



# GENEVA COLLEGE

## DEPARTMENT OF SECURITY

## **ANNUAL SECURITY AND FIRE SAFETY REPORTS**

### **GENEVA COLLEGE, BEAVER FALLS, PENNSYLVANIA**

#### **INTRODUCTION**

Geneva College is a Christian liberal arts college located approximately 35 miles northwest of Pittsburgh, in Beaver Falls, Pennsylvania. As a Christian college, Geneva is committed to the concept that there should be a direct relationship between belief and behavior. The Bible establishes basic principles, which guide and foster the development of Christian character, thought and behavior. While it is difficult to legislate many of these matters, the college does have the responsibility to maintain standards, which are moral, promote righteousness, and uphold the laws of the Commonwealth of Pennsylvania and the City of Beaver Falls. Therefore, Geneva's behavioral policies are based on biblical principles, prudential policies and laws of the Commonwealth.

#### **Our Mission:**

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's mission is student-focused, emphasizing Christ, comprehensive education, and service to God and neighbor. This is consistent with the college's charter, bylaws and Foundational Concepts of Christian Education, as well as Geneva's historic motto, Pro Christo et Patria (For Christ and Country).

#### **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 eight (8) 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 Human Resources 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 available, any messages will be forwarded to his cell phone. The Director of Security is generally involved in criminal investigations and works closely with the Beaver Falls Police Department about college issues. The Director of Security prepares the annual security report in cooperation with the Vice President of Student Development and the Vice President of Operations and Human Resources. The information contained in the Annual Security and Fire Safety Report (ASR) is obtained from existing sources and policies. The ASR is compiled by the Director of Security and reviewed by the Vice President of Student Development and Vice President of Operations and Human Resources.

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

- Service calls for students, faculty and staff (door access, vehicle trouble, suspicious behavior, etc.)
- 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
- Safety escort service for students, faculty and staff
- Parking enforcement

The Security Department maintains a close working relationship with local, county, state and federal law enforcement agencies as well as the Beaver Falls Fire Department, Medic Rescue and the Beaver County 911 Center. 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 student conduct process.

## **SAFETY AND SECURITY SUGGESTIONS**

### **Campus Safety:**

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

## **CAMPUS SECURITY AUTHORITIES**

The U.S. Department of Education defines campus security authorities as:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (ie. an individual who is responsible for monitoring the entrance into institutional property).

- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceeding.

## Designated Campus Security Authorities

Based on the U.S. Department of Education definition of campus security authorities, the following are designated:

- Security Department staff
- Associate Vice President of Operations and Human Resources
- Student Development staff
- Residence Life staff
- Title IX Coordinators and Investigators
- Health & Wellness Center staff
- Physical Plant staff
- Athletic Director and coaches
- Fitness Center employees
- Admissions Reception area employees
- Events staff
- Beaver Falls Police Department contracted by Geneva for services
- Faculty
- Administrators
- Supervisors
- P/T faculty at satellite locations

## REPORTING CAMPUS EMERGENCIES

If you witness 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

When there is a significant emergency or extremely dangerous situation that has been confirmed by the Beaver Falls Police Department, Geneva Security or Student Development, the College will initiate necessary emergency notification protocols.

Depending on the particular situation, upon confirmation by one or more members of the Campus Emergency Response Team (Security Department, Student Development, Residence Life, Human Resources, Information Technology, Health and Wellness, Physical Plant and Public Relations), a mass notification message will be sent by any or all of the following means: GC Alert, emails, Facebook and Twitter. **The Emergency Response Team will post updates during the critical incident.**

### Campus Emergency Response Team (CERT)

The Campus Emergency Response Team (CERT) is comprised of persons from the Security Department, Student Development, Residence Life, Human Resources, Information Technology, Health and Wellness, Physical Plant and Public Relations.

The CERT meets on a regular basis, usually monthly, to discuss how the College would be prepared for an emergency. Topics include communication protocols and preventative measures. The purpose is to provide a clear and effective means of coordinating the efforts of the various departments and responsibilities of the particular individuals within those departments.

Once a year, the Campus Emergency Response Team hosts a round table discussion involving various emergency service personnel from the Beaver Falls Police and Fire Departments, Medic Rescue, Beaver County 911 Center, Pennsylvania State Police, Beaver County Sheriff's Office and the Beaver County District Attorney's Office. Topics are chosen relating to a specific emergency and a scenario is created with all participants offering their input on how they would respond and what their responsibilities would be.

In the event of an emergency, the Campus Emergency Response Team has the ability to issue an emergency mass notification message (GC Alert). A cell phone text message and email would be sent to subscribers, alerting them of the nature of the emergency and what procedures to follow.

The College tests GC Alert twice a year, once during the fall semester and again during the spring semester.

