Albright College Campus Security and Fire Report

2013
# TABLE OF CONTENTS

Campus Security Act - Legal Requirements.................................................................1
Albright College Mission

Brief History of Albright College

Campus Map..............................................................................................................2

Department of Public Safety Mission.......................................................................3

Meet the Director of Public Safety

About the Officers

National Campus Safety Awareness Month...............................................................4

Student Services Offered on Campus.......................................................................5

Dean of Students

Gable Health Center

Office of Community Standards..............................................................................6

**CRIME PREVENTION MEASURES**........................................................................6

Camera Surveillance

Campus Safety Walk

Contracted Patrols

Emergency Telephones..........................................................................................7

Escort Service

e2 Text Messaging

Fire Safety

Local Law Enforcement

Medical Assistance

Panic Phones

Parking Registration

Patrols

Photo Identification Cards
Resident Assistants

Residence Halls........................................................................................................... 8

Self-Defense Class

Shuttle Service
   Extended Shuttle Service
   Shopping Shuttle Services

Student Patrol

Working Relationship with Other Law Enforcement Agencies

CRIME STATISTICS

How Statistics are Compiled

Clery Reporting........................................................................................................... 9

Clery Act - Campus Security Authority
   Letter to Campus Security Authority Designees...................................................... 10
   Campus Security Authority Referral Form.......................................................... 11

Definitions Used for Reportable Crimes................................................................... 12

   Arson
   Assault, Aggravated
   Assault, Simple
   Burglary
   Drug Law Violations
   Liquor Law Violations
   Motor Vehicle Theft
   Murder/Negligent Manslaughter
   Murder/Non-negligent Manslaughter
   Robbery
   Sex Offenses-Forcible
      Forcible Rape
      Forcible Sodomy................................................................................................. 13
Sexual Assault With an Object
Forcible Fondling
Sex Offenses-Non-forcible
Incest
Statutory Rape
Vandalism ( Destruction/Damage) of Property
Weapons Possession/Illegal

**HATE CRIMES**

Hate/Bias
Ethnic Intimidation
Race
Gender
Religion
Sexual Orientation
Ethnicity/National Origin
Disability

**INSTITUTIONAL SECURITY POLICIES & SERVICES**

Administrative Search and Seizure Policy
Adopt-an-Officer
Alcohol Policy
Bicycle Policy
Buildings and Grounds
Campus Camera Monitoring System
Community Standards Procedures
Contractor/Vendor Access to Campus-wide Buildings
Crime Log
Daily Activity Log
Dangerous and Prohibited Items
PERSONAL SAFETY TIPS

Be aware of your surroundings

Outdoor Exercise.....................................................................................................................................................29

Residence Hall Living

Vehicle Safety

PUBLIC SAFETY ADVISORY BOARD...............................................................................................................................................30

FIRE SAFETY ANNUAL REPORT

Fire Safety

What You Need to Know Ahead of Time ... ........................................................................................................31

If You Discover a Fire ...

If You Hear the Alarm Sounding in Your Building ...

Cooking Safety Tips.....................................................................................................................................................32

Fire Alarm Log (2012).....................................................................................................................................................33
Affirmative Action Statement

Albright College does not discriminate on the basis of race, creed, color, religion, marital status, gender orientation, age, national origin, and disabled status. This includes Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. This policy extends to all educational, service and employment programs of the College. For questions and concerns, faculty, administrators, staff and student employees should contact: (Search in process), Director of Human Resources, Affirmative Action Coordinator at 610-921-7629 or (TBD).

Albright College is an Affirmative Action, Equal Opportunity Employer and is actively committed to diversity within its community. In pursuit of that, we actively encourage diversity among applicants.
2013 PUBLIC SAFETY ANNUAL REPORT

The Campus Security Act – Legal Requirements

The Campus Security Act requires an annual report every year by October 1st that contains 3 years worth of campus crime and fire statistics and certain security policy statements, including sexual assault policies. Disclose crime statistics for the campus, unobstructed public areas immediately adjacent to or running through the campus, and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities.” Provide “timely warnings” notices of those crimes that have occurred and pose an ongoing “threat to students and employees.” Disclose in a public crime log “any crime that occurred on campus … or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”

Albright College Mission

Our mission is to inspire and educate the scholar and leader in each student, building on a strong foundation in the liberal arts and sciences and a commitment to the best of human values, fostering a commitment to a lifetime of service and learning.

A Brief History of Albright College

The College dates its beginning to the founding of Union Seminary in 1856. The present Albright College was formed by a series of mergers with other institutions of higher learning founded in the 19th century by the Evangelical Association and the United Evangelical Church. Union and Schuylkill Seminaries were not theological seminaries, but were three-year collegiate institutes. Albright moved from its campus in Myerstown, Pa., to Schuylkill College’s location on the present Albright campus.

Albright College is the oldest institution of higher learning in Berks County and is located on a 118-acre suburban campus nestled at the foot of Mount Penn in Reading, Pa., a city of 80,000. Today, Albright College is a nationally ranked, private college with a rigorous liberal arts curriculum with an interdisciplinary focus.

The College’s hallmarks are connecting fields of learning, collaborative teaching and learning, and a flexible curriculum that allows students to create an individualized education. Two-thirds of students graduate with dual/individualized majors in more than 200 different combinations. Albright enrolls about 1,700 undergraduates in traditional programs, another 500 adult students in accelerated degree programs, and 100 students in the master’s program in education. Albright College is located in Reading, Pennsylvania, about 60 miles west of Philadelphia.

Jacob Albright, after whom the College is named, was a Pennsylvania German evangelical preacher and the founder of the Evangelical Association (later the Evangelical United Brethren Church). He was born in 1759 as Johannes Jacob Albrecht. His family changed their name to Albright after his death in 1808.
Department of Public Safety Mission

The Department of Public Safety is committed to providing a safe and secure environment by extending care and assistance to our students, faculty, staff, guests and other members of the community-at-large. Our department works around the clock by providing frequent patrols throughout campus and the surrounding areas, 24 hours a day, 7 days a week, 365 days a year.

Our officers are dedicated to protecting all College community members, the physical assets of the College and to fostering an attitude of cooperation with those with whom we come in contact.

The department employs a complement of both full- and part-time officers, as well as a contingency of student security officers. We strive for excellence in providing a safe, secure environment and we promote and support the success of Albright students and the community.

Meet the Director of Public Safety

Because of the changes in our society, it is imperative that colleges have a far more alert and professional department; one that is ready to not only meet the day-to-day needs of the college community, but also be able to respond to and handle emergency situations. As a result, our Department integrates policies, people, and systems to develop a vision for a comprehensive campus safety program that includes daily operation and long-term priorities for campus safety, a video surveillance system, card access control, emergency management, risk management, access control, and all transportation services.

Your safety and success are the cornerstones of our commitment to serving you and the Albright community.

Each year, colleges and universities around the country are required to submit a Clery Report indicating all crimes that have occurred on campus. The report includes incidents that occurred in the previous three years. Albright’s Clery Report and other useful information can be found on the Albright web at www.albright.edu/resources/security.

Thomas G. McDaniel, M.S.
Director of Public Safety

About the Officers

The Department of Public Safety is located at the corner of College Avenue and Linden Street. The main telephone number is 610-921-7670. In the event of a campus wide power outage, dial 610-921-2277.

The Department of Public Safety employs 13 full-time officers and 27 auxiliary officers. Five full-time and four auxiliary officers have previous law enforcement experience totaling approximately 200 years of police experience.

Those officers with prior law enforcement experience are designated as sworn-in police officers who have been confirmed by oath through the Berks County Court of Common Pleas. This
initiative was begun at Albright College to ensure that the police officers have the authority to take those who come onto campus into custody when criminal acts might occur. The police officers have Act 120 certification or the equivalent, meaning that they have prior police experience. The remaining public safety officers have authority to enforce the Rules and Regulations established by the College. This authorization comes from the Board of Trustees, the College president and the dean of students.

Every officer is CPR, First Aid and Automated External Defibrillator (AED) certified. They are trained to carry and use an expandable baton, chemical mace and hand-cuffs. This training is reviewed every six months.

Auxiliary officers are available for special events and other needs the College may have. During significant experiences on campus, auxiliary officers are notified and deployed.

Our office has a strong relationship with the Muhlenberg Township Police Department and the Reading Police Department. We have access to the Berks County Communication Center’s police radio that monitors city police calls. As a result, negative activities that could affect the campus community are known quickly and provide an opportunity to secure the campus. A new system is to be installed and the City has authorized our office to continue as a participant. This will not only allow us to hear city police communications, but those throughout the County as well. The Director is a member of the Berks County Chiefs of Police Association and the Pennsylvania Chiefs of Police Association.

National Campus Safety Awareness Month (NCSAM)

NCSAM received the unanimous support of Congress in 2008. Each September, the Clery Center for Security on Campus partners with colleges, universities, and other agencies to offer campus safety programs. “The first few weeks of college are critical,” says Amy Guthrie, Program Coordinator for the Clery Center. “National Campus Safety Awareness Month is an opportunity to start dialogue about campus safety early in the school year, a time when we typically see an increase in crime.”

Throughout the month, Albright students have many opportunities to learn about the varied services that are available to them through the Department of Public Safety. There are sign-up sheets for students to enroll in CPR/First Aid Classes and female students to enroll in RAD (basic self defense) Classes. A representative from the Pennsylvania State Police Liquor Control Enforcement (LCE) will address various groups of students on the dangers of alcohol and its consequences on your future if you don’t think before you drink. Theft prevention drills are held in the residence halls by a team of staff and students. A note is placed on each door that is locked and students are welcome to stop by public safety for some candy! If a door is unlocked, a note will be placed on the door to encourage the practice of always locking the door when no one is in the room. A caveat is included on this note: “By the way, we locked your door for you.” Other events include the annual Wellness Fair, a session entitled “Sexual Assault 101,” parking registration, a scavenger hunt, transportation/shuttle schedules, and students have the chance to sign up for e2 Campus (our free emergency messaging system).

