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LETTER FROM THE PRESIDENT

Saint Francis University's 600-acre campus sits atop a gorgeous mountaintop in Loretto, PA. (near Pittsburgh). We're one of the oldest Catholic universities in the country, and the oldest dedicated to Franciscan values. Our University is an inclusive learning community that welcomes all people. We are each unique, yet we share a common bond: a desire to be a better person tomorrow than we are today. Our University is ranked among the very best according to U.S. News and World Report. We provide more than 50 academic programs of study that fuel your mind and feed your soul. Saint Francis of Assisi, through his Catholic Franciscan mission, left us and abundance of clues for living a meaningful life. Through his Faith and Franciscanism, he pointed the way in arts, business, healthcare, and the environment. We are home to one of the smallest NCAA Division-I programs in the nation and recognized for academic excellence and sportsmanship! Go Red Flash!

The safety and security of every member of our SFU community is most important. The success of our faculty, staff and students relies on the continuous safety efforts by all. The University Police Department is staffed by a highly-trained force that numbers 9 sworn officers and leads our campus safety effort. SFU's innovative approach to campus safety includes the immersion of sworn officers in the living and learning spaces of our campus as mentors and problem-solvers. We also work closely with local law enforcement agencies to jointly police neighbors adjacent to our campus where many upper class students live. On and off campus, we have 24-hour police protection; an escort service for anyone who does not wish to walk alone; student police dispatchers; a safety committee made up of faculty and staff; as well as a state of the art mass notification system (RAVE) for distribution of emails and text messaging in case of an emergency. We are very fortunate that our Police, Residence Life and Student Development Departments work hand in hand to provide the upmost protection to all that call our campus...home. While SFU takes extraordinary steps to help create a campus culture built around safety, caring and cooperation, we cannot lose sight of the simple fact that no community is immune or completely safe from predators. We encourage you to use the information contained within this report to promote your own awareness and to continue to make the SFU community a place where education and Franciscan values flourish in a caring living and learning environment.

Fr. Malachi Van Tassell, T.O.R, Ph.D.
President, Saint Francis University

PREPARATION OF THE ANNUAL SECURITY AND FIRE SAFETY REPORT

Saint Francis University Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as well as the Pennsylvania Crime Reporting Act. This report includes statistics from the previous three years concerning reported crimes that occurred on campus, in specific off-campus buildings or property owned, leased or controlled by the University, and on public property adjacent to the University. The University uses material, which has been gathered from information provided by numerous departments including University Police, Campus Security Authorities, Office of Residence Life, Student Conduct and Study Abroad; along with information provided by the Loretto Borough Police Department and the Pennsylvania State Police. Each of the departments were asked to provide updated policy information and crime data. The Annual Security and Fire Safety Report also includes institutional policies regarding campus safety, such as policies concerning sexual assault and harassment, stalking, domestic and dating violence, alcohol, and other drugs for both University campuses (Loretto, PA and Ambialet, France).

Saint Francis University makes their Annual Security and Fire Safety Report available to every member of the University community by October 1st of each year and explains the process on how to access the report. The Annual Security and Fire Safety Report is available at the University Police Department or online at francis.edu/Campus-Safety-and-Health.

The following report has been provided as an overview of security, facts and information that will be helpful to you. Everyone on campus should be safety conscious and follow all safety and security procedures. If you have any questions or need additional information you may contact any departments mentioned in this report.
SAINT FRANCIS UNIVERSITY POLICE

As the department with the primary responsibility for the safety and security of the University, the Saint Francis University Police Department is committed to maintaining the needs of all University Faculty, Staff, Students and Visitors. You can reach the University Police Department at 3360 from a campus phone or 814-472-3360 from a non-campus phone.

SAFETY BY THE NUMBERS

FACTS ABOUT THE SAINT FRANCIS UNIVERSITY POLICE DEPARTMENT:

- 8 Full Time Police Officers
- 1 Part Time Police Officer
- 1 Dispatcher/Administrative Assistant
- Calls are answered 24 hours a day, 7 days a week, and 365 days a year.
- There are always at least 2 officers on duty each shift, which can be found in marked patrol cars, on foot or bicycle.

Every Saint Francis University Police Officer must have obtained their Municipal Police Officer certification prior to being hired, which entail's more than 800 hours of initial training, as well as attending all required in-service training. The University Police Officers also maintain yearly qualifications in Firearms, Taser and O.C Pepper Spray, along with bi-annual certifications in CPR and First Aid.

DID YOU KNOW?

- With their widespread coverage University Police are able to respond to almost all calls within minutes after receiving the call.
- All Saint Francis University Police Officers are certified by Pennsylvania’s Municipal Police Education and Training Commission, receiving the same education, training and certifications as all city or municipal police officers in the commonwealth.
- In order to heighten the security of the University, the University uses video surveillance cameras in some public areas on and around University property.
- Saint Francis University uses the RAVE Alert system for emergency notifications on campus. Along with the RAVE Alert system, the University also uses the RAVE Guardian app for an added piece of security on campus.
- Upon request the University Police Department will provide an escort service for all Faculty, Staff and Students who may be injured or do not feel safe walking on campus after hours.
- Upon request Saint Francis University Police Officers will conduct and or take part in security surveys and crime prevention programs on campus.

For more information on anything listed above, please contact the Saint Francis Police Department at 814-472-3360

ADDITIONAL INFORMATION!

Phone boxes are located outside of most Resident Halls, JFK Center, Padua Hall and University Police. These phones will connect you directly to the University Police Department.
UNIVERSITY POLICE AUTHORITY

Saint Francis University Police Officers carry firearms and have full law enforcement authority, including the authority to make arrests, which has been granted by Pennsylvania Act 501, which provides arrest and enforcement powers to private police within the state. University Police jurisdiction includes all property owned or controlled by the University, as well as streets adjacent to and running through campus. The Saint Francis University Police Department is made up of 9 officers, all of which are affirmed officers within the state of Pennsylvania.

Saint Francis University strives to provide a professional Police Department, who serve its campus community. The University Police Department is committed to the highest quality of protective services in order to maintain and improve our unique educational environment and quality of life. Our goal is to continue to provide professional response to all calls received from the campus community.

Through coordination with local law enforcement agencies any criminal activity engaged in by students at off-campus locations, is monitored and recorded. This information is provided to the Police Captain for any action or follow-up that may be required.

All criminal charges filed by the Saint Francis University Police Department are heard in District Court 47-3-03, by the Honorable John Prebish. Failure to appear before the court on any outstanding charges, will result in the court issuing an arrest warrant.

Officers are responsible for observing, reporting and taking appropriate actions in all instances of criminal and suspicious activities. They are also responsible for detecting and reporting fire and safety hazards, as well as implementing evacuation procedures. For emergency services, the University Police Department can be reached at 3360 on campus or 814-472-3360 non-campus and through 911.

WORKING RELATIONSHIP WITH LORETTO BOROUGH AND THE PENNSYLVANIA STATE POLICE

The Saint Francis University Police Department works closely with both the Loretto Borough Police and the Pennsylvania State Police, through constant contact and memorandum of understandings that have been set in place. The University Police Department has direct contact with the Loretto Police, fire, and emergency medical personnel.

ENVIRONMENTAL HEALTH AND SAFETY

The Department of Environmental Health and Safety (EH&S) provides both guidance and direction to students, faculty and staff members at the University. The Environmental Health and Safety Department also helps to identify hazards and risks throughout the University and then recommends the appropriate actions needed in order to ensure safe conditions, along with making sure all assets of the University are checked and maintained to meet compliance.

THE PHYSICAL PLANT

The Physical Plant maintains all buildings and grounds owned by Saint Francis University. They are also responsible for maintaining all exterior lighting around buildings and campus grounds. The University Grounds crews maintain all lawns, trees, shrubs and landscaping needs of the University. They work alongside University Police and the Saint Francis University Safety Committee in order to distinguish the areas around campus where safety concerns exist. The Physical Plant, along with University Police and student representatives conduct a yearly lighting survey on campus in order to maintain a well-lit campus.
HOW TO REPORT CRIME AND EMERGENCIES

WHO MAY CALL UNIVERSITY POLICE?

Saint Francis University encourages all students, faculty, staff and visitors, along with anyone acting on the behalf of a victim who is unable to make the report to promptly contact the University Police Department or another appropriate police agency, if off campus to report a crime or safety concern. During the freshman orientation program, numerous sessions are conducted for the incoming students and their parents, at which time they are advised to report all information regarding any incident or safety concern to the Saint Francis University Police Department.

WHEN SHOULD YOU CONTACT UNIVERSITY POLICE?

- If you are the victim of a crime
- If you observe a crime being committed or have information on a crime
- If you or someone you know are injured or seriously ill
- If you see a suspicious person or vehicle in a residence hall, parking lot or another location on campus
- To address a safety concern (campus lighting, propped residence hall doors, use of candles, etc.)
- To report the use, sale, possession of illegal drugs (including alcohol)
- To report the possession of any type of firearm or weapon

REPORTING TO THE SAINT FRANCIS POLICE DEPARTMENT

You can report criminal activity or other emergencies to the Saint Francis Police by calling 3360 from a campus phone or 814-472-3360 form a non-campus phone.

Crimes may also be reported by:

- Using one of the emergency phones located outside of (Saint Joan, Saint Agnes, Saint Elizabeth, Saint Clare, Saint Louis, Amici, Giles, Ave Maria and Christian Halls, the JFK Center and University Police). These phones ring directly to University Police.
- Utilizing the RAVE Guardian App, which allows students to contact University Police, contact 911 or send a tip to University Police all from app itself.
- Visiting the University Police Department, located at the far end of the JFK parking lot in the Small Business Development Center 2299 Manor Drive.
- Contacting Residence Life or your Resident Assistant, who will then contact University Police.

Incidents involving sexual harassment, sexual violence, stalking, and or dating and domestic violence may also be reported to the Title IX Coordinator at 3261 from campus or 814-472-3261 form a non-campus phone.

REPORTING TO OTHER CAMPUS SECURITIES AUTHORITIES

Although the university prefers that all crimes and other emergencies be reported to the Saint Francis University Police Department at 814-472-3360, however we do know some may prefer to report to other individuals or University departments. The federal Jeanne Clery Act recognizes certain University officials as Campus Security Authorities (CSA). The act defines these individuals as 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”. Along with the Saint Francis University Police, persons within the University who are designated as CSA’s include residence life staff members, faculty advisors to student groups, athletic coaches and the student conduct officer.

Q How do I report suspected child abuse or sexual misconduct with a child at the University?

A University employees who, in the scope of their employment responsibilities, examine, attend, counsel, or treat a child are obligated to report suspected physical or sexual abuse of a child. This includes most employees, including, but not limited to, faculty, coaches, student employees, administrators and staff. Such University employees, regardless of statutorily-protected or designated confidentiality, must report to both the PA ChildLine & Abuse registry at 1-800-932-0313, along with the University Police 814-472-3360 within 24 hours of receiving the report of alleged child abuse. More information on reporting child abuse is available online at keepkidssafe.pa.org

Q What should I do if I am a victim of hazing?

A Hazing is strictly prohibited by the University and Pennsylvania state law (see the hazing policy located on page 23 of this document) who feel they have been victims of hazing should contact the Saint Francis University Police at (3360 or 814-472-3360) or the Office of Student Conduct at (3002 of 814-472-3002)

Q Can I carry a gun on campus, for self-protection if I have a permit?

A No. The carrying or possession of any firearm and/or other weapons on campus by anyone other than authorized law enforcement officers is absolutely prohibited.

Q How do I report suspected child abuse or sexual misconduct with a child at the University?
HOW TO REPORT CRIME AND EMERGENCIES continued...

CONFIDENTIAL REPORTING

Q Can my report be confidential?

A The Saint Francis University Police can file a report on the details of an incident without revealing your identity. The purpose of a confidential report is to maintain anonymity; yet it allows the University Police to take the steps necessary to ensure your future safety and that of others.

UNIVERSITY PERSONNEL AND LOCATIONS WHERE ONE CAN REPORT CRIME

SAINT FRANCIS POLICE DEPARTMENT
Small Business Development Center
2299 Manor Drive
814-472-3360

OFFICE OF RESIDENCE LIFE
227 Padua Hall
110 Franciscan Way
814-472-3029

OFFICE OF STUDENT DEVELOPMENT
232 Padua Hall
110 Franciscan Way
814-472-3002

UNIVERSITY COUNSELING CENTER
120 Saint Francis Hall
132 Franciscan Way
814-472-3211

TIMELY WARNING REPORTS

TIMELY WARNING-CRIME ALERTS

In the event a situation arises at Saint Francis University and it constitutes an ongoing and continuing threat, the police captain in consultation university administration, will be responsible for:

- Determining if a crime report is needed
- Preparing the content of the crime report
- Issuing Crime Alerts as promptly as reasonability possible to aid in the prevention of related events.

