

ANNUAL SECURITY AND FIRE SAFETY REPORTS SAINT VINCENT COLLEGE and SEMINARY, LATROBE, PA

2016

INTRODUCTION

Saint Vincent College is a Catholic, Benedictine, liberal arts college that prides itself on the personal relationships among students, faculty, administration, staff, and Benedictines. This network of relationships provides the environment for the growth and safety of its individual members. The College has an enrollment near 1850 (We have a capacity for 1283 in on-campus housing, with a typical yearly occupancy rate ranging from 94% to 99%.) with approximately 175 full and part-time faculty members and 379 additional non-faculty employees. Sharing the campus with the College is Saint Vincent Seminary, a Catholic school of theology and house of formation that prepares approximately 50 candidates for ministry as Catholic priests of which approximately 30 are residents in the diocesan seminarians' residence halls, namely Leander Hall and Roderick Hall. Also on campus, Saint Vincent Monastery houses about 100 Benedictine Monks.

Saint Vincent College and Seminary are located in the Laurel Highlands recreational region on a suburban campus in Unity Township, near the City of Latrobe, 35 miles east of Pittsburgh on Route 30 East. The campus consists of 30 buildings with over 1,000,000 square feet of space on over 200 acres of improved grounds.

The Annual Security and Fire Safety Report is prepared in accordance with Pennsylvania Legislative Act 73 of 1988, College and University Security Information Act. It is also prepared in accordance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Reporting Act (20 USC 1092(f) as codified by 34 CFR 668.46, Institutional security policies and crime statistics and 34 CFR 668.41(e), Annual Security Report.

These reports can also be found on the Internet. The address is:

www.stvincent.edu/cleryact

PUBLIC SAFETY

The Public Safety Director is the administrator directly responsible for the safety and security programs of Saint Vincent College, Seminary and Monastery. The Fire Chief, who reports to the Public Safety Director, is directly responsible for firefighting and fire safety programs of Saint Vincent College, Seminary and Monastery. The Public Safety Office reports to Bruce A. Antkowiak, Counsel to the College and Archabbey. Public Safety maintains a force to provide security services 24 hours a day, 7 days a week, in addition to College employees who staff the Emergency Communications Center (ECC).

Public Safety Director, Fr. Joseph Adams maintains membership in the International Association of Campus Law Enforcement Administrators.

The Public Safety Director and the Campus Security Survey Administrator for the Seminary prepare the annual security report in cooperation with the Human Resources Director and Assistant Counsel to the College. The information contained herein is derived from many existing sources and policies. The information is provided by offices within the College and Seminary. Specifically, Student Affairs in the college, the Rector's Office in the Seminary, Public Safety Department and Human Resources. The Annual Security and Fire Safety Report (ASR) is compiled by the Public Safety Director and reviewed by the Clery Act Committee prior to publication.

Crime statistics are reported annually to the State Police according to the Uniform Crime Reporting Procedure and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The State Police, in turn, provide statistics regarding criminal activity on and in the vicinity of campus. These statistics are provided to all students, student applicants to the College (when requested), and employees and prospective employees (when requested).

REPORTING CRIMES AND EMERGENCIES

Anyone who is aware of criminal, suspicious activity or other emergencies is encouraged to notify Public Safety immediately. Individuals making reports should leave their name, a return telephone number or e-mail address, the date and time of the incident, the type of incident, the location of the incident, the names of the individuals involved and the names of any witnesses. Reports are made by dialing 724-805-2311 for non-emergencies and 724-805-2911 for life-threatening emergencies. The ECC answers the 2311 and 2911 telephone numbers 24 hours a day. The Emergency Telecommunications Operator (operator) has radio access to public safety officers (officer) and telephone and radio access to the Westmoreland County Department of Public Safety 911 dispatcher. The officer will be dispatched and will assess the situation. The officer will determine the need for further assistance such as ambulance, fire department and/or residence life staff, at times, along with other College officials. Individuals, who are victims of a crime, are told of their right to notify State Police. Crimes may also be reported directly to the Pennsylvania State Police at 724-832-3288.

There are emergency call boxes located in each of the student parking areas for summoning assistance by radio. The police/security supervisor checks all emergency call boxes monthly. Any problems are reported to the Public Safety Director and immediately to the appropriate repair entity.

The Wellness Center, during regular office hours, is available to handle medical emergencies for staff and students. After hours, referrals will be made to the nearby urgent care center (Med Express) or the Excelsior Hospital emergency room. Residence Hall Directors and Prefects are trained in CPR and First Aid to provide assistance in the residence halls if appropriate.

All medical emergency calls should be made to 2911 where contact will be made to the local 911 for assessment. An ambulance will be summoned for serious medical emergencies at the discretion of Public Safety, Wellness Staff and/or Residence Life Staff.

Saint Vincent has a Fire Department staffed by a Fire Chief, Deputy Fire Chief, Benedictines, staff and numerous student volunteers. The Fire Chief is a full time employee of the college charged with other duties in addition to his fire department duties. The Deputy Fire Chief is employed on a part-time basis to assist the Fire Chief. The department assures that proper emergency equipment is available, along with appropriate fire detection devices. The Fire Department is dispatched when a fire alarm is activated, in the same manner as officers. Emergencies are reported using the 2911 emergency telephone number. In the event fire department personnel are not present, the public safety officer will respond and summon local fire departments in the event of a fire related issue.

Individuals may report crimes in person at the Public Safety Office located in Alfred Hall on the Ground Floor. They may also report crimes in person to the operator at the ECC or to the Public Safety Director located in Alfred Hall on the Ground Floor. Crimes may be reported to the Public Safety Office by email at publicsafety@stvincent.edu.

Anyone aware of someone on campus whose behavior is causing concern, who has made a threatening remark or overt act of physical violence against self or another person(s) or property, may report that behavior to Public Safety or to Student Affairs. You may also complete the form at the following location:

http://www.stvincent.edu/campus_safety_form

TIMELY WARNINGS and CONFIDENTIAL REPORTING

The Public Safety Director mails and posts memoranda on security matters as needed. Annually, all students and employees are made aware of the Annual Security and Fire Reports (posted on the College's web site).

The Public Safety Director consults with the Counsel to the College and Archabbey to the College regarding serious crimes and situations affecting the community to determine the need for a timely warning. The President or his designee is the approval authority for posting timely warnings. Timely warnings of serious crimes are conveyed to the community by way of special postings, email, e2Campus text messages and/or direct mailings. The Crime Alerts are prepared without delay and posted in the residence halls and other areas as directed by the Vice President for Student Affairs. These alerts contain the following information:

- Date and Time of Incident
- Location of the Incident
- Type of Incident

- Description of the Actor
- Summary of What Happened
- Crime Prevention Tips
- Contact Telephone Number

Victims may report crimes on a voluntary and confidential basis. Victims of a sexual assault can obtain a PS Form 22, Confidential Sexual Assault Report Form from the Public Safety Office, Student Affairs Office, or by downloading the form from the Public Safety portal page. Victims of all other reportable crimes can obtain a PS Form 23, Crime Statistic Report Form from the same locations.

Personal and Pastoral Counselors encourage the voluntary and confidential reporting of crimes, if and when they deem appropriate. These crimes are only included in the annual disclosure of crime statistics and no record is published. The victim of a sexual assault is provided with a PS Form 22, Confidential Sexual Assault Form. A PS Form 23, Crime Statistic Report Form is provided for all other reportable crimes. The completed forms are returned to the Public Safety Director. Once the statistic is determined not to have been previously reported, it is included in the annual security report.

The Daily Crime and Fire Logs are maintained in the Public Safety Office and are available for review during normal business hours.

IMMEDIATE EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Saint Vincent employs an outdoor emergency messaging system as well as a text messaging service contracted with e2Campus. The e2Campus is a voluntary, but highly encouraged program for the faculty and staff and mandatory for students. In addition, Saint Vincent employs email messaging.

The actual policy for activation of emergency notifications is contained in Public Safety's Standard Operating Procedure 4-5, Mass Notification Systems Protocol.

When a potential significant emergency or dangerous situation is identified by the Saint Vincent staff, the Public Safety Director will be notified immediately. The Director will conduct an immediate investigation into the facts and circumstances of the event to confirm the existence and severity of the event.

Upon the confirmation of the event, the Public Safety Director will consult with the Counsel for the College and Archabbey to the College to determine the need for notification.

Once the need for notification has been established, the content of the notification will be drafted with the assistance of the Vice President for Marketing and Communications and will be sent to the President for final approval prior to release. Saint Vincent does not segment its notification process. Everyone is on the same network.

The immediate notification will be made without delay unless in the professional judgment of responsible authorities, the notification will hamper victim assistance, interfere with the ability to contain or mitigate the emergency event. Saint Vincent uses pre-recorded messages for the outdoor notification system and templates for the e2campus text messaging system. The contents of the mass notification can be augmented by using the public address feature. The e2campus text messages can be modified to meet the need of the specific incident.

The President of Saint Vincent College is the approval authority for all activations on the Saint Vincent College Campus with the exception of the Pittsburgh Steelers Summer Training Camp. The President has designated the Vice President for Student Affairs, Counsel for the College and Vice President for Finance and Administration as personnel authorized to activate the systems.

The Emergency Telecommunications Operators must obtain permission from an individual on the list of those authorized to grant permission before activating the warning systems. If the Emergency Telecommunications Operator is not able to contact any of the administrators on the permissions list, the Emergency Telecommunications Operator (ETO) will secure permission from the Public Safety Director. If a threat is in progress and the Emergency Telecommunications Operator is not able to contact the Public Safety Director or other designated administrators, the on-duty Emergency Telecommunications Operator will immediately activate the systems without administrative approval. The on-duty Emergency Telecommunications Operator will also immediately activate the systems without administrative approval in situations where the delay will cause or have a high propensity to cause immediate casualties. This will be reserved for situations such as an active shooter.

The following is the list of all individuals responsible for determining the nature of the emergency and initiating the notification process as listed above.

President
Counsel for the College
Vice President for Finance and Administration
Vice President for Student Affairs
Public Safety Director
Human Resources Director /Assistant Counsel to the College
Emergency Telecommunications Operator

The Pittsburgh Steelers can authorize the use of the mass notification system for crowd management on the campus. An e2Campus alert will not be sent in these instances.

Disseminating Information to Community

Saint Vincent College allows for parents/families to sign up for e2Campus alerts. They receive notification on a real time basis. A follow-up email can be sent to parents/families that are on the Bearcat Family Program listserv.

Testing Emergency Response and Evacuation Procedures

Saint Vincent is participating in Westmoreland County's Campus Shield program. As a result, all participants will be trained in the National Incident Management System and the emergency response/evacuation plans will be exercised on an annual basis.

Exercises that will affect the campus at large will be pre announced in order to give everyone adequate time to make appropriate arrangements. Saint Vincent emergency response and evacuation procedures are posted on MySV the Saint Vincent College Portal. A notice in MySV will be published at least annually to remind the community of the procedure's existence and will direct them to the web site. Public Safety will maintain all records for the exercise including a description of the exercise, the date, time and whether it was announced or unannounced.

Evacuation drills are conducted each semester for all residential facilities. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Saint Vincent Fire Department (SVFD) does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, SVFD and Residence Life staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes. Public Safety maintains written procedures on MySV. A reminder of the location of this information will be posted on MySV prior to the unannounced fall semester drill and will be included in the information announcing the winter drill.

Shelter-in-Place Procedures—What it Means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic "Shelter-in-Place" Guidance

If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room-until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from several sources, including the outdoor loud speaker, Saint Vincent Public Safety, Fire Department members, Residence Life Staff members, other College employees, e2Campus text, email message or other emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - a. An interior room;
 - b. Above ground level; and
 - c. Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (Facility Management staff will turn off ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (Residence Life Staff, faculty, or other staff) to call the list in to Public Safety so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

SECURITY POLICIES

Public safety officers provide 24-hour services, year round. In addition, Public Safety employs personnel to staff the ECC. These individuals monitor the vehicular and pedestrian access to the main part of the campus. The ECC is operated 24 hours per day. Officers complete a minimum of a 40-hour training period. Additional training includes first aid, CPR and Automatic External Defibrillator.

