

# ANNUAL SECURITY AND FIRE SAFETY REPORT



**CEDAR CREST COLLEGE**

-1152025-

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## **INTRODUCTION**

The following information is provided to you as part of Cedar Crest College's (hereinafter "CCC") on-going commitment to the safety and security of everyone on campus in accordance with the Commonwealth of Pennsylvania Act 73 of 1988 and Public Law 101-542 of 1990 (The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act). The Chief of Campus Police is the campus official assigned responsibility for receiving and resolving complaints relative to these Acts. If you have any concerns, questions or comments related to these Acts or this document, you may contact Mark A. Vitalos, Chief, Campus Police, Cedar Crest College, 100 College Drive, Allentown, PA 18104-6196 - 610-437-4471 ext. 3523.

## **REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS**

CCC Campus Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, Residential Life and the Vice President of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to Campus Police, designated campus officials, including but not limited to, Residence Life personnel and local law enforcement agencies. These statistics also include crimes that have occurred on public property adjacent to our campus. A Campus map is also attached to this report. All employees and students will receive notice as to where the annual security report can be viewed online. Copies of the report may also be obtained at Campus Police located in the Safety & Facilities Building. All prospective employees may obtain a copy from Human Resources in the Administration Building or by calling 610-437-4471 (Option: 0) off campus or ext. "0" on campus.

## **MISSION STATEMENT**

It is the mission of the Cedar Crest College Campus Police (hereinafter "Campus Police") to serve our College community with pride, respect and dignity in our daily service to Cedar Crest College, its faculty, staff, students and guests, and to carry out our duties with professionalism, courage and strength.

## **NUMBER OF STUDENTS ENROLLED**

Cedar Crest College has 1,290 undergraduate and graduate students enrolled in classes during fall semester of the 2024/2025 academic year.

## **NUMBER OF STUDENTS IN CAMPUS HOUSING,**

The College has a total of 329 students and for the fall semester living in campus housing during the 2024/2025 academic year.

## **NUMBER OF NON-STUDENT EMPLOYEES**

There are 367 non-student employees working on campus: 75 full time and part time faculty members, 126 Adjuncts and 166 full time and part time staff members.

## **CAMPUS POLICE**

The primary function of the Cedar Crest College Campus Police is to provide for the safety and welfare of all members of the College community. The Campus Police currently consists of 7 full- and part-time officers. Officers are trained and certified in Act 235 (Lethal Weapons Training Act). Officers are qualified to use and to carry firearms and other defensive tools. Officers are also trained in CPR, First Aid, the use of emergency oxygen and the use of an Automated External Defibrillator (AED). Additional courses in police-related topics such as; procedure, crime prevention, criminal investigation, narcotics, etc., are provided whenever possible.

Campus Police is staffed 24 hours a day, seven days a week. In addition to our 7 officers, we have 4 staff members that are utilized for dispatch duty and act as the main switchboard operators for the College. In the event of an emergency, members of the College community can contact the Campus Police by pressing "0" any campus telephone or by calling 610-437-4471 (Option "0") from any off-campus telephone.

Patrols are maintained with two readily identifiable Ford Interceptor SUVs. The patrol vehicles contain basic medical and first-aid equipment, fire extinguishers and traffic cones. Bicycle patrols with officers in distinctive uniforms also patrol campus. These environmentally friendly patrols provide visibility and community-oriented policing throughout the spring, summer and fall seasons.

Foot patrol is encouraged on campus and inside buildings. Officers on foot are more visible which results in one-on-one contact and encourages a working rapport with the College community. Buildings and grounds are patrolled to determine the presence of unauthorized persons, observe any safety violations and the general condition of the College facilities. Roadways and parking areas are patrolled to ensure compliance with the College Traffic and Parking Regulations. Buildings are locked and unlocked according to schedules. Violations of College regulations, as well as the laws of the Commonwealth of Pennsylvania, are dealt with in accordance with college policies, as well as local, state and federal statutes.

### **CAMPUS POLICE AUTHORITY AND JURISDICTION**

CCC Campus Police officers who have been commissioned have complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. These powers are granted by the Commonwealth of Pennsylvania. If minor offenses involving CCC rules and regulations are committed by a CCC student, Campus Police officers may also refer the individual for disciplinary action by the Vice President of Student Affairs. Major offenses are reported to the local police and joint investigative efforts with officers from CCC and the local police are deployed to solve these serious incidents. The prosecution of all criminal offenses is conducted in the Court of Common Pleas of Lehigh County. Campus Police personnel work closely with local police agencies. At this time there are no written memorandums of understanding between Cedar Crest College and the local police departments.

### **BACKGROUND AND CLEARANCE CHECKS**

Cedar Crest College conducts post job offer pre-employment screening with a thorough background check, including some or all of the following as applicable: a Pennsylvania criminal records check, a public records check, a credit check, a Pennsylvania Driving Record Check and Operator's License Check. If applicable, the College also requires a child abuse clearance check and an FBI fingerprint check. The college does not do these checks on students.

### **SEXUAL OFFENDER REGISTRATION**

The Campus Sex Crimes Prevention Act (hereinafter "CSCPA") of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (in Pennsylvania, it is the Pennsylvania State Police (hereinafter "PSP") to provide CCC with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at CCC. CCC is required to inform the campus community that a PSP registration list of sex offenders will be maintained and available at two campus locations: Campus Police in the Safety & Facilities Building and the Office of the Vice President of Student Affairs located in the Allen House. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000. Information on registered sexually violent offenders can also be obtained from the Pennsylvania State Police or their website at [meganslaw.psp.pa.gov](http://meganslaw.psp.pa.gov).

### **CAMPUS FACILITIES – SECURITY CONSIDERATIONS**

In order to discourage criminal activity, Campus Facilities/Grounds makes sure the campus is well-lit at night and that bushes and trees are kept trimmed. During routine patrols Campus Police officers make note of lights that are not operating, defective door and window locks and safety and fire hazards. A written report is sent to Facilities personnel for timely action.

### **COMMUNICATION MEDIUMS**

Aside from direct, personal contact with the College Community, Campus Police uses campus mail, campus e-mail, telephone, e2campus alerts and postings to communicate security matters as needed.

### **TIMELY WARNINGS**

In the event that a situation arises, either on or off campus, that, in the judgment of a Campus Police Officer, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the College e-mail system and, in some instances, the campus’ mass notification system, known as “e2campus.” This warning will be sent to all Faculty, Staff and Students in the Cedar Crest College Community. Brightly colored notices will also be posted on the bulletin boards on each floor of the residence halls and on the Campus Police bulletin board located on the first floor of the Tompkins College Center (hereinafter “TCC”) and other campus buildings. Anyone with information warranting a timely warning should report the circumstances to Campus Police office by phone (ext. 0) or in person at the Campus Police dispatch center within the Safety & Facilities Building that is located on the southeast corner of the campus behind Curtis Hall.

### **"e2Campus" Mass Notification**

In the event of an emergency, the College uses the “e2Campus” mass notification system. When necessary, the College will send notifications to all registered mobile phones and email addresses. "e2Campus" is also used to notify the campus community in the event of delays or closure of the College due to severe weather conditions. All members of the Cedar Crest community are encouraged to keep their information current for this program. Students are automatically enrolled, while Faculty & Staff have the option to do so. **Faculty and staff** can sign-up for E2Campus by simply clicking on the e2Campus link found on the “Employee” page on “My Cedar Crest” and filling out the **registration form**. It should be noted that anyone with a Cedar Crest College e-mail will receive at least a notification on that account. Campus Police will immediately dispatch officers to evaluate all emergency situations. At a minimum, the Campus Police will test this emergency response and evacuation procedure on an annual basis. This is the surest way for you to receive notifications critical to your safety and wellbeing.

### **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 Campus Police in an accurate and timely manner. To report a crime or an emergency on the campus of CCC, call Campus Police by pressing “0” (“operator”) or, from outside the campus phone system, 610-437- 4471 (Option “0”). To report a non-emergency security or public safety related matter, call Campus Police at extension 3522. Dispatchers operate these telephone numbers 24 hours a day, 7 days a week. In response to a call, CCC Campus Police will take the required action by dispatching an officer or asking the individual to stop by the Campus Police office to file an incident report. There are also 15 emergency call boxes placed throughout the campus.

