



# 2021 - 2022 Annual Security and Fire Safety Report

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### **Non-Discrimination Statement**

Neumann University, founded and sponsored by the Sisters of Saint Francis of Philadelphia, is a Catholic institution of higher education in the Franciscan tradition. Neumann University educates a diverse community of learners based upon the belief that knowledge is a gift to be shared in the service of others and that learning is a lifelong process. Neumann University is an equal opportunity employer, dedicated to a policy of nondiscrimination on any basis including race, creed, color, age, sex, religion, national origin, handicap, or sexual orientation.

### **The Annual Security and Fire Safety Report**

Campus Safety is a shared responsibility of the Neumann University Community. The best protection against campus crime is an aware, informed, alert campus community where students, faculty and staff use reason and caution. Many of our students, faculty, staff, and visitors do not experience crime at Neumann University, however, despite our best efforts, crimes sometimes occur. This information is provided because of our commitment to campus safety and to comply with the federal law, The Jeanne Clery Act <https://www.clerycenter.org/the-clery-act>. The report is distributed annually by university e-mail to all enrolled students, faculty, and staff. The report is also available from the Campus Safety web site. Copies of the report may be obtained from the Department of Campus Safety located in the Rocco A. Abessinio Building room 123 or by calling 610-558-5584. All prospective employees may obtain a copy from the Human Resources Office located in the Rocco A. Abessinio Building. The University Admissions Office will provide copies of the report on request. This report is meant to be useful to the Neumann Community and the Department of Campus Safety encourages everyone to read it. Any concerns, questions, or comments about federal or state law requirements or Neumann's compliance with these laws, please contact the Director of Campus Safety at 610-558-5584 or through email at [Francisl@neumann.edu](mailto:Francisl@neumann.edu).

No officer, employee, or agent of Neumann University shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### **The Neumann University Campus**

The Neumann University campus consists of 133 acres owned and leased land located in Aston, Pennsylvania, a quiet residential suburb in Delaware County. The University campus is located on both the north and south sides of Convent Road. The University also takes responsibility for MacIntyre Drive and Neumann Drive, which runs from Concord Road to Convent Road.

The campus property on the north side of Convent Road is bounded by land belonging to the Sisters of St. Francis of Philadelphia and residential homes in Aston Township. The campus property to the south of Convent Road is bounded by Concord Road, and Mount Hope United Methodist Church.

## Campus Map



Neumann University is situated at one of the highest parts of the county, providing the University a panoramic view of parts of the Delaware River Valley. The University has approximately 2,212 undergraduate and graduate students enrolled in classes, 88 full-time faculty, 167 full-time staff, and 146 part-time/adjunct faculty. In August of 1997, the University opened its first residential building, Flynn Hall. In January 1999, a second residential building, Cunningham Hall was opened. The third residential building, O'Neill Hall, opened in August of 2002. In 2019, the University renovated a building for residential occupancy and opened the Chiara Honors House. In 2022, the University purchased Our Lady of Angels Convent and converted one section into residential living, Glen Riddle Hall.

**The official address for the campus is:**

**Neumann University  
 One Neumann Drive  
 Aston, PA 19014-1298**

**Addresses of University Buildings (not for mailing purposes):**

|                                                                                                                                         |                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Bachmann Main Building</b><br/>One Neumann Drive<br/>Aston, PA 19014</p>                                                          | <p><b>Flynn Hall</b><br/>517 Convent Road<br/>Aston, PA 19014</p>                                                                                                          |
| <p><b>Thomas A. Bruder Jr. Life Center</b><br/><b>John J. Mullen Communication Center</b><br/>Two Neumann Drive<br/>Aston, PA 19014</p> | <p><b>Cunningham Hall</b><br/><b>O’Neill Hall</b><br/>519 Convent Road<br/>Aston, PA 19014</p>                                                                             |
| <p><b>Child Development Center</b><br/>Three Neumann Drive<br/>Aston, PA 19014</p>                                                      | <p><b>Chiara Honors House</b><br/>601A Convent Road<br/>Aston, Pa. 19014</p>                                                                                               |
| <p><b>Rocco A. Abessinio Building</b><br/><b>The Health Science Center</b><br/>One MacIntyre Drive<br/>Aston, Pa. 19014</p>             | <p><b>Our Lady of Angels Convent</b><br/><b>Glen Riddle Hall</b><br/><b>St. Elizabeth House</b><br/><b>John Morgan House</b><br/>609 Convent Road<br/>Aston, Pa. 19014</p> |
| <p><b>The Mirinda Center for Sport,<br/>Spirituality and Character Development</b><br/>501 Convent Road<br/>Aston, PA 19014</p>         | <p><b>Student Housing</b><br/>602 Convent Road<br/>602A Convent Road<br/>4110 Aston Mills Road<br/>Aston, Pa. 19014</p>                                                    |
| <p><b>Counseling Center for Wellness</b><br/>603B Convent Road.<br/>Aston, Pa. 19014</p>                                                | <p><b>Staff Housing</b><br/>603 Convent Road<br/>Aston, PA 19014</p>                                                                                                       |
| <p><b>Ministry House</b><br/>605 Convent Road<br/>Aston, PA 19014</p>                                                                   | <p><b>Tau House</b><br/>4000 Concord Road<br/>Aston, Pa. 19014</p>                                                                                                         |

The University leases the Buoni Building, which is a residence hall located at 4080 Concord Road, Aston, PA 19014. The University also leases a home at 4040 Concord Road, Aston, Pa. 19014.

The University does not own or possess branch campuses or off-campus facilities of any kind.

**Neumann University offers classes at the following additional locations:**

Berks County Intermediate Unit  
1111 Commons Boulevard  
Reading, Pa. 19605

Chester County Intermediate Unit  
455 Boot Road  
Downingtown, Pa. 19335

Delaware County Intermediate Unit  
200 Yale Avenue  
Morton, Pa. 19070

Neumann Gorretti High School  
1736 South 10<sup>th</sup> Street  
Philadelphia, Pa. 19148

Springfield High School  
200 South Rolling Road  
Springfield, Pa. 19064

Chichester High School  
3333 Chichester Avenue  
Boothwyn, Pa. 19061

Pickering Valley Elementary School  
121 Byers Road  
Chester Springs, Pa. 19425

Bishop Shanahan High School  
220 Woodbine Road  
Downingtown, Pa. 19335

Monsignor Bonner  
Archbishop Prendergast High School  
403 North Lansdowne Avenue  
Drexel Hill, Pa. 19026

Governor Mifflin School District  
10 South Waverly Street  
Shillington, Pa. 19607

Franklin Commons  
400 Franklin Avenue  
Phoenixville, Pa. 19460

Cardinal O'Hara High School  
1701 South Sproul Road  
Springfield, Pa. 19064

Manheim Township High School  
115 Blue Streak Blvd.  
Lancaster, Pa. 17606

## **The Department of Campus Safety**

The Neumann University Department of Campus Safety in collaboration with Sunstates Security Services is available 24 hours a day, every day. It provides a variety of services to ensure that the campus community is safe. The Department strives to achieve this mission by fair and equitable enforcement of University policies and federal, state, and local laws with sensitivity to the diversity of its population. It also serves the University community by providing oversight and assistance in safety matters, crime prevention programs, and response to emergency situations.

Campus Safety officers (who are unsworn) conduct patrols in campus buildings, grounds and parking lots, residential halls and provide a Campus Safety presence for University athletic events and other campus activities. As part of their patrol responsibilities, officers regularly observe and report any facility maintenance problems to ensure that any deficiencies or hazardous conditions are quickly addressed. In addition, the Department is constantly on alert to issues such as proper lighting, landscaping, dark and concealed walkways and other areas, and campus conditions to endeavor for consistency with sound Campus Safety principles.

The Department of Campus Safety assists in providing an overall safe campus environment by reporting campus building and environmental problems to the Facilities Department.

The office of the Campus Safety Department is located on the ground floor of the Rocco A. Abessinio Building – Room 123. The Department is staffed by a Director, an Assistant Director, a Campus Safety Systems Manager, and professional Campus Safety officers. In addition, Campus Safety operates a Communications Center 24/7 which is located at the Rocco A. Abessinio Building, Room 100. Campus Safety provides security coverage 24/7 at Flynn, Cunningham, O’Neill, and Buoni residence halls.

Neumann University Campus Safety has approximately 40 officers who are unsworn and unarmed and do not have police powers of arrest. The Department enjoys skilled professional relationships with the Delaware County District Attorney’s office and the Aston Township Police Department, Fire Department and Emergency Medical Services.

Campus Safety officers are required to attend training in security principles, emergency preparedness as well as other relevant topics. They also are trained in fire safety alarms and procedures.

Students, faculty, staff members and alumni have access to all facilities on the campus during the University’s normal operating hours, with the exceptions of the Child Development Center and student rooms, in the residence halls. All campus buildings are locked by Campus Safety officers after business hours every day and are patrolled regularly.

Campus Safety, Housing/Residence Life, and Facilities, and the residents themselves share the responsibility for residential safety and security. As official University representatives, Housing and Residence Life professional staff have authority in residential buildings that is supported by the Director of Campus Safety, the Dean of Students and the Director of Housing and Residence Life. These individuals and departments work closely daily to create and maintain elevated

levels of campus safety for residents and guests while striving to ensure that the Neumann University experience will continue to be one that is rich academically, culturally, and socially.

To provide a safe and secure environment for students and visitors, the University uses a combination of electronic access control and monitoring by Campus Safety officers in the entrance lobbies of the campus residence halls. In addition to providing University ID when entering the residence halls, students are required to sign in their guests, who must also provide official identification (e.g., driver's license) to the person on duty.

Consistent with the Neumann University drug and weapons possession policies and as part of the University's Campus Safety goals, students are reminded that drugs and weapons are strictly prohibited on campus, including residential buildings, rooms and buildings leased by Neumann University. To enforce these policies and to help make the residence halls as safe as possible, students' bags are subject to search upon entry to any campus residence hall.

Campus Safety services and procedures are included in the NU Policy Library and posted on the Campus Safety section of the Neumann University website. While the Department of Campus Safety regularly provides crime, security and safety information to the Neumann community, all members of the community are expected to cooperate with and participate in the University's Campus Safety advocacy initiatives. The Department of Campus Safety provides safety and security information in cooperation with other campus activities that are available to the campus community. Topics may include crime prevention as well as community fire safety and emergency preparedness programs. The Student Affairs Unit provides students with education and awareness in alcohol and drug abuse, dating and domestic violence, sexual assault, and stalking.

### **Escort/Transportation**

Campus Safety provides escort service for students, faculty, staff, and visitors 24/7. To request an escort, call 610-558-5555.

**Campus Safety does not provide transportation to any Hospital Emergency Department.**

### **Communication Services**

The Department of Campus Safety Office functions 24 hours a day, 365 days a year and uses modern technology to keep abreast of crime reported directly to the department. Campus Safety has a Computer Aided Dispatch (CAD) system which gathers information on all calls requesting assistance from the Neumann University community. The Department of Campus Safety is in regular contact with the Aston Township Police Department. All students, faculty and staff are encouraged to program the Neumann University Campus Safety phone number, 610-558-5555, into their cell phones in case of emergency.

### **Fire and Emergency Services**

The Department of Campus Safety manages the University's fire and emergency services programs. Working in collaboration with the Aston Township Fire Marshall, it monitors and enhances compliance with local, state, and federal codes through building inspections, fire alarm inspections, sprinkler system inspections and fire extinguisher inspections. Under the direction of the Director of Campus Safety, the department serves as the lead agency for the University's emergency response functions by preparing people to respond appropriately in the event of an

emergency and to oversee the readiness of all campus building life safety systems and equipment. In addition to its planning functions, Campus Safety collaborates with local governmental agencies, to prevent, prepare for, respond to, and recover from crisis events on or near the campus. The department provides numerous additional services, including monitoring emergency drills, safety training to new students and employees. To contact the Department of Campus Safety, call 610-558-5555.

### **Security and Technical Services**

The Campus Safety Department provides guidance and oversight for the design and installation of all electronic security for the University. The department also provides campus-wide electronic security systems administration and support. Currently, this includes emergency blue light telephones, building intrusion alarm systems, electronic access control systems and closed-circuit video (CCTV) monitoring for safety and security purposes.

### **CCTV (Closed Circuit Television) locations**

#### **Bachmann Main Building**

- 2 cameras on the ground floor in the HUB hallway
- 2 cameras on the ground floor in the Information Technologies Resources hallway
- 1 camera on the ground floor in the University store
- 1 camera on the 1<sup>st</sup> floor in the main lobby
- 1 camera outside the Business office by room 103
- 3 cameras inside the Business office room 104
- 1 camera in the Business office vault room 104
- 4 cameras on the 1<sup>st</sup> floor of the Library
- 3 cameras on the 2<sup>nd</sup> floor of the Library
- 3 cameras on the 3<sup>rd</sup> floor in the Neumann Institute hallway
- 1 camera outside the 3<sup>rd</sup> floor of the Neumann Institute hallway

#### **Bruder Life Center**

- 1 camera by the Sodexo cashier
- 1 camera in the John J. Mullen Communication Center
- 1 camera in the McNichol Art Gallery

#### **Buoni Building**

- 1 camera in the main lobby
- 1 camera in the elevator
- 1 camera in the main stairwell on the garage level
- 1 camera in the garage by the doors
- 1 camera in the garage by the elevator



### **Residence Halls**

- 1 camera in Cunningham Hall by room G20
- 1 camera in O'Neill Hall computer lab
- 1 camera in O'Neill Hall by room G50
- 1 camera in O'Neill Hall by room 143

### **Mirenda Center**

- 1 camera in the Atrium by the kitchen area
- 1 camera in the Atrium by the receptionist desk
- 1 camera by room 102
- 1 camera by room 116
- 1 camera by room 131
- 1 camera by room 138

### **Rocco A. Abessinio Building**

- 1 camera on the 1<sup>st</sup> floor in the main lobby
- 1 camera on the 1<sup>st</sup> floor in the open computer lab
- 1 camera on the 1<sup>st</sup> floor in the hallway by room 131
- 1 camera in the 1st floor stairwell near room 112
- 1 camera on the 2<sup>nd</sup> floor loading dock
- 1 camera in the 4<sup>th</sup> floor lobby
- 1 camera in the 5<sup>th</sup> floor lobby

### **Health Science Center**

- 1 camera on the 2<sup>nd</sup> floor by room 241
- 1 camera on the 2<sup>nd</sup> floor by room 244
- 1 camera on the 2<sup>nd</sup> floor by room 246
- 1 camera on the 2<sup>nd</sup> floor in the Bayada Teaching Auditorium
- 2 cameras on the 3<sup>rd</sup> floor by room 341 facing opposite directions

### **Exterior Cameras**

- 1 camera at the main entrance to the Rocco A. Abessinio Building
- 1 camera on the Bruder Life Center by Morgan Circle
- 1 camera on the Bruder Life Center at the John J. Mullen entrance
- 1 camera on the Bruder Life Center at the Main entrance
- 1 camera on the Bruder Life Center by the loading dock
- 2 cameras in the Flynn Hall parking area
- 2 cameras in the O'Neill parking area
- 1 camera in the residence hall courtyard area
- 1 camera in the Mirenda Center parking area by Convent Road
- 1 camera in the Mirenda Center parking area by the Community Hall entrance
- 1 camera in the Mirenda Center parking area by the Tennis Court
- 1 camera at the Mirenda Center Loading Dock
- 1 camera at the 3rd floor exit of the Health Science Center at Neumann Drive
- 1 camera at the 2nd floor exit of the Health Science Center by the gazebo

### **Emergency Blue Light Telephones**

- 1 on Neumann Drive near the Health Science Center
- 1 in the Miranda Center parking area by Convent Road
- 1 in the Miranda Center parking area by the tennis courts
- 1 in the residence hall courtyard

### **Reporting Crimes on Campus**

It is the general policy of Neumann University to encourage prompt and accurate reporting of crimes either directly to the Department of Campus Safety, local municipal police (Aston) or to the Dean of Students, Director of Housing and Residence Life or the Neumann University Human Resource, Risk Management Office.

The Neumann University Department of Campus Safety is under the administrative responsibility of the Vice President for Human Resources and Risk Management. As mandated, the Department of Campus Safety annually reports crime statistics using standards and definitions of the Federal Bureau of Investigation Uniform Crime Reporting system (UCR). In addition, crime statistics are also submitted annually to the Department of Education.

To report a crime or an emergency, anyone can call 610-558-5555. Calling this number will connect the caller to the Campus Safety Communications Center which will generate an immediate response. In the event of a serious crime or other emergency, students, staff, faculty, and visitors may also call 911. Delaware County has a 911 system in place for police, fire, and emergency medical service calls.

### **Neumann University Department of Campus Safety**

|                                                  |              |
|--------------------------------------------------|--------------|
| Communications Center – RAB 100                  | 610-558-5555 |
| Director of Campus Safety - Leon Francis         | 610-558-5584 |
| Assistant Director of Campus Safety - Lee Strofe | 610-361-5410 |
| Campus Safety Systems Manager- Charles Campbell  | 610-358-4545 |
| Campus Safety Office RAB 123                     | 610-361-5210 |

## Other Neumann University Departments

|                                                             |              |
|-------------------------------------------------------------|--------------|
| Vice President for Mission and Ministry and Student Affairs | 610-558-5511 |
| Dean of Students                                            | 610-579-6678 |
| Director of Housing and Residence Life                      | 610-361-2350 |
| Neumann University Human Resources and Risk Management      | 610-558-5628 |

### Timely Warnings

When the Department of Campus Safety becomes aware of criminal incidents that, in the judgment of the University's senior leadership, constitute an ongoing threat to the campus community, the Department of Campus Safety issues a Crime Alert to notify the community. These Crime Alerts are disseminated via the Department of Campus Safety. Depending on the particular circumstances, a timely warning will be issued without delay by the Department of Campus Safety and the information may be disseminated by using one or a combination of the following: e-mail distribution, Neumann University website, campus publications and postings and/or activation of the externally hosted emergency notification campus alert system to advise the community of the situation. Neumann University withholds as confidential the names of victims.

### Emergency Preparedness –Emergency Response Plan

Emergency Preparedness is an attempt prior to the actual occurrence of a crisis to facilitate recognition of emergency demands and to make the community response more effective. Emergency Preparedness serves as a discipline for taking prompt and effective action in time of crisis.

