



**ANNUAL SECURITY**

**&**

**FIRE SAFETY REPORT**

**2016**

**(January 1, 2016 – December 31, 2016)**

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### **Preparing the Annual Disclosure of Crime Statistics**

Chatham University Public Safety Department prepares this annual Crime Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report contains policies, procedures, and crime-related statistical information. The full text of this report is published and available online at <http://www.chatham.edu/clery-report>. Printed copies are available at the Public Safety Department in the Rea Garage or by request to the Assistant Director, Public Safety & Transportation.

An email, notifying all students and employees of the availability of the report is sent annually. Chatham University's Public Safety Department receives statistical reports from the Pittsburgh and Gibsonia/Richland Township Police Departments for crimes in or near the campus boundaries. Police statistics are combined with information from Chatham's Public Safety Department, the Office of Student Affairs and other designated campus officials (including, but not limited, to residence life staff, advisors to students and student organizations, and athletic coaches) to provide the total record of reported crimes, arrests and referrals.

#### **The Clery Act requires colleges and universities to:**

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from campus or police security, local law enforcement, and other University officials who have "significant responsibility for student and campus activities";
- Provide "emergency warning" notices of those crimes that have occurred and post an ongoing "threat to students and employees"; and
- Disclose in a public crime log "any crime that occurred on campus or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department".

**State Legal Requirements – The Pennsylvania Uniform Crime Reporting Act**

**The Pennsylvania Uniform Crime Reporting Act (18 P.S. §20.101 et seq.), as implemented by Chapter 33 of the Regulations of the State Board of Education, requires colleges and universities to:**

- Report to the Pennsylvania State Police, on an annual basis, crime statistics for publication in the FBI's Uniform Crime Report, which collects data on additional categories of felony and misdemeanor crime;
- Report crime rates for all reportable offenses;
- Provide the numbers of enrolled students and employees; and
- Disclose information and security policies on the types of available student housing, admission of visitors to housing facilities, measures to secure entrances, and standard features to secure room doors.

**Section I - Campus Crime Information**

Under the Clery Act, campuses are required to report campus crime statistics for certain offenses, hate crimes, arrests and disciplinary referrals to the campus judicial process. In all cases, this data must be broken down according to the geographic location of the occurrence of the offense.

Crime statistics for Shadyside Campus and Eden Hall Campus follow on the next pages.

Clery Act Categories and Crimes	On Campus Property					Residential Facilities					Non Campus Property					Public Property				
	2014	2015	2015 Unfounded	2016	2016 Unfounded	2014	2015	2015 Unfounded	2016	2016 Unfounded	2014	2015	2015 Unfounded	2016	2016 Unfounded	2014	2015	2015 Unfounded	2016	2016 Unfounded
<b>A. Criminal Offenses</b>																				
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault - Rape	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault - Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault - Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault - Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>B. Hate Crimes (any of the criminal offenses in A. or any 4 offenses in B., that are motivated by bias)</b>																				
Larceny - Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>C. VAWA Offenses</b>																				
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>D. Arrests and Referrals for Disciplinary Action</b>																				
Illegal Weapons Possession Violations - Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations - Referrals for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation - Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation - Referrals for Disciplinary Action	1	8	0	5	0	1	8	0	5	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations - Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations - Referrals for Disciplinary Action	6	7	0	6	0	6	7	0	6	0	0	0	0	0	0	0	0	0	0	0

**NOTES ON ABOVE:**  
 \* Crimes reported under "Residential Facilities" must also be included under "On Campus Property."  
 \*\* Non-Campus Property: These properties for Chatham include: Alpha Ice Complex (66 Alpha Drive W., Pittsburgh, PA 15238; Highmark Stadium (510 W. Station Square, Pittsburgh, PA 15219); The Ellis School Field (6425 Fifth Avenue, Pittsburgh, PA 15206); West Field (1846 West Street, Munhall, PA 15120); Apartments at 490 and 600 S. Highland Avenue, Pittsburgh, PA 15206); Chatham-owned property at 4156 Glasgow, Road,  
 \*\*\* Crimes reported in the "Unfounded" column were initially reported as a crime, but found through investigation not to be a criminal act.