When an emergency call box is activated, the blue light flashes which helps to identify the location of a call for assistance.

All student related Campus Police incident reports are forwarded to the Dean of Students for review and potential action by the Dean. Campus Police officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean of Students. If assistance is required from the City of Allentown Police, Fire Department, or other public safety entity, Campus Police will contact the appropriate unit. If a sexual assault should occur, staff on the scene, including Campus Police officers, will offer the victim a wide variety of victims services. Publications that are produced contain information about on-campus and off-campus resources. That information is made available to provide CCC community members with specific information about the resources that are available in the event that they become the victim of a crime.

The information about “resources” is not provided to infer that those resources are “reporting entities” for CCC. Crimes should be reported to CCC Campus Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. A crime that was reported only to the Allentown Police Department may not be included in the CCC crime statistics.

### **VOLUNTARY CONFIDENTIAL REPORTING**

If the victim of a crime does not want to pursue action within the college system or the criminal justice system, they may still want to consider making a confidential report. With permission, the Chief of Campus Police, Dean of Students or Director of Residence Life can file a report on the details of the incident without revealing a victim’s identity. The purpose of a confidential report is to comply with a victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

### **ACCESS TO FACILITIES**

It is the responsibility of Campus Police personnel to lock and unlock all campus buildings according to class schedules and campus events. Access to institutional facilities by employees is on an as-needed basis. Visitors to the campus seeking access to campus buildings and facilities for special events must do so through an individual host, sponsoring department, Campus Police or the Director of Conference Services.

### **SAFETY AND SECURITY IN THE CAMPUS RESIDENTIAL COMMUNITY**

Cedar Crest College (CCC) offers traditional residence halls with a total capacity of 554. This housing is offered to undergraduate and graduate students. We now offer graduate housing to men, as well as women. The three major room types offered to resident students include singles, doubles and triples. In addition to these room types, there are also some suite-style rooms that include a full or half bathroom in Butz and Curtis Halls. Security safeguards within the residence halls include restricted Card Access: Access to CCC housing facilities is limited to resident students, their escorted guests, and CCC professional staff. All main entrances to the residence halls are only accessible by scanning a CCC ID card.

Guest Registration: Residents must register all guests who will be on campus for more than one hour through the department’s “Guest Registration Form” system located in eRezLife. Guests must always carry valid photo identification and provide it immediately upon request from any college official. These visitors may not be in the hall if their hostess is not present in the hall. Residents may not give their CCC identification card to guests to access the halls.

On-Call Duty Rotation: Resident Advisors serve on an on-call duty rotation daily from 8pm-730am in their respective residence halls. Full time professional staff including the Director of Housing & Residence Life,



Assistant Director of Residential Education & Leadership, the Assistant Director of Student Engagement, and the Graduate Area Coordinator are on call twenty-four hours a day on a rotating basis.

Most importantly, residents are reminded of safety and security issues at orientation, the opening floor meetings and in the student handbook. Students are asked to keep their rooms locked at all times even when occupied, to observe building security procedures and to notify Residence Life Staff or Campus Police of any unfamiliar guests or unusual incidents within the residence halls. All Residence Life staff members in the halls undergo training each semester for both prevention and response regarding safety and security issues, including drug and alcohol awareness and fire safety training.

### **HOUSING ENTRANCE SECURITY**

The main door of each residence hall is equipped with a keyless entry system. Persons entering or leaving each residence hall must do so through the main entrance and access to the main door is restricted to authorized personnel and students with electronic access/ID cards. The use of these electronic access/ID cards is recorded by a computer which is located in the Campus Police office. Security cameras at these main doors record all entries to the residence halls and are monitored by switchboard personnel. In the event the main door is held open or propped, an alarm will sound at the Campus Police Office which will result in a response by Campus Police. All secondary doors to the residence halls are locked and connected to alarms 24-hours a day.

Students are responsible for their access/ID cards and are not permitted to loan their cards to anyone. Students found lending their cards will be subject disciplinary actions. All authorized personnel entering residence halls should be aware of "tail gating" by individuals not authorized to be there and report any infractions to campus police immediately.

Each residence hall room is equipped with its own fire detection device. The alarm system is centralized at the College switchboard and is monitored 24 hours a day. Should unauthorized exit or entry occur or, if a fire detector is activated, an alarm will sound both at the site of the problem and at the switchboard. This alarm will audibly and visually identify the site of the problem and display at the switchboard the time, date, location of the problem and print out a complete record of alarms. Once an alarm has been set off and the building identified, an officer will be dispatched to investigate and to take necessary action.

### **DOOR AND WINDOW SECURITY**

Residence hall windows are equipped with locks, and room keys are issued to each resident upon move-in. In the event that a key is lost or stolen, that loss must be reported to the Director of Residence Life and to Campus Police as quickly as possible. If a room key is lost or a student leaves and does not return her key, a charge of \$50 will be assessed for replacement. Keys may not be duplicated. Students are responsible for their keys and are not permitted to loan their keys to anyone. Students found duplicating or lending their room keys may be subject to disciplinary action.

### **RESIDENCE HALL PERSONNEL**

The Assistant Director of Residential Education & Leadership (AD) is a twelve-month live-in professional who resides in Moore Hall (oversees Moore and Steinbright Halls). In addition to the AD, there is also a live-in Graduate Area Coordinator (GAC) who resides in Butz Hall (Oversees Butz and Curtis Halls). The AD and GAC oversee a combined staff of 3 Head Resident Advisors and 15 Resident Advisors between all of the residence halls. RAs are student staff members who live on each floor of the residence halls and provide the following support and services to students: peer helper, educator, administrator, policy enforcer, team member, and role model. Training and development at all levels includes comprehensive in person training at the beginning of each semester and a Resident Advisor manual, which outlines important policies and

procedures. Professional and student staff also participate in ongoing professional development sessions throughout the academic year.

Other personnel who enter the residence halls include custodial, facilities and maintenance staff, as well as off campus vendors. All of the aforementioned personnel receive instruction on building security protocol and are required to sign in and out at Campus Police at the commencing and conclusion of their work in the residence halls. Campus Police Officers also conduct routine patrols through the residence halls.

### **HOLIDAY AND VACATION HOUSING**

For each break period, a specific closing time for the halls will be indicated. All students are expected to vacate their rooms by this deadline, unless the student makes arrangements with the Office of Housing & Residence Life to remain in the residence halls due to certain circumstances. Unauthorized occupancy can lead to disciplinary action being taken. Students may be required to relocate to another building for safety or logistical reasons if they are remaining in the residence halls when they are closed for break.

Break periods are used for general maintenance. Students may expect work crews in the buildings during these times. Failure to comply with residence hall break guidelines may result in fines or disciplinary sanctions.

### **GUEST HOUSING**

During the summer months Cedar Crest College houses international workers in the residence halls on campus. These workers are hired by Dorney Park/Wild Water Kingdom, a company not affiliated with Cedar Crest College, to fill various positions within the amusement park. The workers are issued ID badges from the park and access cards from the college. All policy and procedures of the College must be adhered to while these workers are staying on campus. The only exception to the rules are overnight guests are not permitted.

### **ROOM SELECTION AND ROOM CHANGES**

All returning resident students are required to complete the online housing application to secure housing for the following academic year. In addition, students must be financially clear and registered for 12 or more credits in order to select a room.

No room changes may be made during the first and last fourteen (14) calendar days of any semester. There is a formal mediation process to assist roommates in resolving conflicts. Students should contact their resident hall staff member for assistance. All requests for changes must be submitted in writing with the signatures of all parties on a room change form. Students relocating rooms must follow proper check-in and check-out procedures. Students found occupying a room that has not been assigned by the Director of Housing & Residence Life must immediately move back to their originally assigned room and sanctions may apply.