For assisting University personnel in determining the appropriate response, the categories of emergencies are defined as follows:

**Level 1:** Any incident, actual or potential, which is not likely to seriously affect the overall functional capacity of the University.

**Level 2:** Any incident, actual or potential, which affects one or more buildings, and which will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University Administration during these incidents.

**Level 3:** Any event or incident that has occurred and has seriously impaired or halted the operations of the University. In rare cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an

Emergency Operations Center will be activated, and will be staffed by University administrators to assure the emergency plans are properly implemented.

Any incident which fits one of the definitions above and concerns campus resources, and/or instrumentalities of the University immediately should be reported to the Campus Safety Department at 610 558 5555. Campus Safety will immediately notify the Vice President for Human Resources and Risk Management.

## **Scope**

The response procedures in this document apply to designated Neumann University personnel and to all the buildings and grounds owned and operated by the University.

The University Emergency Response Plan includes response protocols for the following types of emergencies:

- Fire
- Utility failure
- Medical emergency
- Criminal Act
- Hazardous Material Incident
- Civil Disturbance/Demonstration
- Bomb Threat
- Natural Disaster
- Hostile Intruder
- Emotional Crisis
- Utilization of University facilities in support of community during natural or human caused events.
- 

## **Crisis**

When a crisis occurs decisions may have to be made without examining every aspect of a situation. A crisis is defined as any circumstance or event identified by the President as having a real or potential major impact on the campus community. Examples of such a situation include explosions, hazardous chemical or environmental spills, a hostage or firearms incident, major accidents, fire, violence, unexpected deaths, and natural disasters. It does not include incidents of isolated crime, which are routinely handled by the Campus Safety Department and/or Aston Township Police and/or other law enforcement agencies. The term "crisis" most frequently refers to the period immediately following a situation which has widespread interest among the local, regional, state, and national community, thus generating greater media focus and requiring the University's full attention for the duration of the situation.

**In an Emergency:** Call Campus Safety at 610-558-5555.

**In Life Threatening Situations:** Call Police/Fire/Emergency Medical Services at 911.

**When calling 911 or Campus Safety, it is important to give your name, location, and the nature of the emergency. Do not hang up until told to do so.**

### **General Evacuation Protocol**

1. All building evacuations will occur when an alarm sounds and /or upon notification by Campus Safety.
2. When the fire evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Use stairs in case of fire and/or other emergencies. Do not use elevators.
4. Once outside, proceed to a clear and safe area away from the building.
5. Keep driveways and walkways clear for emergency vehicles and personnel. Each administrator should have an accurate headcount for his/her department to assure that all persons are accounted for once outside.

**Do not return to an evacuated building unless told to do so by a University official.**

### **Fire Emergency Response Protocol**

The Department of Campus Safety recommends the Neumann community practices the following:

#### **Reporting a Fire**

1. Pull the nearest fire alarm box in the corridor.
2. Do not attempt to fight the fire. Use extinguishers for personal safety.
3. Exit through the nearest door to the outside of the building to the nearest assembly area.
4. Notify Campus Safety (610-558-5555) that you pulled the alarm and the location.

#### **Response to a Fire Alarm When You Are in the Area of a Fire**

1. Evacuate all people from the area.
2. Assist persons with mobility difficulties in exiting the building where possible.
  - a. Move persons with mobility difficulties to a stairwell and close all doors as you move to the first floor. This will keep the fire out of the stairwell.
  - b. Inform a Campus Safety Officer if a person is waiting in a stairwell.
  - c. Emergency Response personnel will evacuate persons in the stairwells.
3. Close the door to the room or corridor if possible.
4. Do not use elevators.
5. Leave the building by the closest exit.
6. Move to an external assembly area away from the building.
7. Do not return to an evacuated building unless told to do so by a university official.

### **Response to a Fire Alarm When Fire is Located in Another Area of the University**

1. Leave the building by the closest exit. Do not use elevators.
2. Assist persons with mobility difficulties in exiting the building where possible.
  - a. Move persons with mobility difficulties to a stairwell and close all doors as you move to the first floor. This will keep the fire out of the stairwell.
  - b. Inform a Campus Safety Officer if a person is waiting in a stairwell.
  - c. Emergency Response personnel will evacuate persons in the stairwells.
3. Move to an assembly area.
4. Do not return to an evacuated building unless told to do so by a University official.

### **Bachmann Main Building Point of Refuge Area**

In the event of an emergency evacuation, there are designated areas on the 2<sup>nd</sup> and 3<sup>rd</sup> floors where any students, faculty, staff, or visitors with mobility difficulties should relocate. Emergency phones which are connected directly to Campus Safety have been installed on the 2<sup>nd</sup> and 3<sup>rd</sup> floors near the F stairwell and the A stairwell in the hallway outside the Science labs on the 3<sup>rd</sup> floor and near the elevator on the 2<sup>nd</sup> floor. Directly above the phones are red signs identifying the location of the phone being used. Any students, faculty, staff, or visitors with mobility difficulties should pick up the phone and notify Campus Safety of their exact location and need for assistance. Campus Safety will respond and alert emergency services personnel for evacuation assistance. Campus Safety shall check the building and the stairwells for remaining occupants and will remain with anyone in the point of refuge area until the emergency has been resolved or an evacuation by Fire Department personnel is required.

### **Rocco A. Abessinio Building Point of Refuge Area**

In the event of an emergency evacuation, the stairwells in the Rocco A. Abessinio Building are to be used for a point of refuge for any students, faculty, staff, or visitors with mobility difficulties. The elevators should not be used. Campus Safety shall check the building and the stairwells for remaining occupants and will remain with anyone in the point of refuge area until the emergency has been resolved or an evacuation by Fire Department personnel is required. The Rocco A. Abessinio Building is also equipped with emergency phones that contact Campus Safety directly. These phones are located near the elevators.

### **Medical Emergency & First Aid Response Protocol**

In the event of a medical emergency incident involving an injury or illness on campus, call Campus Safety at 610-558-5555. If the injury or illness is life threatening, call 911 first, then contact Campus Safety and do the following:

1. State the type of medical emergency.
2. Give the location of the victim(s).
3. Stay at the location of the emergency until Campus Safety arrives on the scene.

**Campus Safety does not provide transportation to any Hospital Emergency Department.**

## **Automatic External Defibrillators (AEDs)**

AEDs are checked annually.

There are **Automatic External Defibrillators** located in the following places on Campus:

- 1 in the Patrol 1 vehicle
- 1 in the Patrol 2 vehicle
- 1 in the Rocco Abessinio Building main lobby by the elevators
- 1 in the Health Science Center by room 244
- 1 in the Health Science Center by room 345
- 1 in the Bachmann Main Building 1<sup>st</sup> floor hallway next to the library entrance
- 1 in the Bruder Life Center by the Cashier
- 2 in the Mirenda Center main gym level hallways by room 116 and by room 133
- 2 in the Mirenda Center track level by room 210 and by room 234
- 1 in the Buoni Building by the Campus Safety desk
- 1 in the Child Development Center in between the main classrooms
- 1 in Flynn Hall by the Campus Safety Desk
- 1 in Cunningham Hall by the Campus Safety Desk
- 1 in O'Neill Hall by the Campus Safety Desk
- 1 in Chiara Honors House in the dining area.

## **Violent or Criminal Incident Response Protocol**

If you observe a criminal act or whenever you observe a suspicious person on campus, notify Campus Safety at 610-558-5555 immediately and report the incident, including the following information:

1. Nature of the incident.
2. Location of the incident.
3. Description of person(s) involved.
4. Description of property involved.
5. Type of weapon, if any.

**NOTE:** If the incident poses a danger of death or bodily injury, call 911.

## **Active Shooter**

When an intruder in a campus building is actively causing serious bodily harm or the threat of imminently serious bodily harm:

1. Immediately seek cover and call 911 and the Department of Campus Safety at 610-558-5555. Give as many details as possible relative to the location, number of assailants, means of aggression and other information you can provide.
2. Do not sound the fire alarm to evacuate the building. People evacuating may be placed in danger.
3. Be aware of alternate exits if it becomes necessary to leave the building.
4. Stay low and away from windows, barricade and or lock doors if possible and use furniture or desks as cover.
5. If possible, cover any windows or openings that have a direct line of sight into the hallway.

6. Do not leave the building until directed by Campus Safety or a police officer unless the specific circumstances present a more dangerous situation by staying in the building, than in attempting to escape.

When an intruder is actively causing serious bodily injury or the threat of imminently serious bodily injury to people on the campus grounds:

1. Run away from the threat as quickly and as safely as possible.
2. Do not run in a straight line. Use buildings, trees, shrubs, cars, etc. as cover.
3. Once you are away from the immediate area of danger, summon help and warn others.

## **Reporting and Communicating Emergencies**

Emergency notifications are issued when it is determined that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and staff occurring on the Neumann University campus.

The person who becomes aware of the situation/incident should immediately report it to Campus Safety. Campus Safety will respond to the report, assess the situation, and act to protect life and property.

If Campus Safety determines that there is a need for notification beyond the department, they will notify the Vice President for Human Resources and Risk Management (VPHRRM) who will inform the President and the appropriate unit Vice Presidents.

## **State of Emergency**

**Primary Communication:** If the President declares a campus state of emergency, communication to the campus community it will occur in the following ways, initiated simultaneously by those designated below.

1. Email to the Neumann community.
2. Phone message to the entire campus VOIP system sent by Campus Safety.
3. Website message on the main page – posted by Director of Web Site Communications.
4. Door-to-door communication via notification of Housing and Residence Life Professional Staff and Resident Assistants – initiated by Campus Safety.
5. Optional Emergency Alert System – Omnilert

**Secondary Communication:** The President and members of the President's staff will inform other important constituencies about the emergency via telephone, email, or other methods, as necessary. These groups include the congregational leadership of the Sisters of St. Francis of Philadelphia, neighbors who live near or adjacent to the campus, and the Board of Trustees.



## **Omnilert Campus Emergency Alert System**

Omnilert is a notification system that allows designated administrators to send time-sensitive messages via mobile phone and/or email to subscribers (students, faculty, staff, others). In the event of an emergency, subscribers can get notified immediately of the situation, wherever they are geographically located.

Students, parents, faculty, and staff may receive campus-wide alerts on their smart phones, cell phones and e-mail. The externally hosted system, which is optional and free, offers another means of emergency notification in the event of a campus emergency.

Once registered, membership is good for two years. If already registered, subscribers utilize the user login to access accounts, change phone numbers, or view past messages.

The emergency notification system is tested once a semester. Additional testing may be conducted as part of training exercises, or as necessary.

## **Residence Life Community Standards**

Living on campus is a privilege that brings with it many benefits, as well as obligations. As guidelines for responsible and cooperative community living, the University has developed Residence Hall policies, regulations, and procedures to which all residents and guests must adhere. Any resident may request that a fellow student comply with stated policies and may report violations to the Housing and Residence Life and Campus Safety staffs.

## **Residence Hall Visitation information**

All Neumann University students and their guests are expected to comply with the visitation process.

Resident hosts are responsible for their behavior and the behavior of their guests. If residents and/or their guests disrupt the normal operation of the University community, residents and their guests will be sanctioned.

Commuters who disrupt the normal operation of the University community while visiting the residence halls will be sanctioned.

Sanctions include but are not limited to suspension of visitation and/or overnight guest privileges and other University sanctions as deemed appropriate.

The Housing and Residence Life Staff can revoke or deny visitation and/or overnight guest privileges at any time. The Housing and Residence Life staff must approve any visitation and overnight guest request that is not consistent with visitation process.

## **Visitation Hours**

Sunday-Wednesday: 10:00 a.m. – 12:00 a.m.  
Thursday thru Saturday: 10:00 a.m. – 2 a.m.

Note: Off-campus visitors are required to present proof of COVID vaccination card. Physical card or photo of physical card is acceptable.

## **Residence Hall Access**

### **Residents**

- Resident students have 24/7 access to the residence hall in which they reside
- To gain access to all residence halls, resident students must swipe their Neumann University ID card at the main entrance.
- Resident students have access to their house in their assigned residence hall.
- Resident students must be accompanied by a resident host to enter a residence house other than their assigned house.
- Resident students may only sign in one guest at a time.

### **Commuters**

- Commuter students who are actively enrolled in Neumann University do not have access to the residence halls.
- Commuter students are guests in residence halls, and they must be accompanied by a resident host to sign-in and enter a residence hall.
- Commuter students must leave their student ID or a valid photo ID at the main desk.

### **Guests**

- Guests must be always accompanied by a resident host.
- Guests are not permitted beyond the main desk unless accompanied by their resident host.
- Guests must sign into to the residence halls.
- Guests must leave a valid photo ID at the main desk.
- Guests will receive a guest pass that must be returned when they leave the residence halls.
- If a guest pass is lost or not returned, the resident host and the guest may be subject to loss of guest privileges

### **Overnight Guest Visitation**

- All Residents in the apartment/suite/room must agree to the overnight guest.
- Residents cannot host overnight guests of the opposite gender.
- Residents are permitted one overnight guest per night.

- Overnight guests must be registered by their resident hosts at the main desk of their residence hall.
- Overnight guests and resident hosts must be present when the overnight guest arrives to complete the sign in procedures.
- Resident hosts must sign in their own overnight guests.
- Resident hosts must always accompany their overnight guests.
- Guests will receive an overnight guest pass. All passes are distributed at the main desk.
- If a guest loses a pass or fails to return it to the main desk, the guest and the resident host may be subject to the loss of overnight guest privileges.
- The total number of overnight visits per resident or per guest may not exceed 20 days per semester and no more than 2 consecutive nights per week.
- Overnight guests under the age of 18 must have permission from their parent/guardian. Permission forms are available from Housing and Residence Life.

**Violations of the Residence Hall Visitation include but are not limited to:**

- Residents, commuters and guests in a residence hall room past visitation hours.
- Unauthorized entry of the residence halls and/or rooms.
- Failure to follow guest sign in procedures.
- Having another resident sign in your guest.
- Attempting to have a guest of the opposite gender stay past visitation hours.
- Overnight guests staying beyond 20 days in a semester and/or two consecutive nights in a week.
- No permission form for an overnight guest under 18 years of age.
- Failure of resident hosts to always accompany their guests in the residence halls.

**NEUMANN UNIVERSITY TITLE IX SEXUAL HARASSMENT AND COMMUNITY STANDARDS SEXUAL MISCONDUCT POLICY AND PROCEDURES**

**I. POLICY STATEMENT**

Neumann University committed to fostering a living, learning and working environment free of discrimination and harassment. Neumann University is subject to Title IX of the Educational Amendments of 1972 (“Title IX”), 20 U.S.C. §§1681, *et seq.*, which states that “[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Neumann University does not discriminate on the basis of sex and will not tolerate sexual misconduct in any form, including as defined by Title IX or Neumann University’s community standards. Neumann University’s complete Notice of Non-discrimination is available at <https://www.neumann.edu/about/nondiscriminationstatement.asp>.

## **II. SCOPE OF POLICY**

Neumann University's Title IX Sexual Harassment and Community Standards Sexual Misconduct Policy and Procedures ("Policy") applies to all Neumann University community members, including students, faculty, staff and third parties, such as volunteers, contractors, and visitors. Alleged misconduct subject to this Policy ("Prohibited Conduct") includes both Title IX Sexual Harassment (which is defined by law) and Community Standards Sexual Misconduct (which includes allegations that do not meet the definitions under Title IX, but nonetheless violate Neumann University's community standards), as discussed further in the Definitions (Section IV) below.

**Community Standards Sexual Misconduct that does not constitute Title IX Sexual Harassment and involves students will be resolved as outlined in SA 4.02 the Student Conduct Process Policy and SA 4.04 Bullying, Harassment, Disorderly and Disruptive Conduct, and Violence Policy. Community Standards Sexual Misconduct that does not constitute Title IX Sexual Harassment and involves employees as Respondents will be resolved as outlined in IP 1.03 Harassment Policy and Procedures. The procedures beginning in Section X below apply only to Title IX Sexual Harassment, regardless of whether students or employees are involved.**

## **III. TITLE IX AND THE TITLE IX CO-COORDINATOR**

The following individuals are responsible for coordinating Neumann University's efforts to comply with Title IX and this Policy:

**Mr. David Brownlee**  
**Vice President for Human Resources and Risk Management**  
**Title IX Co-Coordinator (primary for faculty and staff)**  
**Room 404, Rocco Abessinio Building, Fourth Floor**  
**[dbrownle@neumann.edu](mailto:dbrownle@neumann.edu)**  
**610-558-5628**

**Ms. Stephanie Jones**  
**Dean of Students**  
**Title IX Co-Coordinator (primary for students)**  
**Room 139, Bachmann Main Building, First Floor**  
**[jones@neumann.edu](mailto:jones@neumann.edu)**  
**610-361-5494**

Please contact either the above with questions regarding Title IX or this Policy. Questions may also be directed to:

**Assistant Secretary for Civil Rights**  
**U.S. Department of Education**  
**Office for Civil Rights**  
**400 Maryland Avenue, SW**  
**Washington, D.C. 20202-1100**  
**Telephone: 800-421-3481**  
**Email: [OCR@ed.gov](mailto:OCR@ed.gov)**

#### IV. DEFINITIONS

Terms used in this Policy have the following meanings:

**Advisor:** An Advisor is a person who has agreed to provide support and advice to a Complainant or Respondent in matters involving Title IX Sexual Harassment, subject to the provisions of Section X(C).

**Appeal Officer:** The individual responsible for determining an appeal under Section XII. The Appeal Officer may be Neumann University's employee or an external contractor. The Appeal Officer shall not be the Institution's Title IX Co-Coordinator, nor the Investigator or Hearing Officer who were assigned to the matter that is the subject of the Appeal.

**Community Standards Sexual Misconduct:** An umbrella term encompassing a range of behaviors, including Sex Discrimination, Sexual Harassment, Gender-Based Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking (as each term is further defined below), where such conduct is alleged to be by an individual or University recognized group that (a) has continuing adverse effects on or creates a hostile environment for individuals participating or attempting to participate in Neumann University's education program or activity, or otherwise has a reasonable connection to Neumann University; and (b) constitutes one of the following:

- **Community Standards Sex Discrimination:** Discrimination on the basis of sex.
- **Community Standards Sexual Harassment:** Conduct on the basis of sex that involves an employee of Neumann University conditioning the provision of an aid, benefit, or service of Neumann University on an individual's participation in unwelcome sexual conduct; or an individual engaging in unwelcome conduct determined by a reasonable person to be so severe, pervasive or objectively offensive that it effectively denies a person equal access to Neumann University's education program or activity
- **Community Standards Gender-Based Harassment:** Unwelcome conduct (whether or not of a sexual nature), including acts of aggression, intimidation and hostility, and other verbal, nonverbal, graphic, or physical conduct based on or motivated by a student's actual or perceived gender, sexual orientation, gender identity, gender expression, or nonconformity with gender stereotypes.
- **Community Standards Sexual Assault:** Penetration or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration or attempted penetration by a sex organ of another person, without the consent of the alleged victim. Community Standards Sexual Assault also includes, but is not limited to, the following identified below as well as other forms of Sexual Assault prohibited by the Commonwealth of Pennsylvania state law or Pennsylvania State Crime Code.