## **Building Evacuations**

Building evacuations will occur when a fire alarm is activated or when notified by Campus Security. When the alarm is activated or you are told to evacuate, leave via the nearest marked exit and alert others to do so. In case of a fire, do not use elevators. Assist the handicapped or disabled in exiting the building. Once outside, stay far enough away from the building to allow emergency personnel and vehicles access to the building. This includes keeping walkways, fire hydrants, and fire lanes clear. Do not return to the building unless told to do so by a College official.

## **Campus Evacuations**

If an evacuation is needed for all or part of the campus, a GC Alert will be sent out by the Campus Emergency Response Team or Security Department. All persons will be told to vacate the area in question and proceed to another part of the campus. In the event of a prolonged evacuation, you will be instructed where to go for temporary shelter on campus or another appropriate site. For those without vehicles, transportation will be provided by the College.

# **EMERGENCY INFORMATION**

The safety of students, faculty, staff and visitors to campus is of the utmost importance to Geneva. In the event of an emergency, students, faculty and staff will be notified of the situation by cell phone text message, e-mail or, an individual. Please ensure that you are familiar with how to respond to different circumstances. Some dangers can be avoided or lessened by being observant and taking quick action.

### **Should an emergency occur, remember:**

- **Call 911 for serious health or safety emergency situations.**
- Contact Geneva Security by campus phone at ext. 5678, 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.

# IMPORTANT CONTACT INFORMATION

## 24/7 Services

<i>Emergency</i>	911
<i>Campus Security</i>	724-846-9632
Heritage Valley Medical Center	724-728-7000
Poison Hotline	800-222-1222
Suicide Prevention Lifeline	800-273-8255
Rape Crisis Center Hotline	800-656-HOPE
RD on Call	724-622-0709

## Weekday Only

Health & Wellness Center	724-847-6666
Student Development	724-847-6641

## GC ALERT

Register your cell phone number and stay up-to-date with critical information from Geneva College. Find more information about GC ALERT at <http://www.geneva.edu/emergency/gc-alert>.

# EMERGENCY RESPONSE

The unpredictable nature of developing crises requires a wide range of human responses; even the best planning cannot prevent an element of chaos as a dynamic situation unfolds. Our goal is to be as ready as possible by educating our people, and by having in place the fundamental systems, supplies and training that will provide a flexible framework. It is good to know the following information.

- **Severe Weather**
- **Personal Injury**
- **Fire Emergency**
- **Pandemic Flu**
- **Hazardous Material**
- **Bomb Threat**
- **Armed Intruder**
- **Suicide Threat**

# SEVERE WEATHER

The possible effects of severe local storms - wind, snow, ice, hail and tornadoes - are immobility and loss of utilities. If electrical lines are damaged, other utilities such as telephone systems (cell and land lines), natural gas, water, and sewer systems may become inoperable. In the event of severe weather:

- **Remain indoors** out of the elements.
- Faculty, staff and students will be alerted by **GC Alert** or runner if it becomes necessary to evacuate or remain in place for an extended period of time. Local radio and television media will also announce updates.
- Call 724-847-5000 for information regarding class cancellations or campus closure.
- Go to the Geneva College web site homepage, [www.geneva.edu](http://www.geneva.edu), if possible for announcements and updates.

## Personal Injury

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.**
- Provide first aid only to the extent of your personal training and ability.
- **Call Campus Security** - they can reach the campus nurse.
- Describe the type of injury or illness and briefly describe how the injury occurred.
- **Provide the identity of the injured and 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.

## Fire Emergency

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

- **If door is HOT, stay in room** or exit through a window if possible.
- **If door is COOL, open slightly** to check for smoke.
- **If you see SMOKE, stay in room** and use towels, etc. to cover openings.
- **If no smoke, close door behind you and go to assembly area.**
- **Pull alarm en route.**

## Pandemic Flu

- **Practice good personal hygiene.** This is the single most effective thing you can do to prevent illness.
- **Get immunization shots** when the vaccines become available.
- **DO NOT go to class or to work** if you get symptoms. Stay in your room (or if feasible go home) until 24 hours after your unmedicated fever is gone.
- Contact the [Health & Wellness Center](#) for more information.

## Hazardous Material

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 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 at 724-846-9632.
- Call 911 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.

## 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. Immediately contact Geneva Security at 724-846-9632 or the police at 911.

## Armed Intruder

Options to Consider:

- **Run (Evade):** Escape away from sounds of gunshots. Stay low and cautiously check before turning corners.
- **Hide (Barricade):** Lock the door if possible or use heavy objects to barricade door. Stay low. Gather near doorway but not in line of sight upon opening.
- **Fight (Overwhelm):** Work together to surprise and “dog-pile” the shooter. Active responses have proven far more effective than passive.
- Helpful Tips: [U.S. Department of Homeland Security](#)
- Training Video: [U.S. Department of Homeland Security](#)

## Suicide Threat

- **Sustain communication.** They need to know you'll listen. Discuss specific intentions openly. Don't argue; and don't leave them.
- **Take threat seriously.** Don't assume they won't do it, but don't assume they can't be stopped.
- **Call Campus Security.** If they have a plan, the means, a lethal method, and a time in mind, they need intervention now.
- **Contact RD/RA/Supervisor.**
- **Contact the [Health & Wellness Center](#)** at 724-847-6666.

## TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to the Geneva College community, the Security Department issues “Timely Warnings” for the following crimes: arson, aggravated assault, criminal homicide, domestic violence, dating violence, robbery, burglary, sexual assault, stalking, and hate crimes. The Security Department will distribute these warnings through a variety of ways including but not limited to: GC Alert (emergency text messaging system) and email.

The purpose of a Timely Warning is to notify the Geneva College campus community of the incident and to provide information that may enable the community to take steps and actions to protect themselves from similar incidents. The College will issue Timely Warnings whenever the following criteria are met: (1) a crime is reported, (2) the perpetrator has not been apprehended, and (3) there is a substantial risk to the safety of other members of the campus community because of this crime.

At Geneva College, the Vice President of Student Development, the Director of Security, and other members of the Campus Emergency Response Team will typically make the determination if a Timely Warning is required.

In the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to health and safety of the Geneva College members, an “Emergency Warning” will be issued in a timely and accurate manner along with useful information.

## SAFETY AND ACCESS TO FACILITIES

The Director of Security works in cooperation with the Physical Plant staff to maintain a safe campus environment. The Director of Security makes recommendations for the maintenance of grounds to remove potential danger areas. Physical Plant is responsible for maintaining records of all keys and codes to individual rooms in residence halls. Room codes are changed every academic year or when circumstances arise that require a change.

Residence halls are locked 24 hours a day and individuals can enter by the use of an ID card. Each student's identification card contains a proximity device that activates the lock. There are video surveillance cameras in all entrances of the residence halls which records students entering and leaving the building.

The Security Department members report any needed repairs to the Physical Plant which include but not limited to: burned out lights, broken locks, broken windows, inoperable doors and other safety problems.

Non-life threatening safety concerns can be reported to the Safety Committee for consideration at [safety@geneva.edu](mailto:safety@geneva.edu).



## MISSING STUDENT POLICY

It is the policy of Geneva College to conduct an investigation with any report of a missing student enrolled at the College. Missing persons should be reported for several reasons such as students changing their normal routine without telling roommates or friends or students who are absent under suspicious circumstances that would lead others to feel a concern for their safety. For the purpose of this policy, a student is considered missing if a roommate, classmate, family member, faculty or staff member has not seen or heard from the student in a reasonable amount of time. Generally speaking, a reasonable amount of time is 24 hours or more, however, this could change due to the time of day, information given about the student's normal schedule and/or habits.

If you feel a student is missing based on the above examples, the Resident Director (RD) of their residence hall should be contacted. They will in turn immediately contact the Director of Residence Life, V.P. of Student Development and the Security Department. Immediate efforts will be made to locate the student and determine their state of health and well-being by the following means, but not limited to, talking to the student's friends and roommates, checking the student's room, class schedule and attendance, ID card access history. An effort will be made in locating the student's vehicle when applicable and calling available phone numbers.

The Security Department will also contact local law enforcement (Beaver Falls Police Department) as well as other outside law enforcement agencies if needed and advise them of the situation. The Security Department will continue to investigate and work in a collaborative effort with the staff from Student Development and Residence Life.

## ANONYMOUS SECURITY AND SAFETY CONCERN REPORTING FORM

If there is an emergency or situation which requires immediate attention, contact the Geneva Security Officer at 724-846-9632. If you are aware of an incident that has occurred or if you have information where there is potential for a problem, please complete the form below, which will be forwarded to the Security Department and disseminated to the proper departments.

### **This includes but is not limited to:**

- Thefts
- Assaults
- Sex Crimes
- Harassment
- Vandalism
- Suspicious persons
- Stalking
- Remarks about harming self or others

**Use our safety concern form to submit an anonymous safety/concern report:**

### **Form is located on our website:**

[http://www.geneva.edu/student-life/services/security/security\\_crime\\_reporting](http://www.geneva.edu/student-life/services/security/security_crime_reporting)



**Paper forms can be handed in at the security Office:**

**Date of Incident:**

**Time of Incident:**

**Location of Incident:**

**Description of safety concern (person(s) involved, etc.)**

**Possible witnesses:**

**Reports can be sent anonymously by using our online web for at:**

[http://www.geneva.edu/student-life/services/security/security\\_crime\\_reporting](http://www.geneva.edu/student-life/services/security/security_crime_reporting)

Your report will be reviewed within one business day.