### **SECURITY EDUCATION, INFORMATION AND COMMUNICATION**

Students participate in two fire drills per semester in their residence halls; any residence hall having an unsatisfactory fire drill is required to have an additional one. During fire drills students are required to evacuate the building as quickly as possible. Campus Police conduct thorough building inspections including keying into all rooms to make sure all students are in compliance. Students who remain in the building during these drills are subject to disciplinary action.

Residence hall staff are also trained by the Allentown Fire Department on fire extinguisher use and related topics on an annual basis.

### **ADDITIONAL INFORMATION ON FIRE EXTINGUISHERS CAN BE FOUND HERE:**

[https://www.cedarcrest.edu/wp-content/uploads/2024/09/FIRE\\_EXTINGUISHER\\_TRAINING.pdf](https://www.cedarcrest.edu/wp-content/uploads/2024/09/FIRE_EXTINGUISHER_TRAINING.pdf)

Security related workshops and short courses such as the R.A.D. (Rape Aggression Defense) program can be organized by contacting the Chief of Campus Police.

Students, Faculty & staff can Learn how to defend themselves (should they choose to do so) in different situations that could arise in everyday life. They learn from Certified Instructors. Learn from a program that is taught in all 50 states, Canada, and England. Rape Aggression Defense (R.A.D.) Program: Since the program deals specifically with defense against abduction for the purpose of rape, we focus on how women are attacked. The first class is dedicated to educating women about the terminology of various types of sexual assault, crime statistics, date rape drugs (i.e. Rohypnol, GHB, etc.) and their effects, process of investigation, and the importance of risk awareness and avoidance. The next two classes involve the practical application of realistic self-defense techniques for women to prevent abduction and sexual assault. The fourth class (optional) is a simulation exercise in which the female students use the techniques learned against trained “aggressors”. The R.A.D. program has a free lifetime return and practice policy. R.A.D. is not a Martial Arts program.

Fliers are distributed regularly to students, faculty and staff on a variety of topics, including self-protection in the home, on the highway and outdoors. Crime prevention programs include orientation workshops, individual floor meetings, residential community-wide presentations and educational programs. Campus Police will also work with student groups to organize programs focused on campus and personal safety issues.

ADDITIONAL SAFETY INFORMATION CAN BE FOUND HERE:

## **EMERGENCY ACTION GUIDELINES**

<https://www.cedarcrest.edu/wp-content/uploads/2024/04/EMERGENCYACTIONSGUIDELINES.pdf>

## **EMERGENCY RESPONSE AND EVACUATION DRILLS**

In order to better prepare for emergencies on campus, Cedar Crest College regularly tests its emergency response and procedures through various drills that can incorporate a Tabletop discussion, a larger, more practical Functional Drill or a Full Scale Drill. These drills will usually always involve the College’s Incident Management Team, Campus Police and some or all of the entire campus community. The college also frequently requests the assistance of emergency services in the City of Allentown to assist in these drills, with their equipment and expertise. The following is a synopsis of the drills held for the last three years:

**2023:** The College conducted Fire Drills in the Butz, Curtis, Moore Residence Halls on September 19<sup>th</sup>, 2023 and in the Steinbright Residence Hall on September 19<sup>th</sup>, 2023. The fire alarms were activated by Campus Police Officers and an evacuation compliance check was completed for all rooms in the halls. There were no reported issues with the evacuation of the buildings however, a number of strobe lights failed to activate in Steinbright Hall and a work order was generated and the issue was repaired. Another drill was conducted on March 30<sup>th</sup>, 2023 in the Butz, Curtis, Moore and Steinbright Residence Halls. Aside from one student failing to evacuate the building, there were no reported issues. On July 13<sup>th</sup>, 2023 Fire drills were again conducted in the Butz, Curtis, Moore and Steinbright Residence Halls and, aside from several Dorney Park Residents failing to evacuate, there were no other reported issues.

On January 17<sup>th</sup>, 2023 Campus Police held a four hour training session on responding to an Active Shooter situation in Alumnae Hall. Officers were instructed by personnel from Lehigh University.

On March 13<sup>th</sup>, 2023, the College held an emergency drill at the Hamilton Boulevard Building on the topic of an Active Shooter/Hostage situation. This involved role-playing staff, Campus Police Officers, The Emergency Response Team from the City of Allentown, along with the Hostage Negotiators from the City of Allentown and a scenario where shots were fired and hostages were taken inside of a campus building and the work in resolving such a scenario without injury to the hostages.

On August 22<sup>nd</sup>, 2023, the Chief and Assistant Chief of Campus Police held a lecture and answered questions, at the Faculty Workshop on the topic of “Run, Hide, Fight” involving an active shooter on campus.

On November 17<sup>th</sup>, 2023, the College Conducted a “Shelter in Place/Lock-Down Drill” for the entire Campus. The College’s emergency notification system, E2Campus was utilized to notify the community of the start and finish of the exercise and Building Coordinators and officers checked all of the buildings for compliance and reported on any issues.

On December 19<sup>th</sup>, 2023, the College hosted a Tabletop Emergency Exercise on the topic of evacuation of the campus. This was attended by the College’s Incident Management Team, members of the Lehigh County 911 Center, Allentown EMS, Campus Police and others from the community. The tabletop was conducted by the Director of Lehigh County’s Emergency Management Agency

**2022:** The College conducted Fire Drills in the Butz, Curtis, Moore and Steinbright Residence Halls on September 13<sup>th</sup>, 2022, in which the fire alarm was activated by Campus Police and an evacuation compliance check was completed for all rooms in the halls. There were no reported issues with these drills. Another Fire Drill was conducted on March 29<sup>th</sup>, 2022, in Butz and Curtis Residence Halls. There were no issues reported with these drills. Fire Drills were also conducted on March 30<sup>th</sup>, 2022 in the Moore and Steinbright Residence Halls and there were no issues reported.

Although Active Shooter Training involving the use of a campus building was planned in November of 2022, the actual training was delayed until January of 2023 due to scheduling and manpower issues.

**2021:** The College conducted a “Lock Down” drill of the entire campus on November 9<sup>th</sup>, 2021, at approximately 09:01 a.m. The Campus Community was notified via email of the upcoming drill on November 8<sup>th</sup>, at approximately 09:39 hours however, the exact date and time for the drill was not given. Attached to the original email was the colleges “Lock Down” procedure for everyone to review. The drill was completed in approximately 15 minutes. Notification to the Campus Community was made through our mass notification system, “E2Campus”, which provides not only an email and text to everyone enrolled, but also Alertus “pop-ups” on all active network computers, televisions on the Visix System and Alertus beacons. There were no major issues encountered during this drill however, there was a technical issue with the Visix system which was resolved after the drill was completed.

The College also conducted Fire Drills in Moore and Steinbright Residence Halls on March 16<sup>th</sup>, 2021, in which the fire alarm was activated by Campus Police and an evacuation compliance check was completed for all rooms in the halls. There were no reported issues with these drills. Another Fire Drill was conducted on March 22<sup>nd</sup>, 2021, in Butz Hall. There were no issues reported with this drill. Another drill was conducted on March 23<sup>rd</sup>, 2021, in Curtis Hall and other than a missing glass in the pull station near the main door, there were no other issues reported. The missing glass was replaced.

## **CRIME PREVENTION PROGRAMS**

Crime prevention programs on personal safety and theft prevention are sponsored by various CCC campus organizations throughout the year. The Campus Police personnel practice community-oriented policing and facilitate programs for student, parent, faculty, new employee orientations, student organizations and community organizations.

## **CEDAR CREST COLLEGE AED POLICY**

### **I. Policy Statement**

This policy will establish a process for the inspection and maintenance of Automated External Defibrillators (AED) in locations throughout the Campus of Cedar Crest College.

### **II. Scope**

Applicable departments within the Cedar Crest College Community.