Prospective students or employees who have criminal records are screened on a case-by-case basis. If a person is judged to be a threat to the community, he or she is not admitted or hired. For all new employees, a check of criminal history is made and such a candidate is disqualified if there is a conviction of a felony or misdemeanor that would cause concern for the safety of the community. Staff who will have any significant contact with minors who may be on campus for summer camps, etc. will also be required to undergo

an appropriate federal or state child abuse clearance check. If an employee is convicted of a crime, he or she is subject to suspension and/or dismissal depending upon the nature and severity of the crime and any concern for the safety and welfare of the community.

Regular vehicle and foot patrols cover the campus, including all entrances and exits of buildings, parking lots, and walkways. From time to time, public safety officers will conduct bicycle and/or golf cart patrols of campus. Exact routes are avoided in order not to set a pattern.

The Pennsylvania State Police provide law enforcement services for Saint Vincent since there is no township police force. The Public Safety Director maintains a working relationship with Troop A of the Pennsylvania State Police and with the City of Latrobe Police Department. There are no written agreements or memorandums of understanding with the State Police. The Public Safety Director is not a sworn police officer and does not have the power of arrest. The Public Safety Security/Police Supervisor is a sworn police officer and has the power of arrest. The supervisor is not armed. Authority to exercise the power of arrest or to issue state citations is retained by the President of the College. Public safety officers, who are not sworn, do not have the power of arrest or any other law enforcement authority; however, they have a close working relationship with the Pennsylvania State Police and the State Police are called whenever an arrest is necessary or there is danger of personal harm. Saint Vincent does not have any student organizations or housing off campus. Therefore, Public Safety does not have a formal agreement with the Pennsylvania State Police for reporting crimes to Saint Vincent involving students off-campus.

SAFETY OF AND ACCESS TO FACILITIES

The Facility Management staff works in cooperation with the Public Safety Director to maintain a safe environment. The Public Safety Director makes recommendations for the maintenance of grounds to remove potential danger areas. The Public Safety Department is responsible for maintaining records of all keys. Locks are changed when room keys are lost. Public Safety and Housekeeping are responsible for locking and unlocking campus buildings according to scheduled usage.

Public Safety and Facility Management staff members report any needed repairs to the Facility Management Office. This includes burned out lights, broken locks, inoperable doors and other safety problems.

The Saint Vincent Fire Department reports to the Public Safety Director. The department assures that proper emergency equipment is available, along with appropriate fire detection devices. It conducts the necessary fire drills in both residence and academic halls.

The facilities and programs of Saint Vincent College and Seminary are reserved for the Saint Vincent community. Visitors, however, are welcomed for public or special events

such as religious ceremonies, lectures, athletic contests, conferences and cultural activities.

Student Housing

Housing is normally limited to full-time matriculated students, although the Dean of Students may make exceptions to this rule for students carrying fewer than 12 credits, for 5th year seniors, graduate students and for student teachers. Varieties of on-campus housing options are available and include singles, doubles, suites and apartments.

Housing, in most cases, is single-sex by floor, neighborhood or wing. All housing is smoke-free.

The six college residence halls are staffed by 1 Residence Life Coordinator, 4 Residence Hall Directors (RHD), 6 or 7 Assistant RHDs and a number of student Prefects to provide a 24-1 resident-prefect ratio in the freshman hall and a 35-1 resident-prefect ratio in the upper class residence halls. The Residence Life staff must participate in a formation program prior to the academic year. The program includes presentations on first aid, fire safety, drug and alcohol prevention, non-violent conflict resolution, crisis intervention, and security. All residents receive a copy of the Student Handbook, either in hardcopy or online. Regular floor meetings are held by the Residence Hall Director and/or Prefects to deal with security issues.

Security of the College residence halls begins at the outside entrances. The exterior doors are locked 24 hours a day and are equipped with state-of-the-art proximity locks. Each student resident's identification card contains a proximity device that activates the lock to the residence hall. The exceptions are the main entrance areas in Bonaventure and Gerard Halls that have the proximity locks on the interior doors off the lobby. Saint Benedict Hall also contains a proximity lock on each individual neighborhood. Wimmer Hall, due to its configuration, has proximity locks on some interior doors as well as exterior doors. The floors for students in Wimmer Hall have automatic door closures. Doors lock upon closing. Checks are made at midnight to ensure that all doors are properly secured. Each student room is secured with a deadbolt locking system. The bolt is key-operated, not spring activated. When the bolt is fully extended, it is secured within the doorframe. The windows within the student rooms are secured by either a single or double latch. These windows once secured cannot be opened from the outside.

All students have identification cards to control restricted usage of the dining hall, library, residence halls, and sports facilities.

Visitors are welcome in college student housing, but any visitor unaccompanied by a resident is asked to identify himself or herself to the Residence Hall Director or student Prefect. Overnight guests of Saint Vincent students are welcome but must be registered with either the Residence Hall Director or student Prefect. Visitors of the opposite sex, however, are not permitted between the hours of midnight and 10:00 a.m. Sunday through Thursday nights (2:00 a.m. to 10:00 a.m. on Friday and Saturday nights). On Fall and Spring Term weekends when school is in session, personnel are stationed at the

entrances of all residence halls on Friday and Saturday evenings between 8:00 p.m. and 2:30 a.m. to insure that only authorized Saint Vincent students or authorized guests are allowed in a residence hall.

All seminarians receive private rooms in Leander and Roderick Halls. The Vice-Rector makes room assignments for all new Seminary students. Returning Seminary students have the option of choosing a room according to their seniority within the Seminary community. Each seminarian's room is equipped with a lock and with hardware to secure windows. Keys to individual rooms also permit access to specified exterior doors in Leander Hall and to facilities reserved for exclusive use by the Seminary community. Thus seminarians can gain admission to their residence halls even after the main entrances have been locked at approximately midnight. Priests, who are members of the Seminary staff, serve as Residence Hall Directors for the Seminary residence halls. These priests reside on the second and fourth floors of Leander Hall, and the third floor of Roderick Hall.

Visitors to the Seminary are welcome, but they are to be accompanied by a seminary student at all times. Seminarians should notify the Seminary Vice-Rector when visitors will be present. Seminary recreation, laundry, and exercise facilities are reserved for the exclusive use of the Seminary community. Overnight accommodations are usually available, but arrangements need to be made with the Vice-Rector's Administrative Assistant and the Seminary/Monastery Guest Master.

MISSING STUDENT NOTIFICATION PROCEDURES

All reports of missing or suspected missing resident students who have been missing for more than 24 hours will be reported to the Public Safety Department at 724-805-2311 (off-campus phone) or 2311 (on-campus house phone). Resident students should register confidential information with the Office of Residence Life stating who should be contacted in the event the student is determined to be missing for a period of more than 24 hours. This information will be accessible only to authorized campus officials, and that it will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. If a missing student is under 18 years of age and not emancipated, the College will notify a custodial parent. In an effort to avoid jurisdictional conflicts when an off-campus, non-campus or commuter student is reported missing to Public Safety, immediate notification will be made to the appropriate jurisdiction. The Department of Public Safety will assist external authorities with these investigations as needed or become primary jurisdiction if requested.

CRIME PREVENTION

Crime prevention is a shared responsibility of the entire community. The Public Safety Director is responsible for development and implementation of crime prevention programs. The crime prevention message is delivered in several different ways. Incoming freshmen are briefed on safety and security matters as part of their orientation process. Prefects are encouraged to make presentations during their mandatory floor meetings.

Several crime prevention and fire safety videos are available for their use. A variety of Crime Prevention Handouts and pamphlets are placed in the Public Safety Office, Student Affairs Office, and the Wellness Center. Several other programs have been instituted at Saint Vincent. The Operation Identification program provides individuals with a pamphlet on how to mark important belongings to help prevent their theft or their recovery and an engraver. A form is available to record the important data about the item, such as serial number, model number, and date of purchase and value. Another program is the Escort Service. An individual can request a walking escort by officer from anywhere on campus to anywhere on campus. Crime prevention reminders are often included in the weekly Bulletin, the official campus newsletter and when necessary, crime prevention bulletins are mailed directly to each individual or emailed.

POLICY ON ALCOHOL AND OTHER DRUGS (Drug Free Schools and Community Act)

Saint Vincent College and Seminary are committed to the responsible use of alcoholic beverages on campus. Illegal or irresponsible consumption of alcoholic beverages and other drugs will not be tolerated. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited on College and Seminary property or as part of any activity sponsored by the College and Seminary. A controlled substance includes but is not limited to marijuana, cocaine, crack, heroin, and amphetamines.

Students, faculty and staff must abide by the terms of the above policy. Furthermore, the Drug-Free Workplace Act of 1988 requires any employee to notify the Director of Human Resources of any conviction under a criminal drug statute for violations occurring on or off College premises while conducting College business. A report of the conviction must be made within five days following the conviction.

Disciplinary action for violations will be taken according to the applicable Saint Vincent College or Seminary handbook up to and including termination of employment or expulsion from the College or Seminary and referral for prosecution. Saint Vincent College and Seminary will not shield individuals from the legal consequences of their actions should they violate the law.

Pennsylvania and Federal Laws

All members of the Saint Vincent College and Seminary community must adhere to all applicable local, state and federal laws related to the sale and use of alcoholic beverages and other drugs and controlled substances. Some examples of these laws and their corresponding penalties are listed here:

PA CRIMES CODE, TITLE 18				
OFFENSE	PENALTY	1ST OFFENSE	2ND OFFENSE	SUBSEQUENT OFFENSE
Section 5505 – Public Drunkenness A person is guilty of a summary offense if he appears in any public place manifestly under the influence of alcohol... to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity.	Fine Jail	0 - \$300 0 – 90 days	0 - \$300 0 – 90 days	0 - \$300 0 – 90 days
Section 6307 – Misrepresentation of Age to Secure Liquor or Malt or Brewed Beverages A person is guilty of a summary offense for a 1st violation and misdemeanor of the 3rd degree for any subsequent violations if he being under the age of 21 years, knowingly and falsely represents himself to be 21 years of age or older to any licensed dealer, distributor or other person, for the purpose of procuring or having furnished to him, any liquor or malt or brewed beverages.	Fine Jail License Susp.	0 - \$300 0 – 90 days 90 days	0 - \$500 0 – 1 year 1 year	0 - \$500 0 – 1 year 2 years
Section 6308 – Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed Beverages A person commits a summary offense if he, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses, or knowingly and intentionally transports any liquor or malt or brewed beverage	Fine Jail License Susp. Notify Parent (of minor)	0 - \$500 0 – 90 days 90 days Yes	0 - \$1000 0 – 90 days 12 months Yes	0 - \$1000 0 – 90 days 2 years Yes
Section 6309 – Representing That a Minor is "of Age" A person is guilty of misdemeanor of the third degree if he knowingly, willfully and falsely represents to nay licensed dealer, or other person, any minor to be of full age, for the purpose of inducing (that) person to sell or furnish any liquor or malt or brewed beverages to the minor	Fine Jail	\$300 - \$2,500 0 – 1 year	\$300 - \$2,500 0 – 1 year	\$300 - \$2,500 0 – 1 year
Section 6310 – Inducement of Minors to Buy Liquor or Malt or Brewed Beverages A person is guilty of a misdemeanor of the third degree if he hires or requests or induces any minor to purchase or offer to purchase, liquor or malt or brewed beverages from a duly licensed dealer for any purpose	Fine Jail	\$300 - \$2,500 0 – 1 year	\$300 - \$2,500 0 – 1 year	\$300 - \$2,500 0 – 1 year
Section 6310.1 – Selling or Furnishing Liquor or Malt or Brewed Beverages to Minors A person commits a misdemeanor of the third degree if he intentionally and knowingly sells or furnishes, or purchases with the intent to sell or furnish, any liquor or malt or brewed beverages to a person who is less than 21 years of age. This section does not apply to any religious service or ceremony which may be conducted in a private home or a place of worship where the amount of wine served does not exceed the amount reasonably, customarily and traditionally required as an integral part of the service or ceremony.	Fine Jail	\$1,000 - \$2,500 0 – 1 year	\$2,500 0 – 1 year	\$2,500 0 – 1 year
Section 6310.2 – Manufacture or Sale of False Identification Card A person commits a misdemeanor of the second degree if he intentionally, knowingly or recklessly manufactures, makes, alters, sells or attempts to sell an identification card falsely representing the identity, birth date, or age of another	Fine Jail	\$1,000 - \$5,000 0 – 2 years	\$2,500 - \$5,000 0 – 2 years	\$2,500 - \$5,000 0 – 2 years
Section 6310.3 – Carrying a False Identification Card A person commits a summary offense for a first violation and misdemeanor or the third degree for any subsequent violations if he, being under 21 years of age, possesses an identification card falsely identifying that person by name, age, date of birth or photograph as being 21 years of age or older and obtains or attempts to obtain liquor or malt or brewed beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the same name of that person who possesses the card	Fine Jail License Susp. Notify Parent (of minor)	0 - \$300 0 – 90 days 90 days Yes	0 - \$500 0 – 90 days 1 year Yes	0 - \$500 0 – 90 days 2 year Yes
Section 6310.7 – Selling or Furnishing Nonalcoholic Beverages to Persons Under 21 A person commits a summary offense if he intentionally and knowingly sells or furnished nonalcoholic beverages to any person under 21 years of age. As used in this section, the term "nonalcoholic beverage" means any beverage intended to be marketed or sold as nonalcoholic beer, wine, or liquor having some alcohol content but does not contain more than 0.05% alcohol by volume.	Fine Jail	0 - \$300 0 – 90 days	0 - \$300 0 – 90 days	0 - \$300 0 – 90 days
PA VEHICLE CODE, TITLE 75				
OFFENSE	PENALTY	1ST OFFENSE	2ND OFFENSE	SUBSEQUENT OFFENSE
Section 3718 – Minor Prohibited from Operating with any Alcohol in System Notwithstanding any other provision of this title, a minor shall not drive, operate or be in physical control of a motor vehicle while having any alcohol in his system. A person who violates this subsection commits a summary offense	Fine	\$100	\$100	\$100
Section 3809 – Restriction on Alcoholic Beverages It is unlawful for any person who is operator or an occupant in a motor vehicle to be in possession of an open alcoholic beverage container or to consume any alcoholic beverage or controlled substance while the motor vehicle is located on any highway in the Commonwealth. Any person who violates this section commits a summary offense.	Fine	\$25	\$25	\$25
Section 3802(e) – DUI-Minors A minor may not drive, operate or be in actually physical control of the movement of a vehicle after imbibing a sufficient amount of alcohol such that the alcohol concentration in the minor’s blood or breath is .02% BAC or over within two hours after the minor has driven, operated or been in actual control of the movement of the vehicle.	Fine Jail License Susp. Notify Parent (of minor)	\$500 - \$5,000 48hrs – 6 mos. 12 months Yes	\$750 - \$5,000 30 days – 6 mos. 12 months Yes	\$1,500 - \$10,000 90 days – 5 yrs 18 months Yes

In addition, a person convicted of a federal or Pennsylvania offense involving a controlled substance may be made ineligible to receive grants, licenses, contracts and other federal benefits. Federal penalties for possession of any substance containing illicit drugs are up to one year of imprisonment and/or a fine up to \$5,000 for the first offense and up to two years imprisonment and/or a fine of up to \$10,000 for the second offense. Federal penalties for the cultivation or manufacture, distribution, or possession of illicit drugs are determined by their classification. Factors leading to stiffer penalties include: Repeated offenses, larger amounts of the substance, purity of the substance, distribution to a person under the age of 18 or to a pregnant woman, distribution within 1,000 feet of a schoolyard, playground, youth center, swimming pool, or video arcade.

Saint Vincent Policy on Drugs and Alcohol

The College encourages students to abstain from alcohol and other drugs. If students choose to consume alcohol, they should do so responsibly and legally.

Reporting Alcohol and Drug Related\Other Emergencies:

Medical Amnesty Policy and PA Law

At Saint Vincent College, students' safety is paramount. If a student has been drinking but suspects that a friend is in danger or suffering from alcohol poisoning, a student can call for help without fear of legal consequences (immunity from prosecution) due to our Medical Amnesty policy and the PA Medical Amnesty Law.

Saint Vincent Medical Amnesty Policy

In order for a student to receive medical amnesty, the student seeking assistance for the sick **must**:

1. Place a 911 call, or a call to campus safety, police or emergency services, in good faith, based on a reasonable belief and reported that another person was in need of immediate medical attention to prevent death or serious injury.
2. Reasonably believe he or she was the first person to make a 911 call or a call to campus safety, police or emergency services, and report that a person needed immediate medical attention to prevent death or serious injury.
3. Provide his or her own name to the 911 operator or equivalent campus safety, police or emergency officer.
4. Remain with the person needing medical assistance until emergency health care providers arrived and the need for his presence had ended.
5. The only way law enforcement becomes aware of their own possession or consumption of alcohol is because of their conduct in 1 – 4 above.

The conduct of a student meeting the criteria of this statute will also be considered a mitigating factor in any disciplinary proceedings Saint Vincent conducts that arise out of the incident.

PA Medical Amnesty Law

The bill amends 18 Pa. C.S. (Crimes and Offenses) to add a subsection to [Section 6308](#) creating **immunity from prosecution** for a person under the age of 21 for the possession or consumption of alcoholic beverages if law enforcement, including campus safety police, became aware of the possession or consumption solely because the individual was seeking medical assistance for someone else.

The person seeking the assistance must reasonably believe he or she is the first to call for assistance, must use his own name with authorities, and must stay with the individual needing medical assistance until help arrives.

Students and employees are required to become familiar with all aspects of the College's Alcohol and Other Drugs Policy which are found in the Student Handbook, available online at:

http://www.stvincent.edu/uploadedFiles/Student_Life/Content/Student%20Handbook.pdf

Health and Safety Concerns

The influence of alcohol and the medically unsupervised use of drugs and/or narcotics may pose serious safety and health risks to both the user and other members of the Saint Vincent community. Alcohol is a central nervous system depressant, which slows bodily functions. Small quantities induce feelings of wellbeing, relaxation, and loss of inhibitions. Larger doses progressively cause intoxication, sedation, unconsciousness, and possibly death. Alcohol is psychologically and physically addicting and long-term abuse can lead to severe emotional, psychological, and physical problems.

The use of illicit drugs can also lead to many severe physical, psychological and emotional problems. The specific effects depend on the dose, length of use, and the type of drug, which is being used. Some examples of these effects include – loss of appetite, memory loss, learning difficulties, paranoia, anxiety, depression, sleeplessness, increased blood pressure and heart rate, damage to internal organs, stroke, and possibly death. More information about the specific effects of various drugs can be obtained from the Wellness Center (ext. 2115) or the Prevention Projects (724-805-2050).

Services Available

The College and Seminary recognize drug and alcohol abuse and dependency as an illness and a major health problem. There are many services available for counseling, treatment or rehabilitation for students and employees. Students and employees

concerned about their own or another person's alcohol or other drug use are encouraged to contact the Wellness Center, Counseling and Health Services, located in the Robert S. Carey Student Center or the Prevention Projects. Confidential advice and referral resource information is available. The College health insurance for employees provides coverage for both inpatient and outpatient treatment services.

Conscientious efforts to seek help for a drug or alcohol abuse problem will not jeopardize any employee's job or any student's record. Treatment service providers will design a specific aftercare plan to assist the employee or student with re-entry into their community environment. Any treatment options for Seminary students are governed by the specific policy of the student's sponsoring diocese, which is consulted in such matters.

Local Resources:

Outpatient Treatment/Rehabilitation Services	
Catholic Charities	724-837-1840
Excela Health Comprehensive Counseling Services, Greensburg	724-832-4110
Gateway Rehabilitation Center Greensburg Office	724-853-7300
Southwestern Pennsylvania Human Services (SPHS) Latrobe Office	724-532-1700
Greensburg Office	724-834-0420

Inpatient Treatment/Rehabilitation Services	
Addiction Recovery Center (ARC) Manor, Kittanning	800-323-1333
Greenbriar Rehabilitation Center, Washington, PA	800-637-4673
Pyramid Healthcare, several locations in nearby counties including Allegheny	888-694-9996
Twin Lakes Drug and Alcohol Rehabilitation Center, Somerset	800-452-0218
Support Services	
Westmoreland County Crisis Hotline	800-836-6010
Substance Abuse Helpline	844-897-8927
Alcoholics Anonymous	724-836-1404
Al-anon	412-572-5141 or 800-628-8920
Narcotics Anonymous	412-391-5247
Campus Counseling Resources	
Saint Vincent College Counseling Services, Wellness Center	Ext. 2115 or 724-805-2115

Saint Vincent College Campus Ministry	Ext. 2350 or 724-805-2350
Campus Information and Material Resource Services	
Saint Vincent College Prevention Projects	724-805-2050

POLICY ON FIREARMS AND PYROTECHNICS

The Student Handbook contains specific prohibitions on the possession of weapons and explosives by students on campus. Policies regarding the possession of firearms by members of the Benedictine Community of Saint Vincent Archabbey are determined and enforced by the Prior. Otherwise, Saint Vincent policy prohibits the possession of firearms (a term that includes including pyrotechnics of any kind) by anyone on the grounds of the College or Seminary campus unless specific authorization is obtained from the Public Safety Department.

POLICY ON SEXUAL HARASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

Sexual Misconduct Policy

I. Policy Statement

Saint Vincent College is deeply committed to its strong tradition of respecting, preserving, protecting, and enhancing the dignity of every member of its community and all whom we welcome as guests. This tradition embraces the notion that no member of the College community is, or should be, excluded from participation in, denied the benefits of, or subjected to discrimination in, any College program or activity on the basis of sex, sexual orientation, or gender identity. Gender-based and sexual harassment, including sexual violence, are forms of discrimination that deny or limit an individual's ability to participate in and benefit from the programs and activities of the College. Accordingly, the College expressly prohibits them.

The foregoing policy on Sexual Misconduct prohibits all forms of Sexual Harassment and Gender-Based Harassment as defined in SECTION II. In addition, Sexual Misconduct may be subject to criminal prosecution. The College encourages victims to report sexual misconduct to appropriate College authorities as described in SECTION VI of this policy.

This policy protects students, faculty, and staff from harassment that occurs in any of the academic, educational, extracurricular, athletic, and other programs or activities of the College, regardless of whether those programs or activities occur on or off campus. It protects both male and female students from sexual harassment by any College

employee, another student, and a non-employee third party. Persons found in violation of this policy shall be subject to disciplinary action which may include, but is not limited to, counseling, educational training, written warning, demotion, transfer, suspension or dismissal.

As a recipient of Federal funds, the College complies with Title IX of the Higher Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs or activities. Sexual Misconduct, as defined in this Policy, is a form of sex discrimination prohibited by Title IX. Saint Vincent College is committed to providing programs, activities, and an educational environment free from sex discrimination.

Saint Vincent College is an educational community rooted in the tradition of the Catholic faith, the heritage of Benedictine monasticism, and the love of values inherent in the liberal approach to life and learning. Nothing in this policy shall require Saint Vincent to act in a manner contrary to the beliefs and teachings of the Catholic Church nor shall it be construed as a waiver either of constitutional or statutory rights which Saint Vincent enjoys as a religiously-affiliated institution.

II. Definitions

Sexual Misconduct

Sexual Misconduct includes Sexual Harassment and Gender-Based Harassment.

Sexual Harassment

Sexual Harassment is Unwelcome Conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including but not limited to Rape, Sexual Assault, Sexual Violence and Sexual Exploitation. In addition, Dating Violence, Domestic Violence, and Stalking may also constitute Sexual Harassment.

Gender-Based Harassment

Gender-Based Harassment is Unwelcome Conduct of a nonsexual nature based on a victim's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

Unwelcome Conduct

Unwelcome Conduct is conduct that the victim did not request or invite and that the victim considered to be undesirable or offensive.

Unwelcome Conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome Conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.

Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a victim may have welcomed some conduct does not necessarily mean that a victim welcomed other conduct. Also, the fact that a victim requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

Hostile Environment

A Hostile Environment exists when the Sexual Misconduct is sufficiently serious to deny or limit a student's ability to participate in or benefit from the College's programs or which negatively impacts the work environment for a faculty or staff member.

A Hostile Environment can be created by anyone involved in a College's program or activity (*e.g.*, administrators, faculty members, students, and campus visitors).

In determining whether Sexual Misconduct has created a Hostile Environment, the College considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was Unwelcome Conduct with respect to the student, faculty or staff member who was harassed. But the College will also need to find that a reasonable person in the victim's position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a Hostile Environment.

To make the ultimate determination of whether a Hostile Environment exists, the College considers a variety of factors related to the severity, persistence, or pervasiveness of the Sexual Misconduct, including:

- (1) The type, frequency, and duration of the conduct;
- (2) The identity and relationships of persons involved;
- (3) The number of individuals involved;
- (4) The location of the conduct and the context in which it occurred; and,
- (5) The degree to which the conduct affected one or more student's education.

The more severe the Sexual Misconduct, the less need there is to show a repetitive series of incidents to find a Hostile Environment. A single instance of Sexual Assault may be sufficient to create a Hostile Environment. Likewise, a series of incidents may be sufficient even if the Sexual Misconduct is not particularly severe.

Sexual Assault

Sexual Assault crimes are defined over a number of statutes in Chapter 31 of the Pennsylvania Crimes Code. The Sexual Assault statutes cover a broad range of activities, including everything from offensive sexual touching to rape. Violations of these laws can carry hefty prison sentences and many result in serious Megan's Law consequences. In addition to Sexual Assault crimes defined by law, under this Policy Sexual Assault includes, but is not limited to:

- Non-consensual Sexual Contact, which may be defined as follows:
 - Intentional touching of another person's intimate parts without that person's Consent; or
 - Other intentional sexual contact with another person without that person's Consent; or
 - Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's Consent; or
- Non-consensual Sexual Intercourse, which may be defined as follows:
 - Penetration (anal, oral or vaginal) by a penis, tongue, finger or an inanimate object without the Consent of both parties.

Sexual Violence

Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person did not or cannot give Consent (*e.g.*, due to age, use of drugs or alcohol, or because an intellectual disability prevents the person from having the capacity to Consent). A number of different acts fall into the category of Sexual Violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual Violence includes acts constituting all forms of rape or sexual assault as defined by the Crimes Code of Pennsylvania.

Consent

Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no Consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is in a state of Incapacitation or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this

includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

Incapacitation

Incapacitation means the physical and/or mental inability to make informed, rational judgments. States of Incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol [or other drug] is involved, one does not have to be intoxicated or drunk to be considered Incapacitated. Rather, Incapacitation is determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether a sober, reasonable person in the position of the accused person should have known that the complainant was Incapacitated. Because Incapacitation may be difficult to discern, persons are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is Incapacitated and therefore unable to give Consent. Being intoxicated or drunk is never a defense to a complaint of Sexual Misconduct under this Policy.

Sexual Exploitation

Sexual Exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's Consent. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Recording images (*e.g.*, video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's Consent;
- Distributing images (*e.g.*, video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not Consent to such disclosure and objects to such disclosure; and,
- Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's Consent, and for the purpose of arousing or gratifying sexual desire.

Dating Violence

Dating Violence means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

Dating Violence may constitute Sexual Harassment under this policy.

Domestic Violence

Domestic Violence is defined as set forth in 42 Pa. C.S. § 1726.2. Domestic Violence includes any of the offenses or crimes set forth in Title 18 (relating to crimes and offenses), where the alleged perpetrator and victim have one of the relationships set forth in the definition of “family or household member” in 23 Pa. C.S. § 6102 or are persons who reside or resided temporarily or permanently in the same dwelling. “Family or household members” include spouses or persons who have been spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners, or persons who share biological parenthood.

Domestic Violence may constitute Sexual Harassment under this policy.

Stalking

Stalking is defined as set forth in 18 Pa. C.S. § 2709.1. 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 communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Stalking may constitute Sexual Harassment under this policy.

III. The Title IX Coordinator

All institutions of higher education must designate one employee to serve as the Title IX Coordinator. The Title IX Coordinator is responsible for overseeing the school’s response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.

The Title IX Coordinator for Saint Vincent College is Eileen Flinn.

Eileen Flinn

Title IX Coordinator

1st Floor Alfred Hall, Office of Human Resources

eileen.flinn@stvincent.edu

724-805-2897

Except for confidential reports made to professional or pastoral counselors as set forth in SECTION VI, the Title IX Coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office.

The Title IX Coordinator's responsibilities are discussed in other sections of this Policy. Among other things, these responsibilities include making confidentiality determinations, assigning investigators to handle a matter, and determining who will sit on disciplinary panels. See SECTIONS VII – VIII.

In the event that the individual designated as the Title IX Coordinator is unable (for any reason) to perform that function in any case, the President will appoint a senior administrator of the College to carry out that function.

IV. No Retaliation

The College prohibits any form of retaliation and will take steps to prevent retaliation and take strong responsive actions if retaliation occurs. No faculty, administrator or staff, applicant for employment, student, or member of the public may be subject to restraint, interference, coercion or any other form of retaliation for, in good faith, seeking advice concerning a sexual misconduct matter, filing a sexual misconduct complaint, or serving as a witness in the investigation of a sexual misconduct complaint.

V. Amnesty

The College encourages prompt, full, and frank reporting of all instances of sexual misconduct regardless of whether it occurred in a circumstance in which the conduct of the individuals involved also constituted a violation of the College drug/alcohol policy. The Office of Student Affairs may grant immunity (or substantial mitigation of sanctions) to any victim of sexual misconduct, third-party reporter of sexual misconduct, or any necessary witness regarding any matter of sexual misconduct, from College sanctions arising from violations of the drug/alcohol policy to the extent that such individual provides information in good faith regarding an investigation of sexual misconduct under this Policy.

VI. Reporting and Confidentiality

The pre-eminent concern of the College is that victims of Sexual Misconduct receive whatever support is necessary to assist them in dealing with the events which have resulted in their victimization. The College is also deeply concerned about responding quickly, professionally, and effectively to any allegation of Sexual Misconduct in order to determine its origin and veracity, and the need for remedial or punitive measures with respect to those determined to be responsible.

Individuals who believe they have been victimized by an act of Sexual Misconduct have a number of options available to them to obtain help from the College. They also have

options with respect to making an effective report of the incident in a manner designed to protect their confidentiality as much as possible but so as to allow the College to deal with the circumstances in an effective manner.

Accordingly, if you believe that you are a victim of Sexual Misconduct, the following individuals both on and off the campus are resources for you. Some of these individuals have an obligation to report the incident to authorities on campus for further investigation and, if necessary, remediation. However, there are individuals available to you who will provide support and counsel but who will not report the incident and thus maintain your complete anonymity if you so choose.

A. Professional and Pastoral Counselors

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not permitted to report any information about an incident to the Title IX Coordinator without a victim's permission.

These individuals are, however, in a position to provide considerable support for victims of Sexual Misconduct and the victims are urged to seek such support in dealing with trauma often associated with such incidents.

Here is the contact information for on-campus individuals designated as Professional Counselors and/or Pastoral Counselors:

- Wellness Center, Carey Center: 724-805-2115
- Campus Ministry, Carey Center: 724-805--2350

If you are reluctant to seek such help on campus, you should seek professional assistance from an off-campus trauma professional. Here is contact information for such individuals:

- Dr. Elizabeth Ventura: Dr. Ventura is a licensed, professional counselor with over ten years' of experience in the field. You may contact her at 412-559-9152.
- The Blackburn Center: This is a Sexual Assault Crisis Center located in Greensburg. You may reach them anytime at 724-836-1122 or 1-888-832-2272.

These individuals are trained trauma therapists able to provide considerable support for individuals who believe they have been victimized by Sexual Misconduct. In the event that a victim's personal health insurance will not cover

the assessment or counseling sessions with this individual, arrangements have been made for the College to pay for those sessions without the disclosure by the professional counselor of any information regarding the patient or the nature of the incident involved.

It is critical for victims to understand that the above listed persons are **not permitted** to disclose anything revealed to them in a professional setting to the College or anyone else without the explicit consent of the victim.

B. Title IX Support Persons

The College has designated certain employees and volunteers as Title IX Support Persons. These individuals can talk to a victim without revealing any personally identifying information about an incident to the College. A victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the victim's identity or that the victim has disclosed the incident.

Title IX Support Persons are, however, obligated to report the nature, date, time, and general location of an incident to the Title IX Coordinator while keeping confidential any information that would directly or indirectly identify the victim. This limited report helps keep the Title IX Coordinator informed of the general extent and nature of Sexual Misconduct on and off campus so the Title IX Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before Title IX Support Persons report any information to the Title IX Coordinator, they will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator.

Here is the contact information for individuals designated as Title IX Support Persons:

- Sue Hozak
Associate Athletic Director
Head Women's Volleyball Coach
Athletics, Carey Center
724-805-2112
Sue.hozak@stvincent.edu

- Barbara A. Joyce
Administrator, Human Resources Benefits

Office of Human Resources, 1st Floor Alfred Hall
724-805-2267
Barb.joyce@stvincent.edu

- Connie Krznaric
Nurse
Wellness Center, Carey Center
724-805-2115
Concetta.krznaric@stvincent.edu
- Jody Marsh
Coordinator of Office and Service
Campus Ministry, Carey Center
724-805-2350 Jody.marsh@email.stvincent.edu
- Sandy Quinlivan
Associate Dean of Studies
Headmaster's Hall, Second Floor
724-805-2371
Sandy.quinlivan@stvincent.edu
- Kim Woodley
Assistant Director/Career Consultant
Career Center, Carey Center
724-805-2070
Kimberly.woodley@stvincent.edu

A victim who speaks to a Title IX Support Person must understand that, if the victim wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Nonetheless, Title IX Support Persons will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated. These Title IX Support Persons will provide the victim with assistance if the victim wishes to do so.

C. Responsible Employees

Responsible Employees are College employees who have the authority to redress Sexual Misconduct, who have the duty to report incidents of sex-based discrimination, or who a student, faculty, or staff member could reasonably believe have this authority or duty. These employees are mandated to report the incident to the Title IX Coordinator.

When a victim tells a Responsible Employee about an incident of Sexual Misconduct, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened—including the names of the victim and the alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with those who handle the College's response to the report. A Responsible Employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

All residence hall student and professional staff members, faculty advisors, athletic coaches, department directors and Public Safety officers are Responsible Employees:

Before a victim reveals any information to a Responsible Employee, the Responsible Employee should ensure that the victim understands the reporting obligations of the Responsible Employee. If the victim wants to maintain confidentiality, the Responsible Employee must direct the victim to confidential resources.

After being fully apprised of confidential resources at the College (see, **Assistance for Victims of Sexual Misconduct**, in Section IX of this Policy), If the victim nonetheless wants to tell the Responsible Employee what happened but also maintain confidentiality, the Responsible Employee must tell the victim that the College will consider the request but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator,

the Responsible Employee will also inform the Title IX Coordinator of the victim's request for confidentiality.

Responsible Employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the College to fully investigate an incident. Likewise, Responsible Employees will not pressure a victim to make a full report if the victim is not ready to do so.

Weighing Confidentiality Requests

If a victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action be taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, faculty and staff members, including the victim.

If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the College may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students, faculty, and staff members.