The personal safety and the security of our campus community are of vital concern. We are a caring community where we expect students, faculty and staff to take responsibility for each other and for the campus as a whole. The department works closely with Student Affairs, Residential Life, Gable Health and Counseling Center, Facilities Services & Operations and
Student Activities to ensure regular monitoring of the buildings and grounds, personal and education, disaster preparedness and timely response to medical or other emergencies.

**Student Services Offered on Campus**

**Dean of Students**
Selwyn Hall South  
**Phone:** 610-921-7611 – **Fax:** 610-921-7855

The Division of Student Affairs is committed to the development of a community that encourages and supports academic and personal development of students in support of the mission and goals of the College.

**Counseling Center**
Rear of Gable Health Center at 1829 Linden Street  
**Phone:** 610-921-7532 – **Fax:** 610-921-7590

The Counseling Center provides a variety of services that are available to all full-time day students and are free and confidential. Counselors are available to help students address concerns that may be interfering with their personal growth, development or academic potential, including, but not limited to, adjusting to college life, stress and time management, anxiety, depression, family and relationship problems, crisis intervention and addiction. Students may be referred to off-campus health, mental health, or substance abuse professionals.

As a student visiting the Counseling Center, you can feel assured that your counselor(s) have only your best interest in mind, and that they are there for YOU, the student. The counseling processes are designed to help students address concerns that may be interfering with their personal growth, development or academic potential, including, but not limited to, adjusting to college life, stress and time management, anxiety, depression, family and relationship problems, crisis intervention and addiction.

**Gable Health Center**
1829 Linden Street  
**Phone:** 610-921-7532 – **Fax:** 610-921-7590

**Hours:** Monday to Friday 8 a.m. to 5 p.m.  
**Emergencies:** After business hours or on weekends, call Public Safety @ 610-921-7670

At the Gable Health Center, the employees empower students to make healthy choices for their lives. The caring and confidential patient-centered healthcare facility encourages and educates students to become engaged consumers of their healthcare. In a respectful manner, the employees advocate healthy behaviors and lifestyle choices to help our students in the pursuit of their academic goals and personal development. The employees are here for our students and are the providers of their care.
The Gable Health Center provides comprehensive care to students. The Physician and Nurse Practitioner are available by appointment for counseling, evaluation, and treatment of common medical problems. Any medical problem you would normally see your primary care provider for, would be something that can be seen by the health center staff. For complex problems beyond our scope of care, students will be referred to a specialist, with guidance and coordination of care provided by The Gable Health Center staff.

Office of Community Standards
Selwyn Hall South
Phone: 610-921-7663 – Fax: 610-921-7855

The Albright College Office of Community Standards values an educative approach to sanctioning students who are found in violation of the Student Code of Conduct. The Community Standards process is grounded on the concepts of respect, civility, integrity, justice, and accountability to promote learning outcomes. The primary goal is to ensure due process so that students can achieve their academic goals through educational outreach. A restorative justice model is often used to facilitate self-reflection and rebuild community relationships that have been harmed.

CRIME PREVENTION MEASURES

The climate in colleges and universities has changed dramatically in the past decade. Consequently, the responsibilities for those in Police and Public Safety Departments on campuses throughout the country, encompass much more than those of the previous “keeper of the keys,” unlocking/locking buildings and classrooms and enforcing existing parking regulations. Because of the changes in the culture of our society, it is imperative that colleges have a far more alert and professional department, which is ready not only to meet the day-to-day needs of the College community, but also be able to respond to and handle any emergency situation that could erupt.

Anything of a suspicious nature should immediately be reported to the Department of Public Safety. The department has been assisted in this way in the recent past. As a result of this vigilance, several persons have been apprehended attempting to break into vehicles owned by our students. Always be aware of anyone trying to gain access to a building when those on campus do not know the person(s). No one should ever prop open locked doors. We depend on everyone to help us with this security effort.

Albright College is comprised of a student, faculty and staff population of 2,253 (1,667 students, 240 faculty and 346 staff). We enjoy a significant number of visitors to many campus programs and special events as well. No campus is free of crime; however, we know the Albright campus is as safe as any other college or university and, in many ways, safer. We can make such a claim by providing the following safety initiatives and services:
• **Camera Surveillance** – There are currently several dozen cameras located at entrance ways, lobbies and parking lots around campus. Frequent video patrols are conducted in the public safety office by the officers and/or the on-duty student dispatcher. The Video Surveillance System has been invaluable in solving crimes and increasing the overall safety of our campus community. There are plans for additional cameras to be implemented at a later date.

• **Campus Safety Walk** – At the beginning of the fall semester, members of the Department of Public Safety, students and appropriate administrators conduct a safety walk after darkness throughout the campus. The purpose of this walk is to determine if any area is felt to be unsafe. Necessary changes are made as appropriate suggestions are made.

• **Contracted Patrols** – The Department of Public Safety has partnered with the Reading Police Department (RPD) patrol unit to provide dedicated coverage to our campus and the immediate surrounding area on rotating Thursday, Friday and Saturday nights from 9:00 p.m. to 3:00 a.m. Undercover officers assigned to the High Crime Unit are also available, if and when needed.

• **Emergency Telephones** – There are 56 yellow emergency phones strategically placed throughout the campus. They are located in the Main and Shirk Parking Lots, various walking areas and at the entrances to residence halls. By activating the red call button on the face of the unit, it will instantly connect the user to the public safety office and officers are immediately dispatched to the site.

• **Escort Service** – An escort may be requested any time after dark. An officer will respond to the location as quickly as possible. Occasionally, there may be times when an immediate response is not an option, due to other responsibilities or emergencies that would require the officers’ attention. The escort service usually arrives within 20 minutes. (Refer to Shuttle Service for additional means of transportation.)

• **e2Text Messaging** – This is a FREE service for the entire Albright community. Text messages and emails about emergencies are sent to cell phones, Blackberries, wireless PDAs, pagers, and smart or satellite phones. It is also used to send bulletins on weather-related issues. Participants must register for the emergency notification system.

• **Fire Safety** – Fire drills are mandated by the fire department and are conducted several times a year to familiarize students/occupants of the residence halls and staff members across campus with procedures in the event of an emergency. Public safety officers enter the residence hall to make sure all occupants have evacuated the building. (See complete Fire Safety Annual Report beginning on page 25.)

• **Local Law Enforcement** – The department has a strong relationship with the Reading Police Department (RPD) and the Muhlenberg Township Police, both of whom have partial jurisdiction of the College. The department uses a county-wide portable radio that provides for immediate contact with the police. All major criminal incidents are reported to the RPD and the Muhlenberg Township Police.

• **Medical Assistance** – On the weekends when the Health and Counseling Center is closed, public safety officers will transport students to the hospital or to a physician’s office for non-emergency related medical needs.

• **Panic Phones** – In addition to the emergency telephones located across campus, various areas are equipped with panic buttons to be used during any type of emergency when public safety assistance is needed. When pressed, a signal is sent to the dispatcher’s desk indicating where the alarm is; an officer is immediately dispatched to that location.
Parking Registration – Parking is permitted on designated campus parking lots for all upper-class students with a current hang tag. A $25 parking fee is required from all students, except for Albright Court residents whose fee is $15. Students who use Albright parking lots are required to register their vehicles each year with the Department of Public Safety. Registration can be completed online at the department’s web site or in person at the Public Safety Office located at 1311 College Avenue, which is open 24/7. When students register their vehicles, the fees are attached to the individual’s Student Account records. These monies are earmarked for safety improvements in the parking lots such as the College’s Video Surveillance System.

Patrols – Officers patrol the campus and surrounding area by foot, vehicle, golf carts and bicycle.

Photo Identification Cards – The Department of Public Safety issues every student a personal ID/access card with photograph upon enrollment at Albright. This card allows students access to their assigned residence hall, the library, dining hall, book store, Schumo Center and sporting events. Students are required to carry the card at all times while on campus. This requirement is a security measure to ensure that only those who are authorized to be on campus can be identified.

Resident Assistants – Every year, each residence assistant (RA) receives First Aid training from a certified public safety trainer.

Residence Halls – Public safety officers make routine and periodic rounds through all residence halls and they regularly communicate with student RAs. Residence halls are locked 24 hours a day, with entry requiring an access identification card. All residence halls have a sprinkler system and smoke alarms that are checked regularly. Propping of doors or allowing access to the building to non-registered or unauthorized persons jeopardizes the safety and integrity of the building and its occupants. Violators are subject to a fine and/or disciplinary hearing.

Self-Defense Class: R.A.D. – The Rape Aggression Defense Systems course is specifically designed for women whose objective is “to develop and enhance the options of self-defense, so they may become viable considerations to the woman who is attacked.” The R.A.D. program ranges from awareness, risk reduction and avoidance, to basic physical defense and advanced self-defense methods. The program also has a lifelong self-defense return policy that allows the women to return to a R.A.D. class anytime, with any instructor, anywhere, free of charge for a lifetime of practice. The department has three trained instructors. Classes are offered several times a year.

Shuttle Service – This on-campus service is available Monday through Friday from 7:45 a.m. to 3:45 p.m.

- Extended Shuttle Service – This service is provided seven days a week, 8 p.m. to 2:30 a.m. Students can receive transportation to and from nearby off-campus locations. The service stops for pick-up service at pre-designated stops along an identified route throughout the evening.

- Shopping Shuttle Services – These services are available to our students in the early evening hours: Mall Mondays, Target Tuesdays, Walmart Wednesdays and IMAX Theatre Thursdays.

Student Patrol – Student Officers patrol the campus in pairs between the hours of 8 p.m. and 2 a.m. on Thursday, Friday and Saturday nights. The students wear jackets with public Safety Security printed on the back and each carries a radio.