- **Community Standards Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the alleged victim.
- **Community Standards Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Community Standards Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Community Standards Dating Violence:** Violence, including sexual or physical abuse or the threat of such abuse, committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the alleged 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.
- **Community Standards Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the alleged victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth alleged victim who is protected from that person's acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.
- **Community Standards Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. For purposes of this definition, (a) course of conduct means two or more acts, including, but not limited to, acts in which the alleged stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (b) reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; and (c) substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Hearing Officer:** The individual responsible for conducting the Hearing under Section XI(D), reaching a decision on responsibility and assigning sanctions, if appropriate. The Hearing Officer may be Neumann University's employee or an external contractor. The Hearing Officer shall not be the Institution's Title IX Co-Coordinators, nor the Investigator who investigated the matter that is the subject of the Hearing.

**Informal Resolution Facilitator:** The individual responsible for facilitating Informal Resolution, as discussed in Section X(D). The Informal Resolution Facilitator may be Neumann University’s employee or an external contractor.

**Investigator:** The individual responsible for conducting the investigation of alleged Title IX Sexual Harassment, as discussed in Section XI(A). The Investigator may be Neumann University’s employee or an external contractor. The Title IX Co-Coordinators may serve as the Investigators.

**Party or Parties:** Party refers to a Complainant or a Respondent. Parties refers to Complainant and Respondent collectively.

**Prohibited Conduct:** Prohibited Conduct includes Title IX Sexual Harassment and Community Standards Sexual Misconduct.

**Respondent:** An individual who has been reported to have engaged in any form of Prohibited Conduct or an organization that has been reported to have engaged in Community Standards Sexual Misconduct.

### **Title IX Sexual Harassment:**

**(a) Definition:** Title IX Sexual Harassment means conduct on the basis of sex that involves an employee of Neumann University conditioning the provision of an aid, benefit, or service of Neumann University on an individual’s participation in unwelcome sexual conduct; or an individual engaging in unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to Neuman University’s education program or activity. Title IX Sexual Harassment also includes the following:

- **Title IX Sexual Assault:** Sexual assault includes any of the following Prohibited Conduct:
  - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the alleged victim.
  - The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the alleged victim.

- Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Title IX Dating Violence:** Violence, including sexual or physical abuse or the threat of such abuse, committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the alleged 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.
  - **Title IX Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the alleged victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth alleged victim who is protected from that person's acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.
  - **Title IX Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. For purposes of this definition, (a) course of conduct means two or more acts, including, but not limited to, acts in which the alleged stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (b) reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; and (c) substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(b) **Jurisdiction:** In order to constitute Title IX Sexual Harassment, the alleged misconduct must have occurred (i) in the United States, and (ii) in Neumann University's education program or activity, which is defined as locations, events or circumstances over which Neumann University exercised substantial control over both Respondent and the context in which the misconduct occurred, or any building owned or controlled by a student organization officially recognized by the University.

## V. RETALIATION

Retaliation against an individual for participating in any way in a report, investigation, hearing or other proceeding under this Policy is strictly prohibited. No one may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege



secured by Title IX, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. In evaluating whether retaliation has occurred, Neumann University may consider whether the conduct in question constituted the exercise of rights protected under the First Amendment or was covered by another Institution policy, including with respect to freedom of expression or academic freedom. Retaliation by students is a violation of the Student Code of Conduct and will be addressed as outlined in SA 4.02 Student Conduct Process Policy. Retaliation by employees is violation of institutional policy and will be addressed as outlined in IP 1.03 Harassment Policy and Procedures.

## **VI. CONSENT**

A person who wants to engage in a specific sexual activity is responsible for obtaining Consent for that activity. Silence or lack of resistance, in and of itself, does not constitute Consent. Consent can be given by words or actions, provided that those words or actions clearly communicate willingness to engage in the sexual activity. Consent cannot be obtained through coercion. For purposes of this Policy, coercion is the use of threats (*i.e.*, words or actions) or intimidation (*i.e.*, implied threats) that would cause a reasonable person to engage in unwelcome sexual activity against their will.

Consent cannot be obtained from an individual who is incapacitated, where a reasonable, sober person initiating sexual activity would have known or reasonably should have known that the individual was incapacitated. An individual who is under the influence of alcohol and/or other drugs may be incapacitated, and therefore unable to Consent. However, consumption of alcohol or other drugs alone is insufficient to establish incapacitation. Incapacitation is a state beyond drunkenness or intoxication, where an individual cannot make a knowing and deliberate choice to engage in the sexual activity. Individuals who are asleep, unresponsive or unconscious are incapacitated. Other indicators that an individual may be incapacitated include, but are not limited to, the inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance. An individual also may be incapacitated due to a temporary or permanent physical or mental health condition.

Consent may be withdrawn by any party at any time. An individual who seeks to withdraw Consent must communicate, through clear words or actions, a decision to cease the sexual activity. Consent is automatically withdrawn when a party is no longer capable of consenting. Once Consent is withdrawn, the sexual activity must cease immediately. Consent must be re-established before resuming any sexual activity. Consent to one form of sexual activity does not, by itself, constitute Consent to another form of sexual activity. Consent to sexual activity on one occasion does not constitute Consent to sexual activity on other occasions. An individual's use of alcohol or drugs does not diminish that individual's responsibility to obtain Consent.

## VII. REPORTING

Any person may report conduct constituting possible Prohibited Conduct to a Title IX Co-Coordinator in person, by mail, by telephone, by email or on-line by visiting <https://www.neumann.edu/titlenine/>. A Title IX Co-Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures (*see* Section IX) and to explain the process for filing a Formal Complaint where conduct that may constitute Title IX Sexual Harassment is involved.

Complainants are encouraged, but not required, to proceed with a Formal Complaint. If the Complainant desires to proceed with a Formal Complaint, the Title IX Co-Coordinator or designee will begin the Formal Complaint Processes (*see* Section XI). If the Complainant decides not to submit a Formal Complaint, the Title IX Co-Coordinator may sign a Formal Complaint when the Title IX Co-Coordinator deems doing so necessary to address the possible Prohibited Conduct, including in order to provide a safe and nondiscriminatory environment for all members of Neumann University's community. In deciding whether to sign a Complaint if the Complainant elects not to do so, the Title IX Co-Coordinator may, but is not required to, consider factors such as whether the conduct alleged included threats, violence, serial predation or weapons. A Complainant is not required to submit a Formal Complaint in order to receive Supportive Measures.

### A. Anonymous Reporting

With the exception of Authorized and Responsible Employees, discussed in Section VII(B), any individual may anonymously report allegations of Prohibited Conduct by using the online incident report form found at <https://www.neumann.edu/titlenine/>. Depending on the information provided, Neumann University's ability to take action in response to an anonymous report may be limited.

### B. Reports to Authorized and Responsible Employees

There may be instances when a student or employee discloses alleged Prohibited Conduct to an employee of Neumann University. Whether that disclosure constitutes actual notice to Neumann University, triggering its response obligations under this Policy, depends on the role of the employee to whom the disclosure is made, as follows:

- Authorized Employees: A disclosure of Prohibited Conduct made to an Authorized Employee (regardless of whether the disclosure is made by the Complainant or a third party) constitutes a report to the University (*i.e.*, actual knowledge), triggering a response under this Policy. All Authorized Employees are required to promptly report disclosures of Prohibited Conduct to the Title IX Co-Coordinator, including all information that has been

disclosed to the Authorized Employee, such as the names of those involved, the location of the incident, the alleged Prohibited Conduct, etc. The following are Authorized Employees:

- Title IX Co-Coordinators which are the Vice President for Human Resources and Risk Management and the Dean of Students
  - University Vice Presidents
  - Deans of the Academic Schools
    - Arts and Sciences
    - Business
    - Education and Human Services
    - Nursing and Health Science
- **Responsible Employees**: A disclosure or report of Prohibited Conduct made to a Responsible Employee (regardless of whether the disclosure is made by the Complainant or a third party) does not constitute a report to the University (i.e., is not “actual knowledge”) triggering a response under this Policy. Neumann University, as a matter of policy, requires Responsible Employees to promptly report disclosures of Prohibited Conduct to the Title IX Co-Coordinator, including all information that has been disclosed to the Responsible Employee, such as the names of those involved, the location of the incident, the alleged Prohibited Conduct, etc. With the limited exceptions of confidential resources as outlined later in the policy, the University has designated all employees, including faculty, adjunct and visiting faculty, administrators, staff, and student-employees (e.g., Resident Assistants) as Responsible Employees.

All students and employees, even if not Authorized or Responsible Employees, are encouraged to report instances of possible Prohibited Conduct to the Title IX Co-Coordinator.

### **C. Privacy and Confidentiality**

Neumann University respects the privacy of individuals involved in any report of alleged Prohibited Conduct, meaning the Title IX Co-Coordinator and others responsible for carrying out this Policy will disclose information only as required to implement this Policy or by law. If a Complainant requests that a report of Prohibited Conduct remain confidential (*i.e.*, with the Complainant’s identity not being disclosed to the Respondent and an investigation not being commenced), the Title IX Co-Coordinator will evaluate that request in the context of Neumann University’s responsibility to provide a safe and nondiscriminatory environment for all members of its community. Neumann University may question an employee-Respondent about alleged Prohibited Conduct without disclosing the identity of the Complainant, provided that it does not take disciplinary action against that Respondent without implementing the Formal Complaint Processes in Section X.

The Complainant is not required to file a Formal Complaint to receive Supportive Measures (*see* Section IX), but there may be instances when disclosing the Complainant’s identity is necessary

to provide certain Supportive Measures (*e.g.*, where the Respondent would need to know the identity of the Complainant in order to comply with a no-contact order). Neumann University will maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair its ability to provide the Supportive Measures.

Only certain professionals at Neumann University are legally required to keep information shared by an individual truly confidential, without reporting it to the Title IX Co-Coordinator. Those confidential resources and support services are discussed further in Section XV.

#### **D. False Reports and Other False Information**

The submission of knowingly false information is prohibited and will be addressed under Neumann University's Code of Conduct for students and employment policies for faculty and staff. This provision does not apply to reports made and other information submitted in good faith, even if the facts alleged are not substantiated by an investigation and/or Hearing decision.

### **VIII. EMERGENCY REMOVALS**

If at any point following the receipt of a report of Prohibited Conduct, Neumann University determines that the Respondent poses an immediate threat to the physical health or safety of the Complainant or any other person(s), including the Respondent, Neumann University may temporarily remove the Respondent from any or all of its programs or activities. The imposition of an Emergency Removal does not suggest a finding of responsibility for any Prohibited Conduct.

Before imposing an Emergency Removal, the University's Threat Assessment Team will undertake an individualized safety and risk analysis concerning Respondent at the request of the Title IX Co-Coordinator. An Emergency Removal will be imposed only if the Threat Assessment Team concludes that the threat to physical health or safety arises from the allegations of Prohibited Conduct and warrants the removal.

An Emergency Removal may involve the denial of access to some or all of Neumann University's campus facilities, academic program, or other programs or activities. While Neumann University may provide alternative academic or employment opportunities during an Emergency Removal, it is not required to do so. Non-punitive actions taken as Supportive Measures (*e.g.*, changes in housing) do not constitute Emergency Removals.

The Title IX Co-Coordinator will notify the Respondent of the terms imposed in connection with an Emergency Removal. Respondent has the opportunity to challenge the Emergency Removal upon receipt of that notice. In order to challenge the Emergency Removal, the Respondent shall submit an appeal via e-mail to the Dean of Students for students and the Vice President for

Human Resources and Risk Management for employees, within three (3) calendar days from the date of the notice of Emergency Removal, explaining why Emergency Removal is not appropriate. In evaluating the appeal, the Dean of Students or Vice President of Human Resources and Risk Management as appropriate, may seek additional information from Respondent or any other individual. The Emergency Removal will remain in place while the appeal is pending. The Dean of Students or Vice President for Human Resources and Risk Management shall issue a decision as soon as reasonably possible under the circumstances. The decision is final and not subject to further appeal.

Separate from the Emergency Removal process, the Title IX Co-Coordinator may request that Human Resources place an employee-Respondent on an administrative leave, with or without pay.

## **IX. SUPPORTIVE MEASURES**

Supportive Measures are non-disciplinary, non-punitive individualized services that may be provided to Complainants or Respondents upon request, when deemed by the Title IX Co-Coordinator to be appropriate and reasonably available. Supportive Measures may also be imposed at the initiative and in the sole discretion of the Title IX Co-Coordinator. Supportive Measures are available beginning at any time after the submission of a report of Prohibited Conduct.

A Complainant may seek and be provided Supportive Measures prior to or without ever filing a Formal Complaint.

Supportive Measures are designed to restore or preserve equal access to Neumann University's educational programs and activities, without unreasonably burdening the other party. Supportive Measures may be of any duration and may be modified at the discretion of the Title IX Co-Coordinator, as circumstances warrant. Supportive Measures will be kept confidential to the extent doing so does not impair Neumann University's ability to provide them.

Supportive Measures may include, but are not limited to, the following:

- Access to counseling services.
- Extensions of deadlines or other course-related adjustments.
- Modification of work or class schedules.
- Mutual restrictions on contact between the parties (*i.e.*, “no contact” orders).
- Changes in work or housing locations.
- Leaves of absence.
- Increased security and monitoring of certain areas; or

- Any other measures deemed appropriate by the Title IX Co-Coordinator to preserve equal access to Neumann University’s programs and activities.

A student or employee’s failure to abide by the terms of any Supportive Measure may result in discipline and, depending on the circumstances, could be deemed to constitute Retaliation.

## **X. FORMAL COMPLAINT PROCESSES**

In order to commence Formal Complaint Processes for Title IX Sexual Harassment, a Complainant must file a Formal Complaint with the Title IX Co-Coordinator. The Complainant must be participating in or attempting to participate in Neumann University’s education program or activity at the time the Formal Complaint is filed. Alternatively, if the Title IX Co-Coordinator has received a report of Title IX Sexual Harassment, but the Complainant elects not to submit a Formal Complaint or the Complainant is unknown, the Title IX Co-Coordinator has the discretion to sign the Complaint if the Title IX Co-Coordinator deems doing so necessary to address Title IX Sexual Harassment, including in order to provide a safe and nondiscriminatory environment for all members of its community. In doing so, the Title IX Co-Coordinator does not become the Complainant.

There is no time limit within which a Complainant must file a Formal Complaint. Pursuing a Formal Complaint does not preclude a Complainant from pursuing the filing of criminal charges. However, it is important to understand that the standard for criminal prosecution is different from that used in student and employee conduct proceedings. As a result, decisions rendered in either forum are not determinative of what will happen in the other.

If the Title IX Co-Coordinator receives Formal Complaints against more than one Respondent or by more than one Complainant against one or more Respondents, or by one Party against the other Party (i.e., “counterclaims”), where the allegations of sexual harassment arise out of the same facts or circumstances and are so intertwined that the allegations directly relate to all of the Parties, the Title IX Co-Coordinator has the discretion to consolidate the Formal Complaints. If Formal Complaints are consolidated, all Parties must receive the same version of the written determination.

### **A. Written Notice**

Upon the submission of a Formal Complaint, the Title IX Co-Coordinator will provide written notice to the Complaint and Respondent, if known, including the following:

- A copy of this Policy.
- Notice of the allegations of conduct that may constitute Title IX Sexual Harassment, with sufficient detail for the Respondent to prepare a response before any initial interview, including, if known, the identities of the Parties involved and the date and location of the incident.
- The presumption that the Respondent is not responsible for the alleged Title IX Sexual

Harassment unless a determination of responsibility is reached at the conclusion of the Formal Resolution Process.

- Notice of the Parties' entitlement to an Advisor of choice at any meeting, interview or other proceeding related to the Formal Complaint, as discussed in Section X(C).
- The identity of the Investigator as described in Section XI(A).
- Notice that the Parties may inspect, and review evidence gathered during the investigation as discussed in Section XI(B).
- Notice that Neumann University's Student Code of Conduct and Employee Relations policies prohibit knowingly making false statements or knowingly submitting false information during the Formal Complaint Processes.

If additional allegations of conduct that might constitute Title IX Sexual Harassment are identified during the course of the investigation and will be included in the Formal Complaint Processes, the Title IX Co-Coordinator will issue an updated notice.

#### **B. Dismissal for Purposes of Title IX Sexual Harassment**

If any of the following circumstances are met, the Title IX Co-Coordinator will dismiss the Formal Complaint for purposes of any form of Title IX Sexual Harassment:

- Even if proved, the misconduct alleged in the Formal Complaint would not constitute Title IX Sexual Harassment as defined in Section IV.
- The misconduct alleged in the Formal Complaint did not occur in Neumann University's education program or activity, which is defined as locations, events or circumstances over which Neumann University exercised substantial control over both Respondent and the context in which the misconduct occurred, or any building owned or controlled by a student organization officially recognized by Neumann University; or
- The misconduct alleged in the Formal Complaint is not alleged to have occurred in the United States.

Further, if any of the following circumstances are met, the Title IX Co-Coordinator may dismiss the Formal Complaint for purposes of any form of Title IX Sexual Harassment, in the Title IX Co-Coordinator's sole discretion:

- Complainant notifies the Title IX Co-Coordinator in writing that Complainant wishes to withdraw the Formal Complaint or any allegation in it.
- Respondent is no longer enrolled or employed at Neumann University; or
- Specific circumstances prevent Neumann University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegation.

The Title IX Co-Coordinator will promptly send notice of the dismissal, including the reasons for dismissal, to the Complainant and Respondent via email. The notice will advise the parties whether the Formal Complaint will proceed as possible Community Standards Sexual

Misconduct. Both the Complainant and Respondent may appeal any decision to dismiss the Formal Complaint for purposes of Title IX Sexual Harassment by submitting a request for appeal to the Title IX Co-Coordinator by email within three (3) calendar days of the date of the Title IX Co-Coordinator's email. The appeal will be determined using the procedures set forth in Section XII.