DETERMINATION

A crime alert will be issued when a serious, unresolved crime is committed on or adjacent to the university and the crime creates a serious or continuing threat to campus safety. Crime alerts will not be issued if, in the judgement of university administration and the police captain, that the crime is not considered to create a threat to the campus community.

The University Police Department encourages all licensed mental health professionals and pastoral counselors to refer persons they are counseling to report crimes in a voluntary, confidential basis by contacting the University Police Department at 3360 or 814-472-3360, if and when they deem appropriate.

CONTENT

Crime reports will describe the alleged actor(s), the nature of the crime, date, time, location of the crime, and the type of safety measures that individuals should take in order to prevent similar occurrences. Crime Alerts will not contain any identifying information about the victim(s).

DISTRIBUTION

Crime Alerts will be issued by the University Police Department through the university’s RAVE Alert mass notification system to students, faculty and staff. The chapel bell, assigned floor guardians and mass emails may also be used to notify of an immediate threat to campus.

Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the Saint Francis Police Department may post a notice to provide the university community with more immediate notification on the University’s website at: [www.my.francis.edu](http://www.my.francis.edu). In such instances, a copy of the notice will be posted in each residence hall, at the entrance to all academic buildings, the dining hall, student center, along with numerous other high traffic areas on campus.

The location of the Saint Francis University Police Department and contact numbers will be included on the notice to facilitate timely communication with the investigating officers.
EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES

TRAINING AND TESTING PROCEDURES

Saint Francis University is proactive in planning and preparing for emergency situations that may arise on university property and have developed Emergency Management Guidelines to provide the basic framework for those responding to an emergency situation at the University.

The Saint Francis University Police Officers have received training in incident command through the National Incident Management Systems (NIMS) and practice in Active Threat exercises annually through tabletop and function exercises. These exercises are designed to prepare university personnel to respond to various emergencies that may occur on campus, recover from emergencies as quickly as possible, and provide the appropriate support to students, faculty, staff and university operations. Along with the above annual training sessions the University police department offers educational programs on active threat situations, along with other safety issues to students, faculty and staff upon request.

Each year, the University’s Emergency Notification System is tested (see details below); this testing procedure is unannounced and an evaluation and documentation of the test is maintained at the University Police Department for anyone wishing to see it. Evacuation and or shelter-in-place exercises are conducted in residential buildings at least twice during each school year. Evacuation exercises are used to educate and train the students living in residential buildings the procedures specific to their building. During these exercises, building occupants will practice the emergency procedures, allowing them to familiarize themselves with the locations of all exits and the sound of the alarm system.

The Saint Francis University Police Department conducts a variety of testing activities throughout the year. For information regarding the testing schedule, please contact the Police Captain at 814-472-3360.

EMERGENCY NOTIFICATION

Upon learning of a significant emergency or dangerous situation involving the immediate threat to the health and safety of students, faculty and staff occurring on campus, the University’s RAVE Alert Notification System will be activated unless activation will, in the professional judgment of responsible parties could compromise the efforts to assist victims, or to contain, respond to or otherwise relieve the emergency, Saint Francis University may wish to delay issuing the emergency notification. Once the condition that may have compromised efforts is no longer present, Saint Francis University will issue the emergency notification.

The Saint Francis University Police will confirm the emergency situation and immediately contact the Police Captain and all other responsible administration. They will then determine the content of the notification and initiate text and email alerts to all RAVE Alert subscribers, which will include the type of emergency, locations and instructions.

The RAVE Alert mass notification is tested once each year, in order to ensure proper operation.

Those wishing to sign up for the RAVE Alert mass notification system may do so by logging on to my.francis.edu and following the directions under the “GET RAVE” tab.

The RAVE Alert system is a just one piece of a layered approach to notification at the Saint Francis University. Other notification methods such as officer presence, website alerts, social media and local television and radio broadcast may be used as an alternative depending on the circumstances.

EMERGENCY EVACUATION

In the event of a fire or another emergency on campus requiring building evacuations, building occupants should do the following:

- Activate the closest fire alarm pull station. Only use a fire extinguisher if the fire is small and you have been trained in proper use
- Notify anyone in the immediate area of the danger
- Close your room door in order help contain the smoke or fire
- Evacuate the building according to the buildings evacuation plan through the designated stairwells and exterior exit doors. DO NOT USE ELEVATORS
- Once outside the building proceed to the designated assembly area designated by emergency officials. At no time should you re-enter the building until the “all clear” command is given.
- Call 911 and The Saint Francis Police 814-472-3360 from a safe area in order to provide additional information regarding the situation.

The above listed steps apply to all Saint Francis University buildings, including residence halls.
SECURITY AND BUILDING ACCESS

Saint Francis University has installed and maintains all exterior lighting on campus grounds and around all buildings. While still maintaining a scenic campus setting, the university grounds crews keep all trees and shrubs trimmed to reduce safety concerns. Along with keeping the grounds pristine, the University Physical Plant also conducts an annual lighting survey on campus. This survey consists of all exterior lighting around buildings, walkways, streets, and parking lots.

During the week there are numerous Saint Francis employees who work at addressing health, safety, and maintenance issues on campus. They work alongside the University Police Department and Physical Plant to correct the issues in a timely manner.

As part of their duties, Residence Life staff members conduct health and safety inspections of their assigned residence hall. They have access to an online work-order system in order to get their concerns to the physical plant. The residence life staff also works closely with University Police in situations that constitute emergency maintenance or housekeeping issues as part of a 24-hour call out program.

UNIVERSITY BUILDINGS AND PROGRAMS

With the exception of residence halls, Saint Francis University is open to the public during the day and evening while in session. On the days the University is officially closed, all buildings will be locked, and only those with granted access will be allowed in any university building. Students requiring housing over the break period may make their request through the Residence Life Office 814-472-3029.

Some Saint Francis sponsored programs are open to the general public, while others are reserved to students with a valid Saint Francis ID. Some events may require additional security personnel to help with staffing during the event, such as football games.

LIVING AT SAINT FRANCIS UNIVERSITY

Saint Francis University Police Department, and the Office of Residence Life, work in corporation with each other in order to provide resident students with a safe and secure environment. It is important that students, faculty, and staff members work together in order to enhance the quality of life, along with safety in the residence halls and off campus properties.

To house undergraduate students during the academic year, Saint Francis University maintains some 1,280 residential beds in 10 residence halls and 11 apartment style structures. They include singles, doubles, triples, suites, houses, and apartments.

All of the 10 residence halls on campus and one off campus housing unit, along with two academic buildings are controlled by a card access system, which are all control by the Saint Francis Police Department and Information Technology Department. All residence hall entrance doors, along with numerous areas on and off campus are monitored by video surveillance, which is overseen and controlled by the University Police Department.

As part of their daily routine University Police officers are in all residence halls throughout their assigned shifts, in order to give an added sense of security to those residing in University housing.
RESIDENCE HALL SECURITY

When resident students arrive on campus, for the first time or returning, they are provided with information regarding campus safety and residence hall security, such as:

- Who to call if there is an emergency
- What procedures to follow in the event of a fire
- Who to contact if they become locked out of their room or residence hall
- How to mark and keep valuables safe
- Visitation, alcohol and drug policies
- General campus safety, along with numerous other topics

During the mandatory first hall meeting of the semester, conducted by the Resident Assistant, students are able to become familiar with their surroundings inside the residence hall and the unique security features allowing them to help make Saint Francis University a safe and secure environment for all.

All exterior entrance doors into the residence halls are controlled by card access reader’s 24-hours a day, seven days a week. Should you find a door into one of the residence halls not operating or securing properly, notify the Saint Francis University Police Department at 814-472-3360 from a non-campus phone, or by picking up the phone located in the call box outside of each residence hall. You may also notify your buildings resident assistant who will notify the proper authorities. Along with the card readers, all exterior doors of all on campus residence halls are monitored by video surveillance 24-hours a day, 7 days a week for added security for those students living in a University residence hall.

RESIDENCE LIFE STAFF

The Residence Life Staff is made up of the following:

- Thirty-seven Residence Assistants (RA’s)
- Three Residence Life Coordinators (RLC’s)
- One Graduate Assistant (GA)

All residence life staff undergo extensive training sessions throughout the academic year. These trainings include how to handle various emergency situations, de-escalation techniques, alcohol and drug, fire extinguisher, Campus Security Authority, medical, evacuation, etc. The Residence Life staff is available 24-hours a day, seven days a week in the residence halls. Residence Life Coordinators (RLC’s) along with completing nightly rounds also maintain scheduled day and evening office hours. Both the Resident Assistant and Residence Life Coordinator are on duty every night, including weekends and holidays during the academic semester. This allows them to assist the residence in any manner. The residence life duty schedule is posted in the residence hall they oversee.

SECURITY FEATURES FOR STUDENT ROOMS

Every room located inside the residential facilities has its own room key, which are coded with a core number, instead of a key code so if lost no one knows what room the key belongs to. The University advises to not attach room keys to your student ID card, due to if lost it would allow someone into your residence hall and your room.

All exterior doors are secured and controlled by electronic locks, accessible only by student ID cards. Each ID card is encoded specifically for that students building and will not work to gain access into any other residence hall on campus.

All residence halls have an emergency call box located outside each hall. Should you find yourself locked out of your residence hall or building, you may dial the number on the call box, which will connect you directly to the on duty officer.

RESIDENCE HALL GUEST REGISTRATION PROCEDURES

Q A friend is coming to visit me, how do I sign them in?
A In order to enter a residence hall, the resident student must have their issued Saint Francis ID card. Students must register their guest with Residence Life prior to their arrival, all visitors must be accompanied by the resident while they are in the building.

Q What are the visitation hours, that my guest can visit me?
A Guest of the opposite sex may visit in residence hall rooms and public areas from 10:00a.m to 12:00a.m (midnight) on weekdays. Then on weekends the hours are extended until 2:00a.m on both Saturday and Sunday mornings.

Q Do campus visitors need to register their car, when visiting?
A Yes, all visitors must register their vehicle with University Police. This will help the University Police department locate the owner on campus if there are any issues with their car. There is not charge for a visitor to register their vehicle during their stay.

Q What happens if the person visiting me gets in trouble?
A All residents students are responsible for any policy violations, damages, or property losses attributed to their guest, while they are visiting the University.
CONFERENCE GUESTS AND CAMPS

University guests who are attending a conference or camp on campus, at times may occupy numerous rooms or entire residence halls during these events, which may take place from May until July, or as space permits. These guests may include those attending sports camps, academic camps, University sponsored events, weddings, etc.

HOUSING ASSIGNMENTS AND CHANGE REQUESTS

Unless specified, and approved in writing, the housing and food contract is for both the fall and spring semesters. Any request to break the housing contract mid-year must be received in writing prior to the last day of classes for the Fall Semester.

All traditional resident students are required to participate in a meal plan with a minimum 10 meals a week. Meal plans are also available to non-resident students. All students may sign up for or increase their meal plans at any time during the academic year, by going to the Residence Life Office located in Padua Hall 227. Students can make changes to their meal plan at the beginning of the semester before the add/drop date, that is established by the Registrar’s Office by stopping by the Residence Life Office.

The office of Residence Life is responsible for making all housing assignments and determining the occupancy and capacity of any room or unit. Attempts will be made to honor roommate request, providing both students have notified the Office of Residence Life. Such requests will be honored on a space available basis. Students who have not expressed a roommate preference will be randomly assigned. The University will not discriminate in the basis of race, color, religion or nationality in the assignment of roommates.

Room changes will not be accommodated until after the first day of classes in any semester. Until that time, all students must remain in their official room assignments. Open room changes will be permitted for a one week period and will be determined by housing administration. If a student changes room assignment without written approval, he/she will be in violation of their housing contract and will be subject to a $25.00 fine. In order to accommodate all students applying for housing, it may be necessary to assign students to temporary housing.

Upperclassmen take part in a room draw process each Spring Semester to determine their living assignments and roommates for the following year.

If roommates are having issues with sharing a room, they should first try and resolve the issue amongst themselves. If it does not work, they will need to speak with one of the Resident Assistant’s in their assigned hall, in order to establish guidelines to make the living assignment work. If the steps set in the roommate mediation are unsuccessful, the student will have the right to meet with a Residence Life Coordinator to determine if a room change is necessary.

POLICY FOR NOTIFICATION OF MISSING STUDENT

Members of the Saint Francis University community upon learning of a missing student should immediately report it to the Saint Francis University Police Department at 814-472-3360. Once a missing person’s report is filed with the university police, they will carefully investigate and record all factual information surrounding the disappearance. Special care will be applied for instances involving individuals who may be mentally or physically impaired, or others who are not able to care for themselves.