Working Relationship with Other Law Enforcement Agencies
In addition to our partnership with the Reading Police Department, the department has also partnered with the Pennsylvania State Police Bureau of Liquor Control Enforcement (LCE) to help reduce consumption and intoxication. The detail includes undercover RPD officers, marked RPD units and LCE undercover and age compliance details. As part of the College’s Safety Awareness Month (September), a representative from LCE spends two days on campus for group presentations; students also have the opportunity to speak with him one-on-one.

Our Director of Public Safety meets regularly with members of the Reading Police Department, the Muhlenberg Township Police, the Pennsylvania State Police and the Berks County District Attorney’s Office.

CRIME STATISTICS

How Crime Statistics are Compiled

A department administrator reviews the entries on a regular basis to ensure that the statistics are appropriately classified and inserted into the correct crime category. The department administrator also examines the data to ensure that all crimes have been recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting (UCR) Handbook.

Clery Reporting

In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information annually about crime on and around their campuses, the department administrator contacts all “Campus Security Authorities” (includes club advisors and athletic coaches) to inquire whether they are aware of any offenses that had not been reported to the Department of Public Safety. For reporting purposes, it is necessary to know the offense and the area on campus or off-campus location, if known, where the offense occurred. When disclosing the number of reported crimes, the report prohibits personally identifiable information from being included in the disclosure of crime statistics.

Clery statistics for the years 2010, 2011 and 2012 are available below via the use of hyperlinks. Statistics for Albright College’s main campus located in Reading, PA is available via Crime Data (1). Statistics for the satellite campus located in Allentown, PA is available via Crime Data (2). Statistics for the satellite campus located in Bethlehem, PA is available via Crime Data (3). Statistics for the satellite campus located in Harrisburg, PA is available via Crime Data (4). Statistics for the satellite campus located in Lancaster, PA is available via Crime Data (5). Statistics for the satellite campus located in Media, PA is available via Crime Data (6). Statistics for the satellite campus located in Phoenixville, PA is available via Crime Data (7). Statistics for the satellite campus located in Pottstown, PA is available via Crime Data (8). Included in the statistics is data for both criminal and fire reporting purposes.

Clery Act – Campus Security Authority
The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. One very important step in this process is to reach out to all athletic coaches and club advisors with the letter and its enclosure on the following pages to ascertain whether any of their student members may have given details of an incident of crime in confidence to any one of them that occurred on campus, in residence facilities, in non-campus property or on public property instead of reporting it to the Department of Public Safety. The victim remains anonymous in all communications with the Department of Public Safety. Reportable offenses are contained in paragraph 3 of the letter.
September 17, 2103

Re: Clery Act – Campus Security Authority

According to federal law, specifically The Student Right to Know and Campus Security Act of 1990 (recently re-named the Clery Act), Albright College Department of Public Safety is required to report statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a “Campus Security Authority.”

The definition of “Campus Security Authority”, according to federal law, is as follows: “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 proceedings.” For example, a dean of students who oversees student housing, a student center, or student extra-curricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, a team coach, and faculty advisor to a student group also have significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students are unlikely to have significant responsibility for student and campus activities. Also, clerical staff is unlikely to have significant responsibility for student and campus activities.

The criminal offenses that we are required to report are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations and/or illegal weapons possession. We are required to report offenses that occur on campus, in residence facilities, in non-campus property and on public property.

Please forward this letter and the attached Crime Statistic Report Form along to all of those individuals in your department who meet the definition of Campus Security Authority, as explained above.

If you or members of your department are aware of any incident of crime occurring on campus, in residence facilities, or in other areas as described above, the incident should be reported to the Department of Public Safety as promptly as possible so that we can respond, investigate, and take any necessary action. In addition, please complete the attached Blank Incident Report for CSAs and send it to the Department of Public Safety. On the form, please provide the date and location of the incident and a brief description of the incident so that we can appropriately classify it in accordance with the crime definitions published by Federal Bureau of Investigations Uniform Crime Reporting Program and the U.S. Department of Education.

If you have any questions about this request or you would like to discuss the specifics about an incident, please feel free to contact me at X6764 or via my cellular telephone 484-955-1811. Thank you for your assistance in complying with this federal law. Please return all completed forms to me at the Department of Public Safety, 1311 College Avenue, P.O. Box 15234, Reading, PA 19612-5234 or via e-mail at mgross@alb.edu

Sincerely,

Michael L. Gross ’11
Associate Director of Public Safety
ALBRIGHT COLLEGE
DEPARTMENT OF PUBLIC SAFETY

Clery Act – Campus Security Authority

Time of Incident: _______

Date of Incident: _______

Offense Type: __________

Location of Incident:_________

Brief Description of Incident:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

______________________________________________________________

Name of Campus Security Authority
Definitions Used for Reportable Crimes
[Uniform Crime Reporting Handbook definitions; Citation 34 CFR 668.46 (c) (7)]

Per the *Clery Act*, the Department of Public Safety must classify crimes based on the Federal Bureau of Investigation’s (FBI’s) *Uniform Crime Reporting Handbook (UCR)*. For sex offenses only, the department must use the definitions from the FBI’s *National incident-Based Reporting System (NIBRS)* edition of the *UCR*.

1. **Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

2. **Assault, Aggravated** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

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

4. **Burglary** is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

5. **Drug Law Violations** are defined as the violation of State or local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics, manufactured narcotics (Demerol, methadone) and dangerous non-narcotic drugs (barbiturates, Benzedrine).

6. **Liquor Law Violations** are defined as the violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages. Classifications also include maintaining unlawful drinking places, bootlegging, furnishing liquor to a minor or intemperate person, underage possession, using a vehicle for illegal transportation of liquor or all attempts to commit any of the aforementioned.

7. **Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

8. **Murder/Negligent Manslaughter** is defined as the killing of another person through gross negligence.

9. **Murder/Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.

10. **Robbery** is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
11. Sex Offenses-Forcible – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
   a. Forcible Rape is the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
   b. Forcible Sodomy is oral or anal sexual intercourse with another person; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
   c. Sexual Assault With an Object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
   d. Forcible Fondling is the touching of the private body parts of another person for the purpose of sexual gratification forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

12. Sex-offenses-Non-forcible is defined as unlawful, non-forcible sexual intercourse.
   a. Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
   b. Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

13. Vandalism (Destruction/Damage) of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

14. Weapons Possession/Illegal is defined as the violation of State or local laws prohibiting the manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

HATE CRIMES

Hate/Bias – A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religious, disability, sexual orientation or ethnicity/national origin.

Ethnic Intimidation – The Pennsylvania Crimes Code 2710 defines this offense: A person commits the offense of ethnic intimidation if, with malicious intention toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individuals or group of individuals, he commits an offense under any other provision of this article or under Chapter 33 (relating to arson, criminal mischief and other property destruction) exclusive of section 3307 (relating to criminal
trespass) with respect to such individual or his or her property or with respect to one or more members of such group or to their property.

- **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or non-existence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Ethnicity/National Origin** – A preformed negative opinion or attitude toward a group of persons of the same race or national origin that share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- **Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Albright College holds the members of its community to a higher standard than the Pennsylvania Crimes Code. The College is committed to protecting individual freedoms, as long as they are not inflammatory or harmful toward others, whether it is intention or not. Violation of the norms of civility and other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary action. (Compass, pg. 85)

### INSTITUTIONAL SECURITY POLICIES & SERVICES

We have taken additional precautions at public events held on campus. In student events during which the general public are admitted, all patrons are wanded before they gain entrance to the event. Events hosted by student organizations require college identification from non-Albright students to gain admittance to the event. Public safety officers always have a presence during athletic events. Routine patrols occur throughout the facility.

**Administrative Search and Seizure Policy** (info from Compass, pg. 40)

Albright College respects the privacy of members of the College community. However, the College reserves the right for the appropriate officials to conduct searches if reasonable cause exists to believe that (a) activity is taking place in a student's room or on College premises that is detrimental to the health, safety or welfare of individuals; or (b) substances are contained in the room or on the property of the College or on a person that would constitute a violation of the Student Code of Conduct. A search involves the close physical examination of all areas, which may include, but are not limited to, thoroughly going through an individual's personal belongings. Determination of what constitutes "a reasonable cause to believe" that a search is
necessary will be made by the director of public safety. Rooms may be entered without the student present. If this occurs, a notification of entry is left in the room, “Room Search (Unoccupied) Form,” signed by the two public safety officers involved in the search. If any items are seized, a Property Record form needs to be completed with a copy attached to the room search form.

**Adopt-An-Officer**

A public safety officer is assigned to a residence hall to serve as a liaison between the Department of Public Safety and the students and Resident Assistants (RAs) in the hall. It is a collaborative method to build trust between the students and the Department and gives the students an opportunity to get to know that we are not “out of get them,” but we are here to protect them. By allowing our students to get to know the officers as “people,” we are hopeful our students will feel comfortable in reporting suspicious activities or individuals on campus before a crime occurs. Officers traverse each hallway in the building at least one time during his/her shift and interact with the students they see along the way.

Prior to the beginning of the semester, the officer and the Resident Assistants will formulate topics for presentations for the residents. A “Meet and Greet Session” is scheduled at the beginning of the fall semester to introduce the officer to the students. The officer will explain the purpose of the Adopt-An-Officer program, announce future presentations, and then give the students an opportunity to ask questions regarding the Department of Public Safety. By listening to our students and RAs, it brings to the forefront the concerns that matter most to them.

**Alcohol Policy** *(info from Compass, pg. 41)*

Students are reminded that the laws of the Commonwealth of Pennsylvania prohibit the purchase, possession or consumption of alcoholic beverages by persons under the age of 21. Furthermore, any person 21 years of age or older is subject to charges of contributing to the delinquency of a minor for providing someone under the age of 21 with any alcoholic beverages. Violators are subject to prosecution by state law enforcement officials.