The decision whether the matter will proceed as potential Community Standards Sexual Misconduct is not subject to appeal.

### **C. Advisors**

The Parties are entitled to identify an Advisor of their choice, who may accompany them to all investigative interviews, Hearings and other meetings or proceedings held in connection with a Formal Complaint ("Formal Complaint Process Proceedings"). An Advisor is a person who has agreed to provide support and advice to a Complainant or Respondent. The Parties are responsible for identifying their own Advisor, if they wish to have one. Neumann University will maintain a list of employees who have agreed to serve as Advisors at no cost to Complainants or Respondents, whom the Complainant or Respondent may, but are not required to, contact to determine whether they are available for that purpose.

As discussed in Section XI(D)(5), the Parties must have an Advisor for purposes of conducting cross-examination at a Hearing. If a Party has not identified an Advisor to accompany them to the Hearing for purposes of conducting cross-examination, Neumann University will provide one for that limited purpose.

Except when conducting cross-examination as discussed in Section XI(D), Advisors may not speak aloud during any Formal Complaint Process Proceedings, including by addressing anyone other than the individual for whom they are an Advisor. The Advisor may confer with the individual whom they are advising quietly or by means of written notes. Parties may request a brief recess to consult with their Advisor, which may be granted at the sole discretion of the Neumann University representative conducting the Formal Complaint Process Proceeding. An Advisor whose presence is deemed at that individual's sole discretion to be improperly disruptive or inconsistent with Rules of Decorum established by Neumann University, as discussed in Section X(D)(7), will be required to leave and may be prohibited from participating in future Formal Complaint Process Proceedings.

While Neumann University may consider short delays in scheduling to reasonably accommodate an Advisor's availability, whether to grant such a request is in the sole discretion of the Neumann University representative responsible for the event in question.



Except when conducting cross-examination as discussed in Section XI(D), Advisors may not speak aloud during any Formal Complaint Process Proceedings, including by addressing anyone other than the individual for whom they are an Advisor. The Advisor may confer with the individual whom they are advising quietly or by means of written notes. Parties may request a brief recess to consult with their Advisor, which may be granted at the sole discretion of the Neumann University representative conducting the Formal Complaint Process Proceeding. An Advisor whose presence is deemed at that individual's sole discretion to be improperly disruptive or inconsistent with Rules of Decorum established by Neumann University, as discussed in Section X(D)(7), will be required to leave and may be prohibited from participating in future Formal Complaint Process Proceedings.

#### **D. Informal Resolution**

Informal Resolution presents the opportunity for the Complainant and Respondent to resolve allegations of Title IX Sexual Harassment without an investigation or hearing. Participation in Informal Resolution in lieu of the Formal Resolution Process is purely voluntary. Informal Resolution is available only when a Formal Complaint has been filed and the Parties agree to its use in writing. Informal Resolution may be used only with the approval of the Title IX Co-Coordinator, who may deem its use inappropriate based on the specific allegations involved or other factors. Informal resolution is not available to resolve a student-Complainant's allegations that an employee has engaged in Title IX Sexual Harassment. Prior to initiating Informal Resolution, the Title IX Co-Coordinator will provide the Parties with written notice disclosing the allegations, the requirements of the process, the right to withdraw from Informal Resolution to pursue formal resolution, and any consequences of participation (*e.g.*, as it relates to any subsequent formal resolution if Informal Resolution is not achieved).

Informal Resolution can be commenced at any point prior to the conclusion of a Hearing under the Formal Resolution Processes. It is conducted by an Informal Resolution Facilitator appointed by the Title IX Co-Coordinator. The Complainant, Respondent, Title IX Co-Coordinator or Facilitator may terminate Informal Resolution at any time prior to its completion. If Informal Resolution is terminated, the Formal Resolution Process will promptly commence or resume, as appropriate.

Informal Resolution may take many forms as agreed to between the Complainant, Respondent and Title IX Co-Coordinator, including, but not limited to:

- **Mediation**: Mediation may involve the Complainant and Respondent being in the same or different rooms, but they will never be required to be in the same room. Mediation typically does not require an admission of responsibility for the Title IX Sexual Harassment by the Respondent.

- Restorative Justice: Restorative Justice may involve the Complainant and Respondent being in the same or different rooms, but they will never be required to be in the same room. Restorative Justice typically requires an admission of responsibility for the Title IX Sexual Harassment, or certain allegations, by the Respondent.

If the Informal Resolution is terminated such that the matter resumes the Formal Resolution Processes, documents and other information produced or exchanged during the Informal Resolution can be used in the Formal Resolution Process and the Informal Resolution Facilitator may serve as a witness.

The outcome of the Informal Resolution will be documented in an agreement or other form that is signed by both the Complainant and the Respondent. If the Complainant or Respondent is a student, the documentation will be kept in the student's conduct file. If the Complainant or Respondent is an employee, the documentation will be kept in the employee's file. All documentation will be kept in accordance with Neumann University's record retention policies.

The outcome of Informal Resolution will be taken into consideration in the event of future findings of responsibility for Prohibited Conduct or other violations of the Institution's policies.

The Informal Resolution process typically should be completed within thirty (30) calendar days of the Parties documenting their agreement to participate. That period may be extended at the discretion of the Title IX Co-Coordinator.

## **XI. FORMAL RESOLUTION PROCESS**

Neumann University strives to resolve Formal Complaints within ninety (90) calendar days of the submission of a Formal Complaint but balances its desire to achieve a prompt resolution with the need to conduct a thorough and complete investigation, which may delay that timeframe. Delays might also result from a number of factors, including but not limited to the appeal of a dismissal as discussed in Section X(B), impacts of concurrent criminal processes, or an attempt at Informal Resolution. The Title IX Co-Coordinator may extend the time for completion of the Formal Resolution Process for good cause as determined in the sole discretion of the Title IX Co-Coordinator and will provide written notice to the Parties of the reason for extension or delay.

At the discretion of the Title IX Co-Coordinator, possible violations of the Student Code of Conduct or other policies that occurred directly in connection with the alleged Title IX Sexual Harassment may be, but are not required to be, addressed under the Formal Resolution Processes here in lieu of engaging in a separate decision-making process for those possible violations.

## **A. Investigation**

The written notice described in Section X(A) will identify the appointed Investigator. Either Party may object to the Investigator on the grounds of conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, by submitting an objection to the Title IX Co-Coordinator in writing within three (3) calendar days of receipt of the issuance of the written notice. The Title IX Co-Coordinator, in their sole discretion, shall determine whether a different Investigator should be appointed.

The Investigator will conduct an investigation of the allegations in the Formal Complaint, and is responsible for interviewing the Parties and witnesses, and gathering relevant inculpatory and exculpatory evidence. The Investigator may not access, consider, disclose or otherwise use records that are made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional in connection with the provision of treatment to the Complainant or Respondent, unless the Investigator obtains the Complainant's or Respondent's, as appropriate, voluntary written consent to do so.

All Parties will have an equal opportunity to identify witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, for the Investigator. Parties will be provided with written notice of the date, time, location, participants and purpose of all investigative interviews in which they are expected to participate. Parties may be accompanied by an Advisor of their choice at any investigative interview, as described in Section X(C).

## **B. Investigation Report**

The Investigator will prepare an investigation report summarizing all relevant evidence. The report will exclude all non-relevant evidence, as well as any evidence not subject to disclosure for reasons set forth herein (*e.g.*, medical records regarding which the Party has not authorized disclosure).

Prior to completing the investigation report, the Investigator will send to both Complainant and Respondent, and their Advisors, if any, all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, regardless of whether it is anticipated that the evidence will be used at the hearing or in connection with any decision on responsibility. The Parties are strictly prohibited from disclosing or disseminating the evidence to any third parties and from using it for purposes other than carrying out the Formal Resolution Processes. Complainant and Respondent will have ten (10) calendar days to provide a written response concerning the evidence to the Investigator, including identifying additional evidence for the Investigator's consideration prior to completing the investigation report. The response must be by the Party, not the Party's Advisor. A Party's response will not be shared with the other Party.

After receipt of the Parties' responses concerning the evidence and at least ten (10) calendar days before the hearing, the Investigator will provide the Complainant and Respondent, and their Advisors, if any, a copy of the investigation report. The Complainant and Respondent may, but are not required to, provide written responses to the investigation report. Any response must be by the Party, not the Party's Advisor. A Party's response will not be shared with the other party.

### **C. Hearing Notice**

After the investigation report has been provided to the Parties and their Advisors, if any, and not fewer than five (5) calendar days before the hearing, the Title IX Co-Coordinator will issue a Hearing notice via email advising the Parties of the following:

- The date, time and location of the Hearing.
- The specific charges of Title IX Sexual Harassment subject to disposition at the Hearing and a brief description of the conduct resulting in the charges.
- The individual to serve as the Hearing Officer; and
- That at the request of either party, the Hearing will take place with parties located in separate rooms with technology enabling the parties to simultaneously see and hear the party/witness answering questions. Requests for separate rooms must be submitted to the Title IX Co-Coordinator via email at least three (3) calendar days before the Hearing.

Any Party may object to the Hearing date or challenge the appointment of the Hearing Officer for bias or conflict of interest by submitting a written objection to the Title IX Co-Coordinator via email within three (3) calendar days of the Title IX Co-Coordinator issuing the Hearing Notice. The Title IX Co-Coordinator, in their sole discretion, shall determine whether the Hearing Officer should be removed and/or the Hearing rescheduled. Once the Hearing Officer is confirmed, the Title IX Co-Coordinator will provide the Hearing Officer with a copy of the investigation report.

### **D. Hearing**

Hearings are governed by the procedures set forth below. The formal Rules of Evidence that may apply to any courtroom proceeding do not apply to Hearings conducted under this Policy.

The only individuals who may appear at a Hearing are the Complainant and Advisor, Respondent and Advisor, and witnesses called by the Hearing Officer. The Parties and their Advisors may be present throughout the Hearing, with the exception of any recesses for which they are excused by the Hearing Officer. Witnesses are permitted to be present only when providing testimony. The Investigator and Title IX Co-Coordinator may be present throughout

the Hearing, as may other Neumann University representatives at the discretion of the Hearing Officer. If a Party fails to attend a Hearing, the Hearing may be held in the Party's absence, at the discretion of the Hearing Officer.

### **1. Witnesses**

At least five (5) days before the Hearing, the Hearing Officer will advise the Parties which witnesses will be requested to provide testimony at the Hearing. No later than two (2) calendar days after such notice, the Parties may request that additional witnesses be requested to be present at the Hearing. The request must be submitted to the Hearing Officer in writing, including a brief description of why the information is relevant to the determination of responsibility. Whether or not to approve such request as potentially providing relevant information shall be in the sole discretion of the Hearing Officer, who will advise the requesting Party of the final decision. If the request is approved, the Hearing Officer will advise the other Party as well.

### **2. Documents**

All documentary evidence provided to the parties under Section XI(B) will be made available at the Hearing, as well as all evidence produced by the Parties in their response. The availability of such evidence does not suggest a determination on relevance, which shall be made by the Hearing Officer.

### **3. Relevance**

The Hearing Officer is responsible for making all determinations of relevance as to witnesses, questions and documentary evidence presented at the Hearing. For purposes of this Policy, "relevant" means that the evidence is probative of any material fact.

Evidence that is not relevant will be excluded at the Hearing and may not form the basis for any decision by the Hearing Officer. Evidence that is duplicative of evidence already in the Hearing record may be deemed not relevant. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the alleged conduct or if the questions and evidence concern a specific incident of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

### **4. Standard of Proof**

The Hearing Officer will make decisions on responsibility using a preponderance of the evidence standard of proof.

## **5. Advisors at Hearings**

The parties may be accompanied by their Advisor at the Hearing. As discussed in Section X(C), the Advisor may not address the Title IX Co-Coordinator, Investigator, Hearing Officer, other Advisors or any other individuals participating in the Hearing. The only exception is with respect to cross-examination as discussed below. Like the parties, Advisors are required to adhere to the Rules of Decorum applicable to Hearings, as outlined in Section XI(D)(7). An Advisor who fails to do so may, at the sole discretion of the Hearing Officer, be required to leave the Hearing.

The parties shall inform the Title IX Co-Coordinator whether they will be accompanied at the Hearing by their Advisor of choice by no later than three (3) days before the Hearing. If a party has not identified an Advisor, Neumann University will provide one for the sole purpose of conducting cross-examination as discussed below. The Parties may not conduct cross-examination themselves; cross-examination must be performed by an Advisor. If an Advisor is required to leave a Hearing for failure to adhere to the Rules of Decorum or for any other reason, the Hearing Officer shall recess the Hearing until Neumann University appoints an Advisor for purposes of cross-examination. Advisors provided by Neumann University will be adults with an understanding of the purpose of cross-examination but will not be attorneys or have training commensurate to attorneys with respect to conducting cross-examination.

## **6. Hearing Procedures**

The procedures here provide the general framework for any Hearing. The Title IX Co-Coordinator or Hearing Officer may alter certain procedures as deemed appropriate in their sole discretion to aid in the equitable resolution of the matter.

### **a) Recording**

The Hearing will be recorded by means of audio recording. Recesses taken or approved by the Hearing Officer, including for the Hearing Officer to consult with the Title IX Co-Coordinator, Investigator or any other Neumann University representative, will not be recorded.

### **b) Opening Statements**

Each Party will have the opportunity to make a brief opening statement lasting no longer than five minutes. The Parties will make any statements themselves, not through their Advisor.

c) Parties

Generally, the Hearing Officer will hear from the Complainant first, followed by the Respondent. Each Party will have the opportunity to provide relevant evidence to the Hearing Officer. The Hearing Officer will ask relevant follow-up questions of each party. Each Party's Advisor will have the opportunity to ask cross-examination questions of the other Party. Advisors are reminded of the importance of adhering to the Rules of Decorum in cross-examining the Parties and any witnesses. If a Party does not submit to cross-examination, the Hearing Officer must not rely on any statement of that Party in reaching a determination regarding responsibility, regardless of where, when or in what forum the statement was made. The Hearing Officer cannot draw an inference regarding responsibility based solely on a Party's absence from the Hearing or refusal to answer questions.

With respect to cross-examination, Advisors are limited to asking only relevant questions. The Hearing Officer will determine whether questions are relevant prior to the Party answering the question. If the question is deemed not relevant, the Hearing Officer will provide a brief explanation and the question will be precluded. The Hearing Officer's decision is not subject to challenge or objection during the Hearing.

d) Witnesses

A similar process and the same rules that apply to Parties will apply to the testimony of witnesses. Like the Parties, any witness may appear remotely, with technology allowing the Hearing participants to simultaneously see and hear the witness.

If a witness does not submit to cross-examination, the Hearing Officer must not rely on any statement of that witness in reaching a determination regarding responsibility, regardless of where, when or in what forum the statement was made. The Hearing Officer cannot draw an inference regarding responsibility based solely on a witness's absence from the Hearing or refusal to answer questions.

The Investigator may be called as a witness. At the Hearing Officer's discretion, the Investigator may be asked to testify before the Parties to facilitate an efficient presentation of evidence.

e) Closing Statement

Each Party will have the opportunity to make a brief closing statement. The Parties will make any statements themselves, not through their Advisor.

## **7. Rules of Decorum**

Rules of Decorum apply to the Complainant and Respondent, Advisors and witnesses participating in any Hearing. It is expected that all parties will follow rules of common courtesy and decency at all times. Rules of decorum include being respectful, using the names and pronouns preferred by the individuals involved, keeping cell phones off at all times, no audio or video recording other than what the University is required to record, cross examination questions must be asked from a seated position, and there will be no badgering, shouting, or yelling at individuals. Furthermore, all conduct must be consistent with Neumann University's mission and core values (Reverences, Integrity, Service, Leadership, and Stewardship). Individuals failing to follow the Rules of Decorum may be directed to leave the Hearing, at the Hearing Officer's sole discretion. Although the Hearing Officer may provide warnings or reminders of the Rules of Decorum before such removal, a pre-removal warning or reminder will not necessarily be provided depending on the nature of the conduct in question.

### **D. Hearing Outcome Letter**

Within two (2) calendar days of the conclusion of the Hearing, the Hearing Officer will issue the Hearing Outcome Letter via email to the Parties.

The Hearing Outcome Letter will include:

- A description of the allegations that lead to the Hearing, as potentially constituting Title IX Sexual Harassment.
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination.
- A statement of factual findings supporting the determination.
- A statement of the conclusions regarding the application of this Policy to the facts.
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.
- An explanation of the disciplinary sanctions imposed on the Respondent, if any.
- A statement of whether remedies designed to restore or preserve equal access to Neumann University's education program or activity will be provided to the Complainant. Specific remedies will be identified in the Hearing Outcome Letter only to the extent those remedies directly affect the Respondent. The Title IX Co-Coordinator is responsible for implementing such remedies.
- The procedures and permissible bases for the Complainant and Respondent to appeal.

The Hearing Outcome becomes final following the determination of the appeals, if any, or upon the date following the deadline for filing an appeal, if no appeal is pursued. No further appeals of any kind are permitted.



## **F. Sanctions and Remedies**

### **1. Sanctions**

If the Respondent is found responsible for any Title IX Sexual Harassment, the Title IX Co-Coordinator will provide the Hearing Officer with the Respondent's prior conduct record for consideration in the Hearing Officer's assignment of a sanction or sanctions. The range of available sanctions includes:

- a) For students: Corrective disciplinary action may consist of probation, educational sanctions, loss of housing, suspension or expulsion from the University as outlined in the SA 4.02 Student Conduct Process Policy.
- b) For employees: Corrective disciplinary action may consist of a formal (documented) verbal warning, written reprimand, suspension without pay, or discharge from employment as outlined in ER 1.05 Corrective Disciplinary Action.

### **2. Remedies**

The Title IX Co-Coordinator is responsible for the implementation of remedies designed to restore or preserve equal access to Neumann University's education program or activity. While remedies might constitute Supportive Measures, they also might be in the form of Sanctions.