The College hereby designates the Title IX Coordinator to make the final determination on requests for confidentiality once a Responsible Employee is on notice of alleged sex-based discrimination. The Coordinator may consult with any individual they deem appropriate in making this decision.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- a. The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
 - i. Whether there have been other sexual violence complaints about the same alleged perpetrator;
 - ii. Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;

- iii. Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- iv. Whether the sexual violence was committed by multiple perpetrators;
- b. Whether the sexual violence was perpetrated with a weapon;
- c. Whether the victim is a minor;
- d. Whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- e. Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. For example, if the school has credible information that the alleged perpetrator has committed one or more prior rapes, the balance of factors would compel the school to investigate the allegation and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the victim's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will also:

- f. Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- g. Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- h. Inform the victim of the right to report a crime to campus or local law enforcement—and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any investigation or disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sex-based discrimination (including non-identifying reports) will also prompt the College to consider broader remedial action—such as increasing monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the College determines that it can respect a victim’s request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

Miscellaneous Reporting and Confidentiality Matters

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other similar public forums in which students, faculty, or staff members disclose incidents of sexual violence, are not considered notice to the College of sexual violence for the purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students’, faculty and staff members’ Title IX rights at these events.

VII. Filing a Complaint

A. Filing a Criminal Complaint

Victims of sexual violence are highly encouraged to file a criminal complaint with the Pennsylvania State Police. The College will fully cooperate with any criminal investigation. The nearest Pennsylvania State Police Barracks is located in Greensburg, PA.

Pennsylvania State Police, Greensburg Barracks
100 N. Westmoreland Ave.
Greensburg, PA 15601
724-832-3288

B. Investigation and Adjudication Procedures for Complaints Filed With the College

Information and Resolution Options

College students, faculty, staff, and other third parties who believe they have been a victim of sexual misconduct are strongly encouraged to report incidents of Sexual Misconduct to the College. The options and procedures for redressing incidents of Sexual Misconduct are described in this section.

Legal Counsel

Legal counsel may be present at any point during the formal investigation or informal mediation for either party. Such counsel may privately consult with and advise the parties during the proceeding but may not examine witnesses or otherwise directly participate on behalf of either party.

Personal Advisors

At any point during the formal investigation or informal mediation, all parties involved may have a Personal Advisor present to support them during the process. The parties may select anyone they desire to act as their Advisor. Personal Advisors may privately consult with their parties during the proceedings, but Personal Advisors may not directly participate on behalf of either party in any way whatsoever. Personal Advisors shall undergo training so they are familiar with this policy, understand their role within the context of these proceedings in assisting and providing guidance to the party, and acknowledge the importance of maintaining the confidentiality of the information to which they become privy during the course of any proceeding.

Intake Meeting

Upon receipt of a complaint of sexual misconduct, the Title IX Coordinator will arrange to meet with the complainant as soon as possible and no later than within 5 days. For compelling reasons, this meeting may be delayed for a period that should not exceed 5 additional days. At this meeting, the Title IX Coordinator will explain this Policy and explain the processes available to the complainant. The Title IX Coordinator will also identify forms of support or immediate interim measures available to the complainant. The intake meeting may also involve a discussion of any interim measures that may be appropriate concerning the complainant's academic, College housing, College employment arrangements, and any other matter that the Title IX Coordinator considers appropriate to discuss at that time.

Determining How to Proceed

At the initial intake meeting, the Title IX Coordinator will seek to determine how the complainant wishes to proceed, i.e., whether the complainant wishes to pursue a formal hearing, informal mediation, or does not wish to pursue anything at all.

Informal Mediation

If the complainant desires to pursue informal mediation to resolve his/her complaint, the Title IX Coordinator must certify that informal mediation is appropriate for resolution of the complaint at issue. Mediation is never appropriate for resolution of cases involving alleged Sexual Assault. To determine whether informal mediation is appropriate, the Title IX Coordinator shall take the totality of circumstances into account, including but not limited to:

- (1) The nature and severity of the conduct;
- (2) The possibility of mediation resolving the complaint;
- (3) Whether informal mediation would satisfy the College's Title IX obligations in the case at hand.

If the Title IX Coordinator determines that mediation is appropriate, the Title IX Coordinator will promptly assign an appropriately trained mediator, notify the accused, and implement informal procedures within five working days, absent any unusual circumstances. Mediation should encourage each person to be honest, direct, and respectful, and to accept personal responsibility where appropriate. Both parties must consent to mediation. The Title IX Coordinator or any other appropriately trained employee may serve as the mediator. A matter will be deemed satisfactorily resolved when both parties expressly agree in writing to an outcome that is also acceptable to the Title IX Coordinator.

When the allegations, if true, might constitute criminal conduct, the party against whom they are brought is hereby advised to seek legal counsel before making any written or oral statements. Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

At any stage during the mediation process, the complainant may terminate the mediation and elect to begin formal complaint procedures. Further, at any point during the mediation, if the mediator suspects that mediation is no longer appropriate, the mediator will confer with the Title IX Coordinator on this matter. The Title IX Coordinator will then determine whether mediation is still appropriate and instruct the relevant parties accordingly. A finding of inappropriateness must be made, for example, in the event that the mediation exposes an occurrence of sexual assault with respect to the parties engaged in the mediation.

Ordinarily, the informal resolution process will be concluded within four weeks of the date of the request for mediation.

Because entry into mediation and into a Mediation Agreement is voluntary, neither party shall have the right to appeal the terms of a Mediation Agreement absent a showing of duress or undue influence caused by any person, even a person not involved in the mediation. The Title IX Coordinator shall have sole discretion to determine whether a proper showing of duress or undue influence has been made. If the Title IX Coordinator makes a finding of duress or undue influence, then formal procedures will be initiated.

Formal Complaint Procedures

1. Filing a Complaint

A victim or a third-party may file a formal complaint alleging a violation of this policy. A complaint of Sexual Misconduct should be filed directly with the Title IX Coordinator.

A formal complaint must be in writing and signed and dated. It should state the name of the accused (if known) and describe with reasonable specificity the incident(s) of alleged misconduct, including the date and place of such incident(s). The complaint should include a list of any sources of potential information (e.g., witnesses, correspondence, records, etc.) that the victim or third-party believes may be relevant to the investigation. However, a complaint should not be delayed if such sources of potential information are unknown or unavailable because sources can be discovered in the formal investigation.

The College does not limit the timeframe for filing a complaint. Nevertheless, the College encourages complaints to be filed as soon as reasonably possible following a violation, because the College's ability to gather adequate information may be limited where a significant length of time has elapsed between an incident and the filing of a complaint.

2. Initial Review

Once a complaint is received by the Title IX Coordinator, the Title IX Coordinator will review the complaint and determine whether the allegations, if true, would constitute a violation of this Policy. If necessary, the Title IX Coordinator will meet with the complainant or the third-party reporter to gather further information prior to making a determination.

This initial review will occur within 5 days.

If, after conducting the initial review of a formal complaint, the Title IX Coordinator determines that the allegation, if true, would not constitute a violation of this Policy, then the Title IX Coordinator will administratively close the case

and notify the complainant (and the reporter, if there is one). If new information subsequently arises, the complainant or reporter of the incident may request reconsideration of the determination that no violation occurred. In cases where the Title IX Coordinator concludes that the alleged conduct, while not a violation of this Policy, might implicate other College policies, the Title IX Coordinator may refer the matter to the appropriate College officials.

3. Investigation

If the Title IX Coordinator determines that the allegations would constitute a violation of this Policy, then a formal investigation will be initiated. The investigation will take the form of the single-investigator model recommended by the White House Task Force to Protect Students from Sexual Assault.

Once an investigation is initiated, the Title IX Coordinator may enter an interim order directing that no contact shall occur between the Victim and alleged Perpetrator and/or any other order necessary to preserve the integrity of the investigation.

The Title IX Coordinator will appoint one or two trained investigators, depending on the severity of the complained of conduct, to investigate the incident(s). The investigators will be chosen from a pool of appropriately trained individuals with specialized knowledge in the area of sexual misconduct.

The investigators will notify the respondent in writing of the allegations and will provide the respondent with a copy of the Policy and these procedures immediately upon being appointed to investigate the matter. The Respondent will have one week to submit a written response to the allegations to the investigators.

When the allegations, if true, might constitute criminal conduct, the party against whom they are brought is hereby advised to seek legal counsel before making any written or oral statements. Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

The investigators will request individual interviews with the complainant, the respondent, and other witnesses as appropriate. Such witnesses may include those identified by the parties, those identified by relevant officers of the College, those identified by other witnesses, and any other persons who the investigators consider it proper to interview. The purpose of the interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party's character.

After the collection of additional information is complete but prior to the conclusion of the investigation, the investigators will request individual follow-up interviews with the complainant and respondent to give each the opportunity to respond to the additional information.

4. Investigation Findings and Final Report

After the complainant and respondent have the opportunity to respond to the additional information, the investigators will make findings of fact, applying a preponderance of the evidence standard (i.e., more likely than not), and determine based on those findings of fact whether a violation of this Policy occurred.

When the investigators have completed their initial investigation, they shall simultaneously and confidentially notify the complainant and the respondent in writing of their preliminary findings. Within one week after each party reviews the preliminary factual findings, they may submit a written response to the investigator who will consider that response before finalizing the factual findings.

To the extent that the final report of the investigators concludes that a violation has occurred, the report will not contain any specific recommendation as to sanctions. The report may recommend general remedial steps the College may take to eliminate any harassment, prevent its recurrence, and address its effects. The investigator (s) will notify the complainant and respondent simultaneously and confidentially in writing of their decision and advise that an appeal of that decision may be filed within five days of the receipt of the decision.

The investigation will be completed within six weeks of receipt of the complaint.

If the final report determines that a violation has occurred, the Title IX Coordinator will appoint a Discipline Panel of three persons, chosen from the Title IX Disciplinary Review Board, who will determine the appropriate sanctions. The Review Board shall be constituted by members of the President's Cabinet, the President's Council and the president and vice-president of Faculty Council.

Upon referral of a matter to the Panel, the Vice President of Student Affairs shall direct that her office prepare a confidential report to the Panel regarding the background of the respondent, any prior incidents of misconduct in which the respondent has been involved, and an assessment of the type of

sanctions/remediation that has previously been dispensed for offenses of the nature found in the current case. This report shall also disclose to the Panel the full range of possible penalties, sanctions, and remedial measures which the Panel might consider in its determination.

The Panel may, if it wishes, request that each side submit a confidential statement to it regarding the matters of sanctions.

The Discipline Panel functions solely to determine the appropriate sanctions/remediation based on the findings made by the investigators. The Panel does not have the authority to overrule the factual determinations of the investigators.

The forms of sanctions/remediation may include expulsion, suspension for a determinate or indeterminate length of time, restrictions on contact; course-schedule or work-schedule alteration; changes in housing; leaves of absence; required counselling and/or treatment, and restitution.

The Disciplinary Panel will issue a written report detailing the sanctions to be imposed within 10 days after receipt of all required materials. That report will be sent simultaneously to the complainant, respondent, and the Title IX Coordinator along with the procedures to appeal the result of the disciplinary hearing. In the event there is a subsequent change in the result or when the result becomes final, both parties will be sent notification thereof at the same time.

In disciplinary proceedings conducted against a student who is the alleged perpetrator of any crime of violence or non-forcible sex offense (statutory rape, incest), the results of the proceeding will be provided to the alleged victim and in the case of a deceased victim, to the next of kin.

5. Appeal

Both the respondent and the complainant may appeal the decision of the investigators and/or Panel to the President of the College or his designee. Any appeal must be filed within 5 days after:

- a. the determination of the Disciplinary Panel is delivered to the party perfecting the appeal in the case where the investigators have determined that a violation has occurred; or,

- b. the date upon which the complainant receives the final report of the investigators determining that no violation has occurred.

In any event, an appeal may be based only on the following grounds:

- a. A violation of the procedures set forth above has occurred which, in the context of the case, may have the effect of changing the outcome; or
 - b. The appellant has substantive and relevant new information that was not available at the time of investigation that may change the outcome.
6. If the President (or his designee) upholds the appeal on either/both of the above grounds, the matter will be remanded to the investigators and/or Panel to correct the procedural violation and/or consider the new evidence and reinstitute the process as previously outlined. The appeal decision will be delivered simultaneously to the parties.

7. **Final Reports**

When issuing final reports to the complainant and the respondent, the College must be mindful of the following Title IX requirements:

- a. The College must inform the complainant of the following:
 - i. Whether the alleged conduct occurred
 - ii. Any individual remedies offered or provided to the complainant
 - iii. Any sanctions imposed on the perpetrator that directly relate to the complainant
 - iv. Other steps the College has taken to eliminate the hostile environment and prevent recurrence.
- b. The College will not notify the perpetrator of individual remedies offered or provided to the complainant.