In order to acquaint students with the provisions of the law, the sections have been excerpted from Chapter 63 of the Pennsylvania Crimes Code, effective June 6, 1973. They are printed in the student hand book, *The Compass*, that is distributed to all students on an annual basis. In addition, Item 6 has been excerpted from Section 493 of the Pennsylvania Liquor Code, including the jail time and the fine for each identified offense:

- **Section 6301**: Corruptions of Minors
- **Section 6307**: Misrepresentation of Age to Secure Liquor
- **Section 6308**: Purchase, Consumption, Possession or Transportation of Liquor or Malt or Malt Brewed Beverages
- **Section 6309**: Representing to Liquor Dealers that Minor is of Age
- **Section 6310**: Inducement of Minors to Buy Liquor
- **Section 493 (1)**: Furnishing liquor or Malt or Brewed Beverages to Certain Persons
- **Section 6310.1**: Selling or furnishing liquor or malt or brewed beverages to minors

Open containers containing alcohol are not permitted in the hallways and common areas of residence halls or in public areas of the campus. Any containers of beer or wine that are being
transported must be sealed and covered while on College premises. Common-source containers of alcohol (e.g., party balls, punch bowls, kegs, etc.) are prohibited anywhere on campus.

If it is determined by a public safety officer that a student has consumed alcohol that renders him/her to be in significant physical harm, the student will be transported by ambulance to the hospital. If a student has consumed alcohol and his/her physical well-being is in question, an Auxiliary Officer will be called in to monitor the student’s condition until he/she is considered safe. The cost of the Auxiliary Officer’s salary will be passed on to the student.

**Bicycle Policy** (info from *Compass, pg. 58*)

The College is not responsible for lost, stolen or damaged bicycles. Bicycle owners are responsible for removing their bicycles from campus at the end of every semester. Bicycles left after the end of the academic semester will be considered abandoned, confiscated by the Department of Public Safety and held by the College until the bicycle is claimed. Bicycles stored by public safety for more than one full semester will be deemed a gift to the College, to be disposed of through appropriate College channels. Bicycles, when not in use, must be securely locked to approved bicycle racks. Bicycle racks are placed in appropriate locations around campus.

**Buildings and Grounds**

Routine patrols are conducted throughout the campus and the surrounding areas 24 hours a day, 365 days a year. In addition to making sure there are no suspicious persons in or around our campus and the immediate surrounding area, officers are responsible for reporting such data as a light burned out or flickering and its location, a broken window and its location, a door lock that is difficult to lock and its location. Officers relay information to the office dispatcher for inclusion in the Daily Activity Log. A work order will then be generated by Facilities. In the event of an emergency, the on-call Facilities responder will be contacted immediately.

**Campus Camera Monitoring System**

Albright College aims to provide its community with a secure environment, which is enhanced by using video surveillance systems (VSS) technology to monitor its campus. The College VSS has continued to be expanded and updated. The VSS is subject to regular patrols and has proven invaluable to many of our efforts in promoting Albright safety. The VSS operates in a manner that maximizes the potential of this technology while maintaining sensitivity to the privacy and freedoms of expression and assembly of members of its community.

**Community Standards Procedures & Processes** (info from *Compass, pg. 33*)

The Office of Community Standards works to ensure that the standards of the community and College policies are upheld. While students have the right to enjoy their freedoms, there is also a sense of responsibility. To maintain the optimal learning environment, everyone within the Albright College community has the responsibility to familiarize themselves with and adhere to the Code of Conduct. The Office of Community Standards is responsible for responding to
issues that may be in violation of the Student Code of Conduct. The Office of Community Standards will impose sanctions for those who have violated College policy.

Any student, student group, faculty member, staff member or administrator may bring a complaint against any student or student group by contacting the Department of Public Safety or the vice president for student affairs and dean of students. The complainant, through the Department of Public Safety, must fill out an incident report. This is a formal complaint and requires a signed, written statement that describes the alleged incidents, as well as identification of any witnesses to that incident. Public Safety personnel may also give students a notice to appear for Student Code of Conduct violations.

A mandatory informational meeting will be arranged between the accused student and the director of community standards or designee to discuss the charges, the notice to appear form, the student's rights and the hearing procedures. At this hearing, students have the opportunity to ask all necessary questions. Family members, friends and attorneys are not allowed to attend the hearing nor speak for the student. If necessary, procedures for administrative and board hearings may also be discussed at the informal meeting. These hearings are not criminal or civil proceedings, but rather a process to determine whether a student violated a College policy. The administrative hearing is intended to handle serious offenses, repeated offenses and/or offenses that have five or more students involved. Only the public safety officer, hearing officer, complainant, accused student, witnesses and members of the Office of Community Standards are allowed in the hearing room. The board consists of a chairperson, appointed students, advisor for the accused student, administrative/staff members appointed by the president’s office and designated faculty members. Board hearings are taped with those records and hearing tapes maintained in the file within the Office of Community Standards.

**Contractor/Vendor Access to Campus-wide Buildings**

Contractors and vendors appearing on campus and needing access to a campus-wide building must report to the Department of Public Safety and produce proper identification before being issued a key or card access. The issued key or card access device is logged with name, company and time of issue provided. Follow up is done at the beginning and ending of shifts to ensure all keys and access devices are returned in the appropriate time format.

**Crime Log**

The Department of Public Safety maintains a crime log that records the date, nature, and general location of each incident that occurred on or in campus buildings or property within the patrol jurisdiction. This log is open for public inspection and available 24 hours a day, 365 days a year.

**Daily Activity Log**

A daily log is kept for every date of the year with a running list of duties performed by officers on and around the immediate area surrounding the College campus. This log is kept for three years after the calendar year ends.
Dangerous and Prohibited Items (info from Compass, pg. 27)

Dangerous Items: Possession, distribution, knowledge of, and presence of firearms, fireworks and other dangerous weapons or items that are dangerous to the College community. This includes, but is not limited to fireworks, firearms, firecrackers, BB guns, paintball guns, knives and/or other weapons. Possession of an illegal or restricted item is considered a violation.

Prohibited items: Any items that are prohibited to be possessed, consumed, or used within the United States are in effect at Albright College. These items may be returned to students upon request, but only at the end of each semester. Students must make arrangements with the Department of Public Safety prior to departure from campus. Not all items will be returned. Any prohibited items that reappear on campus will be confiscated and will not be returned.

Disability Access Statement (info from Compass, pg. 8)

Albright College ensures that students with disabilities have equal opportunity to participate in its programs and activities, in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act and encourages students to request accommodations for which they qualify.

Discrimination (info from Compass, pg. 42)

Diversity is one of the strengths of a society as well as one of the hallmarks of a college campus. Albright College recognizes and values the perspectives molded by different cultures and backgrounds. Albright College recognizes and supports the idea that colleges protect the academic environment and encourage freedom of expression, and the responsibility that it entails. While members of the Albright community reserve the right of freedom of expression, the members of the community must also recognize they have a duty to be responsible. Members of our community have the right not to be discriminated against by any agent, organization or member of the Albright College community.

Emergency Response Plan

An emergency can arise at Albright College at any time, from any of various sources. The Emergency Response Plan is a procedural document for organizing, coordinating and directing available resources toward the mitigation, preparedness, response and recovery in the event of an emergency. As with any document of this nature, the plan should be viewed as a living text, subject to changes, updates and revisions as the College environment changes.

During any emergency on campus, the first to respond will most likely be the Department of Public Safety. Their initial responsibilities are: secure and oversee the scene; contact the Emergency Response Team; determine injuries, assist in transport and provide First Aid; evacuate the premises when necessary; assist responding police and medical personnel; set up a command post; communicate and update the Crisis Leadership Team.

Escort/Shuttle Service (info from on-line Compass, pg. 16 & our web site)
The Department of Public Safety offers an escort service to any student from dusk to dawn, seven days per week. This transport allows students to travel to any location on campus. Depending on other commitments by the department members, the escort usually occurs within 20 minutes.

The Department provides a day time shuttle service Mondays-Fridays to all students between the hours of 7:45 a.m. to 3:45 p.m. This service is only provided for on-campus transports. Because of other responsibilities, it is impossible to provide transportation to areas such as airports, bus terminals or train stations.

An escort may be requested any time after dark and will be given by an officer. There may be times when an immediate response may not be possible, due to other responsibilities or emergencies that would require the officers’ attention. An officer will respond as quickly as possible.

Students are encouraged not to walk alone at night and to utilize the escort services provided by the Department of Public Safety.

**Guest Policy** (info from Compass, pg. 53)

It is the responsibility of the host student to ensure that his/her guest is aware of College rules and residence hall policies. The host/resident must be present with the guest for the duration of the visit. Neither room keys nor door access cards will be provided for guests. Students whose guests violate the Student Code of Conduct will be held accountable for the actions of their guests, unless the guest can be identified and is an Albright College student. Guests may not move from one host’s room to another in order to extend their stay in the residence halls. Individuals found in the building who are not residents or guests of residents are considered to be trespassing. Roommates are never required to leave the room when a guest is present. Guests must be 16 years or older and all overnight guests must be registered and approved by the Department of Public Safety in advance of their stay.

In the event that guests are in need of special attention or consideration, arrangements should be made through the Department of Public Safety, which will assist in any way possible.

**Key Policy**

The Department of Public Safety maintains and distributes keys to the campus community. The keys are maintained and locked in a controlled environment. Access to the keys is restricted to authorized personnel. Strict guidelines are maintained when a key is issued to a member of the College community.

**Medical Assistance** (info from Compass, pg. 11)

Medical attention is available on campus through the Gable Health and Counseling Center. The office is open Monday through Friday, and patients are seen by appointment. The center is staffed with a medical doctor, a nurse practitioner and two medical assistants. The Department of Public Safety will transport any student in need of medical treatment to the local hospital or to a physician's office. A fee is charged for this service. If it is determined that a student needs transportation to a hospital or a medical/dental specialist off-campus and an appointment has
been made, a written request will be forwarded to the public safety office for assistance. Should a medical emergency occur when the health center is closed, the Department of Public Safety will arrange for transportation to a local hospital.