Clery Act Categories and Crimes	On Campus Property					Residential Facilities					Non Campus Property					Public Property				
	2014	2015	2015 Unfounded	2016	2016 Unfounded	2014	2015	2015 Unfounded	###	2016 Unfounded	2014	2015	2015 Unfounded	2016	2016 Unfounded	2014	2015	2015 Unfounded	2016	2016 Unfounded
<b>A. Criminal Offenses</b>																				
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault - Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault - Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault - Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault - Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>B. Hate Crimes</b> (any of the criminal offenses in A. or any 4 offenses in B., that are motivated by bias)																				
Larceny - Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>C. VAWA Offenses</b>																				
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>D. Arrests and Referrals for Disciplinary Action</b>																				
Illegal Weapons Possession Violations - Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations - Referrals for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation - Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation - Referrals for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations - Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations - Referrals for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**NOTES ON ABOVE:**  
 \* Crimes reported in Residential Facilities must also be included under On Campus Property  
 \*\* Non-Campus Property: These properties for Chatham include: Alpha Ice Complex (66 Alpha Drive W., Pittsburgh, PA 15238; Highmark Stadium (510 W. Station Square, Pittsburgh, PA 15219); The Ellis School Field (6425 Fifth Avenue, Pittsburgh, PA 15206); West Field (1846 West Street, Munhall, PA 15120); Apartments at 490 and 600 S. Highland Avenue, Pittsburgh, PA 15206); Chatham-owned property at 4156 Glasgow, Road, Valencia, PA 16059.  
 \*\*\* Crimes reported in the "unfounded" column were initially reported as a crime, but found through investigation not to be a criminal act.



## Clery Geography

### **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 or controlled by another person, is frequently used by students, and support institutional purposes (such as food or other retail vendor).*

### **On Campus – in Residential Halls**

*“Dormitories or other residential facilities for the students on campus” is a subset of the on-campus category. Institution must disclose the total number of on-campus crimes, including those in dorms or other residential facilities for students on campus, and must also make a separate disclosure limited to the number of crimes occurring in student dorms or residential facilities on campus. As a subset, the number of crimes reported for dormitories or other residential facilities must be less than or equal to the number of reported crimes for the on-campus category.*

### **Non-Campus Building or Property <sup>(1)</sup>**

*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 the 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.*

<sup>(1)</sup> These properties for Chatham include: Alpha Ice Complex (66 Alpha Drive W., Pittsburgh, PA 15238; Highmark Stadium (510 W. Station Square, Pittsburgh, PA 15219); The Ellis School Field (6425 Fifth Avenue, Pittsburgh, PA 15206); West Field (1846 West Street, Munhall, PA 15120); Apartments at 490 and 600 S. Highland Avenue, Pittsburgh, PA 15206); Chatham-owned property at 4156 Glasglow, Road, Valencia, PA 16059.

### **On Public Property**

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

## Clery Definitions

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

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

**Sex Offenses, Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

*Forcible Rape:* The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

*Forcible Sodomy:* Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

*Sexual Assault with an Object:* The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

*Forcible Fondling:* The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sexual Offense, Non-Forcible:** Unlawful, non-forcible sexual intercourse.

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

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

**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.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the

use of a weapon or by means likely to produce health or great bodily harm. (It is not necessary that injury from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

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

**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.

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

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana, synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Weapons Law Violations:** The violation of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, carry deadly weapons, (concealed or openly); furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of aforementioned.

**Sexual Assault:** Forcible and non-forcible sexual offenses.

**Domestic Violence:** Any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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 the jurisdiction.