### **III. Definition**

- An Automated External Defibrillator (AED) is used to treat victims who experience Sudden Cardiac Arrest (SCA). It is only to be applied to victims who are unconscious, without a pulse and not breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

### **IV. Procedure**

#### **A. AED Locations and Inspection Process**

1. Public AED's are located in several locations in the buildings of Cedar Crest College. They are as follows:
  - a. Alumnae Hall lobby (on the wall next to the main entrance to the Alumnae Theater)
  - b. Blaney Hall (on the wall near main stairwell at fire hose)
  - c. Cressman Library (on wall at the top of the main stairwell, near the main entrance)
  - d. Dorothy Rider Pool Science Center (on the wall across from room 129)
  - e. Hamilton Boulevard Building lobby (near the entrance to the Exercise & Physiology Lab)
  - f. Lees Hall lobby (on the wall between the restrooms)
  - g. Steinbright Hall (In the main lobby)
  - h. Tompkins College Center main lobby (on the wall near the north entrance)
2. Other AED locations:
  - a. Campus Police patrol vehicles
  - b. Campus Police Office
  - c. Rodale Aquatic Center (located on the deck of the large pool)
  - d. Athletics Department (Lees Hall In room 109)

- e. Health Services (Curtis Hall in room 108)
3. Public and departmental AED's will be inspected by Campus Police in accordance with manufacturer specifications.
    - a. Each public AED should have two sets of pads, one adult and one infant, and the expiration date of electrode pads will be checked monthly. Any pads expiring prior to the next monthly check will be replaced. This inspection will include the activation of the AED to ensure proper functionality, along with an inspection of the AED responder pack, included in the AED cabinet. This pack will include the following:
      - 1) One facemask barrier device
      - 2) Two pair of latex free gloves
      - 3) One set of trauma shears
      - 4) One medical prep razor
      - 5) Absorbent hand towel
      - 6) Antimicrobial hand towelette
      - 7) Equipment cleaning towelette
      - 8) Biohazard bag
      - 9) Nylon pouchConfirmation of these inspections will be logged on the AED checklist.
    - b. Batteries will be replaced as indicated.
    - c. Public space AEDs: Campus Police will perform a visual, daily check to confirm the status indicator reads "OK", indicating proper functioning on all public AEDs.
    - d. AEDs in other departments, such as Athletics, Health Services and the Rodale Aquatic Center, will be checked by that departments personnel on a daily basis, to:
      - 1) Confirm the status indicator reads "OK", indicating proper functioning.
      - 2) Batteries will be replaced as indicated.
      - 3) The expiration date of electrode pads will be checked monthly. Any pads expiring prior to the next monthly check will be replaced. Confirmation of these inspections will be logged on the AED checklist (See Appendix #2).
    - e. Non-functioning equipment will be removed for repair.
  4. At the month's end, all completed AED checklists will be forwarded to the Chief of Campus Police.

## **Training**

1. Campus Police, Athletic Trainers, Rodale Aquatic Center Staff and Health Services Staff will renew CPR and AED training at least once every two years.

## **Using an Automated External Defibrillator (AED)**

A victim who does respond or appears to be in distress may have an abnormal heart rhythm that stops the heart from pumping blood. In such a case, an AED may be used to provide aid to the victim. Observe the following steps:

1. Check to see if the scene is free of hazards such as:
  - Electric (e.g. downed power lines. Electric cords, etc.)
  - Chemical hazards (e.g. gases, liquids, solids or fumes)
  - Suspicious individuals or anyone that could potentially harm a person
  - Traffic both vehicular and pedestrian that could harm the victim
  - Fire or flammable gases such as oxygen, propane, and hydrogen
2. Determine that the victim is:

- Unresponsive (Shake shoulders and ask are “Are you alright?”)
  - No visual breathing (gaspings is not effective breathing) or
  - Without a pulse
3. Notify Cedar Crest Campus Police by dialing “0” or (610) 437-4471
  4. Immediately begin Chest compressions and CPR, if trained and feel comfortable doing so
  5. Retrieve or ask someone to retrieve the nearest AED
  6. When the AED arrives:
    - Turn the AED on by opening the case and press the green power button. Follow voice prompts provided by the AED
    - Make sure the AED pads are dry
    - Open the person's shirt and wipe his or her bare chest dry
  7. Make sure that everyone is clear of contact with victim while AED analyzes the heart rhythm. Remember that the AED will not advise a shock in all cases. If AED advises “no shock” immediately begin chest compressions and CPR, if trained for two minutes until the AED voice prompt says:
    - “Do not touch victim. Analyzing rhythm.” The AED will guide the rescuer through a defibrillation sequence. Make sure that everyone is clear of the victim before shocking
    - Continue this sequence until a rhythm is detected or EMS personnel arrive
  8. Fill out and file the AED Incident Report Form (Appendix #1) (available through the Campus Police department)
  9. Turn the AED over to Cedar Crest Campus Police

#### **B. Record Keeping**

Cedar Crest Campus Police will maintain all documentation for equipment maintenance, repairs, inspections, usage, *AED Incident Forms*, and qualified users for a minimum of seven years.

Documentation includes:

- Maintenance and safety inspection records for each AED (semi-annual and weekly).
- Original copy of each *AED Incident Report* completed after an AED is used.
- All information of AED usage, including Cedar Crest Campus Police reports and/or emergency response treatment. This documentation will be stored in accordance with local, regional and federal standards for storing confidential medical information.
- Training records of those employees and students trained in CPR and/or AED to include documentation of training, qualifications, and evidence of certification.

Cedar Crest Campus Police Officers will check all AED on their shift and note the check on their shift logs.

#### **C. Important notes for AED use:**

1. If a patient is under eight years of age or 55 lbs, an infant/child pads cartridge should be used. If an infant/child cartridge is not available, an adult cartridge can be used. Place the pads on the center of the chest and on the center of the back.
2. Remove any medicine patches and residual adhesives before applying AED pads using proper personal protection equipment, such as gloves.
3. Pacemakers may interfere with rhythm analysis; do not place electrodes directly over pacemaker, they should be place one hand width away.
4. If the victim converts to a heart rhythm that does not require defibrillation, follow instructions from AED voice prompt.
5. Do not remove pads unless directed to do so by emergency personnel.
6. Individuals who elect to use AED, perform CPR, or are requested by a recognized emergency

response personnel to assist a victim are protected from civil liability by **Pennsylvania Good Samaritan Act 42 Pa.C.S.A. § 8332.**

7. All equipment contained within the emergency kit associated with each AED is disposable. Upon use, Cedar Crest Campus Police must be notified to ensure that equipment and personal protective equipment (PPE) used to aid a victim is disposed of properly. Under most circumstances, unless blood or bodily fluids are present, PPE and equipment may be disposed of in a solid waste bin.
8. AED used on any patient must be returned to Cedar Crest Campus Police as soon as possible to retrieve the electronic rescue data stored on the device so that it can be provided to medical service professionals to assist in treatment.

## **CEDARCREST CAMPUS POLICE AED INCIDENT REPORT**

*Complete this form with every incident necessitating AED use, submitting within 24 hours of use to the Cedar Crest College Campus Police*

**PATIENT'S NAME:** \_\_\_\_\_

**STUDENT'S ID NUMBER (If applicable):** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **AGE:** \_\_\_\_\_ **SEX:** F M **PHONE:** \_\_\_\_\_

**ALLERGIES:** \_\_\_\_\_

**CURRENT MEDICATIONS:** \_\_\_\_\_

**PERTINENT MEDICAL HISTORY:** \_\_\_\_\_

**DATE & TIME OF AED USE:** \_\_\_\_\_ **AED used located at:** \_\_\_\_\_

**EXACT LOCATION OF INCIDENT:** \_\_\_\_\_

**DESCRIPTION OF INCIDENT (use reverse if necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WITNESSES:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**NAME OF AED OPERATOR:** \_\_\_\_\_

**Was CPR Conducted?** Y/N      **Person Conducting CPR:** \_\_\_\_\_

**OTHER ASSISTING RESPONDERS:** \_\_\_\_\_



EMS UNIT RECEIVING PERSON: \_\_\_\_\_

TIME AND LOCATION OF TRANSPORT: \_\_\_\_\_

REPORTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_



## **Pennsylvania Good Samaritan Act**

### **42 Pa.C.S.A. § 8332**

#### **Nonmedical Good Samaritan Civil Immunity**

(a) General rule.--Any person who renders emergency care, first aid or rescue at the scene of an emergency, or moves the person receiving such care, first aid and rescue to a hospital or other place of medical care, shall not be liable to such person for any civil damages as a result of any acts or omissions in rendering the emergency care, first aid or rescue, or moving the person receiving the same to a hospital or other place of medical care, except any acts or omissions intentionally designed to harm or any grossly negligent acts or omissions which result in harm to the person receiving the emergency care, first aid or rescue or being moved to a hospital or other place of medical care.