**Missing Student Notification**

The Higher Education Opportunity Act of 2008 (HEOA) requires institutions participating in a Title IV federal student financial aid program, and maintains on-campus housing facilities, to establish an effective missing student notification policy and related procedures. All students are strongly encouraged to provide the College with a confidential contact whom the College will notify in the event that the student is determined to be missing. This information, which will be maintained in the Dean of Student’s office and a copy filed with the Department of Public Safety, will be accessible only to authorized campus officials and law enforcement authorities and will be used only in connection with responding to a report that a student is missing. The confidential contact does not have to be a parent of a student. This is the individual who will be contacted by police in the event the student is reported missing. This individual will be updated as to the progress of the investigation into the missing person. In the event a student is under 18 years of age, and has not been legally emancipated, the student's parents will also be contacted.

Suzanne's Law is section 204 of PL 108-21, the Protect Act, signed by President Bush in 2003. Suzanne’s Law amends Section 3701 (a) of the Crime Control Act of 1990 so there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of twenty-one and that law enforcement agency is required to report the missing person to the National Crime Information Center (NCIC) of the Department of Justice, as part of the national “Amber Alert” bill. Any person under the age of 21 is considered a missing child.

The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. Previously police were only required to report missing persons under the age of 18. This new law, sponsored by Congressman John Sweeney (R-NY), is intended to spur police to initiate prompt investigations into missing young people.

Doug and Mary Lyall, Suzanne's parents championed the law. "I just hope that it's going to bring back some of these kids," said Mary Lyall in an Associated Press article. "They need as much protection while they're at college."

Albright College takes student safety very seriously. Any member of the Albright Community, including parents, who believes that a student is missing, whether or not the student resides on campus, may be deemed missing if it is reported to appropriate college officials (public safety, housing and residential life, resident assistant, lead RA, assistant director or director, Gable Health and Counseling Center personnel or the Dean of Students Office) that the student has been unreachable via personal contact, telephone, email or other means of electronic communication. Any member of the student affairs team that receives the call will immediately refer the information directly to the leadership of public safety (director, associate director or assistant director). All investigative procedures will be governed by Student Affairs policy and procedures and federal, state and local laws. When information is received by the Department of Public Safety, there will be no waiting period before an investigation is initiated. The director or designee will immediately notify the Vice President for Student Affairs/Dean of Students and together will coordinate efforts to begin immediate attempts to locate the student. Initial
investigations, prior to any formal police investigation, will include a thorough review of the student’s recent activity on campus which may include, but not be limited to:

1. interviewing the person making the complaint in order to determine the reason the complainant is reporting the missing person;
2. gathering all essential information about the person including clothing description, where/when subject was last seen, who he/she may be with, vehicle description, etc.;
3. questioning the student’s roommate(s) and friends;
4. visiting the student’s room;
5. speaking with professors to determine the last time he/she attended class;
6. reviewing of the student’s recent use of his/her ID card;
7. reviewing surveillance video, based upon the student’s class schedule and usage of his/her ID card;
8. speaking to his/her supervisor, if student is employed, to find out the last time he/she reported to work.
9. Seek answers to the following questions:
   a. What are some of the places the student most frequents? Have we contacted anyone at those locations?
   b. What is the student’s academic status? Has the student been experiencing any academic or financial problems?
   c. Is the student taking any medications that would pose a life-threatening risk to him/her if any dosages were missed?
   d. Has the student been despondent or struggling with mental health issues? Has the student been receiving any personal counseling?
   e. Does the student have a known substance abuse problem?
   f. Do we know if the student has received any threats?
   g. Does the student have a conduct record? If so, does this record suggest any pattern of behavior that may be helpful to the investigation?
   h. If the student has a cell phone, do we know the name of the provider? Have we considered an open tracking application on the phone or the assistance of police-requested court ordered tracking of the phone?

An updated photo may also be obtained to aid in the search. A quick, but thorough, search will be conducted in all campus buildings, grounds and parking lots.

Staff should document the situation and create a factual written report from all investigative parties involved. In creating the written report, only record pertinent facts and not speculative information.

If the student is not located as the result of an active investigation by College officials, the Vice President for Student Affairs/Dean of Students will contact the person(s) listed on the student’s Emergency Contact form to inquire about his/her whereabouts and/or alert that person his/her child is missing. Once this occurs, a College official will make an official missing report to the appropriate law enforcement agency within the jurisdiction of the College. The local police then become the authority in charge. The Department of Public Safety and the Dean of Students will assist them in any way necessary.

Parking Regulations and Vehicle Registration (info from Compass, pg. 64)
In order to park on campus all students, including commuters, and employees must register their vehicles with the Department of Public Safety. Individuals are encouraged to register their vehicle(s) by completing the on-line application located on the Department of Public Safety web site, although walk-ins may complete the process in the public safety office. Students will receive their parking hang tags via campus mail. Employees will be issued parking stickers. Both forms of identification must be placed on the rearview mirror, facing out. It allows for easy identification of a vehicle in situations where the Department of Public Safety must contact the owner.

Temporary registration/parking permits must be obtained from the Department of Public Safety when students have visitors or when a particular vehicle will be parked on campus for a brief period of time, not to exceed the three-day on-campus housing rule.

**Courtesy Service ~ Vehicle Jump Starts**

As part of our commitment to providing quality service to our College community and guests, the Department of Public Safety will provide battery cables and/or assist with this service. The individual requesting the use of the department’s Jump- Starter pack must first sign a Waiver of Liability releasing the College from all claims for damages, including personal injury and property damages for any assistance rendered.

**Prohibited Items** *(Community Living Guide, pg. 20)*

The possession or use of explosives, fireworks, flammable fluids (e.g., propane tanks), dangerous chemical mixtures, propelled missiles, or any other item that may present a threat to the safety of students or College personnel is strictly prohibited. No such items are to be stored in rooms, common areas or student vehicles on the College Campus. Students possessing or using any of these items will be referred to the Office of Community Standards and face suspension or expulsion from the College. Visitors will be subject to arrest and/or placed on trespass notice from the College.

**Residence Halls** *(info from Compass, pages 18-19)*

**Housing Office Information**

The Housing and Residential Learning Office is located at 1331 Richmond Street (next to Mohn Hall) and is open Monday through Friday, 8 a.m. to 5 p.m. The housing office is staffed by the director, three full-time assistant directors and/or area coordinators, and the administrative secretary. The office is responsible for the overall planning, development and implementation of the residential learning and housing program at Albright College. In the Residential Life Office, a student can find information regarding housing policies and procedures, general living conditions of the residence hall, or any other issues regarding residence hall life. Students should feel free to contact a resident assistant, assistant director or area coordinator for answers to questions or clarification of College policy. Its mission is to create a safe, supportive and inclusive living-learning community that fosters the academic success and personal growth each resident student through purposeful programs and services that compliment the educational experience at Albright College.

**College Housing Office Staff**
Housing administration is the business operation of the office, and is involved with room assignments, room moves, and the cancellation of the housing contract. Residential learning involves staff recruitment and selection, and the training of resident assistants, who are responsible for developing a positive living experience and learning environment for resident students, and for supervising residence hall programming.

**Assistant Directors/Area Coordinators**

The assistant director is a full-time professional staff member who has the primary responsibility for the residence education program and administration of a designated community of residence halls. By coordinating programs and activities, promoting a positive living and learning environment, and getting students involved, the assistant director or area coordinator implements a comprehensive residential program to support the personal growth and development of resident students.

**Resident Assistants**

Resident assistants live with the students in each residence hall. They are student staff members selected on the basis of their skills, interests and activities, enabling them to effectively assist and advise students. Each resident assistant is trained to assist and/or refer students with academic and personal concerns, assist students in maintaining an educational environment, and enforce College and housing policies. More specifically, resident assistants conduct numerous programs and activities to meet the growth and developmental needs of students.

**Maintenance & Security of Campus Facilities**

Facilities Services and Operations maintain landscaping in a manner that minimizes hazardous conditions. During the Department of Public Safety’s regular patrols, malfunctioning lights, door locks and other unsafe conditions are reported to Facilities for correction via the Daily Activity Log and/or electronic work orders. In an emergency situation after hours, the on-call Facilities person is contacted by telephone and is also reported on the daily log. If the Fire Marshall believes an egress area is partially obstructed by any foliage, it is immediately conveyed to Facilities for correction.

**Sexual Assault/Rape Policy** *(info from Compass, pg. 46)*

Sexual assault and rape are crimes that will not be tolerated at Albright College. The nature of these types of incidents causes immense difficulty to the individuals directly involved and offends the educational mission of the institution. Those identified as being responsible for such acts may expect to be criminally prosecuted and held accountable under the College’s Sexual Misconduct Policy procedure.

1. **What to Do if You Have Been Sexually Assaulted or Raped**
   a. Get to a safe place as soon as you can (i.e., Public Safety, hospital, RA).
   b. Get help immediately by contacting an assistant director of housing, resident assistant, Health Services, Counseling Services, dean of students, or Public Safety. Between the hours of 8 a.m. and 5 p.m., Monday through Friday, call the Gable Health and Counseling Center at Albright
c. Seek medical care. Save all of the clothing you were wearing at the time of the assault. Place each item of clothing in a separate bag. Do not use plastic bags.

d. Go to either St. Joseph’s Hospital or the Reading Hospital and Medical Center emergency department for medical care. Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted infections and the possibility of pregnancy resulting from the sexual assault. A medical examination is extremely important even if you are unsure if you are interested in pursuing a police report. You may call the Public Safety Office at Albright College (extension 7670) if you need transportation to the emergency room.

e. Do not disturb anything in the area where the incident occurred.

f. Preserve physical evidence and refrain from changing clothes, bathing, showering, brushing your teeth, douching or urinating.

g. If you suspect that you may have been given a date-rape drug, ask the hospital emergency department where you receive medical care to test for date-rape drugs.

h. Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.

i. Get emotional support by scheduling an appointment with the Albright College Counseling Center. (ext. 7532).

j. It is your choice whether you would like to speak with a counselor on or off campus.

k. Every effort will be made to maintain privacy and confidentiality. “Need to know” guidelines will be imposed.

l. If you need information regarding sexual assault or rape, please visit the Gable Health Center website at http://www.albright.edu/resources/healthcenter/stepstotake.html

2. Reporting an Indecent Assault

A student who believes that she or he has been the victim of an indecent assault should report the assault to the Public Safety Office of Albright College and the Gable Health and Counseling Center even if you may not want further action taken. The victim will never be pressured into making any decisions that they do not desire.