## **ALCOHOL AND OTHER DRUGS POLICY**

Geneva College students are required to abstain from the consumption, possession, sale or transport of alcoholic beverages while under the jurisdiction of the College (on campus, at College-sponsored events, or on a College-sponsored trip). Those who are under the age of 21 are required to refrain from consumption of alcoholic beverages at all times in accordance with state law. The college will call local law enforcement and allow them to take action with any underage student that is found with a measurable blood alcohol level. Lack of prohibition of alcohol consumption by students over age 21 should not be construed as encouragement to consume alcohol.

Students are also expected to refrain from the possession, distribution, use, and sale of illegal drugs and the inappropriate use, sale or distribution of prescription drugs at all times.

Any student found in violation of the above-noted policies will be subject to the student conduct process. The College also maintains the right to involve local law enforcement when appropriate.

### **Alcohol Policy**

When supervisory personnel reasonably suspect any student of consuming or possessing any alcoholic beverage, that student may be required to take a Breathalyzer or an alternative method test which estimates blood alcohol concentration to demonstrate whether or not there is alcohol in the student's system. The use of the Breathalyzer is designed to offer the student an opportunity to demonstrate his/her innocence. Only personnel who have been trained in the use of the testing

device and procedures will conduct the test. If a student registers any percentage of blood alcohol content, he/she will be subject to disciplinary action. If the test indicates 0.08 or higher alcohol concentration, the College may involve local police. Refusal to take the test may be considered an admission of guilt and may result in disciplinary action.

Since there are some alcohol-based medications sold over the counter that could give a measurable blood alcohol concentration, the student should understand that unless a physician has prescribed the medication in question, the College reserves the right to reject medication as the proposed cause of a positive test reading. Non-alcoholic beer should be avoided, as it contains a percentage of alcohol and will register as blood alcohol on the Breathalyzer device.

In some situations, the Breathalyzer may not be administered due to circumstances. This does not preclude the college from taking action.

**When a student is found responsible for violating the alcohol policy, the following sanctions will be recommended:**

1. First and Second Offenses: Potential sanctions could include but are not limited to any or all of the following:
  - a) Required to attend a local alcohol education class at the student's own expense.
  - b) Notification of the student's parents.
  - c) Placed on Probation for one calendar year.
  - d) \$150 Fine added to the student's account for the first offense.
  - e) \$500 Fine added to the student's account for the second offense.
  - f) Community service.
  - g) On campus curfew.
  - h) Required to find a faculty or staff mentor for one year after the offense.
  - i) Referred to alcohol counseling at the student's own expense.
  
2. Third Offense: It will be recommended that the student is suspended indefinitely from Geneva College.

## **Illegal Drug Policy**

When supervisory personnel reasonably suspect any student of possessing or using an illegal drug, that student may be asked to submit to the use of a drug detection device and/or police or medical assessment. The use of the drug test is designed to offer the student an opportunity to demonstrate his/her innocence. Refusal to take the test will most likely be considered an admission of guilt. Should drug use be confirmed by any of the above means, the student will be responsible for payment of all incurred costs as well as possible disciplinary fines. In some situations, the use of a drug detection device may not be administered due to circumstances. This does not preclude the college from taking judicial action.

**When a student is found responsible for violating the illegal drug policy, the following sanctions could include but are not limited to any or all of the following:**

1. First Offense: A student's parents may be notified and potential sanctions could include but are not limited to any or all of the following:
  - a) Placed on Probation for one calendar year.
  - b) Required to undergo professional assessment, at the student's expense.
  - c) Required to undergo random drug testing for up to one year after the offense.
  - d) Required to find a faculty or staff mentor for one year after the offense.
  - e) Fine added to the student's account.
  - f) Community service.
  - g) On campus curfew.
  - h) Suspension from Geneva College.
  
2. Second Offense: It will be recommended that the student is dismissed from Geneva College.

## **WEAPON POLICY**

This policy provides rules and regulations concerning the possession of weapons on campus and in all facilities and locations owned or operated by Geneva College in an effort to provide a safe and secure learning and working environment for its students, employees, and visitors.

Possession or carrying of any weapon by any person, except by those approved in writing by the Director of Security, is prohibited on college property in any buildings or any outdoor areas to which access is restricted to members of the college community and invited guests, or while attending any college events or college sanctioned events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.

No faculty or staff member, student, affiliate or contracted service representative shall carry, maintain or store a weapon, concealed or otherwise, on any property owned, leased or controlled by the college, except as provided herein. No visitor shall carry, maintain or store a weapon, concealed or otherwise, in any controlled space owned, leased or controlled by the college or at any college event. Items that are used as weapons on property owned or operated by the college, whether or not they fit the provided definitions, will also subject the user to discipline or removal.

Any student who violates this policy will be subject to disciplinary sanctions under the student conduct process, up to and including expulsion. An affiliate who violates this policy will be subject to revocation of affiliate status. A visitor who violates this policy will be subject to removal from campus and being barred from campus. Sanctions will be commensurate with the severity and/or frequency of the offense.