All students living in on-campus housing can confidentially identify and register one or more individuals to be contacted if the student is determined to be missing. The contact person may be anyone, including, but not limited to, the person the student has otherwise identified as an emergency contact. Students will have the opportunity to register a confidential missing student emergency contact to be notified in the event they are missing, with the University Police Department located in the Small Business Development Center at 2299 Manor Drive. Registration is voluntary, but is strongly encouraged. The information provided to the University Police is confidential and will only be used by University officials and the Saint Francis University Police Department in an emergency situation. In order to further the missing person’s investigation the provided information will be disclosed to the appropriate local law enforcement personnel.

The missing student emergency contact information can be added or updated at any time, while enrolled as a student at Saint Francis University, by contacting the University Police Department and requesting the change.

If the Saint Francis University Police Department determines after the initial investigation that a student is missing the university will notify the student’s emergency contact person no later than 24 hours after the student is determined to be missing. If the missing student is under 18 and is not an emancipated individual, the university will notify the custodial parent or guardian within 24 hours of the determination being made that the student is missing, in addition to notifying the missing student emergency contact person that was designated by the student.

Along with following the set University policy, the University Police will also notify the appropriate local law enforcement agency with 24-hours of the determination that the student is missing.
HOUSING DURING HOLIDAYS AND BREAKS
All Saint Francis University residence halls will be closed during Thanksgiving break, Christmas break, Winter break, Spring break and Easter break. When the halls are closed, students must vacate their rooms and card access to the buildings is disabled during this time. Details of closing times and policies are posted in the halls prior to these breaks.

When the halls close for breaks, a University staff member checks every room to be sure all break procedures are followed. Examples of these procedures would be unplugging certain electrically powered items, turning off lights, and locking windows. Any policy violations will be reported. During this time the Saint Francis University Police Department will continue to patrol campus and all residential housing units. As an added precaution all students should remove anything of value from their room to take home or store out of sight in their room.

UNIVERSITY-OWNED AND CONTROLLED APARTMENT HOUSING
Saint Francis University owns and or controls seventeen apartments or house style structures, which are located in Loretto Borough. The University refers to this program as the Housing Apartment Transition Program (HATP).

This program is designed to give upper-class students independent living with University support. HATP residents live not only amongst fellow students, but also members of the Loretto community and as such are expected to hold themselves and fellow HATP residents to the highest of standards. Students in this program represent the University to the Loretto community and are subject to all University policies and procedures. University Police, Loretto Borough Police and the Pennsylvania State Police patrol all HATP properties and regularly share information as it relates to those properties.

SAFETY WHILE STUDYING ABROAD
The Office for Study Abroad is dedicated to fostering a "culture of study abroad" at Saint Francis University. Our diverse international programs give students an exciting way of completing credits and/or offering service. Study abroad program helps students develop skills and gives them experiences a classroom setting will never provide.

In addition to making friends around the world, study abroad increases students' self-confidence and will have a lasting impact on their world view.

The health and safety of all Saint Francis University students who are studying abroad has always been a primary concern for all those involved with the study abroad program at the University. For those students who choose to study aboard, whether it be for a semester or a week are held to the same policies and procedures set forth by the University as the traditional University student.
CRIME PREVENTION AND SAFETY PROGRAMS

POLICE AND RESIDENCE LIFE PROGRAMING

Saint Francis University offers numerous programs in conjunction with the Police Department and the Office of Residence Life. They work tirelessly together to teach all students and employees tips on how to be aware of their surroundings, in order to increase their knowledge on their safety and security of other University members.

Some programs are included below:

- University Police officer engraving of personal items of value (bikes, gaming systems, televisions, headphone, etc.)
- University Police, along with the Office of Residence Life present several active threat response training to all facility, staff and students. This training is directly related to the U.S. Department of Homeland Security’s “Run, Fight, Hide” techniques which offers tips to those taking part in the training on how to survive an active shooter/workplace violence incident.
- Adding to the active shooter training the University Police Department again follows the U.S. Department of Homeland Security’s bomb threat check list in order to train to Residence Life staff, faculty and staff members on how to stay claim and gather the important information if they would receive a call for a bomb threat to campus. Along with what to do if they discover a suspicious package on or around campus.
- The University Police Department will also conduct hall programs in the residential building and HATP at the request of the Resident Assistant. Including winter safety tips, basic vehicle safety tips, theft prevention, alcohol and drugs

ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS

The Saint Francis University Department of Environmental Health and Safety (EH&S) provides guidance and direction to all University students, faculty, and staff member. EH&S works to identify all hazards and risks, then makes recommendations for the appropriate actions to be taken to ensure safe conditions, and assists the University in maintaining regulatory compliance. The department provides numerous trainings to University students, faculty and staff members on various topics:

- Fire safety
- Occupational Health
- Environmental Health

They also work closely with the Saint Francis University Police Department in the development of University’s Emergency Management Plan.

SAINT FRANCIS UNIVERSITY SHUTTLE

Saint Francis University through the John F. Kennedy Student Center provides a shuttle service to all University students needing assistance around campus. Along with the campus shuttle they also have numerous trips to local shopping attractions throughout the week.

If the JFK shuttle is not in service or if it is after hours, contact the University Police Department at 814-472-3360. Escort services are available to any student who does not wish to walk alone, especially after dark. These services can be arranged by calling University Police.

HOW TO REPORT A MAINTENANCE ISSUE ON CAMPUS

- During normal business hours you can call the Physical Plant at 814-472-3017 to report your issue.
- After hours, you can contact the Resident Assistant for the appropriate building. They will have the ability to put a maintenance request through, which will describe the issue that needs to be corrected or repaired.
- If it is a safety issue that requires immediate attention contact the University Police Department at 814-472-3360, they have the ability to contact the Physical Plant directly during or after business hours.
- The University Physical Plant has numerous resources available to fix the issue in a timely manner (Electricians, Plumbers, HVAC, Trades, Lock Smiths and Custodial)

COMMON STUDENT MAINTENANCE REQUEST

- No power in my room
- Window will not close or lock
- Key broke off in my door
- My key is not working
- The outside door will not close or lock
- The toilet will not stop running
- The toilet will not flush
- There is water leaking from the ceiling in my room
- The heat is not turning on in my room
- The card readers are flashing
OBTAINING CRIME AND SAFETY INFORMATION

In accordance with the Pennsylvania Uniform Crime Reporting Act and the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Reporting Act, all Saint Francis University students and employees receive updated security information annually. The University also makes all information concerning campus crime and security available in multiple ways, which include the following:

- All students prior to registering for class must read and agree to the Student Handbook, which outlines University policies and student conduct, sanctions, health and safety issues.
- All incoming freshman and family members who attend the University’s SOAR program are advised of University policy’s and procedures on crime and safety as they partake in multiple events throughout the day.

The University holds numerous crime prevention programs and seminars throughout the year. These events are sponsored by the Saint Francis University Police Department, Office of Residence Life, Office of Student Conduct, University Counseling Center, Athletics and numerous other departments on campus.

HOW TO ACCESS THE CAMPUS CRIME REPORT

The Saint Francis University Police Department prepares a daily crime log of all reported incidents. The log contains information pertaining to the nature, date, time and general location of the crime and the disposition, if known. This information is available in person at the University Police Department located in the Small Business Administration Building 2299 Manor Drive.

Q Where can I find the Crime Report?
A The daily crime log is available for review at the Saint Francis University Police Department, during normal business hours (Monday—Friday 8:00 AM to 4:00 PM). If you wish to view the daily crime log and cannot make it in during those hours, notify the University Police Department at 814-472-3360 to make arrangements to come in during off hours.

Q What other crime reports are available?
A All crimes reported the Saint Francis University Police Department are submitted on a monthly basis to the Pennsylvania State Police for inclusion in the Uniform Crime Report (UCR). The Saint Francis Police Department also submits an annual report to the U.S. Department of Education; statistics are gathered from the following sources:

- The Saint Francis University Police Department
- The Loretto Borough Police Department
- The Pennsylvania State Police
- Other law enforcement agencies that have jurisdiction of areas where the University uses or has control over a given area.
- Office of Student Conduct
- The Department of Study Abroad
KNOW YOUR UNIVERSITY COMMUNITY

RATES ARE COMPUTED AS CRIMES PER 1,000 PERSONS

<table>
<thead>
<tr>
<th>Year</th>
<th>Faculty</th>
<th>Staff</th>
<th>Undergrad</th>
<th>Graduate</th>
<th>Total FTE</th>
</tr>
</thead>
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<td>383</td>
<td>1749</td>
<td>676</td>
<td>2934</td>
</tr>
<tr>
<td>2015</td>
<td>134</td>
<td>374</td>
<td>1761</td>
<td>619</td>
<td>2888</td>
</tr>
<tr>
<td>2016</td>
<td>133</td>
<td>377</td>
<td>1704</td>
<td>605</td>
<td>2819</td>
</tr>
</tbody>
</table>

This information is provided as part of Saint Francis University’s continuing commitment to safety and security on campus in compliance with the College and University Security Information Act of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

A log of all reported crime is available for public inspection at the Saint Francis University Police Department, located in the Small Business Development Center 2299 Manor Drive.

Q Do any reports show Saint Francis University Crime Statistics over a longer period of time?
A Yes. In compliance with Chapter 3 of the Pennsylvania Uniform Crime Reporting Act and the Federal Jeanne Clery Act, the Saint Francis University Police Department generates a three-year statistical report, which is included in this report. An email notice of this report and its availability is made known to all current students, staff, and faculty members. While prospective students and employees are made aware of its existence and advised how to obtain a copy or how to view the report online.

MEGAN’S LAW INFORMATION

Under the Federal Campus Sex Crime Prevention Act, any person who is required to register with the commonwealth as sex offender under Pennsylvania’s Megan’s Law must notify the state if they are employed or are enrolled as a student at a college or university. The law also requires institutions of higher education to advise the campus community on how to obtain information on current registered sex offenders and predators residing with the campus community. Information regarding registered sex offenders residing within a 5 mile radius of Saint Francis University may be obtained by visiting the Saint Francis University Police Department or by going to the Pennsylvania Megan’s Law website at pameganslaw.state.pa.us

Q Does Saint Francis University screen prospective employees for a criminal history?
A Yes, all prospective staff and faculty members are asked if they have ever pled to or been convicted of any misdemeanor or felony crimes. All prospective employees are also screened in state and federal criminal records database. Certain positions and departments where they would have direct contact with children consistent with the requirements of Act 153, will require that a criminal background to be completed.

Q Does Saint Francis University screen prospective students for criminal history?
A No, although some school applicants may be required to supply information about their criminal history, it is not required as part of the enrollment process at Saint Francis University. However federal law requires that certain disclosures be made on financial aid forms.
The Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act mandate the manner in which crime statistics are to be collected and the format in which the statistics shall be published. In addition to incidents reported to the Saint Francis University Police Department, statistics include offenses that were reported to the Loretto Borough Police Department, Pennsylvania State Police and other law enforcement authorities which have jurisdiction or areas where the University uses, has control over a given area and Saint Francis officials which have significant responsibility for student and campus activities. Saint Francis has provided statistical information include, but are not limited to, Residence Life Staff, Faculty Advisors to student groups, Dean of Students, Directors of Athletics and team coaches, Coordinator of Greek Affairs, Physicians in the Campus Health Center. University counselors voluntarily provide non-identifying information on crimes reported to them.

Statistics include crimes committed on campus, along with crimes reported on public property areas that are contiguous to campus. In accordance with the Jeanne Clery Act Disclosure Act, crime statistics are shown in the following geographical categories:

- On-campus and within all campus buildings
- On-campus residence halls or other student residential housing
- Non-campus buildings or properties “those properties owned or leased by the institution that are used in direct support of the institution’s educational purposes, are frequently used by students, and that are not within the same reasonably contiguous geographical area of the institution.”
- Public Property “all public property that is within the campus or immediately adjacent to and accessible from the campus.”

DEFINITIONS OF CLERY REPORTABLE CRIMES

**Murder/Non-Negligent Manslaughter:** Defined as the willful killing of one human being by another

**Negligent Manslaughter:** Defined as the killing of another person through gross negligence

**Sexual Assault:** Under the Violence Against Women Act (VAWA), the definition of sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-based Reporting System user manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.” The VAWA definition of sexual assault includes rape, fondling, incest, and statutory rape.

In Pennsylvania, with the exception of rape and involuntary deviate sexual intercourse, a person commits the crime of sexual assault when that person engages in sexual intercourse with a complainant, without their consent.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by sex organ or another person, with the consent of the victim.

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

**Incest:** Sexual intercourse between persons who are related to each other with the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

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

**Aggravated Assault:** Defined as 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.

**Burglary:** Unlawful entry of a structure to commit a felony or a theft

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

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

**Liquor Laws:** The violation of state and or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, or possession or use of alcoholic beverages.