In addition, Clery requires, and FERPA permits, postsecondary institutions to inform the complainant of the College's final determination and any disciplinary sanctions imposed on the perpetrator in Sexual Violence cases (as opposed to all Sexual Misconduct covered by Title IX), not just those sanctions that directly relate to the complainant.

8. **Confidentiality**

All College officials involved in the investigation process will take reasonable steps to protect the privacy of all involved. Once a complaint is filed, the

complainant, third-party reporter, the respondent, personal advisors, and any witnesses will be notified of the potential for compromising the integrity of the investigation by disclosing information about the case and the importance of keeping confidential any information or documents that they receive or review. They also will be notified that sharing such information could be construed as retaliatory. Retaliation of any kind is a separate violation of this Policy and may have strong punitive consequences.

The parties remain free to share their own experiences, but in order to avoid the possibility of compromising the investigation, it is generally advisable to limit the number of people in whom they confide.

9. Request to Withdraw Complaint

While every effort will be made to respect the complainant's wishes to withdraw a formal complaint, the College must be mindful of its overarching commitment to provide a non-discriminatory environment. Therefore, the Title IX Coordinator may determine that investigation is appropriate despite a complainant's request to withdraw the complaint.

10. Request for Informal Resolution After a Complaint has Been Filed

Once a complaint has been opened for investigation and before the final report has been provided to the parties, the complainant may request informal resolution as an alternative to formal resolution of the complaint, but such informal resolution requires the agreement of the complainant and respondent and the approval of the Title IX Coordinator.

If such a request is approved, the timeframes will be stayed, and the investigators or a designee will take such steps as he or she deems appropriate to assist in reaching a resolution. If an informal resolution cannot be reached in two weeks, then formal procedures will resume.

IX. Assistance for Victims of Sexual Misconduct

Immediate and Ongoing Assistance

If you are a victim of sexual misconduct in need of immediate and/or ongoing assistance following an incident, the following resources, both off-campus and on-campus, are available:

A. Blackburn Center Against Domestic and Sexual Violence (Off-Campus, Confidential)

The Blackburn Center, located in Greensburg, PA, advocates for the rights of all individuals to live free from domestic and sexual violence in their homes and communities by eliminating the root causes of this violence and providing for the well-being and safety of survivors/victims.

Blackburn Center has numerous and wide-ranging resources available for victims of sexual violence. *All of their resources are FREE and CONFIDENTIAL; they can even be ANONYMOUS.* All services are available to children, women and men. Blackburn Center's services include the following:

a. 24 Hour Hotline

To reach a counselor any time of the day or night, call: 724-836-1122 or 1-888-832-2272.

The 24-hour hotline provides crisis counseling to survivors of sexual assault, incest, domestic violence, and sexual harassment. The hotline can be the first contact victims have with an organization dedicated to their safety and healing. The hotline is available to anyone who needs help: survivors, their families and friends, and professionals who seek information about how they might better meet the needs of their clients. Blackburn's counselors have received training in the dynamics of domestic violence and sexual assault and understand the complex issues involved.

b. Emergency Shelter

Temporary emergency shelter is available to victims of domestic violence and their children. The shelter provides a safe, comfortable haven where a victim can plan for his or her future. Residents may stay up to 30 days in a six-month period.

c. Counseling and Therapy

Blackburn Center provides in-person crisis counseling to survivors of domestic violence and sexual assault. In addition, sexual assault therapy services are available by appointment for women, children, and men.

d. Support Groups

Blackburn Center's staff facilitates weekly support groups for victims of domestic violence and sexual assault to explore their strengths, resources and options. Group participants may include:

- i. Adult victims of domestic violence
- ii. Children of victims of domestic violence
- iii. Adults sexually abused as children
- iv. Sexual assault/harassment victims
- v. Significant others of sexual assault victims
- vi. Incarcerated female victims of domestic or sexual violence
(County Prison)

e. Medical Advocacy/Accompaniment

Medical advocates meet survivors of abuse at medical facilities in Westmoreland County in order to provide support during medical examinations and information about available options and resources. Medical advocacy services are available 24/7.

f. Legal System Support

Legal advocates accompany survivors of abuse and their significant others during PFA hearings, Magisterial District Justice hearings, and trials, and provide support, encouragement, and information about available options and resources.

B. Independent Psychological Counselor

Dr. Elizabeth Ventura
Professional Licensed Counselor
Associates in Counselling and Wellness
412-559-9152

C. Wellness Center Counselors (On-Campus)

The Counselors in the Wellness Center are available for ongoing counseling support. The Wellness Center is located in the Carey Center and may be reached at 724-805-2115.

D. Residence Life Staff (On-Campus)

Members of the Residence Life Staff are available 24/7 for emergency help in any situation. Victims can ask Residence Life Staff to help them report incidents of sexual misconduct and secure any required assistance. Residence Life Staff members have an obligation to report these incidents to their

managing Residence Hall Director and to the Dean of Students, who will report the incident to the Title IX Coordinator.

E. Public Safety (On-Campus)

- a. Public Safety Officers are on duty 24/7 for emergency help in any situation. Victims can ask the Public Safety Office to help them report incidents of sexual misconduct and secure any required assistance. Public Safety Officers have the obligation to report incidents to the Director of Public Safety and the Title IX Coordinator.
- b. Public Safety may be reached in an emergency situation by calling 724-805-2911

F. Title IX Coordinator (On-Campus)

- a. Responsible Employee Confidentiality Obligations.
- b. Title IX Coordinator Eileen Flinn may be reached Monday through Friday from 8:30 AM until 4:30 PM at 724-805-2897.

G. Pennsylvania State Police (Off-Campus)

- a. The Pennsylvania State Police have their own set of confidentiality obligations.
- b. The Pennsylvania State Police can generally be on the scene responding to an emergency situation at the College within 15 minutes. Victims of sexual violence are encouraged to file a report with the State Police. The Greensburg, PA barracks can be reached at 724-832-3288.

H. Excelsior Hospital Latrobe (Off-Campus)

- a. Medical professionals at hospitals have their own rules for reporting and confidentiality. Typically, hospitals are required to call the police when a rape is reported, but you are not required to talk to them.
- b. Victims of sexual violence are encouraged to seek medical treatment immediately in order to address any physical injuries that may have occurred, preserve any evidence for a criminal complaint, and have a rape kit performed. Excelsior Hospital in Latrobe is within 10 minutes of campus.

Prevention, Education, and Training

The College will conduct periodic education and training sessions throughout the year. Your support of these programs is warmly encouraged.

Seminary Reporting Procedures

Seminary students should contact Public Safety, the Rector and the Vice-Rector as soon as possible.

Seminary Services Available

In addition to the service mentioned above, the Seminary will see that any Seminarian who is the victim of sexual assault receives appropriate care in keeping with the recommendations of his sponsoring diocese. If necessary, living arrangements will be modified.

Preservation of Evidence

As with any crime, it is extremely important to preserve any evidence that may be necessary to the proof of a crime. While this might not be at the top of the list, it allows you the option of taking other actions at a later date. Much of this evidence will be physical in nature and can be lost rapidly, so it is advisable to seek medical attention immediately. Do not shower/bathe, douche, brush your teeth, change your clothes or remove your bedding. You must proceed to an emergency room where the staff is trained to assist you. They will know what to do when you arrive.

Protection from Abuse

The College has prepared several handouts that are given to victims of sexual offenses, domestic violence, dating violence, sexual assaults, or stalking. The pamphlets cover the importance of preserving evidence for documenting the incident and for potential prosecution. A number of reporting options are outlined which include to whom to report the incident, the victim's option of not reporting or obtaining assistance in notifying local law enforcement. Each victim is provided a pamphlet in accordance with the Crime Victims Act which contains guidance for obtaining a Protection from Abuse order. In addition, Westmoreland County has a PFA office located in the Courthouse in Greensburg where the process is initiated and the contact/appointment is provided for a victim to receive free legal representation through Laurel Legal Services. Below is the address and phone number for the PFA Office.

Protection from Abuse Office
Courthouse
1 N. Main Street
Greensburg, PA 15601

(724) 830-3000 (Main Number)

Written Notification of Assistance Available to Victims

Students and employees will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, [visa](#) and immigration assistance, student financial aid and other services to victims both within the institution and in the community. They will also receive written notification to victims about available options and assistance, including how to request these changes and who to contact at Saint Vincent regarding academic situations, living situations, transportation situation, working situations and protective measures.

Remedies include but are not limited to:

- Filing a formal complaint with Student Affairs and/or Public Safety
- Filing a complaint with the State Police
 - School employees may assist in the notification of law enforcement authorities
- Counseling services
- Medical services
- Academic support services, including but not limited to
 - Ensuring the complainant and alleged perpetrator do not attend the same classes
- Public Safety services, including but not limited to
 - The provision of an escort to safely move about campus
 - 24 hour on call services
- Provision of alternative housing
- No-Contact Order
- Review of disciplinary actions taken

Sexual Assault Crimes Further Defined

The sexual assault statutes cover a broad range of violations, including everything from offensive sexual touching to rape. Violations of these laws can carry hefty prison sentences and many result in serious Megan's Law consequences.

Rape: A person commits the crime of rape when the person engages in sexual intercourse with a complainant:

- (1) By forcible compulsion.
- (2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.
- (3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.
- (4) Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the

knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.

(5) Who suffers from a mental disability which renders the complainant incapable of consent.

Statutory Sexual Assault: person engages in sexual intercourse with a complainant to whom the person is not married who is under the age of 16 years and that person is either:

- (1) four years older but less than eight years older than the complainant; or
- (2) eight years older but less than 11 years older than the complainant.
- (3) eleven or more years older than the complainant

Involuntary Deviate Sexual Intercourse: A person engages in deviate sexual intercourse with a complainant:

- (1) by forcible compulsion;
- (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
- (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring;
- (4) where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
- (5) who suffers from a mental disability which renders him or her incapable of consent; or
- (6) who is less than 16 years of age and the person is four or more years older than the complainant and the complainant and person are not married to each other.

Sexual Assault: a person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent.

Indecent Assault: person has indecent contact with the complainant, causes the complainant to have indecent contact with the person or intentionally causes the complainant to come into contact with seminal fluid, urine or feces for the purpose of arousing sexual desire in the person or the complainant and:

- (1) the person does so without the complainant's consent;
- (2) the person does so by forcible compulsion;
- (3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
- (4) the complainant is unconscious or the person knows that the complainant is unaware that the indecent contact is occurring;
- (5) the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
- (6) the complainant suffers from a mental disability which renders the complainant incapable of consent;
- (7) the complainant is less than 13 years of age; or

(8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other.

Aggravated Indecent Assault: a person who engages in penetration, however slight, of the genitals or anus of a complainant with a part of the person's body for any purpose other than good faith medical, hygienic or law enforcement procedures commits aggravated indecent assault if:

- (1) the person does so without the complainant's consent;
- (2) the person does so by forcible compulsion;
- (3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
- (4) the complainant is unconscious or the person knows that the complainant is unaware that the penetration is occurring;
- (5) the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
- (6) the complainant suffers from a mental disability which renders him or her incapable of consent;
- (7) the complainant is less than 13 years of age; or
- (8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other.

Educational Programs

Educational programs, to promote awareness of sexual assault, domestic violence, dating violence and stalking are provided as part of a Residence Life formation program prior to the academic year and also as part of the freshman orientation program at the beginning of the academic year. Additional programs are held throughout the year, which include the entire campus community. A summary of the programs offered during the year is provided below.