**For clarification purposes, some guidelines on defining a weapon are included below:**

1. A weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the possessor intends to inflict death or injury upon another, and which, when so used, is capable of inflicting death or injury upon another, is a weapon.
2. Weapons include any pistol, revolver, shotgun, machine gun, rifle or other firearm, BB or pellet gun, taser or stun gun, bomb, grenade, mine, or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Residents on campus may possess knives having a blade exceeding five inches for cooking purposes.
3. A "weapon" also means an object that is not an instrument capable of inflicting death or injury but closely resembles such an instrument (e.g., a realistic toy, replica, imitation weapon or look-a-like gun that is reasonably capable of being mistaken for a real weapon) or the student used the object in a manner that created the impression that the object was such an instrument (e.g., wrapping a hand in a towel to create the appearance of a gun).

## **Hunting Equipment**

Although we recognize that students may choose to participate in the various hunting seasons, all hunting related weapons are still not allowed to be kept in college housing or vehicles on campus at any time.

# **POLICY ON SEXUAL HARRASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING**

## **Sexual Misconduct**

State law defines various violent and/or non-consensual sexual acts as crimes. While some of these acts may have parallels in criminal law, Geneva College has defined categories of sex discrimination as sexual misconduct, as stated below, for which action under this policy may be imposed. Generally speaking, the College considers Non-Consensual Sexual Intercourse violations to be the most serious of these offenses, and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, the College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other sex-based offenses, including intimate partner (dating and/or domestic) violence, non-consensual sexual contact and/or stalking based on the facts and circumstances of the particular allegation. Acts of sexual misconduct may be committed by any person upon any other person. Violations include:

## **Sexual Harassment**

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC) and the Commonwealth of Pennsylvania regard sexual harassment as a form of sex discrimination and, therefore, as an unlawful discriminatory practice. Geneva College has adopted the following definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted visual, verbal, written, online, and/or physical conduct of a sexual nature which is directed toward a person because of his/her sex.

Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the Title IX Coordinator. Remedies, education and/or training will be provided in response.

Sexual harassment creates a hostile environment, and may be disciplined when it is:

- 1) Sufficiently severe or pervasive, and objectively offensive, such that it:
  - i. Has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the College's educational, employment, social and/or residential program.
  - ii. Is based on power differentials (*quid pro quo*), creates a hostile environment or retaliation.

A hostile environment may be created by harassing verbal, written, graphic, or physical conduct that is severe or persistent, and objectively offensive such that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

The College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not on the basis of a protected status. Addressing such behaviors may not result in the imposition of discipline under College policy, but may be addressed through respectful confrontation, remedial actions, education, and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the Department of Human Resources and students should contact the Director of Residence Life.

## **Non-Consensual Sexual Intercourse**

Non-Consensual Sexual Intercourse is any sexual intercourse, however slight, with any object by a person upon another person that is without consent and/or by force. Sexual intercourse includes:

1. Vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.

## **Non-Consensual Sexual Contact**

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force. Sexual touching includes:

1. Intentional contact with the breasts, groin, or genitals, mouth or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
2. Any other bodily contact in a sexual manner.

## **Sexual Exploitation**

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact.

## **Consent, Force, and Incapacitation**

As a Christian college and consistent with the position of the Reformed Presbyterian Church of North America, the college lifts up the Christian ideal of marriage between a man and a woman and contends that all sexual intimacy shall be within the bounds of such marriage. Faculty, staff, or students that choose to engage in a consensual sexual relationship outside the bounds of such a marriage could be subject to discipline or termination of employment. In adherence to federal guidelines and for the safety of our students, the following definitions are provided.

**Consent:** Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

**NOTE:** Silence or the absence of resistance alone is not consent. There is no requirement on a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you.” “Okay, don’t hit me, I’ll do what you want.”).

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Note: A lack of consent or the act of force can present itself between members of the opposite sex as well as between members of the same sex.

## Intimate Partner Violence

Intimate partner violence (also known as relationship, dating, or domestic violence) is a pattern of behavior in an intimate relationship used to establish power and control over another person through fear and intimidation. Relationship violence can be verbal, emotional, and/or physical.

## Stalking

The Commonwealth of Pennsylvania defines stalking as the course of conduct or repeated acts without authorization with intent to place in reasonable fear or cause substantial emotional distress. The College considers the effect upon a victim and categorizes stalking in two forms:

- Stalking 1:
  - A course of conduct
  - Directed at a specific person
  - On the basis of actual or perceived membership in a protected class
  - That is unwelcome, AND
  - Would cause a reasonable person to feel fear
- Stalking 2:
  - Repetitive and Menacing
  - Pursuit, following, harassing and/or interfering with the peace and/or safety of another

# WHAT TO DO IF YOU EXPERIENCE SEXUAL VIOLENCE, RELATIONSHIP VIOLENCE, OR STALKING

## Immediate steps

**Get to safety.** Your RA's room, a friend's place, or any open office on campus.

**Call someone you trust.** A friend, family member, or victims advocate are good resources. You do not have to go through this alone.