**Drug Abuse Violations:** The violation if laws prohibiting the production, distribution, and or use of certain controlled substances and the equipment or devices utilized in their preparation and or use.

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

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person similarly situated to a spouse of the victim under the domestic or family laws of the Commonwealth of Pennsylvania, or by any other
person against and adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. Pennsylvania does not have a specific statute for domestic violence; those incidents are categorized as simple or aggravated assaults or other applicable offenses.

**Dating Violence:** The VAWA definition of dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Pennsylvania does not have a specific statute for dating violence; those incidents are categorized as simple or aggravated assaults or other applicable offenses.

**Stalking:** The VAWA definition of stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person’s safety or of others, or (b) suffer substantial emotional distress.

For the purpose of this definition, (a) course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property; (b) reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; and (c) substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

In Pennsylvania, a person commits the crime of stalking when the person either: (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicates either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

**Hate Crimes:** Includes all Clery reportable crimes that manifest evidence that the victim was intentionally selected because the perpetrator’s bias against the victim based on one of the categories of prejudice listed below, plus the following crimes:

- **Larceny/Theft:** Includes pick pocketing, purse snatching, shoplifting, theft for a building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
- **Simple Assault:** 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.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism to Property (except Arson):** 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 over it.

**HATE CRIMES: CATEGORIES OF PREJUDICE**

- Disability
- National Origin
- Ethnicity
- Race
- Gender
- Religion
- Gender Identity
- Sexual Orientation

![Hate Crime Symbol]
CRIMES REPORTED TO SAINT FRANCIS UNIVERSITY POLICE / OFFICIALS OR LOCAL POLICE (CHART I)

a. Statistics in these categories show arrest for all liquor, drug, and weapons law violations and include both student and nonstudent arrests. Students arrested for these violations are automatically referred to the Office of Student Conduct.

b. Hate Crime information includes crimes reported to Chart I (except liquor law, drug violations and weapons law) and any crime involving bodily injury, theft, simple assault, intimidation, or vandalism that exhibits evidence that the victim was intentionally selected because of their actual or perceived Race, Religion, Sexual Orientation, Gender, Ethnicity, National Origin, Disability, or Gender Identity. Hate crime information: for the last three reporting years (2014, 2015 and 2016) there was no hate crimes committed at Saint Francis University.

c. A report is considered as unfounded and removed from crime statistics when sworn or commissioned law enforcement officers have fully investigated the crime report and have determined the report to be false or baseless.

DETERMINATION OF REPORTABLE LOCATIONS

While Saint Francis University holds classes in various locations throughout the world, only two of our locations meet all of the reporting requirements set forth in the Campus Safety Act. The only sites that have an organized program of study and administrative personnel on-site are the Loretto, PA and Ambialet, France campuses. All of the policies and expectations of student conduct are followed regardless of which campus location the students are attending, along with enforcing all University policies the same educational programs are available to the students. While we are not required to track and report these numbers, any incident reported to the University from one of below mentioned will be included in this report.

- Campus: With Administration
  - Saint Francis University Loretto, PA
  - Saint Francis University Ambialet, France

- Off Site Locations: No Administration
  - Jamaica, Costa Rica, Bolivia, Peru, Nicaragua, Italy, London, Saint Lucia, South Hills School of Business State College, South Hills School of Business Altoona, and Greater Johnstown Career and Technology Center

NOTES FOR SAINT FRANCIS UNIVERSITY’S UNIFORM CRIME REPORTING ACT (CHART II)

a. Under the Uniform Crime Act (UCR) Part I Crimes guidelines, the crime of Rape includes Rape, Attempted Rape, and Sexual Assault.

b. Under UCR Part II Crime guidelines, Other Assaults include Simple Assaults as well as Harassment incidents involving a threat to assault
# CHART I: CRIMES REPORTED TO THE SAINT FRANCIS UNIVERSITY POLICE / OFFICIALS OR LOCAL LAW ENFORCEMENT (LORETTO CAMPUS)

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>YEAR</th>
<th>ON-CAMPUS</th>
<th>NONCAMPUS BUILDINGS OR PROPERTY</th>
<th>PUBLIC PROPERTY</th>
<th>UNFOUNDED CRIMES*</th>
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</thead>
<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td>2016</td>
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</tr>
<tr>
<td>Negligent Manslaughter</td>
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<td>0</td>
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</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
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<td></td>
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<td>Arrests: Drug Law Violations</td>
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<td>2</td>
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<td>Arrests: Weapons Violations</td>
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</tr>
<tr>
<td>Disciplinary Referrals: Weapons Violations</td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* On-campus residential facilities are a subset of the total on-campus property.
**OFFENSE** | **YEAR** | **TOTAL ON-CAMPUS PROPERTY** | **ON-CAMPUS RESIDENTIAL FACILITIES** | **NONCAMPUS BUILDINGS OR PROPERTY** | **PUBLIC PROPERTY** | **UNFOUNDED CRIMES**
--- | --- | --- | --- | --- | --- | ---
Murder/Non-negligent Manslaughter | 2016 | 0 | 0 | 0 | 0 | 0
 | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
Negligent Manslaughter | 2016 | 0 | 0 | 0 | 0 | 0
 | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
Rape | 2016 | 0 | 0 | 0 | 0 | 0
 | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
Forcible Fondling | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
 | 2016 | 0 | 0 | 0 | 0 | 0
Statutory Rape | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
 | 2016 | 0 | 0 | 0 | 0 | 0
Incest | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
 | 2016 | 0 | 0 | 0 | 0 | 0
Robbery | 2016 | 0 | 0 | 0 | 0 | 0
 | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
Aggravated Assault | 2016 | 0 | 0 | 0 | 0 | 0
 | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
Burglary | 2016 | 0 | 0 | 0 | 0 | 0
 | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
Motor Vehicle Theft | 2016 | 0 | 0 | 0 | 0 | 0
 | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
Arson | 2016 | 0 | 0 | 0 | 0 | 0
 | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
Arrests: Liquor Law Violations** | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
 | 2016 | 0 | 0 | 0 | 0 | 0
Arrests: Drug Law Violations** | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
 | 2016 | 0 | 0 | 0 | 0 | 0
Arrests: Weapons Violations** | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
 | 2016 | 0 | 0 | 0 | 0 | 0
Disciplinary Referrals: Liquor Law Violations | 2016 | 0 | 0 | 0 | 0 | 0
 | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
Disciplinary Referrals: Drug Law Violations | 2016 | 0 | 0 | 0 | 0 | 0
 | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
Disciplinary Referrals: Weapons Violations | 2016 | 0 | 0 | 0 | 0 | 0
 | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0
Hate Crimes** | 2016 | 0 | 0 | 0 | 0 | 0
 | 2015 | 0 | 0 | 0 | 0 | 0
 | 2014 | 0 | 0 | 0 | 0 | 0

Beginning in year 2013, the following crime statistics are required for this report.

**CHART I: CRIMES REPORTED TO SAINT FRANCIS UNIVERSITY POLICE / OFFICIALS OR LOCAL POLICE (AMBIATET, FRANCE CAMPUS)**

* On-campus residential facilities are a subset of total on-campus property
<table>
<thead>
<tr>
<th>CRIME CATEGORIES</th>
<th>Reported Crimes</th>
<th>2016 (FTE=4,015)</th>
<th>2015 (FTE=4,045)</th>
<th>2014 (FTE=4,029)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UCR PART I CRIMES</strong></td>
<td>*Index 100,000</td>
<td>Reported Crimes</td>
<td>*Index 100,000</td>
<td>Reported Crimes</td>
</tr>
<tr>
<td>CRIMINAL HOMICIDE</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Murder and Non-negligent Manslaughter</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Manslaughter by negligence</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>FORCIBLE RAPE</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Rape by Force</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Assault by Rape: Attempts</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>ROBBERY</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Firearm</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Knife or Cutting Instrument</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Dangerous Weapon</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Strong Arm (Hands, Fists, Feet, etc.)</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
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<tr>
<td>ASSAULT - AGGRAVATED</td>
<td>1</td>
<td>35.47</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Firearm</td>
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<tr>
<td>Knife or Cutting Instrument</td>
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<td>0.00</td>
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<tr>
<td>Other Dangerous Weapon</td>
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<td>0.00</td>
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<td>0.00</td>
</tr>
<tr>
<td>Strong Arm (Hands, Fists, Feet, etc.)</td>
<td>1</td>
<td>35.47</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>BURGLARY</td>
<td>0</td>
<td>0.00</td>
<td>3</td>
<td>103.89</td>
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<tr>
<td>Forcible Entry</td>
<td>0</td>
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<td>0</td>
<td>0.00</td>
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<tr>
<td>Unlawful Entry - No Force</td>
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<tr>
<td>Attempted Forcible Entry</td>
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<td>LARCENY - THEFT (EXC. MOTOR VEHICLES)</td>
<td>13</td>
<td>489.63</td>
<td>13</td>
<td>450.14</td>
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<td>MOTOR VEHICLE THEFT</td>
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<tr>
<td>Autos</td>
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<tr>
<td>Trucks and Buses</td>
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<tr>
<td>Other Vehicles</td>
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<td>0.00</td>
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<td>0.00</td>
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<tr>
<td>ARSON</td>
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<tr>
<td>Total Part I Offenses</td>
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<td>489.63</td>
<td>16</td>
<td>534.05</td>
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<tr>
<td><strong>UCR PART II CRIMES</strong></td>
<td>*Index 100,000</td>
<td>Reported Crimes</td>
<td>*Index 100,000</td>
<td>Reported Crimes</td>
</tr>
<tr>
<td>Assault-Non-aggravated</td>
<td>1</td>
<td>35.47</td>
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<td>0.00</td>
</tr>
<tr>
<td>Forgery and Counterfeiting</td>
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<td>Fraud</td>
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<td>Embezzlement</td>
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<td>0</td>
<td>0.00</td>
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<td>Stolen Property, Receiving Possession, etc.</td>
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<td>0.00</td>
<td>0</td>
<td>0.00</td>
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<td>Vandalism</td>
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<td>0.00</td>
<td>9</td>
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<td>Weapons, Carrying, Possession, etc.</td>
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<td>0.00</td>
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<tr>
<td>Prostitution and Commercialized Vice</td>
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<tr>
<td>Sex Offenses (Excluding Prostitution &amp; Rape)</td>
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<td>0.00</td>
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<td>Drug Abuse Violations</td>
<td>5</td>
<td>177.37</td>
<td>5</td>
<td>173.13</td>
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<tr>
<td>S - Opium-Cocaine</td>
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<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>A - Marijuana</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>L - Synthetic</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>E - Other</td>
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<td>0.00</td>
<td>2</td>
<td>69.25</td>
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<tr>
<td>P - Opium-Cocaine</td>
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<td>0.00</td>
<td>0</td>
<td>0.00</td>
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<tr>
<td>O - Marijuana</td>
<td>5</td>
<td>177.37</td>
<td>3</td>
<td>103.89</td>
</tr>
<tr>
<td>S - Synthetic</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>S - Other</td>
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<td>0.00</td>
<td>0</td>
<td>0.00</td>
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<tr>
<td>Gambling</td>
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<td>0.00</td>
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<td>Bookmaking</td>
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<td>0</td>
<td>0.00</td>
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<tr>
<td>Numbers, etc.</td>
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<td>0.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Offenses Against Family &amp; Children</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
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<tr>
<td>Driving Under the Influence</td>
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<td>35.47</td>
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<td>0.00</td>
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<td>Liquor Laws</td>
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<td>674.00</td>
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<td>519.39</td>
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<td>Drunkenness</td>
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<td>0.00</td>
<td>1</td>
<td>34.63</td>
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<td>Disorderly Conduct</td>
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<td>117.37</td>
<td>1</td>
<td>34.63</td>
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<td>All Other Offenses (Ex. Traffic)</td>
<td>20</td>
<td>709.47</td>
<td>3</td>
<td>103.89</td>
</tr>
<tr>
<td>Total Part II Offenses</td>
<td>51</td>
<td>1809.15</td>
<td>34</td>
<td>1177.28</td>
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<tr>
<td>Grand Total All Offenses</td>
<td>65</td>
<td>2305.78</td>
<td>50</td>
<td>1731.30</td>
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</table>
POLICIES ON ALCOHOL AND DRUGS

SAINT FRANCIS UNIVERSITY ALCOHOL POLICY

The following sections describe Saint Francis University’s policy regarding the sale, service, distribution and consumption of alcoholic beverages on or off University property or at University sponsored events in accordance with federal, state and local laws.