## **XII. APPEALS**

Either Party may appeal a determination of responsibility (or non-responsibility) as set forth in the Hearing Outcome by submitting a written appeal to the Title IX Co-Coordinator by e-mail within three (3) calendar days of the Hearing Officer's issue of the Hearing Outcome Letter. Appeals may be based on only one of the following:

- A procedural irregularity that affected the determination of responsibility.
- The existence of new evidence that was not reasonably available at the time of the Hearing that could affect the outcome of the matter; and
- The Title IX Co-Coordinator, Investigator or Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, that affected the outcome of the matter.

As discussed in Section X(B), appeals may also be based on the dismissal of a Formal Complaint alleging Title IX Sexual Harassment.

The appeal must be in writing and clearly explain the basis for the appeal. If the appeal is from the outcome of a Hearing, the Parties shall have access to the record of the Hearing to prepare their appeal on such terms as the Title IX Co-Coordinator provides. Upon receipt of an appeal, the Title IX Co-Coordinator will notify the other Party that the appeal has been filed, permitting the party five (5) days to provide a response, and providing the parties with the identity of the Appeal Officer who will determine the matter. The Party's response will be provided to the appealing party, but no further exchange of positions is permitted.

The Parties may challenge the appointment of the Appeal Officer for bias or conflict of interest by submitting a written objection to the Title IX Co-Coordinator via email within three (3) calendar days of the Title IX Co-Coordinator issuing the notice. The Title IX Co-Coordinator, in their sole discretion, shall determine whether a new Appeal Officer should be identified.

The Title IX Co-Coordinator will forward the appeal and the other Party's response to the Appeal Officer. The Appeal Officer will evaluate the appeal on the written record and recording of the Hearing, and may seek input from the Title IX Co-Coordinator, Investigator and/or Hearing Officer as deemed appropriate in the Appeal Officer's sole discretion.

For appeals from a Dismissal in Section X(B), the Appeal Officer will typically issue a written decision on the appeal, including the result and a brief rationale, within three (3) days of the Appeal Officer's receipt of the appeal materials.

For appeals from a Hearing Outcome, the Appeal Officer will typically issue a written decision on the appeal, including the result and a brief rationale, within three (3) days of the Appeal Officer's receipt of the appeal materials. If the Appeal Officer determines that:

- A procedural irregularity affected the outcome of responsibility, then the case will be remanded to a new Hearing Officer.
- New evidence exists that was not reasonably available at the time of the Hearing that could affect the outcome of the matter, then the matter will be remanded to a new Hearing Officer.
- The Title IX Co-Coordinator, Investigator or Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, that affected the outcome of the matter, then the case will be remanded to a new Hearing Officer.

The Appeal Officer's decision is final. No further appeals are permitted.

### **XIII. RECORDKEEPING**

Neumann University will retain records created in connection with a Formal Complaint for seven (7) years. Such records include those relating to any Informal Resolution, the investigation, any determination regarding responsibility (including any audio or audiovisual recording or transcript), any disciplinary sanction imposed, any appeal and any remedies provided to the Complainant designed to restore or preserve equal access to Neumann University's education program or activity.

Neumann University will also document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the education program or activity. If Neumann University provides no Supportive Measures to the Complainant, it will additionally document why such a response was not clearly unreasonable in light of all the known circumstances.

### **XIV. TRAINING**

Any individual serving as Neumann University's Title IX Co-Coordinator, Investigator, Informal Resolution Facilitator, Hearing Officer or Appeal Officer will receive training on the this Policy, the scope of Neumann University's education program or activity, how to conduct an investigation and Formal Resolution Processes (including Hearings, Appeals and Informal Resolution, as applicable), and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. Further, they will receive training on questions of relevance, and on preparing an Investigation Report, Hearing Outcome Letter or Appeal decision, as appropriate.

### **XV. NEUMANN UNIVERSITY AND COMMUNITY RESOURCES**

#### **Community resources for both students and employees:**

**EMERGENCY RESOURCES: IF YOU BELIEVE YOU ARE THE VICTIM OF SEXUAL VIOLENCE, YOU ARE ENCOURAGED TO IMMEDIATELY SEEK MEDICAL ATTENTION AND/OR ASSISTANCE FROM LAW ENFORCEMENT.**

- Aston Township Police Department, 5021 Pennell Road, Aston, PA 19014, Emergency: 911 / Non-Emergency 610-497-2633
- Department of Campus Safety 610-558-5555 or x5555 from a campus phone
- Crozer Chester Hospital, 1 Medical Center Boulevard, Upland PA 19013, 610-447-2000
- Riddle Memorial Hospital, 1068 W. Baltimore Pike, Media, PA 19063, 484-227-9400

The following off-campus resources provide advocacy, legal, financial, and/or counseling assistance:

- Delaware County Women Against Rape, 24-Hour Hotline: 610-556-4342

- Domestic Abuse Project of Delaware County, 24-Hour Hotline, 610-565-4590
- Women Organized Against Rape, 24-Hour Hotline: (215) 985-3333, <http://www.woar.org>
- National Domestic Violence Hotline, 1-800-799-SAFE (7223) OR 1-800-787-3224 (TTY)
- Stalking Resource Center at the National Center for Victims of Crime, 24-Hour Hotline (855) 4-VICTIM (855-484-2846)

**Confidential campus resources for students:**

- University Counseling Center for Wellness, Location: 603B Convent Road, Phone: (610) 358-4540
- Student Health Services, Location: Bachmann Main Building, Room 235, Phone: (610) 558-5540

**Confidential resources for employees:**

- First Call Employee Assistance Program, 24/7 toll-free telephone line (800) 382-2377

**Other relevant university policies**

Based on the nature of the incident and the complaint, sexual misconduct, sexual violence, and sexual harassment may constitute violations of other University policies and the Student Code of Conduct including, but not limited to: Bullying and Harassment including Hate Crimes.

**The Neumann University Campus Victim’s Bill of Rights**

Neumann University, following the Franciscan tradition, embraces the profound reverence Francis had for all creation and especially for the human dignity of each person. Neumann University reaffirms its long-standing philosophy and principles of non-harassment and non-retaliation against any person having business with the University, whether a student, employee, faculty or third party. The University is committed to offering campus and University-related activities to all students, faculty and staff that are free from offensive and unwelcome conduct, actions and words directed at anyone. This includes, but is not limited to bullying, dating violence, domestic violence, any form of discrimination, harassment (including cyber bullying and cyber harassment), intimidation, retaliation, sexual assault, sexual violence, and stalking.

The Neumann University Campus Victim’s Bill of Rights incorporates The Campus Sexual Assault Victims’ Bill of Rights which was signed into law by President George H.W. Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Below is a list of those rights.

To be safe and free from a hostile environment.

To be protected from sexual harassment and assault.

To take legal action when a crime is committed against you.

To work with police, campus officials and the prosecutor.

To be notified of counseling and other support services from University or external resources.

To make reasonable changes in academic and living accommodations and situations.

To have the same opportunity as the accused to have others present in any disciplinary proceeding.

To unconditionally be notified of the final results of any institutional disciplinary proceeding.

To have your name kept private.

### **Commitment to Diversity, Equity, and Inclusion**

As a Catholic University in the Franciscan Tradition, Neumann recognizes and cherishes the dignity of each person regardless of age, culture, faith, ethnicity, race, gender, sexual orientation, language, ability, or social class.

Our Catholic tradition and Franciscan charism at its best seeks to be inclusive and our mission invites us to be a community that promotes a deep sense of respect and reverence for the dignity of all persons. Our policies and practices, our curricular and co-curricular offerings, and our welcoming and caring campus environment reflect our commitment to a diverse and inclusive academic community dedicated to promoting social justice for all. This commitment to diversity and equity ensures that we can achieve excellence by promoting a culture of learning, listening, and understanding. Each member of the Neumann University community is expected to treat every person with care and respect, to embrace humility in the interactions with others, and to value and treasure differences. This commitment is central to our shared Catholic Franciscan values.

## A Vision for Institutional Diversity, Equity, and Inclusion



Grounded in our Franciscan RISES values of Reverence, Integrity, Service, Excellence and Stewardship, Neumann University actively promotes a diverse, welcoming, and inclusive campus community. Our vision advances a diverse and inclusive campus environment in which all community members enjoy mutual respect and are actively engaged in the life of the university. This active engagement leads to intellectual growth, spiritual formation, personal development, and leadership experiences for all members of the University community. Realizing this vision more fully will lead to meaningful relationships on campus and with diverse communities beyond our boundaries. To these ends, through the leadership of the Diversity, Inclusion, and Equity Council, the President's Advisory Council on Diversity, Inclusion and Equity, and in collaboration with the entire Neumann community, the University will implement and support the following objectives:

- Support and empower all members of our community to speak out against discrimination in all forms.
- Contribute to the richness and vitality of campus life by recognizing and celebrating the various backgrounds, traditions, and experiences of individuals within our campus community.
- Strengthen culturally affirming practices, policies, and organizational structures.
- Cultivate a safe community rooted in a culture of consent and mutual respect.
- Provide opportunities for education and leadership around issues of diversity, equity, and inclusion for all members of our campus community.
- Connect Neumann University to diverse local, regional, and global communities, organizations, and educational institutions.
- Foster greater equity and social justice on our campus, in our community, and in our world

At Neumann University, we value the health and safety of each individual as indicated by our mission and our RISES values of Reverence, Integrity, Service, Excellence, and Stewardship. As such, we encourage members of our community to report incidents or concerns related to student

care, student conduct, or sexual misconduct and intimate partner violence. More information and links to file a report are below.

<https://www.neumann.edu/incident-reporting?hsLang=en>

### **Campus Security Authorities (CSA)**

Campus Security Authorities are individuals who have a significant responsibility for students and campus activities. The primary responsibility of the CSA is to report allegations made in good faith to the reporting structure established by Neumann University. Examples of CSA's include Advisors to Student Organizations, Campus Safety, Housing and Residence Life, Student Affairs, Athletics, Faculty Advisors, Vice President for Student Affairs, Vice President for Human Resources and Risk Management.

### **Sex Offender Registry and Access to Related Information**

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires registered sex offenders to provide notice to the state as to whether the person is a student, or works at an institution of higher education, identify each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student, and must also alert the state of any change in enrollment or employment status. In Pennsylvania, the Pennsylvania State Police make this type of information available through their web site at <http://www.pameganslaw.state.pa.us/>. Please note that not all sex offenders are required to be included in this document. Access to this site can also be located in the Campus Safety portion of the Neumann University website.

## **ALCOHOL, DRUGS, AND GOOD SAMARITAN POLICY**

### **PREAMBLE**

As part of Neumann University's values of Reverence, Integrity, Service, Excellence, and Stewardship (RISES), students are expected to conduct themselves in a manner consistent with University values and to be mindful of personal well-being and the well-being of others. This policy reinforces the University's commitment to maintaining an environment that is dedicated to the physical, emotional, spiritual, and psychological development of all persons.

The University is required to enforce its own policies in cooperation with local, state, and federal laws pertaining to alcohol and illegal drug possession or use. The University cooperates with government authorities to ensure the safety and security of the University community. Additionally, all NCAA guidelines are required to be followed with respect to athletic events.

## ALCOHOL

Neumann educates students regarding the use and the abuse of alcohol by providing programs, counseling, and alcohol related information. The University monitors the use of alcohol in order to provide students with a safe and healthy learning environment.

The consumption, distribution, transportation, or service of alcoholic beverages on University grounds must be in compliance with the Pennsylvania liquor and crime codes, which define the lawful consumption and service of alcohol and prescribe sanctions for violations. Pennsylvania law prohibits the sale, purchase, possession, consumption, or transport of alcoholic beverages by any person under the age of 21. It also prohibits:

- Misrepresenting age to secure alcoholic beverages.
- Carrying any form of false identification for the purpose of falsifying age in order to secure alcohol.

In addition to violations of University policies, there are state and local laws, including, but not limited to, Title 18 (Pennsylvania Crimes Code) and Title 75 (the Pennsylvania Vehicle Code) that impose significant criminal penalties if violated:

- Misrepresenting to another that a minor is of legal age.
- Inducing a minor to purchase, or offering to purchase alcohol for a minor; and/or
- Manufacturing or selling false identification cards.

Additionally, Neumann adheres to and enforces the Codified Ordinances of Aston Township (Section 608.1(a)) which provides for an open container law: *No person shall carry or possess an open container of beer, wine, liquor or other alcoholic beverage on the streets or other public ways of the Township, or on private property in the Township without the express permission of the owner or lessee of such private property.*

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Title 18: Note, in particular, Sections 5505 (Public Drunkenness); 6307 (Misrepresentation of Age to Purchase Liquor or Malt Brewed Beverages (Beer)); 6308 (Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed Beverage by A Minor); 6310.1 (Selling or Furnishing Liquor or Malt or Brewed Beverages to Minors); 6310.7 (Selling or Furnishing Non-Alcoholic Beverages to Persons Under 21); 6310.2 (Manufacture or Sale of False Identification Card); 6310.3 (Carrying a False ID); and, 3809 (Restriction on Alcoholic Beverages (Open Container)).

Title 75: Note, in particular, Sections 3718 (Minor Prohibited from Operating with Any Alcohol in System); 3802 (Driving Under the Influence of Alcohol or Controlled Substance); 3802(a) (General Impairment); 3802(b) (High Rate of Alcohol); 3802(c) (Highest Rate of Alcohol); 3802(d) (Controlled Substances); 3802 (e) (Minors); 3802(f) (Commercial or School Vehicles);



3735 (Homicide by Vehicle While Driving under the Influence); and, 3735.1 (Aggravated Assault by Vehicle while Driving under the Influence). Pennsylvania Liquor Laws: <http://www.lcb.state.pa.us/>

The Drug-Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act), 20 U.S.C. § 1011i; 34 C.F.R. § 86.1 et seq., 55 Fed. Reg. 33,580 (Aug. 16, 1990), may also be implicated.

Additionally, pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 U.S.C. § 1092(f) (the “Clery Act”), with implementing regulations at 34 C.F.R. 668.46, a violation may be a Clery-reportable offense pursuant to 20 U.S.C. § 1092(f)(1)(F)(i)(IX) and 34 C.F.R. 668.46(c)(1)(ii) (as the impending regulation).

Only under the conditions clearly stipulated in the below-outlined University guidelines is the possession or consumption of alcoholic beverages by students 21 years of age and older permitted on University owned, controlled or operated property, or at University sponsored-events. This conditioned permission should not be interpreted to mean that the University encourages the use of alcoholic beverages. Furthermore, the University considers intoxication, disorderliness or offensive behavior deriving from the use of alcoholic beverages, regardless of a person’s age, to be unacceptable and subject to disciplinary action.

Students 21 years of age or older, who reside in the Buoni Building, Flynn Apartments, University houses and other designated housing may consume alcohol in their rooms in accordance with the guidelines below:

- All roommates must be 21 years of age or older.
- Moderate amounts of alcohol may be consumed responsibly; “moderate” is defined as no more than one 12-pack of beer per student, per week, cans only, or one bottle of wine per student, per week, not to exceed 2 liters. Hard liquor is not permitted.
- Students must register their alcohol at the front desk of their assigned residence halls where possible at the time of entrance with the Resident Assistant on duty. If the Resident Assistant is not available, the front desk campus safety officer will register the alcohol.
- Students can only register alcohol into their assigned rooms.
- Regardless of age, guests cannot bring alcohol into the residence halls
- Guests who are under 21 years of age may not be present in a room where there are open containers of alcohol.
- Drinking and open containers in public areas including hallways, lounges, stairwells etc. are prohibited.

- Drinking games are prohibited.
- Intoxication, disorderly, disruptive, or offensive behavior will be sanctioned and may result in individuals being subject to disciplinary action through the Student Code of Conduct and Student Conduct Process which may include removal from the residence halls and/or revocation of a student's alcohol registration privileges.
- Paraphernalia associated with the rapid ingestion of alcohol and/or drinking games, funnels, beer pong tables, shot glasses, empty alcohol containers, decorated alcohol containers, mini alcohol bottles, flasks, etc. are not permissible and constitute a violation of this policy.

Except for the locations designated above, all University residence halls are alcohol free. Alcohol is not permitted in these residence halls regardless of the age of students or their guests. Residential students of legal drinking age may not bring alcohol into any building that they are not assigned as well as common areas including but not limited to hallways lounges. Alcohol found in a student's room will be considered the responsibility of everyone in the room at the time the alcohol is found. Residents of rooms where alcohol was found may be subject to disciplinary action through the Student Code of Conduct and Student Conduct Process even if he/she was not present at the time the alcohol was discovered. Therefore, it is the responsibility of all residential students to maintain an alcohol-free environment within their rooms.

Violations of this policy include, but are not limited to:

- Underage possession and/or consumption of alcohol.
- Students under 21 years of age in the presence of alcohol or alcohol paraphernalia (as described above) while on campus, excepting for University authorized events and activities where students' presence are approved by the President, a Vice President, a Dean, or a Director. Students under 21 years of age may not consume alcohol at these events.
- Students under 21 years of age permitting individuals who are of legal drinking age to consume alcohol in their rooms or apartments.
- Knowingly furnishing, transporting, and/or allowing minors to consume alcohol.
- Use of alcohol resulting in involuntary, erratic and/or abusive behavior.
- Possession of a keg.
- Involvement in the high-risk use of alcohol such as participating in drinking games or consuming hard liquor or grain alcohol.

- Exceptional number of persons observed in a residence on campus or off-campus when an open container of alcohol is present; or
- Possession of an open container of alcohol in a public area.
- Students who meet the criteria to have alcohol within their residential spaces may not bring alcohol outside of the spaces into any public area.
- Paraphernalia associated with alcohol and/or drinking games is prohibited, including, shot glasses, empty alcohol containers, decorated alcohol containers, mini alcohol bottles, flasks, etc. are not permissible and constitute a violation of this policy.

The University reserves the right to confiscate and dispose of any and all items, including paraphernalia, regardless of the age of the student it belongs to, that in its sole discretion, contribute to the use and misuse of alcohol when found on its premises.

The University expects that all of its students, whether on or off campus, will abide by the University's regulations and all state and local laws concerning alcohol. When a student engages in conduct off-campus that violates the University's regulations concerning alcohol use and such violation results in behavior which, in the University's sole judgment, is destructive, abusive, or detrimental to the University in any way, the University's Student Conduct Process (*see SA 4.02*) shall apply, and such matters will be processed accordingly.

Furthermore, it should be understood that the University in no way is a co-sponsor of off-campus alcoholic events where alcohol is served unless it has specifically stated prior to the event.