Public Safety will assist you in reporting the incident to either the Muhlenberg Police Department or the Reading Police Department, as appropriate. If a report is completed with both the Reading Police Department and the Office of Public Safety simultaneously, the adjudication processes will be separate and distinct from one another. Once a student files an incident report of sexual misconduct, there will be an investigation of the incident. If the victim chooses to have criminal charges filed through either the Reading Police Department or the Muhlenberg Police Department, Public Safety will discontinue any on-campus investigation until the criminal charges have been adjudicated. The accused may be charged criminally by local law enforcement authorities. The case also may be dealt with as a violation of Albright College’s Sexual Misconduct Policy if the accused is a student at Albright College. The student will appear before the Community Standards Hearing Board for a hearing. If the accused is found in violation of the Student Code of Conduct, sanctions will be assessed that could include probation, suspension or expulsion.

Sexual Assault Assault Response Team (SART) Policy (info from Compass, pg. 47)
1. SART Members and Contact Information:

- Gina Crance  
  Vice President for Student Affairs & Dean of Students  
  gcrance@alb.edu; Office 610-921-7611

- Samantha Wesner  
  Assistant Dean of Students/Director of Gable Health Center  
  swesner@alb.edu; Office 610-921-7532

- Amanda Hanincik  
  Assistant Dean of Students/Director of Community Standards/Title IX Coordinator  
  ahanincik@alb.edu; Office 610-921-7795

- Director of Human Resources or Designee  
  Office 610-921-7654

- Dr. Brenda Ingram-Wallace  
  Director of Counseling Center  
  bingramwallace@alb.edu; Office 610-921-7585

- Rebecca Morrow  
  Director of Residential Life  
  rmorrow@alb.edu; Office 610-921-7641

- Michael Gross  
  Director (Interim) of Public Safety  
  mgross@alb.edu; Office 610-921-7670

*The SART will meet on a quarterly basis or more frequently if needed and shall report its progress, findings, and policy discussions to the Vice President of Student Affairs/Dean of Students. The Vice President of Student Affairs/Dean of Students will ensure that all policies and procedures are consistent with Commonwealth of Pennsylvania and federal statutes including by not limited to the Violence Against Women Act, Clery, and Title IX.

2. SART Partner Agencies:

- Reading Police Department
- Muhlenberg Police Department
- Berks County District Attorney’s Office
- Berks Women in Crisis
- Reading Health System (formerly Reading Hospital & Medical Center)
- Saint Joseph’s Regional Health Network (formerly Saint Joseph’s Hospital)

The primary goal of the Albright Sexual Assault Response Team (SART) is to provide assistance to the victims of a sexual assault. Sexual assault and rape are crimes that will not be tolerated at Albright College. The nature of these types of incidents causes immense difficulty to the individuals directly involved and offends the educational mission of the College. Our SART is designed to ensure the necessary care and services (legal, medical, psychological) needed to navigate the aftermath of an assault.
This policy is communicated to all students, administrators, faculty, staff and vendors. This policy of Albright is to utilize all available investigative resources in the fact finding of a sexual assault. The use of disciplinary procedures would be consistent and would include those cases shown to be falsely reported.

The SART policy encompasses administrators, staff, faculty, students and visitors. The Albright SART provides the same level of assistance to anyone regardless of age, sex, gender or sexual preference. Our campus culture regards sexual assault as a very important factor in how our College is perceived. Our campus culture is intolerant of sexual assault; it promotes and supports reporting of sexual assault; our culture transmits to everyone inside and outside of the institution that top administrators, staff, faculty and students will not tolerate, nor conceal or shy away from addressing sexual assault.

4. Jurisdiction
   For Sexual Misconduct/Title IX Cases, there is an expectation that the college has some jurisdiction over off campus incidents.

5. Confidentiality Agreement
   Individuals employed in an administrative or academic office of the College may be exposed to, or have access to, verbal and/or written information regarding the official business of the College relating to students, alumni, faculty, staff and trustees which is both sensitive and confidential.

   No information regarding the professional operations of the office or information regarding an individual student, faculty or staff member is to be discussed with anyone outside the department or office without the knowledge and approval of your supervisor and, if it deals with an individual, the written consent of the person or persons involved. Unauthorized release of confidential information relating to students, faculty or staff is both a violation of College policy and state and federal laws regarding individual and family rights to privacy.

   Discussion about confidential information is limited to those individuals who by their position and/or responsibilities are easily classified as authorized to know. Conversations outside the department or office are inappropriate and therefore prohibited.

   Unauthorized disclosure or use of confidential information will result in disciplinary action up to and including dismissal on the first offense. Depending on the nature of the offense, such unauthorized disclosure would also expose the individual to civil or criminal charges that may be brought by the aggrieved party.

   Should questions arise as to whom information should be discussed with or released to, it is the individual’s responsibility to discuss the question or request with his/her supervisor immediately.

Sexual Harassment Policy
1. Sexual Harassment: Albright College believes that its students, faculty and staff living and working in the College community should be free from sexual harassment. Sexual harassment is unlawful and contrary to the best interests of the College, its students and its employees.

   a. **Scope:** It is the policy of Albright College to provide a learning community and workplace or campus community free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment. Sexual harassment is considered to be a very serious matter and is prohibited in the workplace by any person and in any form. It is the responsibility of all students, faculty and staff to ensure compliance with this policy. Any student, faculty staff or person who has a workplace or campus/community sexual harassment complaint shall report the matter to a student personnel official, supervisor or vice president, or directly to the associate vice president and director of personnel.

   b. **Policy:** Sexual harassment of any Albright College employee or student in the workplace or campus/community by any employee or other person, either directly or indirectly, is not tolerated and is prohibited. No student, faculty or staff member shall be threatened or made to feel threatened, either explicitly or implicitly, neither by sexual harassment nor by the reporting of sexual harassment. A student, faculty or staff member’s refusal to submit to unwelcome sexual advances or conduct or the reporting of such advances will not adversely affect the employee’s or the student’s performance, evaluation, wages, advancements, academic standing or retention, career development or any other condition of employment. Sexual harassment in the workplace or campus/community is strictly prohibited. This includes, but it is not limited to, unwelcome and offensive sexual flirtations, unwelcome advances or propositions, verbal abuse of a sexual nature, offensive displays in the workplace or campus/community of sexually suggested objects or materials, and any other activity that could be interpreted as creating a sexually hostile work or campus/community environment. Any student, faculty or staff member who believes that he or she has been sexually harassed should report the act immediately to the employee’s supervisor or student personnel official or to the associate vice president and director of human resources, who serves as the affirmative action officer. The complaint will be investigated, and the student, faculty or staff member will be advised of the findings and conclusions. While there are no express time limits for initiating complaints, every effort should be made to file a complaint as soon as possible. Once a complaint is made, the College will conduct an investigation and take appropriate actions as indicated by the findings of the investigation. The complaining individual may file an informal complaint, which involves a meeting to discuss the alleged incidents, or a formal complaint, which includes a written statement by the complaining individual. All complaints will be promptly investigated. To the extent possible, confidentiality and privacy will be respected in handling such harassment complaints.

   The affirmative action officer will be responsible for overseeing the investigation and maintaining the documents of the investigation and ensuring that the appropriate action is taken. There will be no discrimination or retaliation against any student, faculty or staff member for making a sexual harassment complaint. Any student, faculty, staff member or person who is found to have engaged in sexual harassment will be subject to appropriate corrective or disciplinary action up to and including immediate termination, suspension or expulsion. This policy applies to students, faculty, staff and non-employees who come into contact with College students and employees. Any sexual harassment by a non-employee, such as a vendor or contractor, shall be reported immediately to the employee’s immediate supervisor or to the affirmative action officer.

   c. **Process for Addressing Complaint of Sexual Harassment:** The Sexual Harassment Policy requires action and confidential record keeping as a means of protecting the entire Albright College community of faculty, administrators, staff and students. Immediate and, if necessary, corrective action shall be taken on all complaints of sexual harassment. Members of the Albright College community should encourage individuals who experience sexual harassment to come forward. In addressing complaints of sexual
harassment, the individual should speak directly to the harasser, identifying the incident and what was objectionable and stating the remedy sought. Or, the individual can write to the harasser, identifying the incident and what was objectionable and stating the remedy sought. On the assumption that the remedy sought is to have the action cease, this could end the matter. Failing that, or alternatively, the individual should report the incident directly to one of the following individuals, who are responsible for helping resolve the problem either informally or formally: 1) If the individual is a student, he/she should report the incident to the Department of Public Safety; 2) If the individual is faculty, administrator or support staff, he/she should report the incident to his/her immediate supervisor; 3) If the individual is not comfortable reporting the incident to his/her supervisor or wants to take it further, then he/she should report the incident to the affirmative action officer, who also serves as the associate vice president and director of human resources.

The individual should keep records documenting all incidents and conversations that involve sexual harassment, including the date, time, place and witnesses, if available. After informal or formal intervention is complete and there is evidence of inappropriate actions that violate the College Sexual Harassment Policy, disciplinary action against the harasser may follow. Disciplinary action should be commensurate with the scope and severity of the occurrence. Effort will be made to provide appropriate relief in the form of sanctions that may include reprimand, warning, probation, suspension, demotion, expulsion or termination. All employees and students should be aware that the College is prepared to take action to prevent and remedy such behavior, and individuals who engage in such behavior are subject to disciplinary action. Appeals with regard to this process should be made to the president.