**Dating Violence:** Any violence committed by a person:

(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

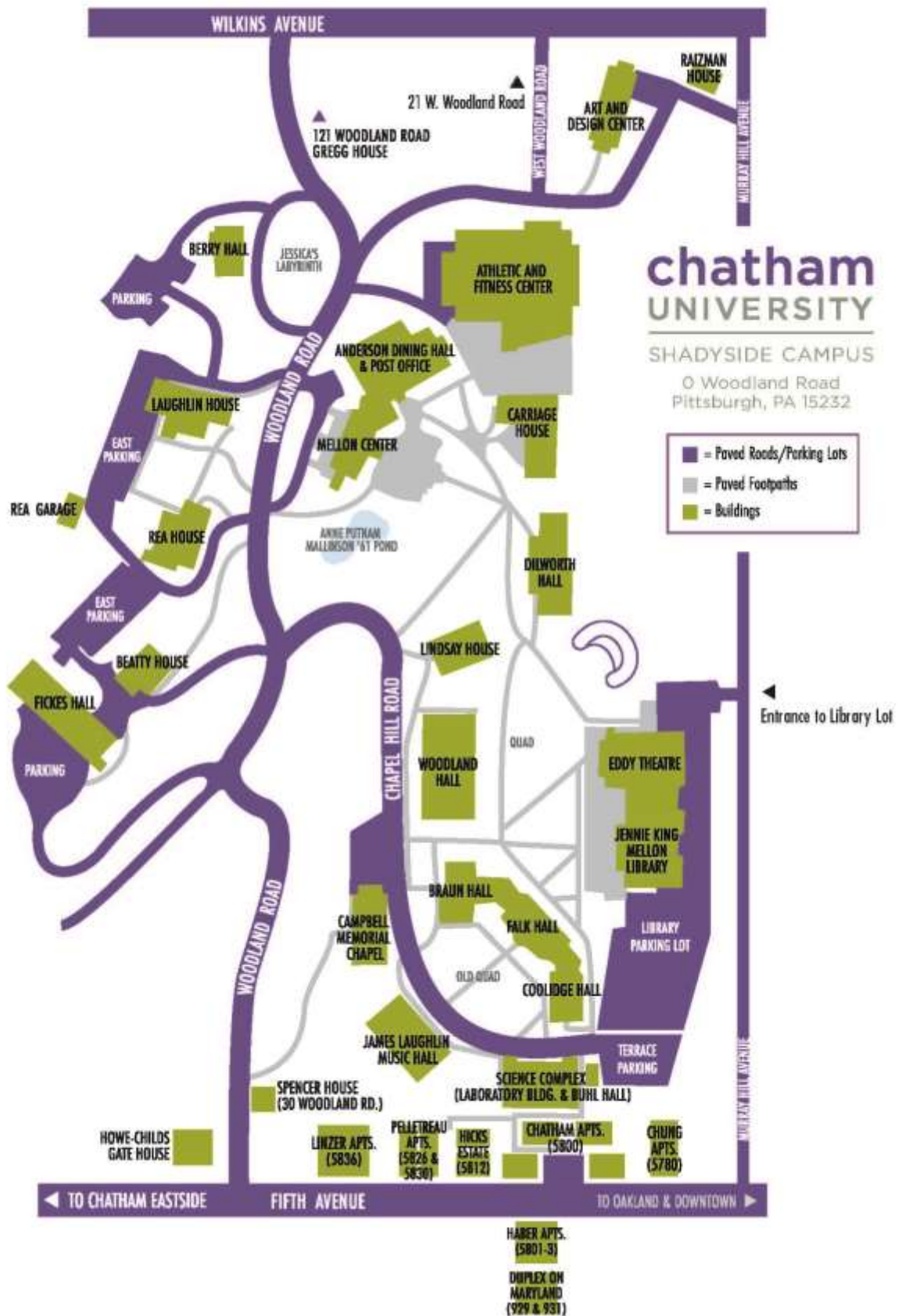
(ii) The type of relationship.