(b) Exceptions--

(1) This section shall not relieve a driver of an ambulance or other emergency or rescue vehicle from liability arising from operation or use of such vehicle.

(2) In order for any person to receive the benefit of the exemption from civil liability provided for in subsection (a), he shall be, at the time of rendering the emergency care, first aid or rescue or moving the person receiving emergency care, first aid or rescue to a hospital or other place of medical care, the holder of a current certificate evidencing the successful completion of a course in first aid, advanced lifesaving or basic life support sponsored by the American National Red Cross or the American Heart Association or an equivalent course of instruction approved by the Department of Health in consultation with a technical committee of the Pennsylvania Emergency Health Services Council and must be performing techniques and employing procedures consistent with the nature and level of the training for which the certificate has been issued.

**1982; 1976, July 9, P.L. 586, No. 142, S 2, effective June 27, 1978. As amended 1978, July 1, P.L. 697, No. 122, S 1, effective in 60 days.**

## **BIAS RESPONSE POLICY**

Cedar Crest College values a diverse, inclusive and equitable learning environment. The College is committed to maintaining a respectful and welcoming living, learning and working environment for all students, faculty and staff. As such, the College has established the Bias Incident Response Team. The Response Team is the first response from the College in coordinating responses to bias and hate incidents. The Response Team ensures that affected individuals have access to appropriate resources, to assist the College in its response and to facilitate a coordinated campus response to bias-related incidents and situations.

Bias incidents are expressions, acts or behaviors — verbal, written or physical — which are directed against or target an individual or group based on perceived or actual characteristics, such as, race, ethnicity, color, religion, gender, gender identity, gender expression, pregnancy, national origin, age, disability, sexual orientation, familial status, veteran status or any other characteristic protected from discrimination under law. Bias incidents include hate crimes as defined under Federal and applicable state law. Incidents do not need to be hate crimes to be reported. All such incidents may violate College policies regarding student, faculty and staff conduct, as well as laws against discrimination. The College strongly encourages the reporting of all hate crimes and bias incidents.

As an academic community, the College values protected free speech as central to advancement of learning. The College also recognizes an obligation to ensure an educational environment that is welcoming and inclusive of all learners.

The Bias Incident Response Team does not replace processes and policies for reporting and addressing acts of discrimination, harassment or violence, including but not limited to those established in student, faculty and staff handbooks or by the offices of Student Affairs, Human Resources, the Provost or the College Police.

Retaliation of any kind against a student or member of the faculty, staff or College community for submitting a bias incident report, participating in a bias follow-up procedure or refusing to participate in a bias follow-up procedure is explicitly prohibited

For more information and how to report visit the Bias Response Policy Site, [click here](#).

## **HAZING REPORT AND INFORMATION**

Information on Cedar Crest Colleges hazing policy and report can be found here:

<https://www.cedarcrest.edu/wp-content/uploads/2024/09/CEDAR-CREST-COLLEGE-HAZING-REPORT-2014-2019.pdf>

## ALCOHOL POLICY

Cedar Crest College complies with the Commonwealth of Pennsylvania's liquor laws. All students are expected to know and abide by these laws and to follow the procedures of the College that support them. Students and organizations that violate any law or policy are subject to disciplinary action by the College. Students will not be protected from legal action taken by public agencies or campus police officers responsible for enforcing the law, even when college disciplinary action has been taken for the violation of the Community Standards for Social Conduct and/or other campus regulations.

### College Alcohol Regulations

- a) Students 21 years of age or older may possess or consume alcoholic beverages in accordance with Cedar Crest College policies.
- b) Students of legal drinking age, 21 years of age, and their guests who are of age may responsibly consume alcohol in residence hall rooms or at college-sponsored events where alcohol is being served.
- c) When one student is 21 years of age and the roommate is under 21, only the student who is 21+ years old may possess and consume alcohol.
- d) Students under 21 years of age are prohibited from possessing and/or consuming alcoholic beverages.
- e) Students under 21 years of age, and their guests regardless of their age, may not possess or consume alcohol in residence hall rooms.
- f) Alcohol may not be stored in community spaces, such as communal refrigerators.
- g) Possession, consumption and/or provision of alcohol in public areas of the campus are not permitted. Public areas are defined as those areas of the campus that are readily accessible to students, faculty, staff and guests. Such areas include all outside areas, athletic fields, lobbies, classrooms, lounges, building corridors and offices. Campus police have the authority to confiscate alcohol in the possession of any individual under 21 years of age and may confiscate alcohol of individuals over 21 years of age if circumstances dictate such action to be necessary. Confiscated alcohol and paraphernalia will not be returned and will be discarded or destroyed by the College.
- h) There shall be no kegs or beer balls in the residence halls, nor shall there be any common sources containing alcohol, such as bathtubs, punch bowls, baby pools, trash cans, etc.
- i) When all official residents of the room are under the age of 21, no alcoholic beverages are permitted in the residence hall room.
- j) Visibly intoxicated persons or persons showing signs of alcohol abuse may be removed from campus by police, campus police or medical personnel.
- k) Violating other policies while under the influence of alcohol will constitute a violation of the Alcohol policy as well.
- l) Campus police has the authority to administer a breathalyzer test in those situations where underage drinking is suspected of having occurred or to more accurately determine the blood alcohol level of any person who appears to be under the influence to the point where they are a danger to themselves or others. A student has the right to refuse a breathalyzer test. If a test is refused, the test will be considered a "positive test" and summary action and sanctions may apply.
- m) Providing alcohol to underage individuals is prohibited, including leaving alcohol unattended in locations where those under 21 may serve themselves. The student who serves alcohol to a person regardless of age shares responsibility with that person for any violation of the

Cedar Crest College policies.

### **Campus Events with Alcohol**

- a) All student-sponsored events with alcohol must be registered with both the Office of Student Engagement and the Dean of Students. Student Clubs and Organizations should fill out the Student Event with Alcohol Notification Form at least 10 working days prior to the date of the scheduled event. The person signing the registration for an event where alcohol is to be served must be 21 years of age or older.
- b) Events must have a stated purpose (dancing, entertainment, etc.) other than the consumption of alcohol. Themes that encourage the consumption of alcohol (i.e. happy hours and drinking games) are prohibited.
- c) Complete guidelines for events where alcohol is to be served can be obtained from the Student Club and Organization Handbook through the Office of Student Engagement.

### **Amnesty Policy**

The policy may apply when a student receives emergency medical assistance that is (a) related to the consumption of alcohol, and (b) sought by a person not serving in an official college capacity. This policy may also apply to any student who seeks medical assistance for another student experiencing a medical emergency based upon alcohol consumption. The student will not be charged or sanctioned for violations of college alcohol-related policies. Students receiving medical assistance in compliance with this policy shall not be referred for prosecution for any state, local or federal crime or misdemeanor solely related to the possession, consumption or supplying of alcohol, unless otherwise provided for in this policy. The student will be required to consult with the Assistant Dean of Students or designee and may be required to participate in an appropriate educational program. Nothing in this policy shall prevent an individual who is obligated by federal, state, or local law, or college policy, practice, or procedure, from reporting, charging, or taking other action related to the possible criminal prosecution of any student.

No individual may receive amnesty more than once. Records of all requests for assistance under this policy shall be maintained by the Dean of Student's Office. Participation in any program as a result of this policy shall not be noted on the student's judicial record. In the event an individual who previously utilized the amnesty policy is involved in a subsequent alcohol-related incident, the subsequent incident and any resulting charges shall be treated as a second offense.