**Student Code of Conduct** (info from Compass, pg. 25)

**Student Code of Conduct**

1. The Albright College Student Code of Conduct was created by the Albright College community and is implemented by the vice president for student affairs and dean of students in an effort to support a community of mutual respect and cooperation. This Code of Conduct is designed to explain the rights and responsibilities inherent in membership in this academic community. Students are expected to familiarize themselves with all applicable policies and regulations. Ignorance of policies regarding expected behavior will not be accepted as a defense or excuse.

2. From matriculation through commencement, students acknowledge that they are fully and personally responsible for their actions and the consequences of their actions, whether on or off campus. The Albright College community recognizes that responsibilities of good citizenship extend beyond the confines of the Albright College campus and include adherence to local, county, state and federal laws. The College’s jurisdiction in disciplinary matters extends to conduct that occurs on the premises of the College and to any conduct that adversely affects the College community, the College’s reputation and/or the pursuit of its mission and objectives regardless of where it occurs. Violations of local, county, state or federal laws, even if not explicitly stated in the Code of Conduct, may subject the student to disciplinary action by the College. Albright College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Code of Conduct (that is, if both possible violations result from the same factual situation)
without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the director of community standards. Further, pending proceedings may be suspended at any time at the discretion of the director of community standards. Determinations made or sanctions imposed under this Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

3. Students will enjoy freedoms of speech, peaceful assembly, the right to petition, freedom of expression, and personal choice on and off campus so long as it does not infringe upon the rights of others or the policies of the campus. Albright students are expected to understand and live up to the highest expectations of an academic community.

4. Violation of the norms of civility and other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary action. The College, through the vice president for student affairs and dean of student’s office, reserves the right to exercise any disciplinary action deemed necessary when a student has engaged in activities that are inconsistent with the mission and policies of the College. Violations of the Student Code of Conduct shall be dealt with in a manner that is respectful to all parties and contributes to a safe living and learning environment.

5. The student conduct policy is designed to be a progressive disciplinary procedure to help students meet the conduct expectations of Albright College. Progressive discipline means that the consequences become more severe with each successive violation. Major incidents, such as cases involving assault, sexual assault, felonies, arson, drug violations and other serious cases, may be referred to the Community Standards Hearing Board by the vice president for student affairs and dean of students. These violations may have more severe sanctions that may include, but are not limited to, expulsion, suspension, large fines or referral to outside agencies such as counseling or law enforcement. Failure to complete all sanctions by the posted deadlines will be considered a failure to complete graduation requirements.

General Offenses

Elastic Clause - Albright College reserves the right to discipline students for infractions not specifically stated in the handbook in order to protect the general well-being of the Albright community and to address a wide variety of circumstances. It is the responsibility of Albright College officials to initiate action to restrain or prohibit behavior that threatens the purposes or the property of the College or the rights, freedoms, privileges and safety of the personnel of the academic community.

1. Students will enjoy freedoms of speech, peaceful assembly, the right to petition, freedom of expression, and personal choice on and off campus so long as it does not infringe upon the rights of others or the policies of the campus. Albright students are expected to understand and live up to the highest expectations of an academic community.

2. Violation of the norms of civility and other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary action. The College, through the vice president for student affairs and dean of student’s office, reserves the right to exercise any disciplinary action deemed necessary when a student has engaged in activities that are inconsistent with the mission and policies of the College. Violations of the Student Code of Conduct shall be dealt with in a manner that is respectful to all parties and contributes to a safe living and learning environment.
3. The student conduct policy is designed to be a progressive disciplinary procedure to help students meet the conduct expectations of Albright College. Progressive discipline means that the consequences become more severe with each successive violation. Major incidents, such as cases involving assault, sexual assault, felonies, arson, drug violations and other serious cases, may be referred to the Community Standards Hearing Board by the vice president for student affairs and dean of students. These violations may have more severe sanctions that may include, but are not limited to, expulsion, suspension, large fines or referral to outside agencies such as counseling or law enforcement. Failure to complete all sanctions by the posted deadlines will be considered a failure to complete graduation requirements.

PERSONAL SAFETY TIPS

Be aware of your surroundings:
- Do not walk alone after the hours of darkness. If you must do so, tell a friend or roommate where you are going before venturing out.
- Know the locations of the emergency call boxes on campus.
- Stay in well-lighted areas as much as possible.
- Never work alone in a campus building at night; always use the buddy system.
- If someone makes you uncomfortable, walk to a well-populated area.
- Report any suspicious activity or people to the Department of Public Safety immediately.

Outdoor exercise:
- Wear an ID tag or write your name, phone number on the inside of your athletic shoe.
- Do not wear headsets
- Vary your route.
- Stay alert at all times – do not lose track of what is going on around you.

Residence hall living:
- Get acquainted with your neighbors on your floor and in the building as quickly as possible. Every resident has a role to play in security.
- Do not share your room combination with friends.
- Do not hold a common door open to a residence hall for someone you do not know; this includes delivery persons.
- Do not prop exterior doors of a residence hall.
- Report any locks or doors that appear to be malfunctioning to Facilities.
- Do not yank on locked doors; eventually they may lose their integrity.
- Lock your residence hall door when you leave, even if you’re leaving for “only for a minute.” It simply takes a thief 10 seconds to take something from your room.
- Do not leave notes on your door announcing you are not “home.”
- Do not leave your clothes unattended in the laundry room.
- Never leave your valuables out in the open or unattended.

Vehicle safety:
- Park in a well-lighted area near other vehicles or in high pedestrian/vehicle traffic areas.
- When leaving your vehicle, be certain your doors are locked and the windows are completely closed.
• Keep valuables out of sight by placing them under a seat, in the glove box, or in the trunk.
• When returning to your vehicle, have your car key in your hand. Be aware of your surroundings.
• Check the vehicle interior before you open the car door.
• Keep your doors locked (newer vehicles automatically lock the doors as soon as the gear shift is taken out of Park).

PUBLIC SAFETY ADVISORY BOARD

The board is an oversight committee to guide policies toward keeping our campus safe. It is important to see how our customers perceive the Department of Public Safety. We need to know what our stakeholders think about Public Safety. Our responsibility is to communicate with the campus community. Board members include representatives from our student body, faculty, and staff.

Reasons why the Board exists:
• to provide updated information from the Department to Board members as it relates to crime, safety, and security;
• to receive/relay information from various departments represented by the members at it pertains to public safety;
• to receive/discuss concerns received by Board members from the campus community and assist in problem solving as issues are identified;
• to offer community perspective (may not necessary be Advisory Board members’ perspective) from various Board members as they pertain to public safety issues;
• to assist in the valuation of present policies and procedures instituted by the Department of Public Safety and recommend changes, when appropriate; and,
• to act as ambassadors for the Department of public Safety by providing accurate information for the betterment of the Albright community.

FIRE SAFETY ANNUAL REPORT

Albright College, in accordance with the Higher Education Opportunity Act of 2008, prepares an annual fire safety report that contains, at a minimum, the following information:

1. Fire statistics for each on-campus student housing facility for the three most recent years for which data are available.
2. The number of fire drills held during the previous calendar year.
3. An Emergency Response Manual is secured at the Department of Public Safety that outlines the evacuation locations in the case of fire.

The College must also report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available concerning:

1. The number of fires and the causes of each fire.
2. The number of persons who received fire related injuries that resulted in treatment at a medical facility, including the on-campus health center.
3. The number of deaths related to a fire.
4. The value of property caused by a fire.

These statistics must be submitted to the secretary of the Pennsylvania Department of Education on an annual basis.

**FIRE SAFETY**

Throughout the years, Albright College has taken the initiative to update many facility systems in order to provide a safe environment for students and staff.

There are electrical smoke detectors in each student room, which alarm locally. The smoke detectors in the common areas are connected to the central alarm system (SimplexGrinnell), which in turn, is directly connected to the Reading City and Muhlenberg Township Fire Departments, in addition to the Department of Public Safety. The local fire departments require two fire drills (evacuations) throughout the academic year.

Each residence hall has an assigned Resident Assistant. These individuals receive training during the year and are required to conduct inspections of the residence halls, communicate safety concerns to hall residents during regularly scheduled meetings and to participate in scheduled fire drills.

The Reading City and Muhlenberg Township Fire Departments support various campus activities and works closely with the College for the continued improvements in the area of fire prevention. The College does require the complete evacuation of buildings during any alarm event and will discipline/fine students for noncompliance.

During Orientation, students must participate in presentations on fire safety and prevention. The presentations cover a variety of topics, including:

1. Personal safety.
2. Residence hall fire prevention and quick reporting.

**What You Need to Know Ahead of Time …**

1. Several exit routes from your floor/area.
2. The location of at least 2 pull stations.
3. Individuals in your area that may need assistance in getting to a safe area during an emergency.

**If You Discover a Fire …**

1. Yell out “**FIRE**” as you are going to the pull station to alert others in the area.
2. Call the Albright College Department of Public Safety at X311 from a safe location.

**If You Hear the Alarm Sounding in Your Building …**
1. Start evacuation procedures immediately.
2. If you can do so without putting yourself at risk, rescue any injured individuals who may need assistance. (Certain individuals in your building may need assistance with evacuation or getting to a safe location.)
3. Close all doors behind you. (This action helps to contain the fire to as small of an area as possible.) Never prop open fire doors.
4. Use exit stairwells for evacuations.
5. Assemble outside of the building in the pre-determined location for your floor/building. Never go to another location during an evacuation.
6. Move away and remain a safe distance from the building. Do not re-enter the building until permitted by the fire department officials.

Cooking Safety Tips

Cooking fires are the number one cause of home fires and home injuries. The leading cause of fires in the kitchen is unattended cooking. It’s important to be alert to prevent cooking fires. (Unattended cooking is the cause of most of our preventable campus fire alarms.)

