



GENEVA COLLEGE

SAFETY & SECURITY ANNUAL REPORT

Updated 10/01/2014

SECURITY DEPARTMENT CONTACT TELEPHONE NUMBERS

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

Security Office: 724-847-5678

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Introduction

Pro Christo Et Patria – For Christ and Country

Geneva College is a Christ centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor.

Geneva College is located about 35 miles northwest of Pittsburgh and set on a picturesque 55-acre campus. Our unique location allows our students to enjoy the beautiful western Pennsylvania countryside while being close to all the attractions the Pittsburgh area has to offer. The college has about 1300 traditional undergrad students with around 500 additional students in graduate and adult degree programs. The campus student body, which is about 50% male and 50% female, represents 35 states and 9 nations.

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 724-847-5678. 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.

Emergency Information

In the event of an emergency always...

- Call 911 for serious health or safety emergency situations. (Dial 9-911 when using a campus phone)
- Contact Geneva Security by campus phone at ext. 5678 (724-847-5678 from off-campus) or the security cell phone at 724-846-9632.
- Provide first aid only to the extent of your personal training and ability.
- Do not move an injured person unless it is necessary to avoid further injury.
- Be alert for updates and instructions during an emergency situation.
- Remain calm and encourage others not to panic.
- Pray for God's help and blessing.

Medical Emergency

Medical emergencies can occur without warning, and a timely response is helpful, if not necessary. If a medical emergency occurs:

- Call 911 if the emergency is life threatening (9-911 from an on-campus phone).
- Provide first aid only to the extent of your personal training and ability.

- Call the nurse's 24-hour cell phone number from campus phone at 9-724-622-2622 or outside line at 724-622-2622.
- Describe the type of injury or illness and briefly describe how the injury occurred.
- Provide the location of the emergency.
- Have someone meet the emergency personnel and guide them to the location.
- Do not move the injured or ill unless it is necessary to avoid further injury.

Building Evacuation

- In various emergencies, it might become necessary to evacuate a building. If this happens:
- Evacuate immediately if you hear an alarm or are asked to do so.
- Take personal belongings with you that you can quickly gather and easily carry.
- Close, but do not lock, all classroom and office doors. Turn off all gas and other equipment or machines in labs that might pose a hazard.
- Follow the specific evacuation route in the building. Do not use elevators during a fire or earthquake. At other times, reserve the elevators for individuals unable to use the stairs.
- Calmly assemble at the designated outdoor assembly point or, if it is unsafe, the alternate outdoor assembly place or indoor assembly location.
- Do not reenter the building or leave the assembly area until you are instructed or released to do so.

Fire Emergency

Accidental fires can occur very unexpectedly, and the proper response is necessary to quickly and safely control and eliminate the flames. In the event of fire:

- Leave the building at once.
- Pull the fire alarm if it is not already activated and alert other people and instruct them to leave the building.
- Evacuate the building calmly, following the evacuation and assembly procedures posted in the building. Do not use elevators.
- Close all doors and windows on your way to contain the fire if you can safely do so.
- Stay as low as possible to avoid smoke and heat.
- Call 911 (dial 9 first from on-campus phone) from a safe location.
- Call Geneva Security by campus phone at 9-846-9632 or outside line or cell phone at 724-846-9632 and confirm that they have been notified.
- Remain at the assembly area until you have been released to leave by an authority.
- If trapped:
 - Alert emergency crews of your location. Try telephone, if available. Place an article of clothing or other signal in a window. Whistle, shout or use tools or debris to hit a solid surface at regular intervals.
- Stuff material in door cracks to minimize smoke and try to stay low where heat, smoke and contaminants may be less intense.

Pandemic

In the case of a pandemic, such as H1N1 flu, Geneva College will follow the guidelines of the Centers for Disease Control and Prevention, or CDC.

In the case of H1N1, the CDC has been specific about the role and advice colleges and universities should provide.

Signs and symptoms of the flu include:

- A fever over 100 degrees
- Fever or chills
- A cough, sore throat or runny nose
- Body aches, headache or extreme tiredness
- Diarrhea or vomiting

If students, faculty, or staff experience flu-like symptoms, they should isolate themselves. They do not need to go to the classroom or the infirmary. To inform the college that they are sick, they should take a couple of minutes to complete the Flu Form.

Students should follow instructions as given. As part of that, they should stay in their home or residential room for 24 hours after they no longer have a fever.