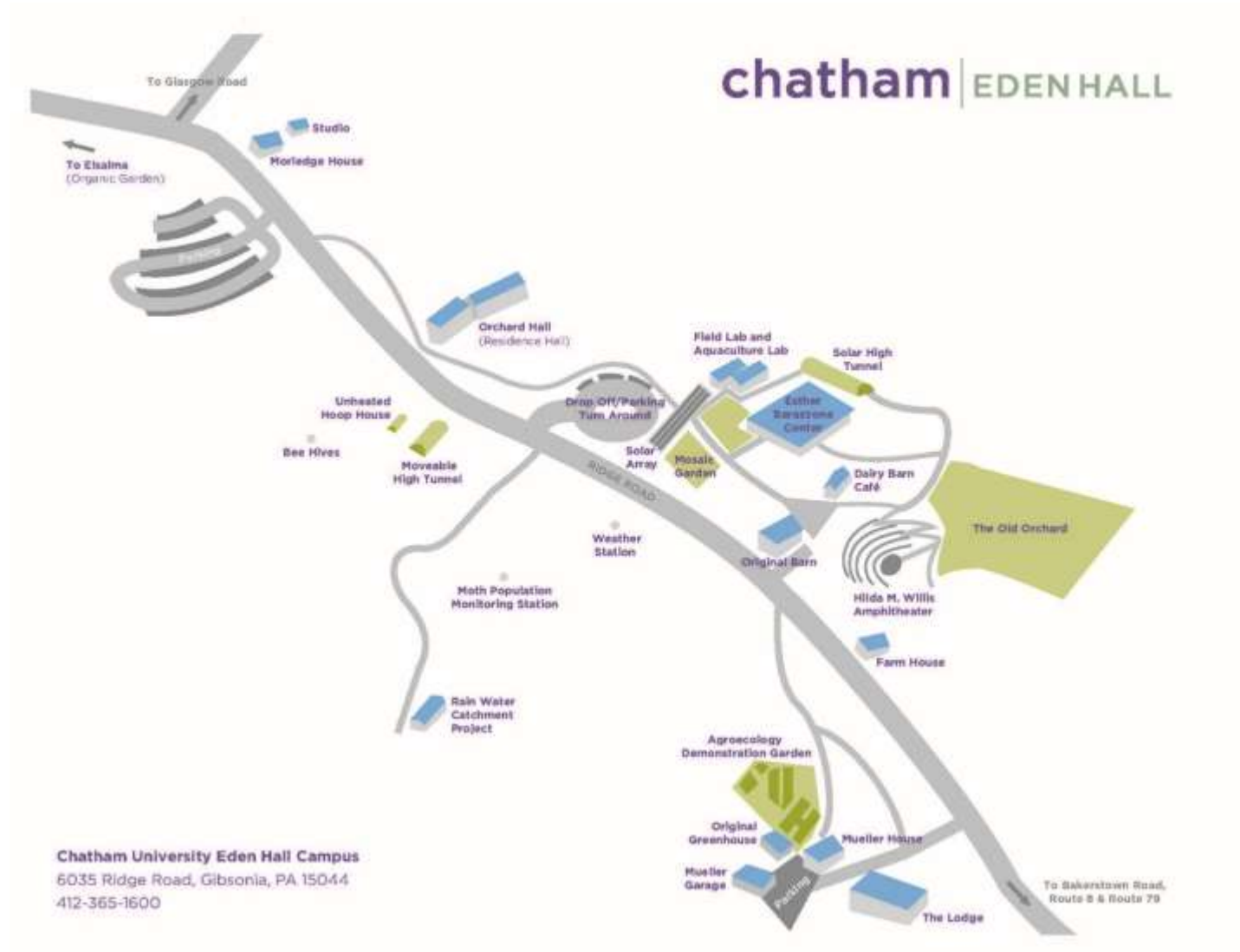
(iii) The frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(A) Fear for his or her safety or the safety of others; or

(B) Suffer substantial emotional distress





**Section III - Chatham University Department of Public Safety Authority and Jurisdiction**

The Chatham University Public Safety Department is in charge of all aspects of campus safety and security. The department consists of a director, 13 full-time officers, and five part-time officers. A public safety officer is on-call 24 hours a day. The department falls under the supervision of the Senior Vice-President of Finance and Administration.

Police officers in the Public Safety Department are certified under Pennsylvania Legislative Act 120: Municipal Police Officers Education and Training Act and/or Legislative Act 235: The Lethal Weapons Training Act, and are armed. The officers are sworn in by Allegheny County and have arrest powers as granted by Pennsylvania Legislative Act 501: The Private Police Act. Their jurisdiction includes all Chatham University property and all roads running through and adjacent to the campus. All officers must attend mandatory in-service training sessions, which address a range of topics relating to police work and are updated on a regular basis. The officers are required to be trained in the use of firearms and must qualify annually. Several officers are certified crime-prevention officers through the Pennsylvania Commission on Crime and Delinquency.

The Public Safety Department cooperates fully with local and state law enforcement agencies in cases that involve both on and off campus jurisdictions or when resources of another agency can better facilitate the resolution of an investigation. Crimes occurring on campus are reported to the City of Pittsburgh Police Department when appropriate and when required by law. The Pittsburgh Police also service the campus community and can be contacted directly through the regular emergency numbers. The Public Safety Department maintains an excellent relationship with the Pittsburgh Police and can communicate with the local police by direct radio link. In addition, the Pittsburgh Police Department assists with criminal investigations and crime prevention awareness programs offered to all community members.

The Chatham University Public Safety Department prepares the Chatham University web pages, including the Crime Statistics Report, to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This information is prepared in cooperation with local law enforcement agencies surrounding the campus and the Chatham University Public Safety Department. Campus crime statistics, arrests, and referral statistics include those reported to the Chatham University Public Safety Department, designated campus officials, and local law enforcement agencies. Each year, an email notification is made to all community members that provides web site access to the Public Safety Department web site and Crime Statistics Report. All prospective employees may obtain a copy of the Report by contacting the Director of Human Resources or the Director of Public Safety and the web site address is attached to all Chatham University employment applications.