Those under the minimum legal drinking age of twenty-one are not permitted to possess or consume alcohol anywhere on University property or at University sponsored events. All Saint Francis University residence halls are substance free, meaning no alcohol is permitted regardless of your age. Students who are over twenty-one and are part of the Housing Apartment Transition Program (HATP) are permitted to possess and consume alcohol in approved University housing units.

Consumption of alcoholic beverages is prohibited for all students regardless of their age in all property owned, leased or subject to the control of the University, or as part of any of its activities, including, but not limited to off-campus activities sponsored by the University or engaged in by any recognized student organization. Students found to be where alcohol is present or being consumed will be in violation of the Saint Francis University alcohol policy. Students over the age of twenty-one who live in HATP units, upon review of their status, may request an exception in accordance to the HATP alcohol policy. The sale or furnishing of alcoholic beverages of any kind, to a person under the age of twenty-one, aside from being a violation of state law is also considered to be a more serious violation of the University’s alcohol policy.

Students who are of the legal drinking age may not share or provide alcohol to any students, employees or guests who are under twenty-one years of age. Drinking games, and simulated drinking games are prohibited on University property.

The University has full discretion in determining what events will permit the possession, consumption, of alcohol by persons of the legal drinking age. For more information see the University’s Social Event Policy.

ENFORCEMENT OF STATE, LOCAL AND FEDERAL LAWS

Saint Francis University enforces all state and local laws regarding the possession, use, transportation, and sale of alcoholic beverages, including those prohibiting underage drinking and local laws prohibiting open container of alcohol in public. The University also enforces all state and federal laws concerning use or possession illegal drugs on University property.

In addition to University imposed sanctions, students and employees are subject to all legal sanctions under federal, state and local law for any offenses involving illegal drugs on University property or at University sponsored activities.

DRUG AND ALCOHOL EDUCATION PROGRAMING

Saint Francis University offers numerous programs throughout the academic year on Drug and Alcohol awareness which are open to all University students.

- **SOAR Presentations**: Every year Saint Francis University presents Summer Orientation sessions with the parents of all incoming freshman students on the significance of alcohol use for University students. There we review University policies on alcohol use and talk about shared local resources both on and off campus. Parents are encouraged and given tips on how to initiate a dialog with their student about alcohol and drug use.

- **What is the True Cost of Underage Drinking**: The true cost of underage drinking is much more than purchasing the alcohol, dealing with the hangover or paying for the damages you may have done. Hear straight from District Judge John Prebish Jr.; Liquor Control Enforcement representative; Associate Dean of Students, Ms. Lynne Banks; Director of Residence Life, Mr. Don Miles, and head of University Police, Captain Chris Lytle, as to what is truly at stake for you.

- **What the BAC**: Students were encouraged to volunteer to perform field sobriety test, while wearing Beer Googles.

- **Alcohol and Athletes (student athletes)**: Power Point presentation opening with a short video about statistics and the tragic death of Matthew James, who was a Notre Dame football recruit.

- **Managing the Risks**:

  - Brain Development and the effects of alcohol on the brain
  - Pros vs. Cons of alcohol consumption
  - Binge Drinking
  - Amnesty Law

DID YOU KNOW?

Here are several ways that Saint Francis University upholds legal requirements concerning alcohol:

- **Saint Francis restricts the use of alcohol at all events involving groups while on University property.**

- **Alcohol is prohibited in all residence halls on campus.** Those living in the HATP units, are legal drinking age and meet all the necessary requirements, may apply for an alcohol permit. However there are strict limits on the amount of alcohol these residents may bring into their assigned house or apartment.
SAINT FRANCIS A DRUG FREE CAMPUS

DRUG AND ALCOHOL PREVENTION PROGRAM (DAPP)

Saint Francis University in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act) 20 U.S.C. § 1011; 34 C.F.R. § 86.1 et seq.; 55 Fed. Reg. 33,580 (Aug. 16, 1990) annually informs the University community of the resources available through the University Drug and Alcohol Prevention Program. The Drug and Alcohol Prevention Program at Saint Francis University applies to all students taking courses for academic credit at Saint Francis University including students enrolled at the Saint Francis University campus in Ambialet, France. Academic programs occurring at campuses other than the Loretto, Pennsylvania Campus are also included. The content of the program also applies to employees of the University. This program applies to all on campus and off campus activities, including field trips, student-sponsored social activities, or professional meetings attended by employees that are sponsored by Saint Francis University.

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of University are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on University property or as part of any University-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal laws for any offenses involving illicit drugs on University property or at University-sponsored activities. The University affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity and other health risks. These risks include an increased risk of accidents which may result in death or permanent injury. Free educational information on alcohol and other drug misuse is available for the University community through the Alcohol and Drug Education Center located at 116 Padua Hall or University Health Service located in Di-Sepio Center. Free confidential counseling for alcohol and other drug abuse issues is available to students through the University Counseling Services located in Saint Francis Hall. The University sponsors educational programming for alcohol and other drug abuse issues through the Alcohol and Drug Education Center, the Office of Residence Life and the Office of Student Engagement. Other referral resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all which may include a fee.

The Drug and Alcohol Prevention Program at Saint Francis University includes information on Parental Notification, University Policy Statement, Safe Harbor Statement, Responsible Action Statement, Medical Transport, Pennsylvania Medical Amnesty Law, Legal Sanctions, Criminal Penalties as well as Student Conduct Action. The Student Handbook also contains supplemental information on the health effects of alcohol and drug use as well as resources for community members seeking assistance.

IF YOU NEED HELP...

Saint Francis University offers confidential, professional counseling and referrals for all students who need help for problems relating to alcohol and drug abuse, through the University Counseling Center located in 120 Saint Francis Hall.

Outside help is also available to all University community members from the following sources:

- Alcoholics Anonymous 1-800-344-2666
- National Institute on Drug Abuse 1-800-662-HELP
- Alcohol and Drug Referral 1-800-252-6465

ILLEGAL DRUG POLICY

The following sections describe Saint Francis University’s policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off University property or at University sponsored events in accordance with federal, state and local laws.

In addition to University imposed sanctions, students and employees are subject to all legal sanctions under federal, state and local laws for any offenses involving illegal drugs on University property or at University activities.

Whether on or off campus, failure to comply with the directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so is considered unacceptable behavior for a University student. An example of such inappropriate behavior includes but is not limited to:

- Refusing to submit to a field sobriety test when requested by a police officer
- Failure to leave the scene of an incident when instructed by staff
- Failure to comply with instructors given by staff

Please be advised, that intoxication will not be seen as a justifiable reason for a student’s failure to comply with staff directives.

Mandated Evaluation and Counseling: Students who violate the Alcohol and Other Drug Policy may be mandated for evaluation and counseling with a Substance Abuse Counselor. In some cases, mandated evaluation and counseling with a Substance Abuse Counselor may affect future employment and/or admission to graduate/professional schools. Students are advised to determine how this sanction will affect their current and future career goals.

University Sanctions: The Saint Francis University Code of Student Conduct and Student Conduct Process as published in the student handbook, outlines the rules for students pertaining to alcohol and drugs. Students are also subject to Student Conduct Sanctions for which would apply to violations of Alcohol and Drug Policies as published in the Student Handbook. Employees in violation of the Drug Free Workplace Policies are subject to corrective action up to and including termination of employment.
ANTI-HAZING POLICY

Saint Francis University has a zero tolerance policy relating to hazing. Hazing is considered a violation of the University’s Anti-Hazing Policy and Student Code of Conduct and is absolutely prohibited. Hazing may also be considered a criminal offense in the Commonwealth of Pennsylvania.

Throughout the academic semesters, anti-hazing programming is offered for various groups on campus. These efforts are designed to educate the Saint Francis University community about hazing, the potential consequences or engaging in hazing and how to report incidents of suspected hazing.

Students and others are encouraged to report any and all incidents relating to hazing, which may jeopardize the health, safety and wellbeing of the members of the community, by contacting the Saint Francis Police at 814-472-3360 or the Office of Student Conduct at 814-472-3002.

HAZING IS DEFINED AS FOLLOWS:

Any act likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class; Hazing is also illegal under Pennsylvania state law and prohibited by University policy.

HAZING ACCORDING TO THE COMMONWEALTH OF PENNSYLVANIA

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Therefore any student who causes or participated in hazing may be subject to appropriate University discipline and/or subject to criminal prosecution.

MYTHS ABOUT HAZING...

- Hazing builds unity
- The new members want to be hazed
- I went through it, so they should do it too, its tradition
- I’ll never get caught or turned in
- If they agree, then we’re not hazing
- Hazing is the only method for holding new members accountable
- Hazing practices preserve the uniqueness and exclusiveness of the group
- Hazing continues because everyone in the group supports it
- Hazing only “a little bit” is not really that bad
- Enduring hazing is a sign of strength
SEXUAL ASSAULT AND HARASSMENT, DATING AND DOMESTIC VIOLENCE, AND STALKING

Equal Opportunity, Nondiscrimination, Harassment, Sexual Misconduct, Stalking and Relationship Violence

Saint Francis University, inspired by its Franciscan and Catholic identity, values equality of opportunity, human dignity, racial, cultural, and ethnic diversity, both as an educational institution and as an employer. Accordingly, the University prohibits and does not engage in discrimination or harassment on the basis of gender, gender identity, age, race, color, ethnicity, religion, sexual orientation, marital status, disability, pregnancy status, veteran status, predisposing genetic characteristic or any protected classification. Saint Francis University will not tolerate sexual violence, dating violence, domestic violence, stalking, or sexually inappropriate conduct in any form. The University is committed to this policy based upon its values and as required by Title IX of the Education Amendments Act of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. This policy applies to all programs and activities of the University, including, but not limited to, admission and employment practices, educational policies, scholarship and loan programs and athletic or other University sponsored programs.

Saint Francis University affirms its commitment to promote the goals of fairness and equality. All policies contained herein are subject to resolution using the University’s Resolution Process, as detailed below. The Resolution Process applies regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators and/or staff. The University reserves the right to act on incidents occurring on campus or off-campus, when the off-campus conduct could have an on-campus impact or impact on the mission of the University.

The Title IX Coordinator oversees implementation of the University’s Affirmative Action and Equal Opportunity plan, disability compliance, and the University’s policy on equal opportunity, discrimination, harassment, sexual misconduct, stalking, and relationship violence. Reports of discrimination, harassment, sexual misconduct, stalking, relationship violence, and/or retaliation should be made to the Title IX Coordinator promptly. There is no time limitation on the filing of allegations as long as the accused individual remains subject to the University’s jurisdiction, however a delay in filing a report will weaken an investigation. Reporting is addressed more specifically below.

- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of him/herself or others;
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the University

WHAT IS CONSENT?

Consent is informed, freely given and mutually understood. Consent requires an affirmative act or statement by each participant. If coercion, intimidation, threats and or physical force are used, there is no consent. If a person is mentally or physically incapacitated or impaired so that the person cannot understand the fact, nature or extent of the sexual situation, there is not consent; this includes conditions due to alcohol or drug consumption or being asleep or unconscious. Whether one has taken advantage of a position of influence over another may be a factor in determining consent.

CONSENT UNDER TITLE 18 OF THE PENNSYLVANIA CRIMES CODE

- **General rule:** The consent of the victim to conduct charged to constitute an offense or to the result thereof is a defense if such consent negates an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.
- **Consent to bodily injury:** When conduct is charged to constitute an offense because it causes or threatens bodily injury, consent to such conduct or to the infliction of such injury is a defense if:
  - The conduct and the injury are reasonably foreseeable hazards of joint participation in a lawful athletic contest or competitive sort or
  - The consent establishes a justification for the conduct under Chapter 5 of this title (relating to gen-
SEXUAL ASSAULT AND HARASSMENT, DATING AND DOMESTIC VIOLENCE, AND STALKING continued

- **Ineffective consent:** Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:
  
  - It is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
  
  - It is given by a person by reason of youth, mental disease or defect, or intoxication is manifestly unable or known by the actor to be unable to make reasonable judgement as to the nature or harmfulness of the conduct charged to constitute the offense;
  
  - It is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
  
  - It is induced by force, duress, or deception of a kind sought to be prevented by the law defining the offense.

**FYI:**


## PREVENTION AND AWARENESS PROGRAMS

Saint Francis University has a wide array of prevention and educational programs intended to work on ending sexual assaults and harassment, relationship violence, and stalking that include but are not limited to the following:

- **University Counseling Center:** offers related programs and events each school year. Along with sending educational emails to the University community

- **Speakers from the community:** Each Spring during the Social Work Departments Take Back the Night week speakers from the Women’s Help Center and Victims Services offer programs for the entire University community on sexual assault and other topics

- **New Student Orientation:** All Freshman students attend sessions on sexual assault. They hear the Todd and Amy story, Cup of Tea, and learn how to use the colors of a traffic light to know what is and what is not consent

- **Residence Life Staff:** Offers numerous hall programs throughout the year, relating to sexual assault and alcohol use. Each hall is required to complete one alcohol education program each semester.