1. Be on alert! If you are sleepy or have consumed alcohol (or have taken medicine that makes you drowsy), don’t use the stove or stovetop.
2. Stay in the kitchen while you are frying, grilling, or broiling food. If you leave the room while food is cooking, use a timer to remind you that you are cooking.
3. If you are simmering, baking, roasting, or boiling food, check it regularly, remain in the home while food is cooking, and use a timer to remind you that you are cooking.
4. Keep anything that can catch fire — oven mitts, wooden utensils, food packaging, towels or curtains — away from your stovetop. (Keep the burner pans and oven clean.)

If you have a cooking fire

1. Just get out! When you leave, close the door behind you to help contain the fire.
2. Call 9-1-1 or the local emergency number after you leave.
3. If you try to fight the fire, be sure others are getting out and you have a clear way out.
4. Keep a lid nearby when you’re cooking to smother small grease fires. Smother the fire by sliding the lid over the pan and turn off the stovetop. Leave the pan covered until it is completely cooled.
5. For an oven fire turn off the heat and keep the door closed.
6. (If a fire starts in a microwave, keep door closed and unplug the unit.)
## 2012 FIRE ALARM REPORT

**RFD = Reading Fire Department**

**MFD – Muhlenberg Fire Department**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Cause</th>
<th>RFD</th>
<th>MFD</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2012</td>
<td></td>
<td>NO FIRE ALARMS TO REPORT IN JANUARY.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 11, 2012</td>
<td>2:09 AM</td>
<td>North Hall, 3rd Floor</td>
<td>Intentionally pulled fire alarm</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>February 11, 2012</td>
<td>5:50 PM</td>
<td>Woods I, 3L</td>
<td>Cooking activated smoke detector</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>February 14, 2012</td>
<td>8:17 AM</td>
<td>Woods C, 4L</td>
<td>Cooking activated smoke detector</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>February 28, 2012</td>
<td>10:47 AM</td>
<td>Mohn Hall, 2nd Floor bathroom</td>
<td>Water pipe broke and activated alarm</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>March 1, 2012</td>
<td>12:48 AM</td>
<td>Woods H</td>
<td>Cooking activated smoke detector</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>March 13, 2012</td>
<td>2:20 PM</td>
<td>North Hall</td>
<td>Low pressure in area caused sprinkler alarm to activate</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>March 21, 2012</td>
<td>6:58 PM</td>
<td>Smith Hall, 1st Floor</td>
<td>Incendiary (refer to ASO-039-2012)</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>March 24, 2012</td>
<td>3:10 PM</td>
<td>Woods G</td>
<td>Alarm activated by individual without cause (refer to ASO-041-2012)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>April 2, 2012</td>
<td>5:25 PM</td>
<td>Woods F-2</td>
<td>Unattended cooking</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>April 4, 2012</td>
<td>12:48 AM</td>
<td>Albright Court, Room 203</td>
<td>Pop corn in microwave</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>April 12, 2012</td>
<td>1:48 PM</td>
<td>Field House West (3rd Floor LifeSports stairwell)</td>
<td>Malfunctioning detectors</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>April 18, 2012</td>
<td>10:01 AM</td>
<td>North Hall - E-Pod</td>
<td>Drop in water pressure caused sprinkler alarm to activate</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>April 26, 2012</td>
<td>6:34 AM</td>
<td>Albright Court, 1st Floor</td>
<td>Alarm in hallway (possibly malfunctioned)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>April 26, 2012</td>
<td>10:16 PM</td>
<td>Albright Court, 1st Floor</td>
<td>Alarm in hallway (possibly malfunctioned)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>April 26, 2012</td>
<td>2:49 PM</td>
<td>Albright Court, Room 225</td>
<td>Faulty detector</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>April 26, 2012</td>
<td>4:15 PM</td>
<td>Albright Court, Room 124</td>
<td>Possibly faulty detector</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>April 26, 2012</td>
<td>6:39 PM</td>
<td>Albright Court, Room</td>
<td>Aerosol spray activated</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Location</td>
<td>Cause</td>
<td>RFD</td>
<td>MFD</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------</td>
<td>--------------------------------</td>
<td>-----------------------------------------------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>April 26, 2012</td>
<td>9:28 PM</td>
<td>Albright Court, 3rd Floor South</td>
<td>Could not determine cause</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>April 28, 2012</td>
<td>1:00 PM</td>
<td>Albright Court, 4th Floor North</td>
<td>Unknown (cause or alarm could not be found)</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**2012 FIRE ALARM REPORT**

RFD = Reading Fire Department  
MFD – Muhlenberg Fire Department

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Cause</th>
<th>RFD</th>
<th>MFD</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 19, 2012</td>
<td>6:00 AM</td>
<td>Science Hall - basement ladies room</td>
<td>No cause found</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>May 19, 2012</td>
<td>3:22 PM</td>
<td>Albright Court, 4th Floor kitchen</td>
<td>Student cooking activated smoke detector</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>June 13, 2012</td>
<td>5:30 PM</td>
<td>Main Chapel, 1st Floor North</td>
<td>Intentionally pulled fire alarm</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>July 3, 2012</td>
<td>9:03 AM</td>
<td>Woods I-3</td>
<td>Carpet installers activated alarm</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>July 11, 2012</td>
<td>1:49 PM</td>
<td>Woods G</td>
<td>Intentionally pulled fire alarm (refer to ASO-118-2012)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>July 19, 2012</td>
<td>2:09 PM</td>
<td>Teel Hall Basement</td>
<td>Faulty detector</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>July 25, 2012</td>
<td>9:17 PM</td>
<td>Mohn Hall, Room 107</td>
<td>Smoking cigarette in room (refer to ASO-122-2012)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>July 26, 2012</td>
<td>6:48 PM</td>
<td>North Hall - Pod F</td>
<td>Low pressure caused sprinkler system pump to activate alarm</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>August 4, 2012</td>
<td>7:57 AM</td>
<td>North Hall - Pod F</td>
<td>Steam from custodians cleaning activated detector</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>August 13, 2012</td>
<td>7:17 AM</td>
<td>Krause Hall Lounge</td>
<td>Faulty detector head activated alarm</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>August 15, 2012</td>
<td>1:14 AM</td>
<td>Walton Hall</td>
<td>Caused by power failure (storm)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>August 15, 2012</td>
<td>1:14 AM</td>
<td>North Hall</td>
<td>Caused by power failure (storm)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Location</td>
<td>Cause</td>
<td>RFD</td>
<td>MFD</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------</td>
<td>-----------------------------------</td>
<td>------------------------------------------------------------</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>September 5, 2012</td>
<td>8:14 PM</td>
<td>North Hall, F-3</td>
<td>Steam from shower activated alarm</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>September 8, 2012</td>
<td>1:30 AM</td>
<td>Albright Court, 3rd Floor hallway pull station</td>
<td>Intentionally activated for no reason (refer to ASO-144-2012)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>September 16, 2012</td>
<td>9:00 AM</td>
<td>Albright Court, 3rd Floor, Room 335</td>
<td>Unknown</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>October 8, 2012</td>
<td>12:50 PM</td>
<td>Science Hall Penthouse</td>
<td>Mechanical failure in air handler room #2</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>October 16, 2012</td>
<td>10:04 AM</td>
<td>North Hall - E Pod</td>
<td>Low water pressure in sprinkler system</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>October 21, 2012</td>
<td>7:47 PM</td>
<td>Crowell Hall Lounge</td>
<td>Smoke caused by cooking activated alarm</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>October 22, 2012</td>
<td>8:26 AM</td>
<td>Albright Court, Room 221</td>
<td>Suspect hair spray activated heat/smoke detector</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>October 31, 2012</td>
<td>9:08 AM</td>
<td>Woods I, Unit 1</td>
<td>Steam from shower activated alarm</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>October 31, 2012</td>
<td>2:38 PM</td>
<td>Stadium clothing storage room</td>
<td>Steam from shower activated alarm</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>November 2, 2012</td>
<td>2:57 PM</td>
<td>North Hall - E-300</td>
<td>Low pressure in area caused alarm for sprinkler system to activate</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>November 4, 2012</td>
<td>2:00 PM</td>
<td>Woods - A-1</td>
<td>Student placed pizza in cardboard box in oven</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>November 7, 2012</td>
<td>5:57 PM</td>
<td>Woods - I-2</td>
<td>Smoke caused by meat cooking on range activated alarm</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>November 20, 2012</td>
<td>5:58 PM</td>
<td>Woods - I-3</td>
<td>Heating unit malfunction</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>November 28, 2012</td>
<td>2:01 PM</td>
<td>North A - Suite 106</td>
<td>Smoking in room activated alarm</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>December 2, 2012</td>
<td>3:44 AM</td>
<td>Selwyn Hall basement hallway (north side)</td>
<td>Unknown actor intentionally activated fire extinguisher</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>December 7, 2012</td>
<td>7:12 PM</td>
<td>Woods J, Unit 2</td>
<td>Tupperware lid on</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Date and Time</td>
<td>Location</td>
<td>Alarm Type</td>
<td>Result</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------</td>
<td>-----------------------------------------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 10, 2012</td>
<td>Albright Court, Room 407</td>
<td>Smoke detector activated - unknown cause</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:04 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 10, 2012</td>
<td>Woods B (upper level)</td>
<td>Smoke from cooking activated alarm</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:21 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 13, 2012</td>
<td>North Hall - E Pod basement</td>
<td>Electrical surge caused sprinkler alarm to activate</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:36 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 20, 2012</td>
<td>Selwyn Hall first floor</td>
<td>Dust from construction activated alarm</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:18 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 20, 2012</td>
<td>Selwyn Hall first floor</td>
<td>Alarm activated when system was reset; possibly dust still in alarm from previous alarm</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 30, 2012</td>
<td>North Hall - E Pod basement</td>
<td>Electrical surge caused sprinkler alarm to activate</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:06 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>