Contact the infirmary at ext. 6666 (off-campus phone 724-847-6666) if you have questions or concerns. For more information visit the Center for Disease Control Website:
<http://www.cdc.gov/>

Hazardous Material Emergency

To protect members of campus and the college's equipment, chemical spills must be cleaned up as quickly as possible, and unknown smells investigated. If you become aware of any, please follow these procedures:

- Unknown odors
- Contact Geneva Security by campus phone at ext. 5678 (724-847-5678 from off-campus) or the security cell phone at 724-846-9632.
- Identify the source of the odor if possible. If not, describe the odor.
- If it is natural gas, open doors and windows and evacuate the building.
- If the odor is irritating or you feel symptoms such as dizziness, nausea, burning or stinging, alert someone to your symptoms and ask for assistance in leaving the building.
- Chemical exposure or spill
- If someone comes into contact with the chemical, rinse the area with clean, cool, running water for at least 15 minutes. If in the eye, hold eyes open while flushing with water. Contact Geneva Security by campus phone at ext. 5678 (724-847-5678 from off-campus) or the security cell phone at 724-846-9632.
- Dial 9-911 from a campus phone or 911 from off-campus phone if incident requires medical treatment, spill involves a fire or explosion or spill is life threatening.

- Alert your supervisor and anyone in the immediate area.
- Protect other people from exposure. If necessary, evacuate the area.
- Contact Geneva Security by campus phone at ext. 5678 (724-847-5678 from off-campus) or the security cell phone at 724-846-9632 in the event of an unknown chemical spill or no one present is trained to handle clean up of the spill.

Harrassment, Threats and Violence

Harassment, threats, and violent behavior are unacceptable and will not be tolerated at Geneva College. To ensure that such behavior is stopped and that people's safety is intact, please follow these guidelines:

Harassment

- Do not ignore harassing behavior. Report concerns to an RA, RD, a supervisor or Geneva security.
- Do not tolerate verbal or physical harassment from anyone.
- Do not give out personal information about others (home address, phone number, class schedule.)

Suspicious Persons

- Establish eye contact.
- Do not physically confront the person.
- Do not let anyone block your access to an exit.
- Do not block the person's access to an exit.
- Do not let anyone into a locked building or office.
- Keep a safe distance.
- Contact Geneva Security by campus phone at ext. 5678 (724-847-5678 from off-campus) or the security cell phone at 724-846-9632 for emergency backup.

Threats

- Treat all threats or rumors of violence as serious.
- Call 911 (dial 9-911 from campus phone) if you are in danger of bodily harm

- Call 911 (dial 9-911 from campus phone) if you observe a weapon, know someone has brought a weapon on campus or know someone is going to bring a weapon on campus.
- Contact Geneva Security by campus phone at 9-846-9632 or outside line or cell phone at 724-846-9632 to report threatening behavior if you do not consider yourself or others to be in immediate danger.

Suspicious Packages

Letters containing threatening information, hate mail or potentially explosive or infectious substances need to be handled with care.

What to look for (two or more)

- Irregular shape, soft spots or bulges
- Unprofessionally wrapped with excessive tape or several types of tape.
- Special handling instructions (“confidential,” “handle with care,” “rush order”.)
- Missing return address, fake return address or return address different from postmark.
- Misspelled words, badly written or typed address.
- Addresses to title only or wrong title with name.
- Strange odor, oily stains or protruding wires

What to do

- Do not move or open the package
- Leave the room and lock the door.
- Contact Geneva Security by campus phone at ext. 5678 (724-847-5678 from off-campus) or the security cell phone at 724-846-9632 for assistance.
- If unknown substance is found in mail, put mail down immediately. Leave suspicious substance as is. Cover any powdered substance gently with envelope, paper or waste basket.
- Evacuate immediately and call 911 (dial 9-911 from campus phone) if a bomb is suspected.

Bomb Threat

Although a bomb threat is unlikely, it is necessary to plan for such an eventuality. Bomb threats rarely involve real explosives but must be taken seriously at all times. Contact Geneva Security by campus phone at ext. 5678 (724-847-5678 from off-campus) or the security cell phone at 724-846-9632.