**Security Awareness and Crime Prevention Programs**

Your safety and security are extremely important to us at Chatham University. The following information is provided to share with you our commitment to the safety and security of the University.

**Sexual Harassment, Assault, Rape Prevention (SHARPS) Programs:**

The Public Safety Department has certified SHARPS instructors and offers SHARPS training free of charge to community members.

**Crime Prevention Programs:**

The Public Safety Department has certified crime prevention officers. We provide training, distribute information, and provide other crime prevention services to community members.

For information on SHARPS or other crime prevention programs, contact the Public Safety Director, (412) 365-1231.

**Escort Service**

The Public Safety provides on-campus escorts to community members who feel the need for an officer to accompany them when walking from one building to another. For an escort call the Public Safety at ext. 1230.

**Facilities Surveys**

The Chatham University Public Safety Department is in charge of all aspects of campus safety and security. The department consists of a director, 13 full-time officers, and five part-time officers. A public safety officer is on-call 24 hours a day.

**Personal Safety Responsibility**

Please keep in mind that maintaining a safe and secure campus for everyone is a joint effort between our department and the community. Do not only look out for yourself, but look out for others around you. Please use common sense and good judgment when you make your way around campus. Be watchful and alert; do not hesitate to ask for help if you need it. Community members are encouraged to report all crimes and public safety related incidents to the campus police in a timely manner.

**Card Access**

All residence halls and apartments are locked at all times, and students are issued an ID/access control card that controls access to the Resident Halls and Chatham, Chung, Linzer, and Pelletreau Apartments and keys to access the Hickes and Haber apartments. During the winter break and during the summer, the Access Control System deactivates all card access to the Resident Halls, Chatham, Chung, Linzer, and Pelletreau Apartments except those that are authorized to enter. Students are educated on the importance of safeguarding their ID cards and room keys as well as the need to properly secure all doors and windows. All students are



expected to sign in their guests, and non-Chatham visitors are not allowed into the residence halls unless accompanied by a Chatham resident and signed into the guest book. Overnight visitors are permitted, for up to three consecutive nights, with the exception of fall semester first-year students who are not permitted overnight guests until the first Friday in December. Every individual student room has locks on all doors and windows. Each student is issued a key to their individual room. During business hours, the University (excluding the above mentioned residence halls and apartments) will be open to students, parents, employees, contractors, guests and invitees. During non-business hours, access to all University facilities is by key, if issued, or by admittance via the campus police. Campus police will admit only those with a valid room access pass.

### **General Procedures for Reporting a Crime or Emergency**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Chatham University Police Department (“CUPD”) in a timely manner.

To report a crime or an emergency, call the CUPD at 412-365-1111. To report a non-emergency security or public safety related manner, call the CUPD at 412-365-1230. Campus Police are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, the CUPD will take the required action, dispatching an officer or asking the victim to report to the CUPD to file an incident report.

All incident reports are forwarded to the Director of Public Safety for review and potential action. Investigators will investigate a report when it is deemed appropriate. If assistance is required from the Pittsburgh Police Department, the CUPD will contact that Department. If a sexual assault or rape should occur, staff on the scene, including the CUPD, will offer the victim a wide variety of services, including but not limited to on-site support from staff members from the Office of Dean of Students, consult from campus Counseling and Health Services.

Crimes should be reported to the CUPD to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

### **Confidential Reporting Process**

In compliance with the Clery Act, if you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director or a designee of the Chatham University Public Safety department can file a report on the details of the incident without revealing your identity.

**Crime Alerts (aka Timely Warnings)**

Mass Emergency Notification System (e2Campus) – e2Campus is a web-based system that sends text messages to students, families, faculty and staff through a mobile phone, pager, email, web browser, or other wireless device. The system will only be used in the event of an emergency on campus, large scale emergency or disaster off campus, severe weather condition, or other event or emergency that may have an effect on the operations of the campus and the safety of our community members.

**Notification of an Immediate Threat**

In the event of an emergency on the campus, large scale emergency or disaster off campus, severe weather condition, or other event or emergency that could have an effect on the operations of the University and/or affect the safety of our community members, the emergency notification system will be used to communicate important information/instructions to our community members. Only the President, President’s Council Members, Vice President of Finance and Administration, Director of Facilities Management, and/or Director of Public Safety can authorize the activation of the emergency notification system.