**FACTS ABOUT SEXUAL ASSAULT...**

- 1 in 5 women (20%) will be sexually assaulted while at college, while only 4% of college men will be sexually assaulted

- Most college victims are assaulted by someone they know

- 42% of college women who are raped tell no one about the assault

- It is estimated that only 5% of sexual assaults on college campuses are reported, making sexual assault the most underreported crime

- Rape results in about 32,000 pregnancies each year

**TIPS FOR PREVENTING SEXUAL MISCONDUCT:**

- **Be true to yourself:** Don’t feel obligated to do anything you don’t want to

- **Have a code word:** Think of a word that only you and your close friends know, so if you start to feel uncomfortable you can easily let them know it’s time to go

- **Trust your instincts:** If you feel unsafe or uncomfortable for any reason, don’t shrug them off, go with your instincts and get out and go somewhere safe

- **Think of an escape route:** Always ask yourself how would I get out of the room if I had to?

- **Be a good friend:** Never let a friend unattended in a strange or unsafe situation

For additional information and resources, visit the Title IX Office located at Raymond Hall 101.
REPORTING AN INCIDENT OF SEXUAL MISCONDUCT

Choosing to make a report, and deciding how to proceed, can be a process that unfolds over time.

Reporting means providing information to Saint Francis University that an incident of sexual misconduct has occurred. Upon receiving a report, the University’s Title IX team will lead a prompt and equitable response in order to support the individuals involved and to protect the University community. We recognize that the decision whether or not to report sexual misconduct is difficult. There are confidential support resources on campus and in the community available to individuals not ready or wishing to make a report to the University.

Saint Francis University is committed to providing a variety of welcoming and accessible ways for community members to voice concerns about and report instances of alleged sexual harassment. Reporting an issue is the best way for the community to help you receive the resources, support, and accommodations available at Saint Francis. Not only does reporting help you, communication about issues related to sexual harassment and misconduct can help prevent sexual misconduct and sexual violence. The information community members report can illuminate patterns of behavior, immediate threats to the safety of the community, and systemic issues.

If you would like to make a report, contact one of the following on-campus reporting options:

Title IX Coordinator:
Jeffrey Savino
Raymond Hall 101
814-472-3261
jsavino@francis.edu

Title IX Team:
Lynne Banks
Padua Hall 232B
814-472-3352
lbanks@francis.edu

Marian Bender
Raymond Hall 121
8140472-3931
mbender@francis.edu

Donald Miles
Padua Hall 227
814-472-3380
dmiles@francis.edu

Erika Renwick
Stokes Athletic Center 153
814-472-3294
erenwick@francis.edu

Peter Skoner
Scotus Hall 313
814-472-3085
pskoner@francis.edu

BYSTANDER INTERVENTION:
Everyone has a role to play in preventing sexual assault. There are many different ways you can step in and make a difference if you see someone at risk. This approach to preventing sexual assault is referred to as “Bystander Intervention”. Bystander intervention involves safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening and identifying safe and effective intervention options, and taking action to intervene.

IF YOU EXPERIENCE SEXUAL MISCONDUCT

Regardless of when or where the incident occurred, it is never too late to speak with a support resource about your options.

The University encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The University will assist any University community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about the University’s resources and complaint processes.

There is a limited window of time (typically 72 to 96 hours) following an incident of sexual misconduct to preserve physical and other forms of evidence. Taking the step to gather evidence immediately does not commit an individual to any course of action. The decision to seek medical attention and gather any evidence will remain confidential and preserve the full range of options to seek resolution through the University’s resolution process and/or criminal action.

SEXUAL MISCONDUCT INFORMATION

Q If I call campus police, does it mean I have to press charges?
A No. You as the victim have the right not to press charges. However, in the event of a safety concern to the victim and/or the campus community, the Saint Francis Police have the obligation to investigate the incident and report any report of sexual misconduct and report it to the University’s Title IX Office.

Q Can I file an anonymous sexual misconduct report?
A An individual may report the incident without disclosing his/her name, identifying the responding party[s], or requesting any action. Depending on the level of information available about the incident or the individuals involved, anonymous reporting may impact the University’s ability to respond or pursue appropriate action.

Anonymous reports may be made by telephone at 1-888-297-9325 or online at www.ethicspoint.com.

Saint Francis University
Title IX Team
PRESERVING PHYSICAL EVIDENCE

In the aftermath of a sexual trauma, although it may not be foremost on your mind, the preservation of evidence is strongly encouraged. Even if you do not think you want to pursue a criminal or civil proceeding, preserving evidence keeps your options open in case you change your mind. To preserve evidence, do not shower, douche, or change your clothes or bedding before you seek medical attention. Also, if oral contact took place, do not brush your teeth, smoke, or eat. Optimally, evidence collection should occur within 72 hours of the assault, and there are medical facilities that can assist you:

- **Conemaugh Memorial Medical center**
  Emergency Room
  1086 Franklin Street
  Johnstown, PA 15905
  814-534-9000

Conemaugh Memorial Medical Center is staffed with sexual assault nurse examiners, registered nurses who have completed specialized education and clinical preparation in the medical forensic care of the patient who has experienced sexual assault or abuse.

- **UPMC Altoona**
  Emergency Room
  620 Howard Ave.
  Altoona, PA 16601
  1-800-946-1902

- **Chan Soon-Shiong Medical Center at Windber**
  Emergency Room
  600 Somerset Ave.
  Windber, PA 15963
  814-467-3000

Hospital Emergency rooms are the best equipped to collect physical evidence of a sexual assault. Your best source of immediate medical help is the nearest hospital emergency room. All hospitals are required by law to report to the police any injury that is the result of a crime. This does not obligate you to file formal charges. Completing a forensic exam does not require a victim to talk to police of prosecute the offender.

COUNSELING AND MEDICAL SERVICES AND OTHER AVAILABLE SUPPORT

**Saint Francis University Counseling Center:**

The Counseling Center offers University students the opportunity to talk privately about personal issues in a safe and confidential setting. The counseling center is located in room 120 Saint Francis Hall (814-472-3211)

**Saint Francis Student Health Center:**

The Student Health Center is staffed by a part-time physician, registered nurses and a medical assistant, who work closely with the Counseling Center. They are located on the ground floor of DiSepio (814-472-3008)

**Additional Resources:**

Saint Francis students can contact their Resident Assistant or Residence Life Coordinator, or other residence life staff member for support 24 hours a day.

Any member of the Saint Francis University community may also contact the Title IX Office at 814-472-3261. This office investigates all allegations of sexual misconduct, along with numerous other areas.

**Community Resources:**

- **Women’s Help Center 814-536-5361**
- **Victim Services of Johnstown 814-288-4961**

Both of these organizations provide an advocate/escort to accompany victims through the medical and/or legal process. Students who seek assistance from these organizations are not obligated to press charges against the assailant.

**WARNING SIGNS OF DATING AND DOMESTIC VIOLENCE**

No victim is ever to blame for being assaulted or abused. Below you will find some classic warning signs or potential abusive behavior:

- Checking cell phones, emails or social networks without permission
- Extreme jealousy or insecurity
- Constant belittling or put-downs
- Explosive temper
- Isolation from family and friends
- Making false accusations
- Erratic mood swings
- Physically inflicting pain or hurt in any way
- Possessiveness
- Telling someone what to do
- Repeatedly pressuring someone to have sex
INVESTIGATION

If a reporting party wishes to pursue a formal resolution or if the University, based on the alleged policy violation, wishes to pursue a formal resolution, then the Title IX Coordinator appoints trained investigators to conduct the investigation. The evidence gathering typically takes 3-10 days, but may take longer should initial reports fail to provide direct first-hand information. The University may undertake a short delay in order to allow for evidence collection, when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The University's resolution will not be altered or precluded on the grounds that charges have been filed or that charges have been dismissed or reduced.

All investigations will be thorough, reliable and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary. At any point during the investigation, if it is determined there is no reasonable cause to believe that University policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end the resolution proceedings. During the investigation interview(s), the responding party will be given a full and complete opportunity to know and respond to all allegations, including the details of evidence other witnesses have given. The investigator(s) will render a written report that details the findings of the investigation on each alleged policy violation, using the “more likely than not” standard of evidence. Investigators typically share the preliminary findings of this report, or a summary, with the parties before finalizing the findings.

Note: a prompt and equitable investigation is required to occur within a 60 calendar day timeframe for the entire investigation process.

SANCTIONS INVOLVING STUDENT MISCONDUCT

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- **Warning**: A formal statement that the behavior was unacceptable and a warning that further infractions of any University policy, procedure or directive will result in more severe sanctions/responsive actions.
- **Probation**: A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any University policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.
- **Suspension**: Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at University.
- **Expulsion**: Permanent termination of student status, revocation of rights to be on campus for any reason or attend University-sponsored events.
- **Withholding Diploma**: The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending, or as a sanction if the student is found responsible for an alleged violation.
- **Revocation of Degree**: The University reserves the right to revoke a degree awarded from University for fraud, misrepresentation or other violation of University policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Organizational Sanctions**: Deactivation, de-recognition, loss of all privileges (including University registration), for a specified period of time.
- **Other Actions**: In addition to or in place of the above sanctions, University may assign any other sanctions as deemed appropriate.

SANCTIONS INVOLVING EMPLOYEE MISCONDUCT

Responsive actions for an employee who has engaged in harassment, discrimination and/or retaliation include:

- **Warning**
- **Mandatory training**
- **Required counseling**
- **Demotion**
- **Suspension with pay**
- **Suspension without pay**
- **Termination**

INTERIM SUSPENSION OR LEAVE

Where the report of sexual and/or gender-based harassment, discrimination and violence, including sexual violence, stalking, and relationship violence, poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal University functions, the University may place a student or student organization on interim suspension. Employees may be placed on administrative leave or suspended depending on their employment classification.

Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities and or all other University activities or privileges for which the student or employee might otherwise be eligible, as the University determines appropriate. When interim suspension or leave is imposed, the University will make reasonable efforts to complete the investigation and resolution within an expedited timeframe.

STANDARD OF EVIDENCE

All matters brought before the Title IX Officer will be judged using the preponderance of the evidence standard, which means, it is more likely than not that the University Policy was violated.
SEEKING PROTECTIVE MEASURES

Depending on the circumstances, you may have the option, along other remedies, to obtain no-contact orders, seek a room or class changes, file an applicable complaint, and pursue criminal complaints. For more information or assistance in any of the above options, you can contact the Office of Student Conduct (814-472-3002), and/or the Title IX Office at (814-472-3261).

OBTAINING A PROTECTION FROM ABUSE ORDER

Protection from Abuse (PFA): If you are the victim of domestic violence in Cambria County, you have the right to go to court and file a petition requesting an order for protection from domestic abuse. There is no charge for filling a PFA

The requirements for a PFA are as follows:
- There has to be a family relationship by blood, marriage or former intimate partners, and you must have a reasonable fear or imminent bodily harm that can be demonstrated to the court.

Assistance with petitioning the courts for a Protection From Abuse Order can be obtained by contacting:
- Laurel Legal Services: 814-536-8917
- The Women’s Help Center: 814-536-5361 or TOLL FREE 1-800-999-7406
- The Prothonotary’s Office: 814-472-1638

INTERIM REMEDIES

Interim Actions/Remedies are temporary actions taken by the University to foster a more stable and safe environment during a period of ongoing exploring of options, investigation and or adjudication. Interim actions/remedies, in and of themselves, are not a resolution to a report.

Upon receipt of a report of sexual and/or gender-based harassment, discrimination and violence, including sexual violence, stalking, and relationship violence, Saint Francis University will impose reasonable and appropriate actions/remedies designed to protect the parties and the integrity of any investigation. In imposing these actions/remedies, the University will make reasonable efforts to communicate with the parties to ensure that all safety, emotional and physical well-being concerns are being addressed. Interim actions/remedies are available, as appropriate, regardless of whether a reporting party seeks an investigation or resolution.

Interim actions/remedies may be requested by the parties or imposed by the University on its own initiative. For example, a reporting party or a responding party may request a no contact notice or other protection, or the University may choose to impose interim actions/remedies at its discretion to ensure the safety of all parties, the broader University community and or the integrity of the process.

All individuals are encouraged to report concerns about the failure of another individual to abide by any restrictions imposed by interim actions/remedies. The University will take immediate and responsive action to enforce a previously implemented action/remedy. Failure of the parties to comply with interim actions/remedies may result in discipline.

nary action, even if the initial report of sexual misconduct is later not proven.