Sexual Violence Education at Saint Vincent College 2015 (VAWA Compliance)

*key

a	A statement that the institution prohibits those offenses
b	The definition of those offenses in the applicable jurisdiction
c	The definition of consent with reference to sexual offenses
d	Safe and positive options for bystander intervention to prevent harm
e	Recognition of signs of abusive behavior and how to avoid potential attacks
f	Ongoing prevention and awareness campaigns for students.
<i>italics</i>	<i>Primary Prevention (freshman)</i>
Non-italics	Ongoing prevention and awareness

PROGRAMS: Sexual violence education	Date completed	6 aspects of training *
Bulletin board re: sexual assault awareness (outside cafeteria)	All year	a, b, c, d, e
Wellness Center educational event - individual interaction with a counselor to answer questions or refer for sessions. Helping a survivor of sexual assault, relationship violence, bystander training	2/11/15	c, d, e, f
Community Coalition Meeting with elected officials and community members to review student behavior off-campus, and determine solutions	3/19/2015	f
Wellness Information Event: sexual violence, emotional abuse, and bystander intervention	4/9/15	d, e, f
Academic Orientation (3 presentations in June/July with registered students and their parent/guardian) <i>Content: Review consequences of alcohol and drug use and sexual violence awareness including: date rape, sexual assault, bystander training, STIs, and unplanned pregnancy</i>	6/19/15 6/26/15 7/17/15	d, e d, e d, e d, e d, e
Prefect training and Prefect Formation-Blackburn Center (mid-August all prefects/RHDs) <i>Content: A discussion of sexual violence, definitions, how to help someone who has been assaulted (procedure), and referral sources. Unhealthy relationships/warning signs. Individual sessions are available if the prefect cannot attend on scheduled date.</i>	8/27/15	a, b, c, d, e
Prefect Training and Prefect Formation- Title IX review of examples, referrals, and confidentiality (Bob Baum). VAWA review of prohibited offenses, definitions, bystander interventions, and procedure of caring for someone who has been assaulted (Gretchen Flock)	8/27/15	a, b, c, d, e
Prefect Training Reference Handbook	8/27/15	a, b, c, d, e, f
Health and Wellness Staff Training Blackburn Center in-service on sexual assault prevention and caring for someone that has been assaulted	8/27/15	b, c, d, e, f
Freshman Orientation (late August for all freshman) <i>Content: Discussion of sexual violence definitions, reporting, counseling availability, bystander intervention, dating violence and confidentiality</i>	8/29/15	a, b, c, d, e
Freshman orientation - Public Safety provides a pamphlet "Staying Safe on Campus".	8/29/15	d, e
SVC Student Handbook – sent to entire student body with sexual assault information	9/10/15	a, b, c
VAWA, Clery and Title IX info given to all freshman	8/28/15	a, b, c, d, e
Healthy relationships speaker, make good decisions, and bystander training, Damon Owens, Audience= Freshman class, mandatory	8/29/15	c, d, e

Sexual Assault presentation to the Seminary Staff and Students. A discussion of sexual violence, definitions, how to help someone who has been assaulted (procedure), confidentiality, and referral sources.	9/02 /15	a, b, c, d, e
Healthy Living Day program in Carey Center for all students: Individual interaction with a counselor to answer questions or refer for sessions. Handouts included: Rape and Sexual Assault-definitions to know; free APPS to reduce sexual assaults (Circle of 6), bystander interventions, dating dangers, sexual violence, and acquaintance rape	9/17/15	b, d, e
Program in Carey Center for all students, by Stephanie Fago, Police Officer. Title IX- SGA information (student run table)	9/17/2015	a, b, c, d, e
Wellness Program-free chair massages in Carey center: Handouts included: Reducing the risk of stalking, date rape, and bystander training.	10/14/15	d ,e
Program in St. Benedict residence hall about Healthy Relationships		f
We will Listen program information sent to every student from President Norman Hipps	11/9/2015	a, f
Wellness Program-Chair Massages in Carey Center. Handouts regarding relationship warning signs, and bystander interventions	11/12/15	d,e,f
Title IX Support Person Training Completed by Judy Maher for 8 individuals, including Kathy Prosperi and Connie Krznic	11/16/15	a-e
Concerned about sexual assault, relationship violence, stalking, or harassment .Information provided every month for advocacy, assistance or reporting in every residence hall (WAHL news)	Every month	f
Prefect program entitled Sexual Assault (available for residence life staff and students) Content: Discussion of sexual violence, sexual assault, date rape, and definitions. How to help a person that has been assaulted. Counseling and referral sources available for confidential help and treatment.	Per prefect request	f
Handouts and Pamphlets Acquaintance Rape Pamphlet (available outside Wellness Center and in waiting room) Sexual Violence Pamphlet (available outside Wellness Center and in waiting room) Student Handbook-ALL Recovering from Rape- given to students who have been sexually assaulted Free APPS to Prevent Sexual Assaults	Available all year	f

Blackburn Center, against domestic violence & sexual assault-referral/ informational pamphlet-as requested Helping a Survivor of Sexual Assault- given to all prefects, and used for Residence Hall programs Various Sexual Violence Pamphlets- given to all students at each Wellness Event		
Poster Campaign- “We Will Listen” posters with contact information are displayed all over campus.	All year	f
Education Materials provided via email : Sexual harassment/Title IX, Bystander intervention, Sexual assault prevention, and “Be a good friend”-bystander	4 times per year	f
Individual counseling and/or referral	Available all year	f

Safe and Positive Options for Bystander Intervention

Saint Vincent College places great importance on providing our students options for bystander interventions. These techniques are communicated to our students through many presentations, events, emails, speakers, and individual interactions.

The following is an excerpt from a bystander training handout:

Too often we observe a situation in which an acquaintance, a friend, a loved one, or even a total stranger is being harmed or treated poorly by others and we simply choose to standby and do nothing. Avoid being a bystander! When we are witness to acts that compromise the dignity of those in our community it is our responsibility to offer assistance. You have the skills to act. Many times we do not intervene because we simply do not know what to do. Here are three different strategies you can use to be the one to act:

Direct: If you are comfortable you can directly approach either or both parties involved. Let them know your concerns and why you are intervening. Not sure if a friend is in trouble? Just ask! Send a text or step in and say, “Are you OK right now?”

Delegate: Sometimes you may not feel that you are the best person to directly intervene in a situation. Maybe you do not know the person, do not feel safe, or just feel someone

else would be more effective. That is fine. Find friends of either party and encourage them to intervene. Call the Department of Public Safety, find a professional staff member, or call an RA if you feel the situation is too serious for you to get involved (or if you are simply unsure).

Distract: use a distraction to divert attention and redirect the focus somewhere else. You can diffuse the situation without directly confronting anyone. Step in and change the subject, tell your friend you need to talk to him or her, or call attention to yourself in some way.

Tips for Intervening: when intervening always remember: if you feel the situation is dangerous, call for help. Approach everyone as a friend. Do not be antagonistic. Avoid using violence. Be honest and direct whenever possible. Recruit help if necessary.

The following is another example of appropriate bystander training:

Bystanders are the largest group of people involved in violence – they greatly outnumber both the perpetrators and the victims. Bystanders have a range of involvement in assaults. Some know that a specific assault is happening or will happen, some see an assault or potential assault in progress, and some know that assaults do happen. Regardless of how close to the assault they are, bystanders have the power stop assaults from occurring and to get help for people who have been victimized.

We have all been bystanders in our lives, and we will all be in situations where we are bystanders in the future. The choice, then, becomes whether we are going to be active bystanders who speak up and say something, or whether we will be passive bystanders who stand by and say nothing.

- **STOP** a friend from going home with someone when they are drunk or high? Leave as a group, or suggest that everyone, “Let’s get something to eat!”

- **STOP** a friend/teammate/peer from taking advantage of someone or doing something else inappropriate? Use distraction to spill your drink on the person or interrupt and start a conversation with the person.

- **SPEAK UP** if someone says something offensive, derogatory, or abusive, let them know that behavior is wrong and you don’t want to be around it. Don’t laugh at racist, sexist, homophobic jokes. Challenge your peers to be respectful.

Risk Reduction Help

Are You in an Unhealthy Relationship? Take this quiz to find out.

1. Do you feel afraid to speak your mind, express how you feel or ask for something you need?
2. Does your partner tell you are "stupid", "crazy", or "inadequate" when you disagree?

3. Does your partner make fun of your ideas or opinions?
4. Is your partner bossy and/or try to control every detail in your relationship?
5. Is your partner extremely demanding and jealous?
6. Do you often feel guilty and second-guess your choices in friends, social activities, jobs, etc. because of your partner's negative comments about these choices?
7. Are you afraid of your partner's temper, feel like you walk on eggshells, and/or are constantly monitoring what you say and do as an attempt to avoid making him/her angry?
8. Do you find yourself making excuses for your partner and justifying his/her actions to others?
9. Do you feel more "free" to be yourself when he/she isn't around?
10. Does your partner throw or break things when angry?
11. Does your partner try to control where you go and what you do?
12. Does your partner pressure you to engage in sexual activities that you are uncomfortable with and put you down if you refuse?
13. Does your partner threaten to kill or hurt him/herself if you have a differing opinion, try to end the relationship, or do something they disapprove of?
14. Does your partner try to make you feel guilty for having a "life" (i.e. friends, interests) apart from the relationship?
15. Does your partner criticize your family and friends and ask you to stop seeing them?
16. Do you feel that you have changed, lost touch with who you are, or become someone else in order to be with your partner?
17. Have your friends or family expressed concern about your relationship and/or your well-being?
18. Does your partner know how to make you feel bad (i.e., what buttons to push) and use it often to hurt you?
19. Have you lost touch with your friends, and only hang out with your partner's friends?
20. Does your partner try to control you with anger and guilt, or lash out when you don't do exactly what he or she wants?
21. Has your partner ever hit, slapped, punched, shoved, grabbed or shook you?
22. Has your partner ever threatened to hurt you, take important things away, or leave you?
23. Has your partner ever called you names, put you down, insulted you, and/or embarrassed you in front of others?

**If you answered, "yes" to 3 or more questions, you may be experiencing signs of an unhealthy relationship. Help is available at the Wellness Center.

Notification of Hearing Results

Both Complainant and Respondent are notified simultaneously of the results of the disciplinary process that arises from an allegation of dating violence, domestic violence, sexual assault and/or stalking. They are also provided, at the same time, the procedures to appeal the result of the disciplinary hearing in writing and may be informed in person

as well. In the event there is a change in the result or when the result becomes final, both parties will be notified simultaneously.

DISCIPLINE

College Disciplinary Sanctions:

The following sanctions are considered for violations of alleged dating violence, domestic violence, sexual assault or stalking. College sanctions imposed include, but are not limited to the following:

Disciplinary Warning - The student is given written warning that further misconduct will result in more severe disciplinary action.

Educational/Developmental - The student is required to attend a program or counseling sessions; complete an online course; write an apology, paper or report; meet with a College official; and/or design a poster or bulletin board or other related activities.

Service Hours - The student is required to participate in a prescribed number of service hours with the Saint Vincent College or general community. The type of work, service location and number of hours depend on the violation. The student conduct officer has the discretion to assign service hours in lieu of fines.

Restitution - The student is required to make payment to the College, or to persons or groups, for damages incurred. The amount of the damages will be billed directly to the student's account.

Fines - Fines are assessed for various infractions and will be placed directly on the student's business account. The student conduct officer has the discretion to assign fines in lieu of service hours.

Relocation - The student may be required to move to another room, floor or residence hall.

Loss/Limitation of Privileges - The student will lose residence hall and/or College privileges for a temporary or permanent period of time (e.g., loss of visitation privileges, loss of privilege to attend campus student activities, loss of privilege to participate on an athletic team, loss of lottery status for residence hall placement for the following year, being barred from residing in or entering a particular residence hall for a period of time, etc.).

No Contact - The student will be prevented from addressing or communicating with particular parties and/or individuals.

Residence Hall Probation - The student will be placed on Residence Hall Probation; if found responsible for another residential or College violation, then the student may be

removed from the Residence Halls either for a period of time (suspension) or permanently (expulsion).

College Probation - The student will be placed on College Probation; if found responsible for another residential or College violation, then the student may be removed from the College either for a period of time (suspension) or permanently (expulsion). While on College Probation a student may not represent the College in any public way without written consent from the Office of Student Affairs. A student may also be banned from the residence halls while on College Probation.