Chapel Bells – the Chapel bells have the ability to act like an “air raid” siren system. The system uses three types of alerts. An “alert horn” will be sounded to alert all community members to go to a classroom, office, room, etc. and lock themselves in (“lock down”), a “siren” will be sounded to alert community members to seek shelter either in the lowest part of a building or the center part of a building, and a “bell” will be sounded as an “all clear.” This system is activated through the campus police.

Voicemail – a voicemail message will be sent to all campus telephones that are on the University’s telephone system. This system will be activated through the campus police.

Email – an email message will be sent to all campus email address. This system will be activated through the campus police.

Telephone Switchboard – in the event that nobody is available to answer the University’s main switchboard, a message will be placed on the telephone switchboard. This process will be completed by campus police.

Home Page – a message will be placed on the University’s home page. This process will be completed by the Information Technology Department.

**Alcohol and Drug Policy**

The Student Handbook, issued to every student, contains the complete policy on the possession and use of alcohol and drugs. In brief, Chatham University supports the Pennsylvania State Law concerning the purchase, sale, possession, and consumption of alcohol and drugs. All students

are obligated to abide by these laws; any infraction makes them liable for punitive action from the state. The University will not be responsible for, nor offer protection to, a student's violation of these laws. In addition, the University expects students to refrain from involving themselves and others in any violation of these laws.

Unless authorized by the administration, alcoholic beverages are not permitted at any student function at the University sponsored by a recognized student, group, or organization. Likewise, no University funds, including student activity fees, are to be spent on alcohol by student groups or organizations or other representatives, unless authorized by the administration.

The University has developed a program to prevent the illicit sale or use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination, or information materials, educational programs, counseling services, referrals and University disciplinary actions.

## **Section IV – Sexual Misconduct and Title IX Policies and Procedures**

### **Title IX at Chatham University**

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in education programs and activities operated by recipients of federal financial assistance. Under Title IX, sex discrimination includes, among other things, sex and gender-based harassment, sexual violence (rape, sexual assault, sexual battery, sexual coercion), relationship and interpersonal violence, and stalking.

### **Non-Discrimination Policy**

Chatham University's Non-Discrimination Policy can be found at:

<https://www.chatham.edu/about/legal/nondiscrimination.cfm>.

### **Chatham's Policy Prohibiting Sexual Misconduct**

Chatham University is committed to establishing and maintaining a safe learning, living, and working environment where healthy, respectful, and consensual conduct represents the campus cultural norm. To that end—and in compliance with Title IX, the Violence Against Women Reauthorization Act of 2013 (VAWA), and applicable state and federal laws—Chatham prohibits sexual misconduct, including all forms of sexual or gender-based harassment, sexual assault, sexual violence, including relationship and interpersonal violence, and stalking (collectively, "Prohibited Conduct"). Chatham also prohibits retaliation against an individual for making a report of conduct prohibited under this policy or for participating in an investigation of an alleged violation of this Policy. These prohibited forms of conduct undermine the character, purpose and values of Chatham University and will not be tolerated.

The full text of Chatham's Policy Prohibiting Sexual and Gender-Based Harassment, Sexual Violence, Relationship and Interpersonal Violence, and Stalking can be found at:

<https://my.chatham.edu/documents/documentcenter/title-IX-policy-august-2017.pdf>.

### **What does the Policy cover?**

The full list of types and definitions of Prohibited Conduct can be found at:

<https://my.chatham.edu/documents/documentcenter/title-IX-policy-august-2017.pdf#page=2>.

### **Who does the Policy cover?**

This Policy applies to Prohibited Conduct committed by Chatham students, faculty, employees, administrators, volunteers, independent contractors, vendors, and visitors.

This Policy also governs Prohibited Conduct directed towards Chatham community members of any sex, gender identity, gender expression, or sexual orientation.

**Where does the Policy cover?**

Chatham has jurisdiction over Title IX-related complaints regarding Prohibited Conduct that occurs (i) on campus; (ii) during an official Chatham program or activity (regardless of location); or (iii) off campus when the conduct creates a hostile environment either on campus or in an official Chatham program or activity. Chatham's jurisdiction does not extend to an alleged perpetrator who is not a member of the Chatham community, but in such instances Chatham will assist a Complainant with identifying and contacting resources, including the Complainant's local law enforcement authorities, and reporting the alleged Prohibited Conduct to another University's Title IX Coordinators, if applicable.