## **DRUGS**

The use, possession and/or distribution of illegal narcotics or other controlled substances is expressly prohibited, except for those medically prescribed, properly used, and in the original container. All prescription drugs must be labeled with the student's name, prescription ID, date, name of physician and pharmacy so that proper use can be identified by Neumann University staff and/or campus safety personnel.

The University reserves the right to invoke the Student Conduct Process (*see SA 4.02*) to the extent that drug use leads to behavior that in the University's sole judgment is harmful, destructive, abusive, or detrimental to the University's mission and interests. Any and all types of drug paraphernalia including, but not limited to, rolling papers, grinders, bongs, pipes, hookahs, water pipes, scales, drug storage containers, or any items modified or adapted for drug use, are not permitted on University property. Drugs and drug paraphernalia will be confiscated when found on University property. Students who are knowingly present where illegal substances are kept, are in the company of a person, knowing said person is illegally in possession of a controlled substance are, by their presence, in violation of the policy.

Violations of this policy include, but are not limited to:

- Illegal or improper use, possession, cultivation, distribution, manufacture, or sale of any

drug(s), including prescribed medications.

- Sharing, distributing or using prescription drugs not prescribed for user.
- Possession of drug paraphernalia.
- Illegal or improper use of solvents, aerosols, or propellants.
- Administration or employment of drugs or intoxicants causing another person to become impaired without his or her knowledge.

### **Alcohol and Drug Violations and General Sanctioning Guidelines**

Any student that is alleged to have engaged in behavior prohibited by this policy may face disciplinary proceedings and sanctions as provided for in the Student Conduct Process Policy SA and Student Code of Conduct Policy SA 4.01.

Each incident is reviewed on a case-by-case basis. Sanctions are imposed according to the severity of the incident and the student's past disciplinary record (if any). Repeat violators are subject to more severe sanctioning. Sanctions may include, but are not limited to, imposition of a warning, restitution, probation, suspension, suspension of residence life privileges, expulsion, and withholding of diplomas or transcripts pending the completion of participation in the student conduct process. Sanctions will typically be related to alcohol or drug education and will be restorative, developmental, or educational in nature. Depending on the specifics of the incident, a counseling assessment may also be mandated. In incidents involving a violation of this policy, the student's parents/guardians may receive a letter from the University describing the incident and sanctions, where permitted by law.

Violation of this policy may result in referral to law enforcement authorities, in addition to any penalty imposed by the University.

In accordance with federal law, students convicted of certain crimes, including without limitation, drug crimes, may face revocation of all federal financial aid. The University cannot and will not protect any individual who is so convicted.

### **Complicity**

When a student knowingly is in the presence of a drug or alcohol violation, the University expects him or her to do one or more of the following:

- Notify University staff, ask the individual(s) in violation to stop, or
- Remove himself or herself from the situation immediately.

All students should recognize that their presence during a violation may subject them to disciplinary action.

### **Reporting and Good Samaritan Policy:**

In cases of a medical emergency or crisis, Neumann University students are expected to care for others in the Neumann community by seeking help from appropriate University staff members or medical providers. The Good Samaritan Policy is in place to ease concerns and eliminate any reason for hesitation that Neumann students may have in seeking help for others should an emergency or crisis arise. Students are expected to immediately report conduct or activity which poses a danger to the health or safety of the community or its members.

For example, all students – even those that are underage – are expected to seek appropriate assistance for themselves or others in situations where help is needed to ensure proper care of a person who is significantly intoxicated or under the influence of drugs. All students – even those who are underage – should not hesitate to seek help because of fear of disciplinary action.

The help seeker and the student in need generally will not be charged with a policy violation involving alcohol or drug use that occurred at or immediately before the time of the incident.

Although students may be required to meet with a University official regarding the incident, the University will support and encourage this behavior by treating it as a health and safety matter, not as a disciplinary incident. In rare circumstances, such as cases of repeated, flagrant, or serious violations of University policy or policies in conjunction with the drug or alcohol violation (e.g., bodily harm, sexual misconduct, physical or verbal abuse or harassment, distribution of drugs, hazing, theft) or violations that caused the harm to another person requiring emergency response, a student's behavior, even if otherwise a "Good Samaritan" or student in need, may be considered more than a health and safety matter and subject to discipline.

Other violations of the University policies do not fall within the scope of this policy. In addition, the University may be obligated by applicable law to report all violations of the law to local law enforcement authorities and pursuant to the Clery Act and The Drug-Free Schools and Communities Act Amendments of 1989.

In situations involving danger to the health and safety of one or more individuals, students are required to do the following:

- To remain with individual(s) needing emergency treatment and cooperate with emergency personnel as long as it is safe to do so; and
- To meet with appropriate University officials after the incident and cooperate with any University investigation.

Furthermore, students are expected to contact at least one of the following parties:

- Immediately contact staff members from the Office of Housing and Residence Life,

including resident assistants and/or professional staff members

- Immediately contact the Neumann University Department of Campus Safety by calling 610-558-5555.
- Immediately contact the Aston Township Police Department by calling 911 for emergencies.

Students who abuse the protections of the policy by seeking help for others when there is no good-faith basis for doing so will not be able to claim the benefits of the policy. Students who fail to take appropriate action in situations involving danger to the health or safety of others who are part of the Neumann University community remain liable for violations of the Student Code of Conduct.

### **On Campus Resources**

#### **Neumann University Counseling Center for Wellness**

Location: 603B Convent Road Phone:

Phone: 610-358-4263

#### **Student Health Services Office:**

Location: RM 235 Bachmann Main Building

Phone: 610-558-5540

#### **NUCare:**

Physical and emotional health care is available 24/7 via on-demand telehealth care for Neumann students through TimelyMD. Any student who may be sick, should visit [www.NUCare.care](http://www.NUCare.care) to log-in, create a profile, and be seen by a medical professional immediately.

**Sanction:** Violation of this policy may result in a range of appropriate sanctions based on the egregiousness of the violation, including but not limited to, written warning, restitution, probation, a counseling assessment/evaluation, loss of housing or suspension from the University. Additionally, any person who is in violation of this policy is subject to referral to local and state authorities for legal sanctions.

**Responsibility:** The Dean of Students is responsible for administration of sanctions related to this policy under the Student Code of Conduct and Student Conduct Process

### **HAZING POLICY**

Neumann University students and student organizations are expected to uphold an atmosphere of respect for and sensitivity to the dignity of every person, to promote character development, to enhance the integrity of higher education, and to promote civility in society adhering to fundamental values of reverence, integrity, service, excellence and stewardship. Hazing runs counter to all these objectives and is prohibited.

Neumann University adheres to The Timothy J. Piazza Anti-Hazing Law. The Timothy J. Piazza Anti-Hazing Law defines hazing to include Hazing, Aggravated Hazing, and Organizational Hazing. Hazing, Aggravated Hazing, and Organizational Hazing (defined below) are each prohibited by Neumann University's Policy. It shall not be a defense that the consent of a Student was sought or obtained. It is also not a defense that the conduct was sanctioned or approved by the Organization. Neumann University maintains a report of all violations of this Policy or of federal or state laws related to Hazing that are reported to the University. This report will be updated biannually on January 1 and August 1 and will post the updated report on its publicly accessible website.

**Prohibition on Hazing:** Neumann University strictly prohibits hazing, regardless of its form. Hazing violates the mission and values of Neumann University and is considered unlawful in the Commonwealth of Pennsylvania. No student or organization shall directly engage in hazing or indirectly encourage, aid, or assist any other person or organization in hazing. All students and other University representatives, including employees, should immediately report known or suspected hazing violations as directed herein.

## **Definitions:**

### **1. Hazing**

For purposes of this policy, “hazing,” whether by an individual, group, or organization, is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, an organization operating under the sanction of or recognized as an organization by an institution of higher education. Hazing shall NOT include reasonable and customary athletic, law enforcement, or military training, contests, competitions, or events.

Examples of prohibited hazing include, but are not limited to, the following:

- Any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics or exposure to the elements.
  
- Forced consumption of food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual.
  
- Any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
  
- Any willful destruction or removal of public or private property.

## **2. Aggravated Hazing**

For the purposes of this policy, the offense is “aggravated hazing” if the person commits a violation of Hazing that results in serious bodily injury or death to the Student; and

1. The person acts with reckless indifference to the health and safety of the Student; or
2. The person causes, coerces, or forces the consumption of an alcoholic liquid or Drug by the Student.

## **3. Organizational Hazing**

For the purposes of this policy, an organization commits the offense of “organizational hazing” if the organization intentionally, knowingly, or recklessly promotes or facilitates a violation of Hazing or Aggravated Hazing.

For purposes of this policy, any activity that is a violation of state or federal law or the Student Conduct of Conduct as well as those activities described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

This policy applies to on and off campus behavior, whenever such behavior is deemed to constitute hazing.

**Reporting Hazing:** Any individual who believes he or she has been the victim of hazing, or any student, staff, or faculty member who has personally observed or has knowledge or belief of conduct that may constitute hazing, has a duty to report the possible hazing immediately. Hazing may be reported through Neumann University’s on-line incident report form at <https://www.neumann.edu/hazing-report>. In addition, the following University personnel can be contacted to report hazing. Please provide specific information about the hazing incident to any of the following:

- Dean of Students (extension 5494)
- Director of Athletics and Recreation (extension 4728)
- Director of Housing and Residence Life (extension 2350)
- Department of Campus Safety (extension 5555)
- Assistant Dean of Students and Director of Student Engagement & Leadership (extension 5619)

Neumann University strongly encourages complainants to also report to the police all hazing that may violate criminal laws. Neumann University will assist complainants of potentially criminal hazing in notifying law enforcement authorities.



**Additional Information:** For more information on hazing prevention and reporting, please visit: <http://www.stophazing.org/> or <http://www.hazingprevention.org/>

**Prohibition on Retaliation:** It is a violation of the University's Student Code of Conduct/Community Standards and Pennsylvania law for a student to retaliate against another student or individual who has made a good faith report of hazing. Similarly, any Neumann University employee who retaliates against an individual who has made a good faith report of hazing will be subject to disciplinary action, up to and including termination.

**Policy Violation Review Process:** The Dean of Students or an appropriate designee monitors the implementation of this policy for students. Any questions concerning the interpretation or application of this policy should be referred to the Dean of Students for resolution. When an allegation of hazing is made, the Dean of Students, or an appropriate designee, will review the investigation, as conducted by a designated internal or external investigator. Upon initial review of the incident, per the Student Conduct Process SA 4.01, the Dean of Students or designee, may impose an interim suspension for individuals from the University, suspend University Housing Privileges, or suspend the activities, upon a student, student organization, athletic team, group, or individual members thereof, pending the outcome of the investigation. A summary of allegations will be provided by the Dean of Students to the student(s), or student leader(s) of the organization(s), group(s), or team(s) that have allegedly violated the policy, and the student(s), organization(s), group(s), or team(s) will have an opportunity to provide a responsive statement. Any student who is alleged to have engaged in hazing behavior may be subject to the Student Conduct Process SA 4.02.

**Standard of Review:** In cases where there is sufficient evidence that it is more likely than not that this policy has been violated, the Dean of Students will impose the Student Conduct Process upon the student, organization, group, or team. Even in cases in which the University does not conclude that a policy violation has occurred, or that the evidence is such that a definitive conclusion cannot be reached, the University nonetheless may determine that appropriate remedial measures are necessary or advisable. Such measures may include counseling, training, and monitoring. Violation of this policy may result in referral to law enforcement authorities, in addition to any sanctions imposed by the University.

**Sanctions for Students:** Penalties for individual students may include, but are not limited to, denial of use of University facilities, imposition of monetary fines, imposition of probation, loss of housing privileges, suspension, or expulsion, and/or withholding of diplomas or transcripts pending compliance with the Student Conduct Process SA 4.02 or satisfying all imposed sanctions. Additionally, any person who is in violation of this policy is subject to referral to local and state authorities for legal sanctions.

**Sanctions for Student Organizations or Entities:** In the case of a student organization, group, team, or other entity, penalties may include, but are not limited to, revocation of permission for that organization, group, or team to operate on campus or other school property, ineligible to receive Student Government Funding, or to otherwise operate under the sanction or recognition of the University. Additionally, any person who is in violation of this policy is subject to referral to local and state authorities for legal sanctions.

**Responsibility:** The Dean of Students is responsible for administration of sanctions related to this policy, consistent with Student Conduct Process Policy # SA 4.02.

**Appeals by Students: Student Organizations, teams or groups:** Any individual student found to be in violation of this policy has the right to appeal the sanction as outlined in Student Conduct Process Policy # SA 4.02.

**Appeals by Organizations or Entities:** Organizations or entities found to be in violation of this policy may appeal the decision, and any sanction, to the Vice President for Student Affairs. An appeal must be submitted in writing within three business days of the date on which the party was notified of the outcome and sanction under appeal. The Vice President for Student Affairs will review the situation and notify the appealing party of his or her decision. For an organization or entity, an appeal to the Vice President for Student Affairs shall be the only avenue of appeal for decisions and sanctions involving hazing under this policy. The Vice President's determination of the issue will be final and binding.

## **MISSING PERSONS POLICY**

In accordance with the Higher Education Opportunity Act of 2008, the following procedure has been established to investigate when, based on the facts and circumstances known to Neumann University, a student is determined to be missing.

### **Procedures for Designation of a Confidential Contact**

At the beginning of each semester during the registration process, each resident student has the option to designate a confidential contact by submitting a form to the Director of Housing and Residence Life. The form can be obtained by contacting the Director of Housing and Residence Life. The confidential contact person will be contacted within 24 hours of the time that a student is considered missing by the Director of Housing and Residence Life, Dean of Students, or Campus Safety. The Director of Housing and Residence Life will notify the Dean of Students and Campus Safety, who in turn will notify Law enforcement officials (including campus security) of a student's absence no later than 24 hours after the student has been deemed missing and will follow their own investigation procedures.

If a student who is under the age of 18 and not emancipated is determined to be missing, Neumann is required to notify a custodial parent or guardian within 24 hours of the time that a student is considered missing.

To assist with the administration of this policy, students are encouraged to keep fellow students, residence life staff, and/or their confidential contact informed of their whereabouts and, in particular, when they will not be returning to their residence overnight.

### **Notification Procedure**

Any individual on campus who has information that a resident student may be missing must notify the Department of Campus Safety as soon as possible. The Department of Campus Safety will conduct a thorough investigation and obtain all necessary information (including, but not limited to, the person's description, clothes last worn, where the student might be, with whom the

student might be, a description of the student's vehicle or the vehicle in which the student was last seen, information about the physical and mental well-being of the student, the student's class schedule, and a current photograph of the student).

The Department of Campus Safety may also request assistance from Resident Assistants or others to assist in a search for the student.

If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person, the Department of Campus Safety will contact the appropriate local law enforcement agency to report the student as a missing person.

No later than 24 hours after determining that a resident student is missing, the Director of Housing and Residence Life will notify the emergency contact (for students at least 18 years of age) or the parent/guardian (for students under the age of 18 and who are not emancipated) that the student is believed to be missing.

### **Campus Communications**

In cases involving missing persons, local law enforcement agency will handle all communications to the media regarding missing students. All inquiries to Neumann regarding missing students, or information provided to any individual at Neumann regarding a missing student, shall be referred to the Department of Campus Safety, who shall refer such inquiries and information to law enforcement authorities. Any media requests to Neumann shall be referred to the Director of Media Relations, who shall consult with the Department of Campus Safety.

### **Protecting Minors on Campus**

The Neumann University Child Abuse Reporting Policy and Pennsylvania State Law mandate that any employee/faculty member who comes in contact with children in the course of their employment has a mandatory obligation regarding any witnessed or suspected child abuse. Any non-accidental actions or omissions that causes or may cause physical or mental injury to a child or sexual abuse/exploitation of a child must be reported including any uncertainty regarding an obligation to report. Reports are to be made to the Vice President for Human Resources and Risk Management (610-558-5628) and the Director of Campus Safety (610-558-5584)

If a University employee/faculty member sees a child in imminent danger or a crime against a child in progress on campus or at a University sponsored event or activity, the employee/faculty member must immediately call 911. The employee/faculty member should then call the Vice President for Human Resources and Risk Management and/or the Director of Campus Safety to report the incident immediately after reporting it to the police. Any person making a good faith report of child abuse may not be subject to retaliation in regard to their employment.

## **BABYSITTING POLICY**

Neumann University complies with all laws concerning the protection of children and will immediately report any cases of suspected child abuse or neglect to the police and Child Line. Neumann University expects all organizations that bring children to our campus to have procedures in place for criminal background checks of the adults who work with the children, and evidence of appropriate credentialing and supervision of the children and the staff working with them. All Neumann University employees have a legal as well as moral obligation to report any instances of child abuse or neglect immediately, and students should do the same.

Resident students may not ‘babysit’ children in their rooms. In addition, resident students may not have guests in their rooms who are legal minors, under the age of 18, including relatives without the permission of the Office of Housing and Residence Life. Residence hall rooms, lounges, common spaces, kitchens, the computer labs, lawns, and outdoor areas are not appropriate places for childcare, and children may not be left in these areas for extended periods of time, even if other students are willing to look after the children. Campus Safety will be notified and notify proper authorities if necessary.

**Sanction:** Violation of this policy may result in a range of appropriate sanctions including but not limited to, written warning, probation, or loss of residence life privileges.

**Responsibility:** The Dean of Students is responsible for administration of sanctions related to the Student Code of Conduct and Student Conduct Process Policy.

## **Neumann University Campus Crime Statistics**

In compliance with federal and state laws, Neumann University, on an annual basis, provides crime statistics to all current students and employees, and to any applicant for enrollment or employment upon request. The following information represents crime incident and related statistical data as reported to state and federal agencies.

Definitions for the following crimes come from the FBI Uniform Crime Report, National Incident-Based Reporting System and Violence Against Women’s Act. Neumann University strongly encourages the reporting of any and all instances of offenses.

**Clery Crimes:** aggravated assault; arson; burglary; dating violence, domestic violence, drug abuse violations, liquor law violations, motor vehicle theft; murder and non-negligent manslaughter, negligent manslaughter, robbery, rape, sodomy, sexual assault with an object, fondling, incest, statutory rape, hate crimes, and weapons: carrying, possessing, etc.

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

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

**Dating Violence:** Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be based on a consideration of the following factors:

- length of time the relationship has existed
- type of the relationship
- frequency of the interaction between the persons involved in the relationship

Dating Violence shall mean the use of abusive behaviors, including, but not limited to, internet, electronic (e-mail, text messages, social media platforms, etc.), written, verbal, sexual or physical contact by a person to harm, threaten, intimidate, or control a current or former dating partner, regardless of sex, sexual orientation, or gender identity.

**Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Domestic Violence:** Domestic violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic violence or family violence laws of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Pennsylvania.

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrest for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Hate Crimes:** Any occurrence of murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property and other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity/national origin, or disability of the victim.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Larceny-Theft (Except Motor Vehicle Theft):** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

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

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter:** The killing of another person through gross negligence.

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

**Stalking:** Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten his or her safety, mental health, or physical health. Examples of stalking include but are not limited to unwelcome and repeated visual or physical proximity to a person; repeated oral or written threats; and unwelcome/unsolicited communication of any kind including communication through a third party. Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person.

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

**Sexual Assault:** Sexual assault is any sexual physical contact that involves the use or threat of force or violence or any other form of coercion or intimidation; any sexual physical contact/indecent contact with another person without that person's consent, or any such contact with a person who is unable to consent due to incapacity or impairment, mental or physical. Incapacity or impairment normally includes but is not limited to being under the influence of alcohol or drugs, and any violation of the Pennsylvania Crimes Code.

**Rape:** is defined as the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Sodomy:** is defined as oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object** is defined as to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

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

**Incest:** is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Clery Geography:** Includes on campus, public property, non-campus, and residence hall locations.

**Non-Campus:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**On Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

**Residence Halls:** Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution, is a residence hall.

## Pennsylvania Uniform Crime Reports

This information is designed to comply with the reporting requirements mandated by the Pennsylvania College and University Security Information Act PA Act 73: 24 P.S. Sec. 2502-1 ~ 2502-5. The chart below includes the number of offenses for the past three years. The crime rate per 100,000 population for 2021 is determined by multiplying the number of offenses by 38.27 which is 100,000 divided by the 2021 University population of 2,613 (2,212 students, 88 faculty, 167 staff, 146 part-time/adjunct faculty)

## Pennsylvania Uniform Crime Reports

| Offense/Year                  | 2019 | 2020 | 2021 | RATE  |
|-------------------------------|------|------|------|-------|
| Murder                        | 0    | 0    | 0    | 0.00  |
| Manslaughter                  | 0    | 0    | 0    | 0.00  |
| Sex offenses, Forcible        | 0    | 0    | 0    | 0.00  |
| Sex Offenses, Non-Forcible    | 0    | 0    | 0    | 0.00  |
| Rape                          | 0    | 0    | 0    | 0.00  |
| Sodomy                        | 0    | 0    | 0    | 0.00  |
| Sexual Assault with an Object | 0    | 0    | 0    | 0.00  |
| Fondling                      | 1    | 0    | 0    | 0.00  |
| Incest                        | 0    | 0    | 0    | 0.00  |
| Statutory Rape                | 0    | 0    | 0    | 0.00  |
| Robbery                       | 0    | 0    | 0    | 0.00  |
| Assault                       | 0    | 0    | 1    | 38.27 |
| Burglary                      | 0    | 0    | 0    | 0.00  |
| Motor Vehicle Theft           | 0    | 0    | 0    | 0.00  |
| Arson                         | 0    | 0    | 0    | 0.00  |
| Theft                         | 2    | 4    | 0    | 0.00  |
| Vandalism                     | 0    | 1    | 1    | 38.27 |
| Disorderly Conduct            | 0    | 1    | 0    | 0.00  |
| Weapons Possession            | 0    | 0    | 0    | 0.00  |
| Drug Offenses                 | 8    | 0    | 0    | 0.00  |
| Liquor Law                    | 0    | 0    | 0    | 0.00  |
| Vagrancy                      | 0    | 0    | 0    | 0.00  |
| All Other                     | 16   | 5    | 1    | 38.27 |
| Total Offenses/Cleared        | 27/8 | 11/3 | 3/1  | NA    |

## Clery Act

The Jeanne Clery Act – requires the reporting of specific criminal offenses and a breakdown of the crimes by the following geographical locations:

- On Campus
- Residence Halls
- Non-Campus
- Public Property



The following tables provide information for the past three years in compliance with the Jeanne Clery Act.

| LOCATION                    | ON CAMPUS |      |      | RESIDENCE HALLS |      |      |
|-----------------------------|-----------|------|------|-----------------|------|------|
|                             | 2019      | 2020 | 2021 | 2019            | 2020 | 2021 |
| Offense/Year                |           |      |      |                 |      |      |
| Murder                      | 0         | 0    | 0    | 0               | 0    | 0    |
| Manslaughter                | 0         | 0    | 0    | 0               | 0    | 0    |
| Sex Offences, Forcible      | 0         | 0    | 0    | 0               | 0    | 0    |
| Sex Offenses, Non-Forcible  | 0         | 0    | 0    | 0               | 0    | 0    |
| Rape                        | 0         | 0    | 0    | 0               | 0    | 0    |
| Sodomy                      | 0         | 0    | 0    | 0               | 0    | 0    |
| Sexual Abuse with an Object | 0         | 0    | 0    | 0               | 0    | 0    |
| Fondling                    | 1         | 0    | 0    | 1               | 0    | 0    |
| Incest                      | 0         | 0    | 0    | 0               | 0    | 0    |
| Statutory Rape              | 0         | 0    | 0    | 0               | 0    | 0    |
| Robbery                     | 0         | 0    | 0    | 0               | 0    | 0    |
| Aggravated Assault          | 0         | 0    | 0    | 0               | 0    | 0    |
| Burglary                    | 0         | 0    | 0    | 0               | 0    | 0    |
| Motor Vehicle Theft         | 0         | 0    | 0    | 0               | 0    | 0    |
| Arson                       | 0         | 0    | 0    | 0               | 0    | 0    |
| Domestic Violence           | 3         | 2    | 0    | 1               | 2    | 0    |
| Intimidation                | 1         | 0    | 0    | 1               | 0    | 0    |
| Dating Violence             | 3         | 1    | 1    | 2               | 1    | 1    |
| Stalking                    | 0         | 0    | 0    | 0               | 0    | 0    |
| Total Offenses              | 8         | 3    | 1    | 5               | 3    | 1    |
| Unfounded Crimes            | 0         | 0    | 0    | 0               | 0    | 0    |

| LOCATION                    | NON-CAMPUS |      |      | PUBLIC PROPERTY |      |      |
|-----------------------------|------------|------|------|-----------------|------|------|
| Offense/Year                | 2019       | 2020 | 2021 | 2019            | 2020 | 2021 |
| Murder                      | 0          | 0    | 0    | 0               | 0    | 0    |
| Manslaughter                | 0          | 0    | 0    | 0               | 0    | 0    |
| Sex Offences, Forcible      | 0          | 0    | 0    | 0               | 0    | 0    |
| Sex Offenses, Non-Forcible  | 0          | 0    | 0    | 0               | 0    | 0    |
| Rape                        | 0          | 0    | 0    | 0               | 0    | 0    |
| Sodomy                      | 0          | 0    | 0    | 0               | 0    | 0    |
| Sexual Abuse with an Object | 0          | 0    | 0    | 0               | 0    | 0    |
| Fondling                    | 0          | 0    | 0    | 0               | 0    | 0    |
| Incest                      | 0          | 0    | 0    | 0               | 0    | 0    |
| Statutory Rape              | 0          | 0    | 0    | 0               | 0    | 0    |
| Robbery                     | 0          | 0    | 0    | 0               | 0    | 0    |
| Aggravated Assault          | 0          | 0    | 0    | 0               | 0    | 0    |
| Burglary                    | 0          | 0    | 0    | 0               | 0    | 0    |
| Motor Vehicle Theft         | 0          | 0    | 0    | 0               | 0    | 0    |
| Arson                       | 0          | 0    | 0    | 0               | 0    | 0    |
| Domestic Violence           | 0          | 0    | 0    | 0               | 0    | 0    |
| Intimidation                | 0          | 0    | 0    | 0               | 0    | 0    |
| Dating Violence             | 0          | 0    | 0    | 0               | 0    | 0    |
| Stalking                    | 0          | 0    | 0    | 0               | 0    | 0    |
| Total Offenses              | 0          | 0    | 0    | 0               | 0    | 0    |
| Unfounded Crimes            | 0          | 0    | 0    | 0               | 0    | 0    |

The Clery Act also mandates the reporting of “Hate Crimes” (motivated by bias) as well as arrests and disciplinary actions for alcohol, drugs, and weapons.

### Hate Crimes

| LOCATION                  | ON CAMPUS |      |      | RESIDENCE HALLS |      |      |
|---------------------------|-----------|------|------|-----------------|------|------|
| Offense/Year              | 2019      | 2020 | 2021 | 2019            | 2020 | 2021 |
| Race                      | 0         | 0    | 0    | 0               | 0    | 0    |
| Religion                  | 0         | 0    | 0    | 0               | 0    | 0    |
| Sexual Orientation        | 0         | 0    | 0    | 0               | 0    | 0    |
| Gender                    | 0         | 0    | 0    | 0               | 0    | 0    |
| Disability                | 0         | 0    | 0    | 0               | 0    | 0    |
| Ethnicity/National Origin | 0         | 0    | 0    | 0               | 0    | 0    |
| Total Offenses            | 0         | 0    | 0    | 0               | 0    | 0    |

### Hate Crimes

| LOCATION                  | NON-CAMPUS |      |      | PUBLIC PROPERTY |      |      |
|---------------------------|------------|------|------|-----------------|------|------|
| Offense/Year              | 2019       | 2020 | 2021 | 2019            | 2020 | 2021 |
| Race                      | 0          | 0    | 0    | 0               | 0    | 0    |
| Religion                  | 0          | 0    | 0    | 0               | 0    | 0    |
| Sexual Orientation        | 0          | 0    | 0    | 0               | 0    | 0    |
| Gender                    | 0          | 0    | 0    | 0               | 0    | 0    |
| Disability                | 0          | 0    | 0    | 0               | 0    | 0    |
| Ethnicity/National Origin | 0          | 0    | 0    | 0               | 0    | 0    |
| Total Offenses            | 0          | 0    | 0    | 0               | 0    | 0    |

### Arrests

| LOCATION            | ON CAMPUS |      |      | RESIDENCE HALLS |      |      |
|---------------------|-----------|------|------|-----------------|------|------|
| Offense/Year        | 2019      | 2020 | 2021 | 2019            | 2020 | 2021 |
| Weapons Possession  | 0         | 0    | 0    | 0               | 0    | 0    |
| Drug Offenses       | 8         | 0    | 0    | 0               | 0    | 0    |
| Liquor Law Offenses | 0         | 0    | 0    | 0               | 0    | 0    |
| Total Offenses      | 8         | 0    | 0    | 0               | 0    | 0    |

### Arrests

| LOCATION            | NON-CAMPUS |      |      | PUBLIC PROPERTY |      |      |
|---------------------|------------|------|------|-----------------|------|------|
| Offense/Year        | 2019       | 2020 | 2021 | 2019            | 2020 | 2021 |
| Weapons Possession  | 0          | 0    | 0    | 0               | 0    | 0    |
| Drug Offenses       | 0          | 0    | 0    | 0               | 0    | 0    |
| Liquor Law Offenses | 0          | 0    | 0    | 0               | 0    | 0    |
| Total Offenses      | 0          | 0    | 0    | 0               | 0    | 0    |

### Disciplinary Actions/Judicial Referrals

| LOCATION            | ON CAMPUS |      |      | RESIDENCE HALLS |      |      |
|---------------------|-----------|------|------|-----------------|------|------|
| Offense/Year        | 2019      | 2020 | 2021 | 2019            | 2020 | 2021 |
| Weapons Possession  | 1         | 0    | 0    | 1               | 0    | 0    |
| Drug Offenses       | 85        | 28   | 25   | 85              | 28   | 25   |
| Liquor Law Offenses | 104       | 31   | 21   | 104             | 31   | 21   |
| Total Offenses      | 190       | 59   | 46   | 190             | 59   | 46   |

### Disciplinary Actions/Judicial Referrals

| LOCATION            | NON-CAMPUS |      |      | PUBLIC PROPERTY |      |      |
|---------------------|------------|------|------|-----------------|------|------|
| Offense/Year        | 2019       | 2020 | 2021 | 2019            | 2020 | 2021 |
| Weapons Possession  | 0          | 0    | 0    | 0               | 0    | 0    |
| Drug Offenses       | 0          | 0    | 0    | 0               | 0    | 0    |
| Liquor Law Offenses | 0          | 0    | 0    | 0               | 0    | 0    |
| Total Offenses      | 0          | 0    | 0    | 0               | 0    | 0    |

### Public Crime Log

The Department of Campus Safety maintains a Public Crime Log of all incidents reported to the Department of Campus Safety. This includes all crimes and other serious incidents that occur on campus. The Public Crime Log includes the incident type, date incident is reported, date and time of occurrence, and general location of each reported incident type, as well as the disposition of the incident, if this information is known. The Department of Campus Safety posts specific incidents in the Public Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law.

## **Annual Fire Safety Report**

The Higher Education Opportunity Act (HEOA) requires institutions that participate in federal student financial aid programs which follow:

*1. Fire Log:* Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Neumann University complies with this rule by including all fire-related incidents in the Daily Fire Safety Log. The Daily Fire Safety Log can be viewed at the Campus Safety office in the Rocco A. Abessinio Building, room 123 and at the Communications Center in the Rocco A. Abessinio Building, room 100.

*2. Annual Fire Safety Report:* Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Neumann University complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the “Annual Security & Fire Safety Report.” Information contained in this annual fire safety report includes number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliance, smoking and open flames. The “Annual Security & Fire Safety Report” must include three years of data.

If a fire occurs in any building, community members should immediately sound the fire alarm, then call Campus Safety at 610-558-5555. This will initiate a response and notify the fire department if needed. If a member of the Neumann community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, the community member should immediately notify Campus Safety to investigate and document the incident. The campus fire alarm systems alert community members of potential hazards.

Community members are required to heed an activated fire alarm system and evacuate a building immediately. Use the nearest available exit to evacuate the building.

## **Fire Protection Equipment/Systems**

All academic buildings and residence halls are equipped with automatic fire alarm systems which are monitored 24 hours a day, 365 days a year at the Campus Safety Communications Center. These campus fire alarm systems are also monitored by external contractors 24 hours a day, 365 days a year.

### **The following buildings are equipped with battery powered smoke detection and are monitored by the occupants:**

4040 Concord Road - leased student housing  
4110 Aston Mills Road - student housing  
602 Convent Road - student housing  
602A Convent Road – student housing  
603 Convent Road - staff housing  
603B Convent Road - Counseling Center for Wellness  
605 Convent Road - Ministry House

## **Building and Fire Safety Inspections**

The Campus Safety Department performs monthly safety inspections. The inspections are conducted to identify safety violations as well as conditions which may be detrimental to the health or wellbeing of the Neumann community.

## **Fire Extinguisher Inspections**

The Campus Safety Department performs monthly inspections of all fire extinguishers on campus. Visual inspections are conducted to ensure the extinguishers are charged and in working condition.

## **Fire Definitions**

*Fire:* Rapid oxidation of combustible material accompanied by heat, light, and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency

*Fire-related Deaths:* Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).

*Fire-related Injuries:* Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

*Estimated U.S. Dollar Loss Related to Fire Incidents:* Estimated total U.S. dollar loss of both contents and structure or property destroyed because of a fire incident, not loss of business.

*Evacuation Procedures:* When a fire alarm is activated, evacuation is mandatory. Do not use elevators; evacuate the building using the nearest available exit and proceed to a designated area to begin an accountability and assessment process.

*Buildings Equipped with Fire Alarm Systems and Smoke Detectors:* Buildings that have functional fire alarm systems and smoke detectors installed. All residence halls are equipped with a functional fire alarm system and smoke detectors.

*Buildings Protected with Automatic Sprinkler System Throughout:* Indicates an automatic sprinkler system protects all areas of a building. All residence halls are equipped with wet-pipe automatic sprinkler systems throughout.

*Emergency Evacuation Drills:* The number of supervised scheduled drills or actual events at campus residence halls that are facilitated and certified by the Department of Campus Safety. Various drills are conducted throughout the year to familiarize students, faculty and staff with emergency procedures and individual roles.

## **Fire Alarm Response**

The Campus Safety Department responds to all fire alarms on Campus. Upon arrival, Campus Safety Officers ensure the safe evacuation of all building occupants. A Campus Safety Officer will immediately attend to the fire alarm panel to determine location and alert additional arriving officers who will respond to the origin. Once the origin is determined, Campus Safety Officers will initiate action and make appropriate notifications.

## **Fire Safety Policies for On-Campus Student Housing Facilities**

*1. Electrical Appliances:* Electrical appliances such as hot plates, electric frying pans, space heaters, and other exposed coil elements may not be used in the residence hall rooms for safety reasons. Irons are permitted only with an automatic shut-off feature. Microwaves are permitted. Residents may have refrigerators in their rooms that are UL-approved and have a capacity of no more than 4 cubic feet. Apartments are supplied with a refrigerator.

*2. Smoking:* As a Catholic University in the Franciscan tradition, Neumann University is committed to care for the environment and to the values and standards that promote health and wellness on campus. In the culture of caring, the University recognizes that the practice of smoking is contrary to these values, especially the health and wellness of its students, and has established the following policy for use of tobacco products on the Neumann University campus. Smoking is prohibited on the Neumann University campus with the exception of “designated smoking areas” established for this purpose. Smoking is strictly prohibited in all University buildings, including residence halls, and University-owned transportation. All members of the campus community share in the responsibility of enforcing this policy. The University provides information and assistance to those who wish to stop smoking through cessation services. Additional information is available to all community members by contacting Health Services (610-558-5540)

*3. Open Flames:* Having or burning candles, incense or potpourri and other such items or use of lighters and matches is prohibited in the residence halls because of fire hazards involved.

## **Fire Evacuation Procedures**

Any Resident Assistant, who is in their room at the time an alarm is activated, should assist the Campus Safety Department with evacuating students from their house. This should be done by a loud knocking on the door to inform them to evacuate. Resident Assistants should not enter into a confrontation with a resident who refuses to evacuate. If there are residents who do not leave their rooms, the Resident Assistant shall report that information immediately to the emergency responders. An incident report shall be documented by the person who witnessed it. Never should a Campus Safety Officer or a Resident Assistant document a report based on someone else’s information. All reports are to be given to the Director of Housing and Residence Life and Campus Safety.