**Preserve evidence.** After sexual violence, do not shower until you have considered whether to have a no-cost forensic sexual assault examination at the hospital, and save the clothes you were wearing (unwashed) in a paper or cloth bag. After sexual violence, relationship violence, and/or stalking, take photos of any damage or injury and keep communication records.

## Within 24 hours

**Seek out confidential support.** You may want to turn to a confidential advocate or counselor for support and advice. They will talk with you about your options for additional support services and reporting. The Geneva College Health & Wellness Center offers confidential, no-cost support and advocacy to men and women. Staff can help identify resources and options.

**After unwanted physical contact, get medical attention.** A medical provider can check for and treat physical injury, sexually transmitted infections, and pregnancy. You do not need to make a formal report or press charges to receive medical care.

*Geneva College Health & Wellness Center*

McKee Hall, North Entrance, 724.847.6666 (Weekday Business Hours)

Security Cell Phone, 724.846.9632, Ask for the nurse (Weekends, After Hours)

*Heritage Valley Medical Center, Emergency Room*

1000 Dutch Ridge Road

Beaver, PA 15009

1.877.771.4847

## At any time

**Consider making a formal report.** You are encouraged to report what happened to Geneva's Campus Security, the Beaver Falls Police, and/or the Title IX Coordinator. Caring and qualified personnel can walk you through the options available to you. You can decide how much you would like to participate in any Geneva College investigation process.

**Geneva can help.** Campus-based resources, like the Student Development Office, can help you with changes to your housing, classes, work, and more. You do not need to make a formal report or press charges to receive help from Geneva.

## Statement of the Reporting Party's Rights

- The right to investigation and appropriate resolution of all credible allegations of sexual misconduct or discrimination made in good faith to Geneva College officials;
- The right to be informed in advance of any public release of information regarding the incident;
- The right not to have any personally identifiable information released to the public, without their consent;
- The right to be treated with respect by College officials;
- The right to have College policies and procedures followed without material deviation;
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence;
- The right not to be discouraged by Geneva College officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities;
- The right to be informed by College officials of options to notify proper law enforcement authorities, including local police, and the option to be assisted by campus authorities in notifying such authorities, if the reporting party so chooses. This also includes the right not to be pressured to report, as well;
- The right to have reports of sexual misconduct responded to promptly and with sensitivity by campus Security and other campus officials;
- The right to be notified of available counseling, mental health, victim advocacy, health, legal assistance, student financial aid, visa and immigration assistance, or other student services, both on campus and in the community;

- The right to a campus no contact order (or a trespass order against a non-affiliated third party) when someone has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the reporting party or others;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the reporting party and if such changes are reasonably available (no formal report, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  - Change of an on-campus student's housing to a different on-campus location;
  - Assistance from College support staff in completing the relocation;
  - Transportation accommodations;
  - Arranging to dissolve a housing contract and pro-rating a refund;
  - Exam (paper, assignment) rescheduling;
  - Taking an incomplete in a class;
  - Transferring class sections;
  - Temporary withdrawal;
  - Alternative course completion options.
- The right to have the College maintain such accommodations for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures;
- The right to be fully informed of campus policies and procedures as well as the nature and extent of all alleged violations contained within the report;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to be informed of the names of all witnesses whose information will be used to render a finding, in advance of that finding, except in cases where a witness's identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
- The right not to have irrelevant prior sexual history admitted as evidence;
- The right to regular updates on the status of the investigation and/or resolution;
- The right to have reports addressed by investigators who have received annual sexual misconduct training;
- The right to preservation of privacy, to the extent possible and permitted by law;
- The right to meetings and/or interviews that are closed to the public;
- The right to petition that any College representative in the process be recused on the basis of demonstrated bias or conflict-of-interest;
- The right to bring a victim advocate or advisor of the reporting party's choosing to all phases of the investigation and resolution proceeding;
- The right to have the College compel the participation of student, faculty and staff witnesses, and the opportunity (if desired) to provide the investigators with a list of potential questions to ask of witnesses, and the right to challenge documentary evidence;
- The right to submit an impact statement in writing to the investigators following determination of responsibility, but prior to sanctioning;
- The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
- The right to be informed in writing of when a decision by the College is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to request an appeal of the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the College.