- If bomb threat is written, handle it as little as possible to preserve evidence.
- If bomb threat is called in, remain calm and try to obtain information
- Record time of threat
- Record exact words of threatening person
- Ask as many of the following questions as possible:
 - When is the bomb going to go off?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What will cause it to explode?
 - What is your name?
 - Where are you?
- Identify, after evacuating, if the person issuing the threat is:
 - Male/female
 - Old/young
 - Angry?
 - Laughing?
- Identify any characteristics about the voice? (lisp, nasal, gravelly, high?)
- Identify the person's environment:
 - Traffic?
 - Office?
 - Equipment?
- Always take bomb threats seriously.

Gunman Threat

To preserve life and protect students, faculty and staff, immediate action is necessary in the event of a gunman on campus. Safety is a priority.

- If you hear gunshots or see an armed person:

- Hide yourself and others from the suspect as completely as possible.
 - Call 911 (dial 9-911 from campus phone). Provide as much detail as possible. Do not leave your hiding place until you have been notified that it is safe to do so.
 - Contact Geneva Security by campus phone at ext. 5678 (724-847-5678 from off-campus) or the security cell phone at 724-846-9632. Provide as much detail as possible.
 - If possible, notify others on campus of what you know (do not speculate).
- If confronted by an armed person:
 - Remain as calm as possible. Be cooperative and patient.
 - Try to pacify and calm the person down. Offer to listen. Don't judge or argue. Remain non-threatening.
 - Maintain polite eye contact. Keep gestures and body language open and non-threatening. Use a low, soft voice when you speak.
 - Be truthful.
 - Ask the person to suggest a solution of what others can do to help.
 - Always look for win-win outcomes.
 - Be observant.

Other Emergencies

Procedures for other emergencies include:

- Earthquake
 - Take cover under a desk, table or doorway.
 - Stay away from windows and object that could fall and shatter.
 - Protect your head with your arms.
 - Evacuate carefully as soon as shaking stops.
 - If outside, move away from buildings, overhead lines, vehicles, equipment, poles and other objects that could fall or move abruptly.

- Civil disturbance
 - Report civil disturbance to Geneva Security by campus phone at ext. 5678 (724-847-5678 from off-campus) or the security cell phone at 724-846-9632.
 - Be prepared to answer questions like:

- Where?
 - When did it begin?
 - How many people are involved?
 - What is taking place?
 - Has any violence occurred?
 - Has the group defined a purpose or intent
 - Are the identities of the participants known?
- Aircraft Crash
 - Immediately take cover until debris stops movement and then carefully evacuate the building.
 - Assemble at designated assembly point. Wait there until you are told it is safe to leave.
 - If trapped in a building, alert emergency crews of your position.
 - Try to stay low to the floor where there may be less heat, smoke and contaminants.

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

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.

More information can be found at the GC Alert Website at http://www.geneva.edu/gc_alert.

Missing Student Notification Procedures

It is the policy of Geneva College to actively investigate any report of a missing student. Regardless of the circumstances, there is no waiting period for reporting a student missing.

Any report of a missing student should be directed to a Resident Assistant and/or Resident Director who will contact the security department at 724-846-9632.

The Director of Security will investigate the incident and notify the Emergency Response Team if necessary.

CAMPUS CRIME STATISTICS

Criminal Category	Incidents Reported	Incidents Reported	Incidents Reported
	2011	2012	2013
Homicide	0	0	0
Manslaughter	0	0	0
Rape	0	0	0
Forcible Sex	0	0	1
Non-Forcible	0	0	1
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	0	0	0
Arson	0	0	0
Auto Theft	0	0	0
Larceny-Theft	3	5	3
Criminal Mischief	4	6	5
Intimidation	0	0	0
Simple Assault	3	0	0
Disorderly Conduct	0	0	0
Liquor Laws	0	3	30
Drug Laws	4	0	3

REPORTED CRIME STATISTICS FOR GENEVA COLLEGE FOR THE PAST THREE YEARS

SEXUAL VIOLENCE INFORMATION (VAWA)

Geneva College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Geneva College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a college official¹. In this context, Geneva College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

For a complete copy of Geneva College's policy governing sexual misconduct, visit (www.geneva.edu/studenthandbook).

The college has established an Emergency Response Team and Student Success Committee². The team meet regularly to discuss policy and procedure addressing violence against women.