**Who implements the Policy at Chatham?**

Title IX Coordinator

Sean Coleman: 412-365-1164 or [scoleman1@chatham.edu](mailto:scoleman1@chatham.edu)

Deputy Title IX Coordinators

Heather Black: 412-365-2776 or [hblack@chatham.edu](mailto:hblack@chatham.edu)

Leonard Trevino: 412-365-1650 or [ltrevino@chatham.edu](mailto:ltrevino@chatham.edu)

Mary Utter: 412-365-1482 or [mutter@chatham.edu](mailto:mutter@chatham.edu)

The full list of personnel who implement Title IX at Chatham can be found at:

<https://my.chatham.edu/documents/documentcenter/title-IX-policy-august-2017.pdf#page=14>.

**How to report a violation of the Policy**

If you have been the victim of Prohibited Conduct, or if you would like to report Prohibited Conduct of which you are aware that does not involve you personally, please contact the following as appropriate:

For urgent, emergency cases (e.g., rape or sexual assault), please call the 24-hour emergency Chatham Public Safety hotline at 412-365-1111 or 911.

To report any non-emergency instances of Prohibited Conduct under Title IX, please contact:

Title IX Coordinator or the Deputy Title IX Coordinator (also see Who's Who in Chatham's Title IX Office).

Sean Coleman: 412-365-1164 or [scoleman1@chatham.edu](mailto:scoleman1@chatham.edu)

Heather Black: 412-365-2776 or [hblack@chatham.edu](mailto:hblack@chatham.edu)

Leonard Trevino: 412-365-1650 or [ltrevino@chatham.edu](mailto:ltrevino@chatham.edu)

Mary Utter: 412-365-1482 or [mutter@chatham.edu](mailto:mutter@chatham.edu)

Email the Title IX Office through [TitleIX@chatham.edu](mailto:TitleIX@chatham.edu)

If you are a Responsible Employee who is required to report incidents of Prohibited Conduct of which you are aware, you must immediately contact the Title IX Coordinator or one of the Deputy Coordinators.

**How are alleged violations of the Policy investigated?**

The Chatham University Title IX Policy details the process of investigating alleged violations. You can read more about how complaints or reports of prohibited conduct under this policy are investigated at this website: <https://my.chatham.edu/documents/documentcenter/title-IX-policy-august-2017.pdf#page=16>.

**How to report a crime**

Call Chatham Campus Safety at 412-365-1111 or call 911.

**Resources**

Resources for victims of conduct prohibited by the Policy can be found at <https://my.chatham.edu/documents/documentcenter/title-IX-policy-august-2017.pdf#page=12>, or by contacting the Title IX Coordinator or Deputy Coordinators.

**Section V – Missing Student**

In the event that a person is missing more than 24 hours or less than 24 hours as notes below, the campus police will be notified. Campus police will comply with the following:

1. Campus police will interview the person making the complaint in order to obtain the information to determine the reason the complainant is reporting the person missing.
2. Campus police will gather all essential information about the person including clothing description, where/when subject was last seen, who they may be with, vehicle description, etc.
3. Campus police will also gather information about the physical and mental well-being of the individual.
4. A quick, but thorough search will be conducted in all campus buildings and parking lots.
5. If the missing person is a student, the student's room will be checked and Student Affairs notified. If the missing person is a faculty or staff member, their office/department will be checked and Academic Affairs or Human Resources will be notified.

If the above actions are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing or the situation includes one or more of the following unusual "at-risk" circumstances:

- Missing person is under 18
- Out of the zone of safety for his or her age and physical and mental condition
- Mentally diminished
- Drug dependent
- A potential victim of foul play or sexual exploitation
- In a life-threatening situation
- Absent from home for more than 24 hours before being reported to a law enforcement agency as missing
- Believed to be with a person who could endanger his or her welfare
- Is absent under circumstances inconsistent with established patterns of behavior

The campus police will not wait 24 hours but will immediately request assistance from the Pittsburgh Police in order to make entry into the Unidentified Persons File through the Commonwealth Law Enforcement Assistance Network (CLEAN) in accordance with Pennsylvania State Police policy and procedures. If appropriate, an AMBER Alert will be issued and/or other immediate community notification methods, if available, will be activated.