## Statement of the Responding Party's Rights

- The right to investigation and appropriate resolution of all credible reports of sexual misconduct and/or discrimination made in good faith to Geneva College administrators;
- The right to be informed in advance, when possible, of any public release of information regarding the report;
- The right to be treated with respect by College officials;
- The right to have College policies and procedures followed without material deviation;
- The right to be informed of and have access to campus resources for medical, health, counseling, and advisory services;
- The right to timely written notification of all alleged violations, including the nature of the violation, the applicable policies and procedures and possible sanctions;
- The right to be informed of the names of all witnesses whose information will be used to render a finding, prior to final determination, except in cases where a witness's identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);



- The right not to have irrelevant prior sexual history admitted as evidence in a campus resolution process;
- The right to have reports addressed by investigators who have received annual sexual misconduct training;
- The right to petition that any College representative be recused from the resolution process on the basis of demonstrated bias and/or conflict-of-interest;
- The right to meetings and interviews that are closed to the public;
- The right to have the College compel the participation of student, faculty and staff witnesses, and the opportunity to provide the investigators with a list of potential questions to ask of witnesses, and the right to challenge documentary evidence;
- The right to have an advisor of their choice to accompany and assist throughout the campus resolution process;
- The right to a fundamentally fair resolution, as defined in these procedures;
- The right to provide an impact statement in writing to the investigators following any determination of responsibility, but prior to sanctioning;
- The right to a decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
- The right to be informed in writing of when a decision of the College is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the College.

## ON-CAMPUS RESOURCES

### Student Development

**Available 8 a.m. – 5 p.m. Monday – Friday**

**Student Center | 724.847.6641**

- Assists with academic and other concerns including changes or modifications to class schedules, rescheduling exams, etc.
- Provide information regarding the available resources and College investigation process, and can assist victims throughout the course of the investigation
- You do not need to make a formal report or press charges to receive help

### Residence Life Office

**RAs and RDs are on call 24/7 during the academic year**

**Student Center | 724.847.6645**

- Knowledgeable and able to provide information about campus services
- Assists victims with navigating the campus investigation process
- Manages changes in housing

### Campus Security

**Available 24/7**

**Rapp Center, South Entrance | 724.846.9632**

## ON-CAMPUS CONFIDENTIAL SUPPORT SERVICES

### Health & Wellness Center

**8 a.m. – 5 p.m. Monday – Friday (Available 24/7 through Security)**

**McKee Hall, Lower Entrance | 724.847.6666**

- Crisis and follow-up care for victims
- Free medical examinations, medications,
- Assistance arranging referral services for evidence collection and crisis counseling
- Immediate crisis intervention and therapy for recent or past victims
- Counselor can be accessed by appointment, walk-in, or after-hours emergency

## **OFF-CAMPUS RESOURCES**

### **National Sexual Assault Hotline**

**Available 24/7**

**1.800.656.HOPE (4673)**

- Support for victims of sexual violence
- Crisis and short-term counseling
- Information and referral services
- Hospital, police, and court accompaniment

### **Beaver Falls Police Department**

**Available 24/7**

**9-1-1 (724.846.7000 for non-emergencies)**

### **Heritage Valley Medical Center**

**Available 24/7**

**724.728.7000**

### **Women's Center of Beaver County**

**Available 24/7**

**724.775.0131**

- Provides advocacy and support
- Information and referral services
- Assists victims regardless of gender

# TITLE IX

## [Make a Report Online](#)

### **Our Commitment**

Geneva College is committed to providing a learning, living, and working environment that promotes personal integrity, civility, and mutual respect free from discrimination on the basis of sex. This includes all forms of sexual misconduct—which is contrary to the standards of the college community, as it violates an individual’s dignity as a person made in the image of God. We consider sexual misconduct, in all its forms, to be a serious offense and it will not be tolerated. We are dedicated to educating our students, faculty, and staff regarding sexual misconduct and to preventing such occurrences in our community.

### **The Law**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. The law forbids sex discrimination in all college programs, services, employment, recruitment, and selection. Title IX violations include discrimination on the basis of sex and include sexual harassment, sexual violence, sexual exploitation, sexual misconduct, interpersonal violence, and stalking.

The Office for Civil Rights (OCR) in the U.S. Department of Education is responsible for enforcing Title IX.

### **Title IX Coordinator**

The Vice President of Student Development serves as the Title IX Coordinator and oversees implementation of the College’s policy on sex harassment and nondiscrimination. The Title IX Coordinator heads the Title IX Team and acts with independence and authority free of conflicts of interest. To raise any concern involving a conflict of interest by the Title IX Coordinator in relation to the Sexual Misconduct Equity Resolution Process (SMERP), contact the College President at 724-847-6610. To raise concerns regarding a potential conflict of interest with any other administrator involved in the SMERP, please contact the Title IX Coordinator.

