." Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

- Tampering with fire safety equipment (including removing batteries from or disabling smoke detectors), setting off a false alarm, and/or failing to evacuate a facility during a fire drill
- Possession, sale, or use of fireworks or any other explosive or combustible material on College property or in the surrounding community
- Possession of a lit or previously burned candle

### Room Inspections (information is also included in the Student Handbook)

- Rooms and apartments will be inspected weekly at designated times by the RAs or RDs to determine whether proper standards of sanitation and safety are being observed. Guidelines are as follows:
- Heating appliances constitute a serious fire hazard. Therefore, electrical appliances such as irons, curling irons, hair dryers and popcorn poppers are to be in proper working condition and should be used with caution. Use of such devices must be limited to one per outlet by order of the Fire Department.
- Due to extreme fire hazards, no deep fat frying is permitted in any residential facility. This includes stove- top frying and the use of commercially available deep fryers. Extreme caution should be exercised when cooking with any type of oil.
- Because of health code concerns, all cooking appliances (except those prohibited by the Student Handbook) are to be used only in residence hall floor and apartment kitchens.
- All extension cords or multi-plug adapters are prohibited within College housing. Students should only use grounded power strips to plug in multiple items.
- The use of electric heaters, halogen lamps, and 5 bulb multi-lamp lights are prohibited due to the potential electrical circuit overload and related fire hazards. Should a loss of heat situation

arise, the Residence Life staff may provide space heaters for use on a temporary basis only. All air conditioners are also prohibited.

- As a matter of general safety, any open flames, candles with burnt wicks, incense, etc. are prohibited.
- Due to fire hazards, live Christmas trees, curtains, and the hanging or posting of any material on ceilings are prohibited in all student housing.
- No more than three strings of decorative or Christmas lights may be used in any student room. It is recommended that students not sleep with any such lights on. Christmas lights are also not to be attached to any bed frame.

Geneva College is not responsible for insuring or protecting personal property. It is recommended that students pursue this matter with an insurance broker or seek coverage through the insurance program of a parent or guardian. The Student Development Office can also provide names of companies that specialize in insuring the personal property of undergraduate and graduate college students against fire damage or theft in, on, or at off campus housing locations.

### **Fire Safety System for each on-campus Student Housing Facility**

#### McKee Hall, Memorial Hall, Pearce Hall

These traditional residence halls are equipped with monitored fire detection devices in all public spaces and hallways. This monitored system will automatically notify the Beaver Falls Fire Department in the event of an alarm. Pull stations are located throughout the buildings. Battery operated smoke detectors are located in every student bedroom and tested weekly. Multipurpose ABC dry chemical fire extinguishers are located throughout the buildings and are monitored nightly by the hall staff and certified on a regular basis by Physical Plant. These buildings are equipped with wet standpipes on each level.

#### Clarke Hall

This traditional residence hall is equipped with monitored fire detection devices in all public spaces and hallways. This monitored system will automatically notify the Beaver Falls Fire Department in the event of an alarm. Pull stations are located throughout the building. Battery operated smoke detectors are located in every student bedroom and tested weekly. Multipurpose ABC dry chemical fire extinguishers are located throughout the building and are monitored nightly by the hall staff and certified on a regular basis by Physical Plant. This building is equipped with a monitored wet pipe sprinkler system throughout all public and private building spaces.

#### Geneva Arms and Young Hall

These apartment buildings are equipped with monitored fire detection devices in all public spaces and hallways. This monitored system will automatically notify the Beaver Falls Fire Department in the event of an alarm. Pull stations are located throughout the building. Battery operated smoke detectors are located in every student apartment and tested weekly. Multipurpose ABC dry chemical fire extinguishers are located throughout the building and are monitored nightly by the hall staff and certified on a regular basis by Physical Plant.

#### Schoolhouse Apartments

This apartment building is equipped with batter operated smoke detectors throughout the public and private areas of the building which are tested weekly. Multipurpose ABC dry chemical fire extinguishers

are located throughout the building and are monitored nightly by the hall staff and certified on a regular basis by Physical Plant.

Kerr Hall

This building is equipped with monitored fire detection devices in all public spaces and hallways. This monitored system will automatically notify the Beaver Falls Fire Department in the event of an alarm. Battery operated smoke detectors are located in every student room and tested weekly. Multipurpose ABC dry chemical fire extinguishers are located throughout the building and are monitored nightly by the hall staff and certified on a regular basis by Physical Plant.

Barbato House, Swanson House, Richardson House, and Patterson House

These houses are equipped with batter operated smoke detectors throughout the public and private areas which are tested weekly. Multipurpose ABC dry chemical fire extinguishers are located throughout the building and are monitored nightly by the hall staff and certified on a regular basis by Physical Plant.

**Fire Drills and Evacuation Procedures**

Each residential facility conducts monthly fire drills. Pennsylvania Law requires the evacuation of a building when an alarm sounds. Evacuation is mandatory and students are instructed to gather at a central gathering point away from the building and out of the way of responding fire personnel. During extended times of evacuation or inclement weather students may gather in the Student Center. If needed, further instructions will be distributed via the College’s emergency text alert system, GCAalert. Fire drill records include time to evacuate and are kept on file in the Residence Life Office.

Hall	2009 Fire Drills
McKee	7
Memorial	7
Pearce	7
Clarke	7
Geneva Arms	7
Young Hall	7
Kerr	7
Schoolhouse	7
Barbato	7
Swanson	7
Richardson	7
Patterson	7

**Fire Statistics 2009 Calendar Year**

Date	Location	Cause of Fire	Damage Estimate	Injury/Death
none				

The Fire Log for the most recent 60 day period is open to public inspection upon request and is available in the Residence Life Office at 724-847-6645.

## **Reporting a Fire**

Any fire in College housing should immediately be reported to the following:

- Residence Director on Duty      724-622-0709
- Director of Residence Life      724-847-6645
- Campus Security                    724-846-9632
- Physical Plant                        724-847-5500

## **Policy Compliance**

This report is provided as part of Geneva College's compliance with section 668.49 of *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.