The University supports the right of students and employees to seek a protection order from a civil or criminal court. The University honors any existing protection orders provided to University Police by members of the University community.

RANGE OF ACTIONS/REMEDIES

Interim actions/remedies will be implemented at the discretion of the University. Potential actions/remedies, which may be applied to the Reporting Party and or the Responding Party, include:

- Access to counseling services and assistance in setting up an initial appointment, both on and off campus;
- Providing medical services;
- Imposition of a campus no contact order;
- Imposition of a no trespass order;
- Ensuring that the reporting party can move safely between classes and activities;
- Ensuring the reporting party and responding party do not share classes or extracurricular activities;
- Academic accommodations (with agreement of the appropriate faculty, who will not be informed of the specific reason for the request with permission of the student);
- Rescheduling of exams and assignments;
- Providing alternative course completion options;
- Change in class schedule or other academic accommodations, without penalty to the party;
- Providing academic support services, such as tutoring;
- Transportation assistance;
- Change in work schedule or job assignment;
- Residence modifications:
  - Change in on-campus housing;
  - Arranging to dissolve a housing contract and pro-rating a refund in accordance with campus housing policies;
  - Receive requests for assistance from staff in completing housing relocation;
  - Limit an individual or organization’s access to certain University facilities or activities pending resolution of the matter;
  - Voluntary leave of absence;
  - Interim suspension or University-imposed leave;
  - Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.

RETAILATION

Retaliation is defined as any adverse or harassing action taken against a reporting party, witness, or support person engaged in a formal resolution procedure. It is a violation of University policy to retaliate in any way against a student or employee because he/she raised allegations of sexual harassment, sexual violence, sexual misconduct, relationship violence, domestic violence, dating violence, and/or stalking. The University recognizes that retaliation can take many forms, may be committed by or against an individual or group.
DISCIPLINARY PROCESS continued

WRITTEN NOTIFICATION

Saint Francis University provides support for victims of sexual assault. Regardless if the victim is a student or employee, the University is obligated to change a victim’s academic schedule and on-campus living situation if changes are requested, appropriate to the situation and if reasonably available. Whether or not legal charges are filed, students accused of sexual misconduct are subject to disciplinary actions from the University as outlined in the Student Code of Conduct and Title IX investigation procedures. Both the alleged victim and the accused are entitled to have others present during the disciplinary proceedings, and both will be informed of the outcome.

APPEAL PROCESS

All requests for appeal considerations must be submitted in writing to the administrator designated in the letter of finding within three (3) business days of the delivery of the written finding of the Incident Review. The administrator will determine if any of the criteria below for appeal are met. If so, the administrator will forward the appeal to the appropriate appeals officer for consideration. If not, the administrator will deny the appeal and inform the parties accordingly in writing within two business days of that decision.

Either party may initiate an appeal, but appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed fall outside the range of sanctions the University has designated for this offense and/or the cumulative conduct record of the responding party.

In cases involving a student as responding party, appeals are heard by the Vice President for Student Development, in consultation as appropriate. Appeals involving an employee as the responding party are heard by the Vice President for Finance and Administration, in consultation as appropriate. Appeals where the responding party is a faculty member are heard by the Provost, in consultation as appropriate.

The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. When any party requests an appeal, the other party (parties) will be notified and joined in the appeal. The party requesting appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

Where the appeals officer finds that at least one of the grounds is met, and proceeds, additional principles governing the hearing of appeals include the following:

- Decisions by the appeals officer are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to be full re-hearings of the grievance. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. Appeals granted based on new evidence should normally be remanded to the original investigator(s). Other appeals may be remanded or decided at the discretion of the appeals officer.
- Sanctions imposed are implemented immediately unless an appropriate administrator stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- An appropriate administrator will normally, after conferring with appeals officer, render a written decision on the appeal to all parties within three (3) business days from hearing of the appeal.
- All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.
- Once an appeal is decided, the outcome is final: further appeals are not permitted.
- All parties will be informed in writing within three (3) business days of the outcome of the appeal, without significant time delay between notifications.

RIGHTS OF A SURVIVOR

- You have the right to receive medical care and mental health treatment or participate in legal procedures, only after giving you’re informed consent.
- You have the right not to be asked questions about prior sexual experiences
- You have the right to keep your name from the media
- You have the right to be protected from future assaults
- You have the right not to report the incident to the police
- You have the right to as much credibility as victim or any other crimes
- You have the right to be treated with dignity and respect

RECORDS

In implementing this policy, records of all reports, resolutions, and hearings will be kept by the Title IX Coordinator indefinitely in the Title IX Coordinator database.

Complete information on the Title IX process can be found online at www.francis.edu/Titleix-Clery-Information/
FIRE SAFETY INFORMATION

Fire education programs are provided to all Residence Life Staff members and other groups on campus upon request. The Residence Life Staff and Occupational Therapy students are trained on the proper use of fire extinguishers. This training is offered all members of the Saint Francis community upon request.

Students should immediately report any fires regardless of the size by activating one of the pull stations and after evacuating the building to a safe area, by contacting the University Police at 814-472-3360. Along with reporting all active fires, students should also report all finding of an extinguished fire to the University Police at 814-472-3360. Students are strongly encouraged to report any problems with the fire protection systems (fire extinguishers, pulls stations, fire doors or horns/strobes) to their Resident Assistant assigned to their building, Residence Life Office at 814-472-3029 or the University Police Department at 814-472-3360.

RESIDENCE HALL FIRE SAFETY

All 10 residence halls on campus and 11 off campus apartment-style buildings, which are part of the University’s Housing Apartment Transition Program (HATP) are nonsmoking environments. Every building which houses University students are equipped with both smoke detectors and fire extinguishers.

Other fire safety features in University residential units include:
- Fire Extinguishers (Residence Hall and HATP units)
- Smoke/Heat Detectors (on campus buildings)
- Smoke (all HATP units)
- CO2 Detectors (HATP units that require one)
- Sprinkler Systems (almost all, on campus residential buildings)

ON CAMPUS RESIDENTIAL HOUSING FIRE SAFETY SYSTEMS

All residence halls at Saint Francis are equipped with fire protection systems. Each residence hall has pull stations, smoke/heat detectors, horns or strobes, evacuation plans and fire extinguishers. While Christian, Saint Joan, Amici, Giles, Saint Louis, Saint Elizabeth, Saint Agnes and Saint Francis Halls are also equipped with a sprinkler system. If a fire alarm is activated, it will automatically notify the on duty officer with the location of the alarm, along with notifying the Cambria County 911 Center which will dispatch all appropriate personnel. All of the University owned or operated apartment-style living units are outfitted with both smoke detectors and fire extinguishers.

FIRE DRILLS AND EVACUATION PROCEDURES

Periodic fire drills will be conducted, in accordance with Pennsylvania state law, all must participate completely during any emergency drill. The following evacuation procedures must be followed at Saint Francis University. Students must evacuate the building when an alarm sounds. Before leaving, students should do the following:

- If in a room, feel the door, if feels hot, the hallway may be filled with deadly gases. Do not open the door, but go to the window and wait for rescue. If the door is cool, close the windows before slowly opening the door.
- Do not stop to dress, but take a pair of shoes, a jacket or blanket. Upon leaving the room, leave the lights on and the door closed. Take your room key. Knock on the other student’s doors on each side of the hall to be sure that others are aware of the fire before evacuating.
- If it is not possible to leave the room:
  - Open the windows if there is smoke in the room; if there is not smoke, leave the window closed to prevent outside smoke from being drawn into the room.
  - Seal cracks around the door with towels (damp if possible)
  - If trapped, attract attention by hanging an object from the window (the brighter the color the better) and wait by the window for help. If outside smoke is drawn in, close the windows, leaving the object hanging. Don’t panic, help will come quickly.
- If smoke is severe, place a wet cloth over your mouth and nose. Remember, there is usually less smoke near the floor.
- When evacuating:
  - Walk at a brisk pace, do not run
  - Follow the proposed corridor instructions for the proper exit route and assembly point
  - Move in a single file along the wall toward the exit
  - Use only the marked exits. Remain silent so that you can hear instructions
  - If the exit lights are out, do not panic. Proceed cautiously to find the nearest exit route or, if necessary, return to your room
  - Remain outside until you are instructed to return to the building by a University official. In the event that reentry to the hall is not possible, everyone will be instructed to go to another assembly point for more information.
FIRE SAFETY REPORT continued

Students are required to read and comply with the Student Code of Conduct, Student Handbook and/or the housing contract, which includes health and safety inspections and all other set guidelines and rules for residential buildings. Throughout each semester periodic room inspections are performed, which include but are not limited to, a visual inspection of electrical cords/power strips, damages, etc. In addition each room is examined for the presence of items, which were outlined in the housing contract as prohibited items, they include:

- Toaster ovens
- Space heaters
- Smoking of any kind
- Halogen lamps
- Open coiled appliances
- Internal combustion engines
- Harmful/explosive chemicals
- Candles

FURNITURE

All furniture and mattresses supplied by the University meet the requirements of Cal Tech 133 and Cal Tech 117. These measurements are standards used throughout the combustibility requirements of residential furnishings.

DISABLED PERSONS

Any person(s) with disabilities who require assistance evacuating a building should notify the Saint Francis University Police Department, along with the Residence Life Office and the Director of Student Accessibility so that an evacuation assistance plan can be established, amongst University departments and the Loretto Fire Department.

FIRE EXTINGUISHERS

There is a fire extinguisher located in all hallways and common areas throughout all of the residential buildings, which are owned and/or operated by Saint Francis University. The extinguishers are to be used by emergency responders and trained University personnel only. Do not attempt to fight a fire with a fire extinguisher unless you have been properly trained on the proper use of the equipment. If you discover a small fire and the alarm fails to sound, go to the nearest pull station to activate the alarm manually and evacuate the building.

Fire extinguishers are inspected annually by a third party vendor to make sure they are functioning correctly. They are then maintained by the University Police Department monthly to assure proper locations and charge.

FIRE SAFETY TIPS

- If you suspect a fire, pull the nearest fire alarm in the hallway or near an exit door
- When you hear the building’s fire alarm sounding, evacuate the building immediately
- Evacuate any building on campus by following the posted EXIT signs. Do not attempt to use elevators during emergencies unless you are directed by emergency response personnel.
- If you are disabled, call the University Police, Residence Life Office and the Director of Student Accessibility so that an evacuation assistance plan can be established.

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

Saint Francis University continually evaluates their fire protection systems in residential facilities. Upgrades to the system occur through replacements or building renovations. Current planning and education include:

- Adding sprinkler systems to the remainder of the residence halls
- Establishing a Fire Safety Program for University students, faculty and staff members to learn proper fire safety
### 2016 SAINT FRANCIS UNIVERSITY FIRE SAFETY SYSTEMS IN RESIDENTIAL BUILDINGS

<table>
<thead>
<tr>
<th>Building</th>
<th>Fire Alarm Monitoring by outside agency</th>
<th>Full *1 Sprinkler System</th>
<th>Smoke *2 Detectors</th>
<th>Fire Extinguishers</th>
<th>Evacuation Plans and Exit Signs</th>
<th>Number of Evacuations (Fire Drills) each calendar year ****</th>
<th>Strobe Lights *3</th>
<th>Audible Tones *3</th>
<th>Fire Doors *4</th>
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<tbody>
<tr>
<td>Residence Halls</td>
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*1- Full is defined as having the system in both the common areas and individual rooms  
*2- Common area only  
*3- All common areas with the exception of designated handicapped rooms  
*4- All doors with the exception of bathroom doors  
*** All are unannounced to residents
<table>
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<tr>
<th>Residence Facility Name/Address</th>
<th>Total Number of Fires</th>
<th>Fire Number</th>
<th>Date of Fire</th>
<th>Cause of Fire</th>
<th>Number of Injuries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by a Fire ($)</th>
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SAINT FRANCIS UNIVERSITY SHUTTLE SERVICES

Whether you are in need of a ride to local shopping destinations or local transportation depots, we’re happy to help! The Center for Student Engagement coordinates the Transportation Services program at Saint Francis University. Various services are offered to SFU students, including regularly scheduled shuttles to area transportation depots, weekend shopping, non-emergency medical transportation, and much more!

Students can arrange for shuttle service to area transportation hubs for bus, train, or airports to get back and forth from home during breaks or on weekends. Shuttles regularly services both the Johnstown/Cambria County Airport and the Altoona-Blair County Airport for flights, along with the Altoona Transportation Center for Amtrak train and Greyhound bus. Shuttles are also offered to the Pittsburgh International Airport. Low standard rates are charged for students who utilize regularly-scheduled shuttles. Students who desire a more customized service outside the regular schedule are subject to a premium rate.

Visit the Center for Student Engagement (located on the upper floor of the JFK Center), call for additional information at 814-472-3305, or email your questions/concerns to studentlife@francis.edu.