Students may file an emergency contact person with the campus police. This information will be kept confidential.

Students under 18 and not emancipated will require the notification of a custodial parent or guardian.



## **Section VI – Annual Fire Safety Report**

### **Reporting a Fire**

Fires should be immediately reported to the campus police at 412-365-1111. Pittsburgh Police, Fire, and EMS can be reached by dialing 911.

### **Fire Drills**

Fire Drills are conducted in student housing twice a year by Student Affairs, Facilities Management and Public Safety.

### **Fire Safety Policies**

Smoke detectors have been installed in each student room for the protection of the occupants in case of fire. Woodland Hall has a full sprinkler system, while Fickes Hall has a partial sprinkler system. Smoking is not permitted in any buildings.

Residence Life permits students to use U.L. approved hot pots, coffeemakers and microwave ovens. Other types of cooking devices are not permitted or have restricted use. See the Student Handbook for additional information.

Candles, incense, space heaters and halogen lights are not permitted in student housing. See the Student Handbook for additional information.

Chatham University has detailed Fire Plans, Evacuation Plans, and Emergency Response Plans, which are posted on <https://my.chatham.edu/>.

### **Fire Safety Education and Training**

Assistant Directors, Area Coordinators, Graduate Resident Directors, and Resident Assistants are trained and given specific information on who to contact in an emergency, how to assess an emergency, how to respond using general response steps, and how to respond to fire emergencies.

### **Fire Safety Improvements and Upgrades**

Chatham University reviews the fire systems annually and implements upgrades, repairs, or revisions whenever issues are identified.

### **Evacuation Procedures**

If you hear the fire alarm sound, you are required to immediately evacuate the building.

Remember **RACE**:

- **R** – Rescue anyone in immediate danger and Remove yourself from danger.
- **A** – Alarm by pulling the fire alarm and notifying Public Safety at 412-365-1111.
- **C** – Contain the fire and smoke by closing doors as you evacuate.
- **E** – Extinguish the fire using the proper extinguisher. If the fire is too intense, evacuate.

Once you evacuate a building, meet in the designated meeting location and/or remain a safe distance from the building until the campus police inform you that you may go back inside.

**Student Housing Fire Safety Systems**

<b>Building</b>	<b>Smoke and/or heat detectors</b>	<b>Partial or full sprinkler system</b>	<b>Fire extinguishers</b>	<b>Evacuation/Emergency information posted</b>	<b>Redundant monitoring system</b>
Chatham Apartments	Y		Y	Y	Y
Chung Apartments	Y		Y	Y	
Dilworth Hall	Y	Y	Y	Y	Y
Fickes Hall	Y	Y	Y	Y	Y
Haber Apartments	Y		Y	Y	
Hicks Estate	Y		Y	Y	Y
Laughlin Apartments	Y		Y	Y	Y
Linzer Apartments	Y		Y	Y	
Pelletreu Apartments	Y		Y	Y	Y
Rea Hall	Y		Y	Y	Y
Woodland Hall	Y	Y	Y	Y	Y
Orchard Hall (Eden Hall Campus)	Y	Y	Y	Y	Y

**2014 Fire Log**

Date	Time	Location	Nature of Fire	Injuries	Deaths	Cost
Jan-Feb			None			
Mar-Apr			None			
May-Jun			None			
Jul-Aug			None			
Sep-Oct			None			
Nov-Dec			None			

**2015 Fire Log**

Date	Time	Location	Nature of Fire	Injuries	Deaths	Cost
Jan-Feb			None			
Mar-Apr	9:30 pm	Buhl	False alarm			
May-Jun			None			
Jul-Aug			None			
Sep-Oct	7:00 pm	Woodland	False alarm			
	8:00 am	Orchard Hall	False alarm			
Nov-Dec	4:00 am	Pelletreu	False alarm			
	9:10 pm	Chatham Apts.	False alarm			
	8:35 am	Orchard Hall	False Alarm			
	9:00 am	Orchard Hall	False Alarm			

**2016 Fire Log**

Date	Time	Location	Nature of Fire	Injuries	Deaths	Cost
Jan-Feb	7:45 am	Woodland	False alarm			
Mar-Apr	5:05 pm	Pelletreu	False alarm			
	4:45 pm	Eastside	False alarm			
May-Jun			None			
Jul-Aug			None			
Sept-Oct	7:10 am	Gate House	False alarm			
Nov-Dec			None			