Inquiries about and reports regarding this policy and procedure may be made internally to:

Mr. Brian Jensen, Vice President of Student Development & Title IX Coordinator  
Office of Student Development  
Student Center, 3200 College Avenue, Beaver Falls, Pennsylvania 15010  
(724) 847-6641  
[bcjensen@geneva.edu](mailto:bcjensen@geneva.edu)

Inquiries may be made externally to:

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Facsimile: (202) 453-6012  
TDD#: (877) 521-2172  
[OCR@ed.gov](mailto:OCR@ed.gov)  
<http://www.ed.gov/ocr>

## Reporting at Geneva College

Reports of discrimination, harassment and/or retaliation may be made using any of the following options. There is no time limitation on the filing of allegations. However, if the responding party is no longer subject to the College's jurisdiction, the ability to investigate, respond and provide remedies may be more limited:

1. Report directly to the Title IX Coordinator (see contact information above);
2. Report online, using the reporting form posted at [www.geneva.edu/about-geneva/titleix/report](http://www.geneva.edu/about-geneva/titleix/report); and/or
3. Report directly to any responsible employee of the college.

All reports are acted upon promptly while every effort is made by the College to preserve the privacy of reports. Such reports may also be anonymous through the website listed above. To the extent possible, anonymous reports will be investigated to determine if remedies can be provided. Additionally, all responsible employees of the College are designated as mandated reporters and will share a report with the Title IX Coordinator promptly. Confidentiality and mandated reporting is addressed more specifically below. Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the College President at 724-847-6610.

## Jurisdiction

The policy applies to behaviors that take place on the campus, at College-sponsored events and may also apply off-campus and to actions online when the Title IX Coordinator determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include any violation of the Title IX policy that also:

1. Constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
2. Where it appears that the responding party may present a danger or threat to the health or safety of self or others;
3. Impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
4. Is detrimental to the educational interests of the College.

## Notice

Geneva College will act on any formal or informal allegation or notice of violation of this policy that is received by the Title IX Coordinator or a member of the administration, faculty, or other responsible employee.

College procedures apply to all allegations of sexual misconduct involving students, staff or faculty members. These procedures may also be used to address collateral misconduct occurring in conjunction with sexual conduct (e.g.: vandalism, physical abuse of another, etc.). All other allegations of misconduct unrelated to incidents covered by the policy will be addressed through the procedures elaborated in the respective student, faculty and employee handbooks.

Upon notice to the Title IX Coordinator, this resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the policy has been violated. If so, the College will initiate an investigation that is thorough, reliable, impartial, prompt and fair. The investigation and the subsequent resolution process determines whether the policy has been violated. If so, the College will promptly implement effective remedies designed to end the discrimination, prevent its recurrence and address its effects.

**[View the Sexual Misconduct Equity Resolution Process in its entirety.](#)**



	2014				2015				2016			
	On-Campus Property				On-Campus Property				On-Campus Property			
	Residence	Total			Residence	Total			Residence	Total		
	Hall	OnCampus			Hall	OnCampus			Hall	OnCampus		
<b>VAWA Offenses (Violence Against Women Act)</b>												
Domestic Violence	-	-	-	-	0	0	0	0	0	0	0	0
Dating Violence	1	1	-	-	1	0	0	0	1	1	0	0
Stalking	-	-	-	-	0	1	0	0	1	1	0	0
.												
<b>Arrests</b>												
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0
.												
<b>Referrals</b>												
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	1	1	0	0	6	6	0	0
Alcohol	20	20	0	0	27	27	0	0	2	2	0	0





# FIRE SAFETY REPORT

## Fire Safety Training

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

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, residential areas are inspected yearly by the Beaver Falls Fire Department. Violations identified during 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 regularly 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 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

These houses are equipped with batter operated smoke detectors throughout the public and private areas which are tested periodically. 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

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, GC Alert. Fire drill records include time to evacuate and are kept on file in the Residence Life Office.

Hall	2014 Fire Drills	2015 Fire Drills	2016 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

<b>Fire Statistics LOG 2014</b>						
Residence Hall	Total Fires	Date and Time	Cause of Fire	Number of Injuries	Number of Deaths Related to the Fire	Value of Property Damaged by the Fire
McKee	0					
Memorial	0					
Pearce	0					
Clarke	0					
Geneva Arms	0					
Young Hall	0					
Kerr	0					
School House	0					
Richardson	0					
Swanson	0					
Barbato	0					

**Fire Statistics LOG 2015**

Residence Hall	Total Fires	Date and Time	Cause of Fire	Number of Injuries	Number of Deaths Related to the Fire	Value of Property Damaged by the Fire
McKee	0					
Memorial	0					
Pearce	0					
Clarke	0					
Geneva Arms	0					
Young Hall	0					
Kerr	0					
School House	0					
Richardson	0					
Swanson	0					
Barbato	0					

**Fire Statistics LOG 2016**

Residence Hall	Total Fires	Date and Time	Cause of Fire	Number of Injuries	Number of Deaths Related to the Fire	Value of Property Damaged by the Fire
McKee	0					
Memorial	0					
Pearce	0					
Clarke	0					
Geneva Arms	0					
Young Hall	0					
Kerr	0					
School House	0					
Richardson	0					
Swanson	0					
Barbato	0					