### **ARREST POLICY**

Students who are arrested by any law enforcement agency are required to inform the Assistant Dean of Student's within 72 hours of their arrest. Students arrested may be subject to College disciplinary action when their conduct violates College standards. Failure to report this information to the Assistant Dean of Students will result in a "Failure to Comply" charge and may result in further disciplinary action.

### **WEAPONS**

Weapons are prohibited on the campus of Cedar Crest College. All federal, state and local laws regarding the possession, use and sale of weapons are in force on campus. Cedar Crest Police Officers do carry ASP batons and firearms. Cedar Crest College Campus Police have the lawful authority to use force, up to and including deadly force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer and others.

## **DRUG AND CONTROLLED SUBSTANCE POLICY**

Cedar Crest College complies with the state, federal and local drug laws. All students are required to abide by and know the state and federal drug laws. Please consult the Commonwealth of Pennsylvania The Controlled Substances, Drugs, Device, and Cosmetic Act.

Cedar Crest College shares the concern of the medical profession and law enforcement agencies for the serious effects that can result from the use of dangerous drugs and narcotics. Marijuana remains an illegal drug under federal law. Although Pennsylvania's state law and medical marijuana program provide access to medical marijuana for patients with specific medical conditions, this law does not supersede the Federal Law (the Controlled Substances Act), which flatly bars the use of marijuana even in states that have authorized its use of medical purposes or otherwise. In addition, The DrugFree Schools and Community Act applies to Cedar Crest College. Cedar Crest College opposes and prohibits the possession and use of illegal drugs and narcotics by its students on campus. The College will cooperate with the enforcement of state and federal laws.

The College may take disciplinary action against a student who violates these laws to the extent of separation from the College. Students who wish to seek counseling regarding the use of drugs and their effects are urged to consult with the office of health and counseling services.

### **Prohibited Acts**

The following acts and the causing thereof within the Commonwealth including upon the campus of Cedar Crest College are hereby prohibited:

1. The possession or use of illegal drugs as defined by federal or Pennsylvania law.
2. The manufacture, distribution, or intended distribution of illegal drugs is prohibited.
3. The possession or use of prescription medication in a manner other than is described on the prescription label including, but not limited to being in possession of or using prescription medication without a prescription is prohibited
4. The unauthorized distribution or intended distribution of prescription medication is prohibited.
5. The misuse of over-the-counter medications is prohibited.
6. The possession or use of drug paraphernalia (i.e., bongs, pipes, etc.), including those that are homemade is prohibited. Drug paraphernalia includes any device that can be used to store, smoke, transport, etc., marijuana or other illegal drugs.
7. Residential students may also face discipline procedures related to the smell of marijuana in the residential facilities. Residents and guests will be held accountable if they are in a room/location where there is the odor of marijuana, even if the odor is "carried in" by a resident or guest. In addition, residents will be held accountable if there is the odor of marijuana coming from their room or person.

## Reasonable suspicion or mandated screening

A student may be subject to testing at any time when the departmental chair or director, program director or head of an academic unit or designee determines there is reasonable suspicion to believe the student is under the influence or using illegal or prohibited drugs. Students may also be subject to drug testing based upon the requirements of an academic program. Reasonable suspicion drug testing may be based on objective, reliable information as determined by the departmental chair or director, program director or head of an academic unit or designee. Reasonable suspicion may include, without limitation:

- a) Observed possession or use of substances appearing to be prohibited drugs.
- b) Arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances.
- c) Observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, increased injury rate or illness, physical appearance changes, motivational level, emotional condition, mood changes and legal involvement.

If suspected, the departmental chair or director, program director or head of an academic unit or designee will notify the student of the testing requirement and the student must stay with a faculty or staff member until testing occurs. All testing will be performed by designated laboratories determined by the College. Testing shall be in accordance with industry standards and in accordance with any applicable federal and state laws. The collection procedures shall be designed to ensure the security and integrity of the specimen provided by each student and those procedures shall follow chain-of-custody guidelines.

Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. The student is responsible for the cost of the drug screening.

Students who fail or refuse a drug test administered during their academic and co-curricular endeavors (i.e. nursing program, athletic team, etc.) will be subject to discipline up to and including expulsion.

## DEFINITIONS AND TERMS

- **Administer** - The direct application of a controlled substance, other drug or device, whether by injection, inhalation, ingestion or any other means, to the body of a patient or research subject.
- **Contraband** - Any controlled substance, other drug, device or cosmetic possessed by a person not authorized by state or federal law to possess such controlled substance, other drug, device or cosmetic or obtained or held in a manner contrary to the provisions of this act. The foregoing includes, but is not limited to, medical marijuana.
- **Deliver/Delivery** - The actual, constructive or attempted transfer from one person to another of a controlled substance, other drug, device or cosmetic whether or not there is an agency relationship.



• **Drug** - (i) substances recognized in the official United States Pharmacopoeia, or official National Formulary or any supplement to either of them; and (ii) substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in human or other animals; and (iii) substances (other than food) intended to affect the structure or any function of the human body or other animal body; and (iv) substances intended for use as a component of any article specified in clause (i), (ii) or (iii), but not including devices or their components, parts or accessories.

• **Drug Paraphernalia** - All equipment, products and materials of any kind that are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act.

• **Furnish** - To supply, give or provide to or allow a minor to possess on premises or property owned or controlled by the person charged.

• **Manufacture** - The production, preparation, propagation, compounding, conversion or processing of a controlled substance, other drug or device or the packaging or repackaging of such substance or article, or the labeling or relabeling of the commercial container of such substance or article, but does not include the activities of a practitioner who, as an incident to administration or dispensing such substance or article in the course of professional practice, prepares, compounds, packages or labels such substance or article. The term "manufacturer" means a person who manufactures a controlled substance, other drug or device.

• **Marijuana** - Consists of all forms, species and/or varieties of the genus *Cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture or preparation of such plant, its seeds or resin and specifically includes medical marijuana, in all forms, as it is a Schedule I narcotic under Federal law. CBD is included in the prohibited materials in this policy as it may contain THC. For purposes of this policy, Marijuana shall not include products made from the mature stalks of such plant, fiber produced from such stalks, oil or cake made from the seeds of such plant, any other compound, manufacture, salt, derivative, mixture, or preparation of such mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of such plant which is incapable of germination and which is not used, or intended for use, for human consumption. For purposes of this policy, the term used for human consumption means either: (i) Ingested orally or (ii) Applied by any means such that THC may enter the human body. For purpose of this policy the term intended for use for human consumption means any of the following: (i) Designed by the manufacturer for human consumption; (ii) Marketed for human consumption; or (iii) Distributed, exported, or imported, with the intent that it be used for human consumption.

- **Narcotic** - Any of the following, whether produced directly or indirectly by extraction from substances of vegetable origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis: (i) opium, (ii) any opiate having an addiction forming or addiction sustaining capacity similar to morphine, but not including the isoquinoline alkaloids of opium, (iii) any compound, manufacture, salt, derivative, or preparation of opium or any opiate, and (iv) any substance, compound, manufacture, salt, derivative, or preparation thereof, which is chemically identical with any of the substances referred to in (i), (ii) or (iii).
- **Opiate** - Any substance having an addiction-forming or addiction-sustaining liability similar to morphine or being capable of conversion into a drug having addiction- forming or addiction sustaining liability. It does not include the dextrorotatory isomer of 3-methoxy-nmethlmorphinan and its salts (dextromethorphan). It does include the racemic and levorotatory forms.
- **Prescription/Prescription Order** - An order for a controlled substance, other drug or device for medication which is dispensed to or for an ultimate user, but does not include an order for a controlled substance, other drug or device for medication which is dispensed for immediate administration to the ultimate user (e.g., an order to dispense a drug to a bed patient for immediate administration in a hospital is not a prescription order).
- **Production** - The manufacture, planting, cultivation, growing or harvesting of a controlled substance, other drug, device and cosmetic.