After the appropriate House (Residence Halls) has been informed of the alarm, the Resident Assistant should leave the building and direct students to their designated area. It is essential that all entrances and fire lanes be accessible to the responding fire departments. At no time should an area in and around a building be occupied by students.

Residents may only re-enter the building once the incident is over and all appropriate alarms have been reset.

**Campus Safety Officers are responsible for the following during a fire alarm:**

- Respond to the alarm location
- All communication with the Fire Alarm Monitoring Company and Fire Department
- Evacuation of the building (Housing and Residence life staff on duty will assist)
- Report to the responding Incident Commander
- Determine when the resident students can re-enter the building
- Open the Miranda Center for Sport Spirituality and Character Development if temporary emergency shelter is required. Alternate emergency shelter is the Thomas A. Bruder Jr. Life Center. As with any fire alarm evacuation when inclement weather conditions exist (rain, snow, extreme cold or heat) it is imperative Campus Safety expedite getting those evacuated to a place of relief and shelter from conditions. Any nearby campus building can be utilized for quick action.
- Reset fire alarm systems and components
- Document an incident report

**Housing and Residence Life Staff are responsible for the following during a fire alarm:**

- All Housing and Residence Life Staff in the building shall assist Campus Safety with evacuating students.
- The Assistant Director of Housing and Residence Life on duty shall supervise the RAs in confirming resident evacuation and occupancy accountability.
- All Housing and Residence Life Staff are to direct students to other locations as directed by Campus Safety.

**Fire Evacuation Plan - Flynn Hall, Cunningham Hall, O'Neill Hall**

When a fire alarm is activated, the campus safety officer working the desk shall call 610-558-5555 to inform the Communications Center that a fire alarm has been activated. All residents shall exit the building in an orderly manner to the designated area. The primary location for the designated area for Flynn Hall and O'Neill Hall is the parking area next to the concrete barrier adjacent to Our Lady of Angels Convent. The primary designated area for Cunningham Hall is the parking lot adjacent to the new athletic field near the tennis courts. This will provide a maximum safe distance of egress from the residence halls. If the residence halls cannot be re-entered due to the existing emergency, the Miranda Center for Sport Spirituality and Character Development shall be designated as an emergency shelter. The alternate emergency shelter is the Thomas A. Bruder Jr. Life Center. Smoking is prohibited in an emergency evacuation.



**Flynn Hall  
517 Convent Road**

**House One – Clare House**

Walk towards the lobby and exit out the front door. Walk to the designated area.

**House Two – Gubbio House**

Rooms 201 - 204 & 210 – 213: Walk towards the main stairwell, walk down the stairs, exit out the front door and walk to the designated area.

Rooms 205 - 206 & 207 – 209: Walk towards the fire exit door, walk down the fire exit stairs, exit out the side of the building and walk to the designated area.

**House Three – Greccio House**

Rooms 301 – 304 & 310 – 313: Walk towards the main stairwell, walk down the stairs, exit out the front door and walk to the designated area.

Rooms 305 – 306 & 307 – 309: Walk towards the fire exit door, walk down the fire exit stairs, exit out the side of the building and walk to the designated area.

**House Four – Francis House**

Walk toward the fire exit door, walk down the fire exit stair, exit out the door and walk to the designated area.

**House Five – San Damiano House**

Walk toward the fire exit door, walk down the fire exit stair, exit out the door and walk to the designated area.

**Cunningham Hall  
519 Convent Road**

**House Six – Assisi House**

Rooms 108 – 114: Walk towards the main stairwell, walk down the stairs, exit out of the ground floor exit, and walk toward the parking lot and continue to the designated area.

Rooms 115 – 120: Walk towards the fire exit doors, walk down the fire exit stairs, exit out the side of the building and walk past the courtyard to the parking lot and continue to the designated area.

**House Seven - LaVerna House**

Rooms 207 - 214: Walk towards the main stairwell, walk down the stairs, exit out of the ground floor exit, and walk toward the designated area.

Rooms 215 - 220: Walk towards the fire exit door, walk down the fire exit stairs, exit out the side of the building and walk to the designated area.

**House Eight – Rieti House**

Rooms 307 - 314: Walk towards the main stairwell, walk down the stairs, exit out the front door and walk to the designated area.

Rooms 315 - 320: Walk towards the fire exit door, walk down the fire exit stairs, exit out the side of the building and walk to the designated area.

**O'Neill Hall**  
**519 Convent Road**

**House Nine – Umbria House**

Rooms 124 – 133: Walk toward Cunningham Hall make a right and walk down the exterior stairs that run between Cunningham Hall and O'Neill Hall. At the bottom of the stairs walk to the designated area.

**House Ten – Canticle House**

Rooms 149 - 154: Walk towards the main stairwell, walk down to the ground floor exit out the stairwell door and walk to the designated area.

Rooms 155 - 160: Walk towards the fire exit door, walk down the fire exit stairs, exit out the door and walk to the designated area.

**House Eleven – Juniper House**

Rooms 224 – 232: Walk into Cunningham Hall and enter the main stairwell. Walk down the stairs, exit out the ground floor and walk to the designated area.

**House Twelve – Tau House**

Rooms 249 – 254: Walk toward the main stairwell. Walk down to the ground floor, exit out of the stairwell door, and walk to the designated area.

Rooms 255 – 260: Walk toward the fire exit, walk down the fire exit stairs. Exit out the door and walk to the designated area.

**House Thirteen – Alverno House**

Rooms 324 – 333: Walk into Cunningham Hall and enter the main stairwell. Walk down the stairs, exit out the ground floor and walk to the designated area.

**House Fourteen – Bonaventure House**

Rooms 349 – 354: Walk toward the main stairwell. Walk down the fire exit stairs. Exit out the door and walk to the designated area.

**Buoni Building**

**4080 Concord Road, Aston, Pa.**

When a fire alarm is activated, the campus safety officer working the desk shall call 610-558-5555 to inform the Communications Center that a fire alarm has been activated.

All residents shall exit the building in an orderly manner to the designated area. The primary location for the designated area for the Buoni Building is the sidewalk on Convent Road across from the Counseling Center for Wellness. This will provide a maximum safe distance of egress from the Buoni Building. If the Buoni Building cannot be re-entered due to the existing emergency, the Mirenda Center for Sport Spirituality and Character Development shall be designated as an emergency shelter. The alternate emergency shelter is the Thomas A. Bruder Jr. Life Center. Smoking is prohibited in an emergency evacuation.

**House Seventeen**

Walk out your door toward the closest stairwell. Walk down the stairs and exit out the building and proceed to the designated area.

**House Eighteen**

Walk out your door toward the closest stairwell. Walk down the stairs and exit out the building and proceed to the designated area.

**House Nineteen**

Walk out your door toward the closest stairwell. Walk down the stairs and exit out the building and proceed to the designated area.

**Glenn Riddle Hall****609 Convent Road, Aston, Pa.**

When a fire alarm is activated, the campus safety officer working the desk shall call 610-558-5555 to inform the Communications Center that a fire alarm has been activated. All residents shall exit the building in an orderly manner to the designated area. The primary location for the designated area for Glenn Riddle Hall is the lawn between Glenn Riddle Hall and the Bachman Building. This will provide a maximum safe distance of egress from Glenn Riddle Hall. If Glenn Riddle Hall cannot be re-entered due to the existing emergency, the Bachman Building shall be designated as an emergency shelter. The alternate emergency shelter is the Thomas A. Bruder Jr. Life Center. Smoking is prohibited in an emergency evacuation

**House Twenty**

Walk out your door toward the closest stairwell. Walk down the stairs and exit out the building and proceed to the designated area.

**House Twenty-one**

Walk out your door toward the closest stairwell. Walk down the stairs and exit out the building and proceed to the designated area.

**Chiara Honors House****601A Convent Road, Aston, Pa.**

When a fire alarm is activated, all residents shall exit the building in an orderly manner to the designated area.

**1<sup>st</sup> Floor**

Exit the building through either the front doors or the back door. Walk to the sidewalk across the street on Convent Road. The primary location for the designated area for the Chiara Honors House is the sidewalk on Convent Road across from the Counseling Center for Wellness.

**2<sup>nd</sup> Floor**

Walk out your door to the exterior fire exit stairwell. This exit is marked with an exit light above it, and it takes you to an exterior set of stairs. Walk down the exterior stairs to ground level and exit the building. Walk across the street on Convent Road. The primary location for the designated area for the Chiara Honors House is the sidewalk on Convent Road across from the Counseling Center for Wellness.

### **3<sup>rd</sup> Floor**

Walk out your door to the exterior fire exit stairwell. This exit is marked with an exit light above it, and it takes you to an exterior set of stairs. Walk down the exterior stairs to ground level and exit the building. Walk across the street on Convent Road. The primary location for the designated area for the Chiara Honors House is the sidewalk on Convent Road across from the Counseling Center for Wellness.

If the Chiara Honors House cannot be re-entered due to the existing emergency, the Mirinda Center for Sport Spirituality and Character Development shall be designated as an emergency shelter. The alternate emergency shelter is the Thomas A. Bruder Jr. Life Center. Smoking is prohibited in an emergency evacuation.

#### **4040 Concord Road – leased student housing**

When a smoke detector is activated due to smoke or fire, all occupants shall evacuate the building through the closest exit. Proceed to the designated area which is in front of 4110 Concord Road (private residence). Contact **911** and then Campus Safety at **610-558-5555**.

#### **4110 Aston Mills Road – student housing**

When a smoke detector is activated due to smoke or fire, all occupants shall evacuate the building through the closest exit. Proceed to the designated area which is in front of the Chiara Honors House. Contact **911** and then Campus Safety at **610-558-5555**.

#### **602 Convent Road – student housing**

When a smoke detector is activated due to smoke or fire, all occupants shall evacuate the building through the closest exit. Proceed to the designated area which is in front of the Counseling Center for Wellness. Contact **911** and then Campus Safety at **610-558-5555**.

#### **602A Convent Road – student housing**

When a smoke detector is activated due to smoke or fire, all occupants shall evacuate the building through the closest exit. Proceed to the designated area which is in front of the Counseling Center for Wellness. Contact **911** and then Campus Safety at **610-558-5555**.

#### **603 Convent Road – staff housing**

When a smoke detector is activated due to smoke or fire, all occupants shall evacuate the building through the closest exit. Proceed to the designated area which is in front of the Counseling Center for Wellness. Contact **911** and then Campus Safety at **610-558-5555**.

#### **603 B Convent Road – Counseling Center for Wellness**

When a smoke detector is activated due to smoke or fire, all occupants shall evacuate the building through the closest exit. Proceed to the designated area which is in front of the Mirinda Center handicap entrance. Contact **911** and then Campus Safety at **610-558-5555**.

#### **605 Convent Road – Ministry House**

When a smoke detector is activated due to smoke or fire, all occupants shall evacuate the building through the closest exit. Proceed to the designated area which is in Flynn Hall. Contact **911** and then Campus Safety at **610-558-5555**.

## Fire Safety Log

The Department of Campus Safety maintains a Fire Safety Log of all fire-related incidents reported to the Department of Campus Safety. This includes all fire-related incidents that occur on campus. The Fire Safety Log includes the incident type, date incident is reported, date and time of occurrence, and general location of each reported incident type, as well as the disposition of the incident, if this information is known. The Department of Campus Safety posts specific incidents in the Fire Safety Log within two business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law

### Reported fires for 2021 by Building Location for All Neumann University Residence Halls

|                     | Date       | Time | Cause of Fire | Number of Injuries that Required Treatment at a Medical Facility | Number of Deaths Related to a Fire | Value of Property Damaged Caused by Fire | Case Number  |
|---------------------|------------|------|---------------|------------------------------------------------------------------|------------------------------------|------------------------------------------|--------------|
| Flynn Hall          | 05/05,2021 | 0724 | Exhaust Fan   | 0                                                                | 0                                  | 0                                        | 050520210724 |
| Cunningham Hall     | 0          | 0    | 0             | 0                                                                | 0                                  | 0                                        | 0            |
| O'Neill Hall        | 10/15/2021 | 2225 | Cooking       | 0                                                                | 0                                  | 0                                        | 101520212225 |
| Buoni Building      | 0          | 0    | 0             | 0                                                                | 0                                  | 0                                        | 0            |
| Chiara Honors House | 0          | 0    | 0             | 0                                                                | 0                                  | 0                                        | 0            |

**Reported fires for 2020 by Building Location for All  
Neumann University Residence Halls**

|                            | Date     | Time     | Cause of Fire | Number of Injuries that Required Treatment at a Medical Facility | Number of Deaths Related to a Fire | Value of Property Damaged Caused by Fire | Case Number |
|----------------------------|----------|----------|---------------|------------------------------------------------------------------|------------------------------------|------------------------------------------|-------------|
| <b>Flynn Hall</b>          | <b>0</b> | <b>0</b> | <b>0</b>      | <b>0</b>                                                         | <b>0</b>                           | <b>0</b>                                 | <b>0</b>    |
| <b>Cunningham Hall</b>     | <b>0</b> | <b>0</b> | <b>0</b>      | <b>0</b>                                                         | <b>0</b>                           | <b>0</b>                                 | <b>0</b>    |
| <b>O'Neill Hall</b>        | <b>0</b> | <b>0</b> | <b>0</b>      | <b>0</b>                                                         | <b>0</b>                           | <b>0</b>                                 | <b>0</b>    |
| <b>Buoni Building</b>      | <b>0</b> | <b>0</b> | <b>0</b>      | <b>0</b>                                                         | <b>0</b>                           | <b>0</b>                                 | <b>0</b>    |
| <b>Chiara Honors House</b> | <b>0</b> | <b>0</b> | <b>0</b>      | <b>0</b>                                                         | <b>0</b>                           | <b>0</b>                                 | <b>0</b>    |

**Reported fires for 2019 by Building Location for All  
Neumann University Residence Halls**

|                            | Date              | Time           | Cause of Fire  | Number of Injuries that Required Treatment at a Medical Facility | Number of Deaths Related to a Fire | Value of Property Damaged Caused by Fire | Case Number         |
|----------------------------|-------------------|----------------|----------------|------------------------------------------------------------------|------------------------------------|------------------------------------------|---------------------|
| <b>Flynn Hall</b>          | <b>01/04/2019</b> | <b>0918</b>    | <b>Cooking</b> | <b>0</b>                                                         | <b>0</b>                           | <b>0</b>                                 | <b>010420190918</b> |
| <b>Cunningham Hall</b>     | <b>0</b>          | <b>0</b>       | <b>0</b>       | <b>0</b>                                                         | <b>0</b>                           | <b>0</b>                                 | <b>0</b>            |
| <b>O'Neill Hall</b>        | <b>0</b>          | <b>0</b>       | <b>0</b>       | <b>0</b>                                                         | <b>0</b>                           | <b>0</b>                                 | <b>0</b>            |
| <b>Buoni Building</b>      | <b>03/02/2019</b> | <b>1942hrs</b> | <b>Cooking</b> | <b>0</b>                                                         | <b>0</b>                           | <b>0</b>                                 | <b>030220191942</b> |
| <b>Chiara Honors House</b> | <b>0</b>          | <b>0</b>       | <b>0</b>       | <b>0</b>                                                         | <b>0</b>                           | <b>0</b>                                 | <b>0</b>            |

**2021 Residential Fire Safety Amenities by Building Location for All  
Neumann University Residence Halls**

|                     | Fire Alarms Monitored by Campus Safety/Contract Services<br>24/7/365 | Bldg. Equipped With Full Sprinkler System | Bldg. Has Fire Alarms & Smoke Detectors | Evacuation Plans Posted & Fire Safety Training Conducted | Number of Evacuation Drills Conducted Each Academic Year |
|---------------------|----------------------------------------------------------------------|-------------------------------------------|-----------------------------------------|----------------------------------------------------------|----------------------------------------------------------|
| Flynn Hall          | X                                                                    | X                                         | X                                       | X                                                        | 2                                                        |
| Cunningham Hall     | X                                                                    | X                                         | X                                       | X                                                        | 2                                                        |
| O'Neil Hall         | X                                                                    | X                                         | X                                       | X                                                        | 2                                                        |
| Buoni Building      | X                                                                    | X                                         | X                                       | X                                                        | 2                                                        |
| Chiara Honors House | X                                                                    | X                                         | X                                       | X                                                        | 2                                                        |

**2020 Residential Fire Safety Amenities by Building Location for All  
Neumann University Residence Halls**

|                     | Fire Alarms Monitored by Campus Safety/Contract Services<br>24/7/365 | Bldg. Equipped With Full Sprinkler System | Bldg. Has Fire Alarms & Smoke Detectors | Evacuation Plans Posted & Fire Safety Training Conducted | Number of Evacuation Drills Conducted Each Academic Year |
|---------------------|----------------------------------------------------------------------|-------------------------------------------|-----------------------------------------|----------------------------------------------------------|----------------------------------------------------------|
| Flynn Hall          | X                                                                    | X                                         | X                                       | X                                                        | 2                                                        |
| Cunningham Hall     | X                                                                    | X                                         | X                                       | X                                                        | 2                                                        |
| O'Neil Hall         | X                                                                    | X                                         | X                                       | X                                                        | 2                                                        |
| Buoni Building      | X                                                                    | X                                         | X                                       | X                                                        | 2                                                        |
| Chiara Honors House | X                                                                    | X                                         | X                                       | X                                                        | 0                                                        |

**2019 Residential Fire Safety Amenities by Building Location for All  
Neumann University Residence Halls**

|                     | Fire Alarms Monitored by Campus Safety/Contract Services<br>24/7/365 | Bldg. Equipped With Full Sprinkler System | Bldg. Has Fire Alarms & Smoke Detectors | Evacuation Plans Posted & Fire Safety Training Conducted | Number of Evacuation Drills Conducted Each Academic Year |
|---------------------|----------------------------------------------------------------------|-------------------------------------------|-----------------------------------------|----------------------------------------------------------|----------------------------------------------------------|
| Flynn Hall          | X                                                                    | X                                         | X                                       | X                                                        | 2                                                        |
| Cunningham Hall     | X                                                                    | X                                         | X                                       | X                                                        | 2                                                        |
| O'Neil Hall         | X                                                                    | X                                         | X                                       | X                                                        | 2                                                        |
| Buoni Building      | X                                                                    | X                                         | X                                       | X                                                        | 2                                                        |
| Chiara Honors House | X                                                                    | X                                         | X                                       | X                                                        | 0                                                        |