¹ A "college official" is defined as either a "Campus Security Authority" under the auspices of the Clery Act or a "Responsible Employee" under Title IX and further identified by your institution's sexual misconduct policy. Because three separate federal laws (Title IX, Title VII, and the Clery Act) as well as numerous states law have different reporting requirements, DSA recommends requiring all employees to report crimes reported to them to campus police or public safety within 24 hours (all can be assessed for Timely Warnings and those that meet the definition of a reportable crime, as defined by the Clery Act, will be included in the crime statistics in the Annual Security Report.) For sexual harassment and sexual violence, "responsible employees" as defined by the college under the auspices of Title IX will have to disclose identifying information about the victim to the Title IX Coordinator. There are exemptions to reporting for campus professional and pastoral counselors and medical doctors and nurses acting in those capacities from disclosing crime statistics or identifying information about the victim of sexual assault, unless the victim is a minor. Seek guidance from your general counsel about how your institution identifies responsible employees (Title IX) and Campus Security Authorities (Clery Act).

² The Department of Justice, Office of Violence Against Women FY 2013 Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence and Stalking on Campus Program requires grantees to establish a "Coordinated Community Response to violence against women on campus." This includes the establishment of a community response team, whose role is to ensure that the campus develops and implements effective policies and practices to prevent and respond to VAW on campus. The team is directed to meet on a regular basis to develop, review, and revise protocols, policies and procedures for addressing VAW. DSA provides this recommendation as a gold standard practice.

A. Definitions

There are numerous terms used by Geneva College in our policy and procedures.

Sexual Assault: Means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Means violence committed by a person—

(a) who is or has been in a social relationship of a romantic or intimate nature

with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress

B. Education and Prevention Programs

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of Pennsylvania.
- d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;³
- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Geneva College has required all incoming students to participate in active programming regarding dating violence, sexual assaults and prevention, and bystander intervention, in an effort to:

1. Prevent these crimes
2. Support the survivors
3. Create a safe learning environment for all students
4. Hold offenders accountable

³ The College of William and Mary and the Virginia Polytechnic Institute and State University (VA Tech) have implemented bystander intervention playbooks for students. See a sample here: <http://www.stopabuse.vt.edu/pdf/playbook.pdf>

Procedures for Reporting a Complaint

The college has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant⁴ and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Students and employees should contact Neil Best at 724-847-6643 or nabest@geneva.edu.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at Heritage Valley Medical Center In Beaver, Pennsylvania, evidence may be collected even if you chose not to make a report to law enforcement⁵. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to college hearing boards/investigators or police. Although the college strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The College Health Services Office (Director of Health Services) will assist any victim with notifying local police if they so desire. Beaver Falls Police Department may also be reached directly by calling 724-846-7000, in person at 715 15th St., Beaver Falls, PA 15010.

⁴ This document will use "victim" and "complainant" and "perpetrator" and "accused party" interchangeably. Each institution needs to use language consistent with their institutional policies.

⁵ Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both."

A VICTIM OF SEXUAL ASSAULT HAS THE FOLLOWING RIGHTS

A staff member reviews this form with the survivor to ensure that issues and resources have been relayed to the survivor.

1. ____ You have the **right to seek medical treatment** and to do an anonymous rape kit (Jane Doe law, 2007) at the **Heritage Valley Hospital**. The Sexual Assault Treatment Center (SATC) provides first-response medical forensic examinations to women, children, and men who have been victims of sexual assault. Services are available 24 hours a day, 7 days a week, at no cost to the patient. The SATC responds to sexual assaults in Beaver County and the fifteen surrounding counties.
2. ____ You have **the right to file a report with the College Security department (724) 846-9632 and/or the Beaver Falls Police Department**. Even if you choose not to report it now, you may change your mind and report later.
3. ____ You have the **right to know that Residence Life must report to Safety and Security** that a sexual assault has occurred. Your name does not have to be disclosed. This information is compiled pursuant to Federal Law (Clery) that requires the College to disclose annual information on campus crime and security.
4. ____ You have the **right to a learning environment free from sexual harassment and assault**. Any employee, student, campus visitor or person participating in a College activity, whether on or off campus, who believes he or she has experienced or witnessed discrimination and / or harassment is encouraged to report the incident(s) promptly to the Institutional Title IX Coordinator, Scott Sharik, at (724) 847-6490. The College reserves the right to investigate circumstances that may involve discrimination and / or harassment where no complaint, formal or informal, has been filed.
5. ____ You have the **right to change academic and / or living situations**.
6. ____ You have the **right to receive free counseling services** by contacting the Counseling Services at (724) 847-4081. **After hours Beaver County crisis line** is available through the helpline at (724) 775-5208 or by calling PAAR (Rape Hotline) at 1-866-END-RAPE (1-866-363-7273).
7. ____ You have a **right to participate in or not participate in the Student Conduct Process**. Geneva College has a Student Conduct process for violations of the Student Handbook. The accuser and accused must have the same opportunity to have an advisor present during the process. Both parties shall be informed of the outcome of any Student Conduct proceeding.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Deputy Coordinator, Neil Best at 724-847-6643 or nabest@geneva.edu and Campus Police (if the victim so desires.)⁶ The college will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

C. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Pennsylvania, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights: (See Pennsylvania Statutes, Title 18, Crimes and Offences Chapter 2, Crime Victims Subchapter A, Bill of Rights). Further, Geneva College complies with Pennsylvania law in recognizing the protection from abuse order. For Example, any person who obtains an order of protection from Pennsylvania or any reciprocal state should provide a copy to Campus Police and the Office of the Title IX Coordinator. A complainant may then meet with Campus Police to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.) Protection from abuse orders may be available through The Beaver County Courthouse, PFA Room.

To the extent of the victim's cooperation and consent, college offices, including Health Services, Student Development, Health Services and Security Department will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement and Geneva College's Residence Life office. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The college does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request at the Residence Life office.

⁶ The Title IX Coordinator is regarded as a "Responsible Employee" under Title IX and also a "Campus Security Authority" under the Clery Act. Statistical information less the victims identifying information will be provided to campus public safety or whomever at the institution compiles the annual crime statistics even if the victim chooses not to alert campus public safety personally.

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

Security	724-846-9632
RD on Call	724-622-0709
Nurse on Call	724-622-0709
Counseling Services	724-847-4081
Law Enforcement	Nurse on Call
Women's Center (24 hr. Hotline)	724-775-0131
PA Coalition Against Rape	www.PCAR.org
Beaver County Crisis Hotline	724-775-5208
PAAR (Rape Hotline)	1-866-END-RAPE 1-866-363-7373

D. Adjudication of Violations

Whether or not criminal charges are filed, the college⁷ or a person may file a complaint

under the Sexual Misconduct Policy (*found in the Geneva College Student Handbook*) alleging that a student or employee violated the college's Sexual Misconduct Policy. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The college disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The Sexual Misconduct Policy provides that:

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board;
2. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
3. A student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused student violated the college's Student Conduct Code?";
4. The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and

⁷ Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the "College" may assume the role of the complainant.

5. The accuser and the accused each have the right to appeal the outcome of the hearing by sending a letter to the dean of students within a week and will be notified simultaneously in writing of the final outcome after the appeal is resolved.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the college's policy against Sexual Harassment (found in the college's student handbook) in order to remedy any hostile environment.⁸ All conduct proceedings against students, however, will be resolved through the Anti-Retaliation Policy.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the college's ability to respond to the complaint may be limited.

⁸ "Hostile Environment" is the term used by Title VII in employment law as it relates to action taken against a person in retaliation of a complaint of sexual harassment or for cooperating with a sexual harassment investigation. Under Title IX, the term used is "retaliation." Institutions may choose to provide both terms for clarification although it is not required.

Confidentiality

The college will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the policy occurred will lead to the initiation of disciplinary procedures against the accused individual. College sanctions including, suspension, expulsion, loss of campus privileges, mandated counseling, etc. may be imposed upon those determined to have violated this policy. The college may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: Active avoidance, Loss of campus privileges, and class re-assignment, etc. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. ⁹Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Geneva College.

Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, 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 sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Pennsylvania, convicted sex offenders must register with the Pennsylvania State Police. You can get more information from the PA State Police website, by accessing <http://www.psp.pa.gov>.

⁹ Applicable law requires that, when taking such steps to separate the complainant and the accused, the college must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her job, classes or housing while allowing the accused to remain.

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 fire drills bi-annually. 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	2011 Fire Drills	2012 Fire Drills	2013 Fire Drills
McKee	2	2	2
Memorial	2	2	2
Pearce	2	2	2
Clarke	2	2	2
Geneva Arms	2	2	2
Young Hall	2	2	2
Kerr	2	2	2
Schoolhouse	2	2	2
Barbato	2	2	2
Swanson	2	2	2
Richardson	2	2	2
Patterson	2	2	2

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*.