## SEXUAL MISCONDUCT POLICY

### OVERVIEW

Cedar Crest College is committed to ensuring that all members of the college community have a learning and working environment that is free from sexual misconduct. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, intimate partner violence and stalking that is sex or gender based. Cedar Crest College considers all forms of sexual misconduct to be serious offenses that are not tolerated within the College or any community. Cedar Crest College expects all members of the College community to share in the responsibility for ensuring that the Cedar Crest College environment is free from any form of abuse, violence or verbal or physical intimidation.

Cedar Crest College promotes and encourages prompt reporting and resolution of all sexual misconduct reports. Allegations of sexual misconduct may be reported anonymously, unless the individual reporting is a mandated reporter. Retaliation in any form (e.g., intimidation, threats or harassment) against anyone who makes a complaint of sexual misconduct in good faith, or any third party cooperating with the investigation of such an act is strictly prohibited by law and Cedar Crest College policy and may result in disciplinary action.

Survivors are encouraged to seek medical attention and utilize support resources available on campus and through local and national agencies. Assistance is available twenty-four hours a day as outlined in the “Services, Education, and Prevention Programs” section below.

Cedar Crest College does not discriminate on the basis of race, color, religion, gender, gender identity, gender expression, sex, national origin, age, disability, sexual orientation, family status or any other characteristics protected from discrimination under law or Cedar Crest College policy.

If you have any questions regarding this Policy or Title IX generally, you may contact Cedar Crest College's Title IX Coordinator, Amy Porter, by phone at 610-606- 4666 ext. 4588, in person at Cressman Library 320 or by e-mail at [titleix@cedarcrest.edu](mailto:titleix@cedarcrest.edu) .

## **POLICY**

It is the policy of Cedar Crest College that any act(s) of sexual misconduct violate(s) the standards of conduct required of members of the college community. As such, sexual misconduct is prohibited without exception.

## **DEFINITIONS**

The law provides for various violent and/or non-consensual sexual acts that constitute criminal acts. Commission of any act deemed a crime by state or federal law is a violation of the College's policies. Additionally, the College has defined categories of sexual misconduct, as stated below, for which action under this policy will be imposed. To fall within the jurisdiction of Title IX, and this policy, the alleged Title IX prohibited conduct must have taken place in a College program or activity, and against a person in the United States at the time the conduct occurred. A College program or activity includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the Title IX prohibited conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College. Both study-abroad programs and off-campus locations that are not within a College program or activity and are not covered by the Title IX regulations.

## **CONSENT**

Consent is knowing, voluntary and expressed permission to engage in mutually agreed upon sexual activity. Consent can be given by words or actions as long as they establish mutually understandable clear permission regarding the willingness to engage (and the conditions of) sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. Consent is active, not passive, and can never be assumed.

A person cannot consent if the person is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has acted without consent. It is not an excuse that the individual responding party was intoxicated and, therefore, did not realize the incapacity of the other party.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of the sexual interaction). Incapacitation may result from physical or mental conditions, including mental disability, sleep, involuntary physical restraint, from the consumption of alcohol and/or other drugs and may, but not always, manifest as unconsciousness or a state of blackout.

Consent cannot be given by an individual who has been coerced, including being compelled by force, threat of force, or deception. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Coercion is unreasonable pressure for sexual activity.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Previous relationships or prior consent to a sexual act does not imply consent to future sexual acts, including "blanket" consent (i.e. permission in advance for any/all actions at a later time/place).

The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that the act should no longer continue and, if that happens, the other person must stop immediately.

Sexual contact by an adult with a person who is of an age that they cannot legally consent to sexual activity in the State of Pennsylvania will be considered a violation of this policy. According to Pennsylvania law, a person under the age of 13 years cannot consent to sexual activity. Individuals between the ages of 13 and 15 can only consent to sexual activity with a person within a four-year age range.

## **SEXUAL HARASSMENT**

Sexual Harassment is form of sexual misconduct which is prohibited under Title VII in employment and under Title IX in education. Sexual harassment is unwelcome, sexual or gender-based verbal, written, visual, online and/or physical conduct and can occur in two forms: quid pro quo (power differential) and hostile environment.

**Quid pro quo** sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors, and other verbal, written, visual, online and/or physical conduct of a sexual nature AND when submission to such conduct is made, explicitly or implicitly, a term or condition of a community member's employment, education, or other participation in the community OR when submission or rejection of such conduct is used as the basis for decisions affecting employment, education or other participation in the community.

**Hostile Environment** sexual harassment exists with unwelcome sexual or gender-based verbal, written, visual, online and/or physical conduct is sufficiently severe and pervasive and objectively offensive that it has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the College's educational, social and/or residential programs and activities.

It is not possible to list all circumstances that may constitute sexual harassment, however, the following are examples of conduct that, if unwelcome, may constitute harassment, depending on the totality of the circumstances

- Unwelcome sexual advances or propositions (regardless of whether they involve physical touching)
- Explicitly or implicitly conditioning any terms of employment or education (e.g. continued employment, wages, evaluation, advancement, assignments, grades, participation in events) on provisions of sexual favors)
- Inquiries into another's sexual experience, discussions of one's sexual activities, comments on an individual's body or about an individual's sexual activity, deficiencies or prowess
- Sexual innuendo, sexually suggestive comments or use of sexually explicit or vulgar language
- Sexually oriented teasing or practical jokes or humor about gender specific traits
- Suggestive body language or gestures
- Display or transmission of sexually suggestive objects, pictures, posters, illustrations, or other printed or visual material
- Leering, whistling, or physical contact such as unwelcome touching, patting, pinching, or brushing against another's body
- Continued requests to socialize, on or off duty, on or off campus, when a community member has indicated rejection or lack of interest
- Continued writing/sending of sexually suggestive messages when it is known or should be known to be unwelcome
- Derogatory or provocative remarks relating to an employee's sex, sexual orientation, gender, or gender identity

The College prohibits relationships, whether consensual or nonconsensual, between individuals where there is a power differential and the possibility of favoritism or abuse exists or where one of the individuals is in a position to make decisions that may affect the career or academic experience of the other. Should such a relationship develop, the individuals involved are required to disclose the relationship to the Title IX Coordinator so that any real or perceived inequities, favoritism or other such power differential can be addressed and minimized or

eliminated.

## **SEXUAL ASSAULT**

Sexual assault is a form of sexual violence and includes non-consensual sexual contact and non-consensual sexual penetration.

**Non-consensual sexual contact** is any intentional sexual touching, however slight, with any body part or object, by any individual upon another, that is without consent and/or by force, including physical violence, threats, intimidation or coercion. Sexual contact includes any intentional contact with the breasts, groin, genitals or buttocks or making another touch you with or on any of these body parts. Sexual contact also includes any other bodily contact in a sexual manner.

**Non-consensual sexual penetration** is any sexual penetration however slight, with any body part or object, by any individual upon another, that is without consent and/or by force, including physical violence, threats, intimidation or coercion. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact, no matter how slight the penetration or contact.

## **SEXUAL EXPLOITATION**

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another in a way that does not constitute one of the other sexual violence definitions in this policy. Examples of sexual exploitation include, but are not limited to:

- Exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals
- Engaging in sexual voyeurism such as watching a person undressing, using the bathroom, or engaged in sexual acts without the consent of the person being observed.
- Permitting others to observe you engaging in an act of consensual sex without the consent of all involved parties
- Taking pictures or video or audio recordings of a sexual nature without the consent of all involved
- Disseminating pictures, video, or audio recordings of a sexual nature without the consent of all involved parties
- Knowingly exposing another to pornography without their consent
- Possession, use, and/or distribution of alcohol or other drugs for the purpose of engaging in or facilitating any act of sexual violence
- Knowingly engaging in sexual activity with another while knowingly infected with a sexually transmitted infection (STI) without informing the other person in advance of the sexual activity
- Prostituting another individual

## **INTIMATE PARTNER VIOLENCE**

Intimate partner violence is any instance of violence or abuse (verbal, physical or psychological) that occurs between those who are in or have been in an intimate relationship with each other. Intimate partner violence includes dating violence and domestic violence. To categorize an incident as domestic violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

## **STALKING**

Stalking is repetitive acts and/or communications targeted at an individual that would cause a reasonable person to fear for their safety or the safety of others, or to experience substantial emotional distress. Stalking may include, but is not limited to, repeatedly following, harassing, threatening, or intimidating another by phone, mail, electronic communication, or any other action, device or method. Stalking that is gender-based is included in the protections in this policy.