Class Only Probation - The student will be placed on Class Only Probation, if found responsible for another College violation, the student may then be removed from the College either for a period of time (suspension) or permanently (expulsion). While on Class Only Probation a student may not represent the College in any public way without approval from the Dean of Students and/or the Vice President for Student Affairs. A student on Class Only Probation may be present on campus only to attend class. Other campus presence and involvement must be approved by the Dean of Students and/or the Vice President for Student Affairs.

Dismissal from the Residence Halls - The student is dismissed from the residence halls and must leave the residence halls within the period of time designated. The student may apply to the Dean of Students to re-enter the residence halls after the period of dismissal has expired. Dismissal from the residence halls automatically bans the student from entering the residence halls. Any entrance to or attempt to enter the residence halls after dismissal will be viewed as trespassing and charges may be pressed against the individual. Students dismissed from the residence halls are not entitled to any refund for room and board.

Dismissal from the College - The student is dismissed from the College either for a period of time (suspension) or permanently (expulsion). Suspension requires that if the student wishes to return to the College after the period of suspension then s/he must articulate in writing to the Vice President for Student Affairs the student's intent to return and why the request should be granted. Dismissal from the College will also result in being banned from campus either for the period of suspension or permanently in the case of expulsion. Cases of expulsion result in permanent separation from the College. Suspended or expelled students are not entitled to any refunds from the College.

Revocation of Admission or Degree - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the admission or degree, or for other serious violations committed by a student prior to graduation. Withholding Degree – The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree may be expunged from the student's confidential record seven (7) years after final disposition of

the case unless the matter regarding the sanction is the subject of ongoing or anticipated civil or criminal litigation.

Students who fail to comply with hearing outcomes may face additional sanctions.

Seminary Disciplinary Sanctions

In the case of Seminarians, the Rector, in appropriate consultation with the Vice-Rector, Seminary Academic Dean and other Seminary faculty members, as well as with the Seminarian's sponsoring diocese, will conduct an investigation to determine a course of action. This action will be consistent with the Seminary's Diocesan Student Community Life Handbook, with the policy of the sponsoring diocese, and with the code of conduct expected of those aspiring to the priestly ministry.

Employee Disciplinary Sanctions

Infractions will be acted upon promptly and according to the severity of the offense. In situations where immediate termination is not indicated and where the College deems that a progressive disciplinary process must be invoked, the following procedure will be used:

First Offense: At the discretion of the College, discipline will be imposed that may include a penalty ranging from a warning and specific advice on the infraction up to a suspension without pay for three days.

Second Offense: At the discretion of the College, discipline will be imposed that will include a suspension without pay for not less than five days and a specific warning that a further offense will result in discharge.

Third Offense: Discharge.

A written report of each offense and disciplinary action taken will be signed by the employee and become part of the employee's record. A copy of the report will be given to the employee upon request. The employee will also have the option to add a written statement or response, which will become part of the record. Such documentation will remain part of an individual's personnel file.

In addition, Saint Vincent reserves the right to impose any penalty that is appropriate for a given violation, from warning to discharge. An employee may dispute the imposition of any penalty according to the grievance procedure.

CAMPUS SEX CRIMES PREVENTION ACT

Information concerning registered sex offenders can be obtained by contacting the Pennsylvania State Police at 724-832-3288 or the Westmoreland County Detective Bureau at 724-830-3287. Additional information may also be obtained from the

Pennsylvania State Police Megan's Law website at:
<http://www.pameganslaw.state.pa.us/>.

ANNUAL FIRE SAFETY REPORT

Residence Life Fire Policies and Procedures

Fire Safety and equipment are designed and placed for protection against fire. Students are encouraged to use fire equipment if they believe such use is necessary. Obstruction of doors and windows is not permitted. Setting a false fire alarm, or tampering with fire protection equipment, notification systems, or detection devices is prohibited

All occupants must exit a building when the alarm has sounded and remain outside of a building until given the all clear by College personnel. A member of the fire department will determine when it is safe for the residents to reenter the building. In the event of inclement weather, Public Safety Officers will open a building with adequate space close to the residence hall for residents to seek refuge until the all clear is given.

The Saint Vincent Fire Department conducts annual training for all residence life staff. The training consists of fire extinguisher use and general fire safety. They are briefed on the procedures for evacuation and to notify Public Safety on the emergency telephone number 724-805-2911. Residence life staff, in turn, briefs students on their responsibility for evacuation of the residence hall and evacuation is practiced once each semester.

In the event a fire has occurred and Saint Vincent Public Safety was not notified, a report should be made to Public Safety using the non-emergency telephone number 724-805-2311.

Electrical Appliances

Bonaventure, Gerard and Wimmer Hall residents may use A/C units that meet College guidelines. Air conditioner units must be provided by the student and cannot exceed 5200 BTU, 115 volts, 12" high x 18 ½" wide and 14" deep. All air conditioner units must be installed and removed by Facility Management. Wallflowers and other electric plug-in air fresheners, fog machines, space heaters, hot plates, grilling machines, toasters, or any other small cooking-related appliance are not permitted in individual rooms. Coffeepots, hot pots, and microwaves are only permitted in kitchens and lounges. Refrigerators 36" high or less are permitted in individual rooms. Extension cords are not allowed because of electrical fire hazard.

Smoking in Residence Halls

Smoking is not permitted in any residence hall. Smoking is not permitted within 25 feet of the buildings' exteriors (standard required for LEED certified buildings). Smokers should be sensitive to the request of non-smokers in these buildings.

Open Flame

Candles using a flame, incense and candle warmers are not permitted in individual rooms or lounge.

Description of On Campus Student Housing

Building Name: Aurelius Hall

Year Built: 1923

Occupancy: Mixed (Residence Hall / Business)

Capacity: 55 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Simplex

General Description: The fire alarm system consists of manual pull-stations, visual/audible alarm devices, smoke detectors, and heat detectors. All sleeping rooms have stand-alone smoke detectors

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Automatic Sprinkler System Description

Type of System: Automatic wet sprinkler system that is connected to the fire alarm panel. There are standpipes located in each stairwell.

Coverage: Entire Building

Automatic Sprinkler System Inspection: The automatic sprinkler system is tested and inspected semi-annually in accordance with NFPA 13.

Fire Suppression Equipment

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

Building Name: Bonaventure Hall
Year Built: 1963
Occupancy: Residence Hall
Capacity: 210 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Simplex

General Description: The fire alarm system consists of manual pull-stations, visual/audible alarm devices, smoke detectors, carbon monoxide detectors and heat detectors. All sleeping rooms have stand-alone, 10-year battery operated smoke detectors.

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Fire Suppression Equipment

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

Building Name: Gerard Hall
Year Built: 1963
Occupancy: Residence Hall
Capacity: 210 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Simplex

General Description: The fire alarm system consists of manual pull-stations, visual/audible alarm devices, smoke detectors, carbon monoxide detectors and heat detectors. All sleeping rooms have stand-alone, 10-year battery operated smoke detectors

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Fire Suppression Equipment

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

Building Name: Rooney Hall

Year Built: 1995

Occupancy: Residence Hall

Capacity: 179 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Simplex

General Description: The fire alarm system consists of manual pull-stations, audible alarm devices, smoke detectors, and heat detectors. All sleeping rooms have stand-alone smoke detectors with the exception of three apartments that have addressable smoke detector/sounder bases that are connected to the buildings fire alarm system.

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Automatic Sprinkler System Description

Type of System: Automatic wet sprinkler system that is connected to the fire alarm panel.

Coverage: Entire Building

Automatic Sprinkler System Inspection: The automatic sprinkler system is tested and inspected semi-annually in accordance with NFPA 13.

Fire Suppression Equipment

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

Building Name: Saint Benedict Hall

Year Built: 2002

Occupancy: Residence Hall

Capacity: 424 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Simplex

General Description: The fire alarm system consists of manual pull-stations, visual/audible alarm devices, smoke detectors, and heat detectors. All sleeping rooms have stand-alone smoke detectors.

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Automatic Sprinkler System Description

Type of System: Automatic wet sprinkler system that is connected to the fire alarm panel. There are standpipes located in each stairwell.

Coverage: Entire Building

Automatic Sprinkler System Inspection: The automatic sprinkler system is tested and inspected semi-annually in accordance with NFPA 13.

Fire Suppression Equipment

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

Building Name: Wimmer Hall

Year Built: 1952

Occupancy: Residence Hall

Capacity: 155 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Simplex

General Description: The fire alarm system consists of manual pull-stations, visual/audible alarm devices, smoke detectors, and heat detectors. All sleeping rooms have stand-alone smoke detectors with the exception of rooms on the Ground floor that have addressable smoke detector/sounder bases that are connected to the buildings fire alarm system.

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Automatic Sprinkler System Description

Type of System: Automatic wet sprinkler system (with a fire pump) that is connected to the fire alarm panel. There are standpipes in each stairwell.

Coverage: Entire Building with the exception of the attic. The attic is covered by a dry system that is connected to the fire alarm panel.

Automatic Sprinkler System Inspection: The automatic sprinkler system is tested and inspected semi-annually in accordance with NFPA 13. The fire pump run monthly and is flow-tested annually.

Fire Suppression Equipment

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

Building Name: Leander Hall

Year Built: 1913

Occupancy: Residence Hall

Capacity: 43 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Fire-Lite

General Description: The fire alarm system consists of manual pull-stations, audible alarm devices, smoke detectors, and heat detectors. All sleeping rooms have stand-alone 10-year battery operated smoke detectors.

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Automatic Sprinkler System Description

Type of System: Automatic wet sprinkler system that is tied into the fire alarm panel.

Coverage: Partial Coverage

Automatic Sprinkler System Inspection: The automatic sprinkler system is tested and inspected semi-annually in accordance with NFPA 13.

Fire Suppression Equipment

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

Building Name: Roderick Hall

Year Built: 1892

Occupancy: Mixed

Capacity: 21 Residents

FIRE ALARM AND SYSTEM DESCRIPTION

Fire Alarm Panel: Simplex

General Description: The fire alarm system consists of manual pull-stations, audible alarm devices, smoke detectors, and heat detectors. All sleeping rooms have stand-alone smoke detectors.

Fire Alarm Testing and Inspection: All fire alarm system devices and components are tested and inspected annually in accordance with NFPA 72. The stand-alone smoke detectors in the sleeping rooms are tested semi-annually.

Automatic Sprinkler System Description

Type of System: Automatic wet sprinkler system that is tied into the fire alarm panel.

Coverage: Entire Building with the exception of the attic. The attic is covered by a dry system.

Automatic Sprinkler System Inspection: The automatic sprinkler system is tested and inspected semi-annually in accordance with NFPA 13.

Fire Suppression Equipment

Portable Fire Extinguishers: ABC Fire Extinguishers are located throughout the building

Portable Fire Extinguisher Inspections: All fire extinguishers are inspected in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

Fire and Evacuation Drills

Drills: Residence Halls have two fire drills each year. The drills are at the beginning of each semester with one drill being announced and one drill being unannounced.

CONCLUSION

These rules and regulations are intended to support the Benedictine values of community and care for the individual so that the members of the community might grow physically, intellectually, socially and spiritually. This brochure can also be found on the Internet. The address is www.stvincent.edu/cleryact

Saint Vincent College subscribes to a policy of equal opportunity in the classroom, workplace, and programs. Saint Vincent does not discriminate on the basis of race, color, sex, religion, age, veteran status, national origin, marital status, genetic history, or disability in its programs and activities as required by Title IX of the Educational Amendments 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 College policies. Saint Vincent prohibits sexual harassment, including sexual violence.

As Saint Vincent College is an educational community rooted in the tradition of the Catholic faith, the heritage of Benedictine monasticism, and the love of values inherent in the liberal approach to life and learning, nothing in this equal opportunity policy shall require Saint Vincent to act in a manner contrary to the beliefs and teachings of the Catholic Church. Nor shall it be construed as a waiver either of Constitutional or statutory rights which Saint Vincent enjoys as a religiously-affiliated institution. Nor does this abrogate the right of the College to specify as a qualification for employment an individual's willingness to fully embrace Saint Vincent's mission as a Catholic, Benedictine institution.

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