SHUTTLE POLICIES

The following policies are set-forth by the Center for Student Engagement and are intended to help maintain an efficient, safe, and reliable service for students

- Transportation/shuttle services are available only to full-time SFU students. The service is available to and from the Saint Francis University campus only.
- Anyone utilizing the shuttle service must register to reserve a seat by completing a shuttle reservation form at the Center for Student Engagement office at least four business days prior to the scheduled shuttle. At the time of reservation, students will need to provide personal contact information and transportation information including time of departure and/or arrival time.
- There is a limited amount of space for seating; therefore, luggage is limited to one piece of luggage and one carry-on or backpack per person.
- The Center for Student Engagement is NOT responsible for booking/coordinating other travel arrangements such as bus, train, or flights, OR any lodging accommodations.
- The scheduled shuttle services will be the only shuttles provided by Saint Francis University. For individual requests that fall outside of our schedule, students will be assessed a premium rate.
- All shuttles are subject to change or cancellation per weather/road conditions and availability of authorized drivers. The Center for Student Engagement coordinates all transportation services with the Department of University Police and strictly follows their recommendation regarding the release of any shuttles.
- It is the students’ responsibility to check their email for shuttle instructions and confirmation. Transportation requests made after deadlines may not be able to be accommodated.
- On the day of travel, please arrive at the JFK Center Front Lobby at least 10 minutes prior to shuttle departure time. When departing campus, the van will not be able to hold the departure time for those who are not ready to leave at the scheduled time. The departure time from campus is set to accommodate other travelers and cannot be delayed for any reason. If a student misses the shuttle, it will be the student’s responsibility to locate and obtain alternate transportation to and from campus. Saint Francis University or the Center for Student Engagement will not be responsible for any additional costs incurred if a student misses the train/bus/flight for any reason. This would include inclement weather and traffic delays.

All transportation services are contingent upon the availability of university authorized vehicles and drivers.

Non-Emergency Medical Transports

Students who schedule doctor, dentist or eye appointments can request a shuttle transport to Ebensburg, Altoona or Johnstown for a small fee. Request your transportation needs immediately after you’ve scheduled your appointment to arrange a vehicle and driver. All non-emergency medical appointment transports will use the Standard Service rates. Contact the Center for Student Engagement to arrange for your non-emergency medical transport by dialing 814-472-3005 or by emailing us at studentlife@francis.edu.

Enterprise CarShare Program

We’ve partnered with Enterprise Rent-A-Car and their exciting CarShare program that provides students access to safe, reliable Enterprise vehicles for a low hourly rate. Cars are available 24/7, and the hourly fees include fuel and physical damage/liability protection. So, now you can go “where you want, when you want” cheaply and independently!
SAINT FRANCIS PARKING POLICY

- The operation of a motor vehicle on Saint Francis University property is a PRIVILEGE granted by the University and is not an inherent right of any faculty/staff member or student.

- All vehicles shall be operated or parked on campus at the owner’s risk. The University is not responsible for damage to or theft from any vehicle while parked on campus.

- The issuance of a parking permit shall constitute acceptance by the applicant to obey all parking and traffic policies of the University and motor vehicle laws of the Commonwealth of Pennsylvania.

- The loss of a registration permit must be reported to the University Police Office within 24 hours. There is a $10 charge for a replacement parking permit.

ASSIGNED PARKING AREAS ON CAMPUS

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<tr>
<th>STUDENT LOTS</th>
<th>EMPLOYEE LOTS</th>
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<tr>
<td>PURPLE</td>
<td>RED</td>
</tr>
<tr>
<td>PURPLE/WHITE</td>
<td>FACULTY &amp; STAFF, SCHWAB, MOUNTAIN VIEW</td>
</tr>
<tr>
<td>GREEN</td>
<td>UPPER JKF &amp; BACK HALF OF LOWER JKF</td>
</tr>
<tr>
<td>YELLOW</td>
<td>LOWER JKF &amp; LOWER STOKES</td>
</tr>
<tr>
<td>ORANGE</td>
<td>LOWER CHRISTIAN, UPPER CHRISTIAN &amp; LOUIS</td>
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<tr>
<td></td>
<td>TREELINE</td>
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<td></td>
<td>UPPER STOKES, LOWER STOKES &amp; JKF</td>
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</tbody>
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SPECIAL EVENT PARKING RESTRICTIONS

The University reserves the right to impose limitations on parking in emergencies or on special occasions. For major events being held at the Stokes complex or DeGol Field, administrators, staff members, and students will be asked to find alternate parking for the day.

ADDITIONAL INFORMATION

To receive more information on the parking rules and regulations at Saint Francis University:

- Contact university Police located in the Small Development Resource Center 2299 Manor Drive or 814-472-3360

- Online at www.francis.edu/Campus-Safety-and-Health, here you will be able to view the all the current parking rules and regulations, along with all fees and fines.

PEDESTRIAN SAFETY TIPS

BE ALERT WHILE YOU WALK ON CAMPUS

WALKING SAFETY

Safety is a shared responsibility for all road users, including drivers and pedestrians. The following are some tips to improve road safety for everyone.

SAFETY TIPS FOR PEDESTRIANS

Be safe and be seen: make yourself visible to drivers

- Wear bright/light colored clothing and reflective materials.
- Carry a flashlight when walking at night.
- Cross in a well-lit area at night.
- Stand clear of buses, hedges, parked cars or other obstacles before crossing so drivers can see you.

Be smart and alert: avoid dangerous behaviors

- Always walk on the sidewalk; if there is no sidewalk, walk facing traffic.
- Stay sober; walking while impaired increases your chance of being struck.
- Don’t assume vehicles will stop; make eye contact with drivers, don’t just look at the vehicle. If a driver is on a cell phone, they may not be paying enough attention to drive safely.
- Don’t rely solely on pedestrian signals; look before you cross the road.
- Be alert to engine noise or backup lights on cars when in parking lots and near on-street parking spaces.

Be careful at crossings: look before you step

- Cross streets at marked crosswalks or intersections, if possible.
- Look left, right, and left again before crossing a street.
- Watch for turning vehicles; make sure the driver sees you and will stop for you.
- Look across ALL lanes you must cross and visually clear each lane before proceeding. Just because one motorist stops, do not presume drivers in other lanes can see you and will stop for you.
- Don’t wear headphones or talk on a cell phone while crossing.

Remember always be alert while walking on campus and crossing the street, especially at night.
TIPS FOR A SAFER CAMPUS

WHEN WALKING OR RUNNING:
• Carry a whistle or personal alarm that would make a loud sound to get the attention of others in the area
• Always go with someone
• Stay away from isolated areas on and around campus
• Stay in well-lit, well-traveled areas. Walk in the middle of the sidewalk between curbs and buildings, staying away from low laying trees and bushes
• Hold your purse, backpack and briefcase tightly and close to your body
• Keep your wallet in a front pocket, which is safer than your back pocket

IF YOU'RE BEING FOLLOWED:
• Cross the street or change directions
• Keep looking back, so the person(s) know you can’t be surprised
• Go to a well-lit area. Enter a building anywhere or anywhere else there are people
• Notice and remember as much as possible about the person, so you can give a good description
• When arriving at a safe location, immediately contact the Saint Francis University Police Department and report the incident

WHERE YOU LIVE:
• Keep your door locked both day and night
• Don’t let strangers in
• Never prop doors open, especially fire doors, even for a short period of time

AVOID WORKING OR STUDYING ALONE IN A BUILDING AT NIGHT:
• If you work late, keep your office door locked
• Call the Saint Francis Police to be escorted to or from your campus destination
• Lock all doors behind you when entering or exiting at night

PROTECT YOUR CAR:
• Always lock your car and take the keys with you
• Always keep your valuables out of sight or lock them in the trunk
• Park in well-lit areas

IF DRIVING:
• Have your keys ready when walking to your vehicle
• Always check your back seat before getting into your car
• Keep doors locked while driving
• Don’t offer a ride to anyone you do not know

BE AWARE:
• Attend safety workshops and seminars held by the University Police Department, Residence Life or other groups on campus.
• Always report suspicious activity
• Get to know your neighbors and pay attention to who is coming and going from the hallway or the buildings
• If you see a suspicious person or vehicle on campus never approach them, stay at a safe distance and gather as much information about the person(s) or vehicle. If possible contact University Police immediately to report the incident.
• Never hesitate to contact the Saint Francis University Police Department at 814-472-3360, when you have any safety concerns.

PROTECT PERSONAL AND UNIVERSITY PROPERTY:
• Lock your door every time you leave
• Engrave expensive items and valuables with an unique marking
• Don’t attach your Saint Francis ID card or any other identification to your key chain
• Don’t leave your belongings (books, laptops, gym bags, backpacks, coats, purses, etc.) unattended in the library, hallway, classroom, study area, etc.
• Don’t tell anyone if you have a large amount of cash or other valuables in your room or on your person.
SAINT FRANCIS UNIVERSITY POLICE DEPARTMENT
ACTIVE THREAT INCIDENT

WHAT TO DO:

- You should use your own discretion about when to engage a hostile suspect, for survival purposes.
- Do not attempt to apprehend or stop the suspect, except for self-protection.
- Call 911 and advise them of the incident, stay on the line with the operator until they tell you it is okay to disconnect.
- Call at Saint Francis University Police at 814-472-3360 to also report the incident. It is a good idea to program this number into your phone.
- Report location of incident, number of suspects involved and a description if possible.
- Make the determination of whether to run, hide or fight. Once you make that decision commit to it.

RUN: If there is an escape route, attempt to evacuate.

- Evacuate whether others agree to or not.
- Leave belongings behind.
- Help others escape if possible.
- Prevent others from entering the active area.

HIDE: If evacuation is not possible, find a place to hide.

- Lock and/or barricade door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.
- Your hiding place should be out of the suspect’s view, provide protection from shots fired in your direction, and do not trap or restrict your options of movement.

FIGHT: As a last resort and only if your life depends on it.

- Attempt to incapacitate the suspect.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

IMPORTANT EMERGENCY PHONE NUMBERS FOR SAINT FRANCIS UNIVERSITY

Saint Francis University Police Department
3360 or 814-472-3360

Student Health
3008 or 814-472-3008

Counseling Center
3211 or 814-472-3211

Title IX Office
3261 or 814-472-3261

Office of Residence Life
3029 or 814-472-3029

LORETTO BOROUGH/CAMBRIA COUNTY EMERGENCY PHONE NUMBERS
(off campus)

Loretto Borough Police
814-472-0661 or 911

Pennsylvania State Police
814-471-6500

Cambria Alliance EMS
814-886-5641

Cambria County 911 Center
911 or 814-472-2100 (non-emergency)

Victim Service of Johnstown
814-288-4961

Women’s Help Center
814-536-5361

Conemaugh Memorial Medical Center
814-534-9000

Pennsylvania Department of Public Welfare
ChildLine for abuse reporting
1-800-932-0313

TIP!

Remember that the quickest way to be notified of any active threat incidents at Saint Francis University is by signing up for RAVE Alerts!! By logging into my.francis.edu, then clicking “current student” and “Get RAVE”.

Saint Francis University practices the U.S. Department of Homeland Security’s “Active Shooter, How to Respond” protocol and procedures.
WHY THIS BROCHURE?

IT’S THE LAW

Both federal and state law mandate that Saint Francis University make this report available to all students, faculty, staff and prospective students/parents for review.

ANNUAL SECURITY AND FIRE REPORT

This report goes above the state and federal requirements, by offering safety tips and other areas of information in order to benefit everyone in the Saint Francis University community. The information provided within will help everyone understand University policy’s, along with identifying safety concerns/issues and crime prevention on campus.

Additional copies of the Annual Security and Fire Report are available by contacting the Saint Francis University Police Department, located in the Small Business Development Center 2299 Manor Drive, Loretto, PA 15940 or, you can visit www.francis.edu/Campus-Safety-and-Health

RIGHT TO KNOW INFORMATION

- Saint Francis University is responsible for complying with Chapter 3 of the Pennsylvania Uniform Crime Reporting Act and with the federal Jeanne Clery Act. If you have a question or concern regarding these acts, please contact the Police Captain at 814-472-3360

- The federal Equity in Athletics Disclosure Act requires institutions of higher education, including Saint Francis University, to prepare an annual report relating to intercollegiate athletics participation, staffing, revenues, and expenses by men’s and women’s teams. Students, prospective students, and others may review Saint Francis University’s report by going to www.francis.edu/Student-Consumer-Information

- In accordance with federal Student Right to Know regulations, information about Saint Francis University’s graduation rate is available by contacting the Office of Institutional Research and Effectiveness at 814-472-3331 or by visiting www.francis.edu/Student-Consumer-Information