## **REPORTING OPTIONS and RESPONSIBILITIES**

Any individual who has information about an alleged violation of this policy is encouraged to report that information to any or all of the resources listed in this section. Any person may report Title IX prohibited conduct, whether or not the individual reporting is the person alleged to have experienced the conduct. Individuals are encouraged to make a report soon after the incident in question in order to maximize the College's ability to investigate and reach a finding. Offenses to be reported include those allegedly committed by students, faculty, staff, other members of the College community, or non-members. Individuals of any gender identity may report sex or gender-based offenses.

Reporting, for the purpose of this policy, is simply the act of disclosing information to someone. Reporting is the first step in accessing resources and support services and exploring the various options for resolution described in this policy. All reports will be met with the highest possible degree of respect and privacy for all involved parties.

Depending on how a report is made, the person or office receiving the report may have an obligation to inform the Title IX Coordinator, whose purpose is to conduct an initial assessment of the report and to ensure the well-being of the survivor and the campus community. Reporting parties will, as much as possible, retain the right to determine if and when certain resolution options are implemented. If on the face of the initial report, the Title IX Coordinator determines that the conduct alleged does not fall within the scope of Title IX, the Title IX Coordinator may also inform the Complainant that the matter may be referred to another College process. Supportive measures, however, will be offered regardless of whether the matter is investigated.

Reports, including anonymous reports, can be made directly to the Title IX Coordinator online at any time using the Title IX Reporting Form. If known, reports should include as much detail as possible about the date, time, location, and nature of the incident or behavior. Under the Jeanne Clery Campus Safety Act, the Title IX Coordinator is considered a Campus Security Authority (CSA) and has an obligation to report statistical information about sexual assault, intimate partner violence, and stalking to campus law enforcement for inclusion in the daily crime log and Annual Security Report for the safety of our campus community. When the reported incident constitutes a serious or ongoing threat to the campus community, campus law enforcement may be required to issue a Timely Warning Notice warning of potential danger. No personally identifiable information is reported or utilized for these purposes.

In addition to the anonymous online reporting form, reports may also be made directly to the Title IX Coordinator in person, by phone, or by email:

Amy Porter

Cressman Library, Room 318 610-606-4666 x 4588 [titleIX@cedarcrest.edu](mailto:titleIX@cedarcrest.edu)  
[https://cm.maxient.com/reportingform.php?CedarCrestCollege&layout\\_id=7](https://cm.maxient.com/reportingform.php?CedarCrestCollege&layout_id=7)

The Title IX Coordinator will ask for the following information, if known: Name of Complainant; Complainant's role, if any, within the College (student, faculty, staff, alumni, other); Name of Respondent; Respondent's role within the College (student, faculty, staff, other); Date of the incident; Location of the incident; Time of the incident; Nature of the conduct; Date of previous report (if any); To whom any previous report was made (if any). Title IX personnel shall be free from bias or conflict.

## **CONFIDENTIAL RESOURCES**

Confidential resources are able to receive disclosures without an obligation to tell anyone. Only one specific group of campus professionals are licensed as confidential resources.

Confidential campus resources include:

Health and Counseling Services (610)606-4640

Additional confidential local, state, and national resources can be found on the College's Title IX Support Resources web site.

### **RESPONSIBLE EMPLOYEES**

All faculty and staff at the College, including resident advisors, coaches, and campus police officers are considered responsible employees with an obligation to report disclosures of sexual violence, including sexual harassment and sex or gender-based discrimination to the Title IX Coordinator. Responsible employees can report in person, by email, or by using the Title IX Reporting Form and may face disciplinary consequences for failing to report. Responsible employees who personally experience sexual violence or discrimination are not obligated to report these experiences, but are encouraged to do so in order to permit the College to conduct an investigation into such issues.

### **OFFICIALS WITH AUTHORITY (OWAs)**

Officials with Authority (OWA's) are those individuals on campus who have the authority to institute corrective measures. This includes the Title IX Coordinator, Deputy Title IX Coordinators, Dean of Students, Provost, President, Chief Financial Officer/Chief Operating Officer, Director of Residence Life, Dean of Student Success, Chief of Campus Police and the Director of Athletics, Recreation and Wellness. A report made to any such individual constitutes actual knowledge of any such allegations.

### **FAMILY AND EMERGENCY NOTIFICATION**

Reporting parties are strongly encouraged to share information with their families so that they may provide support and comfort during this process. This policy stops short of requiring parental notification when students are 18 years of age or older in order to create a more supportive environment for reporting offenses of this nature. If an individual is so seriously injured that they are physically unable to make this decision, an administrator may contact a parent, guardian and/or emergency contact person.

### **AMNESTY**

Cedar Crest College strongly encourages a culture of reporting sexual violence. The College recognizes that students who have been drinking and/or using drugs surrounding an incident of sexual violence may be hesitant to report due to fear of potential consequences for their own conduct. Therefore, reporting parties and witnesses acting in good faith are offered amnesty and will not be subject to sanctioning under the College's code of conduct for alcohol and/or drug use revealed in the reporting or investigative processes. Amnesty for other minor policy violations may be granted at the discretion of applicable leadership, such as in Student Success & Engagement.

### **RETALIATION**

It is a violation of policy to retaliate against any person making a complaint of sexual misconduct or against any person cooperating in the investigation of an allegation of sexual misconduct. For this policy, retaliation includes intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege provided by Title IX or because the individual has made a report or complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding or hearing. Incidents of retaliation should be reported immediately to the Title IX Coordinator and may result in disciplinary action outside of and independent of any sanction or interim measures imposed in response to the original allegation. Charging an individual with a disciplinary violation for making a materially false statement in bad faith in the course of an investigation does not constitute retaliation.

A determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **FALSE ALLEGATIONS or INFORMATION**

It is a violation of this policy to make intentionally or deliberately false allegations, in addition to providing deliberately false, distorted, or misrepresented information in the Title IX process. False allegations may result in disciplinary action outside of and independent of any sanction or interim measures imposed in response to the

original allegation.

### **RIGHTS OF REPORTING PARTY (Complainant) AND RESPONDING PARTY (Respondent)**

The rights outlined in this policy apply equitably to parties involved in a campus Title IX process. The responding party (or respondent) is the individual alleged to have violated the Sexual Misconduct Policy. The reporting party (or complainant) is the individual directly impacted by the responding party's alleged violation. When an alleged violation of this policy is reported to the Title IX Coordinator, an initial assessment will be conducted by the Coordinator or a designee to determine jurisdiction, potential threats, emergency removal, timely warnings, and to assess the reporting party's willingness to participate in the process. This typically includes a conversation with the reporting party to gather information and ensure they are aware of support resources and measures and resolution options.

### **RIGHTS OF THE REPORTING PARTY (Complainant)**

- To access campus and local support services, including medical attention
- To have every effort made to provide privacy and confidentiality throughout the process to the extent possible.
- To have every effort made to provide freedom from intimidation or harassment.
- To request a change of academic or living situation, transportation or working situations, while proceedings take place.
- To make up any academic work missed as a result of participation in the Title IX process.
- To request a "no contact" notice with the other individual(s) involved while proceedings take place.
- To remain present during any conduct proceedings where information is being presented.
- To have an advisor of choice present for investigative and disciplinary proceedings and who may participate in cross examination during the hearing process. A party may not directly cross-examine another party.
- To have an advisor ask questions of the reporting party and any witnesses during the investigative process.
- To be protected against evidence of past sexual history (not involving claims of assault) during the process except to the extent permitted by College conduct process or by law.
- To be informed in writing of the outcome of the hearing.
- To request an appeal of the outcome and to be notified of any changes to the final outcome as a result of the appeal.
- The right to request a reasonable accommodation due to a disability during the complaint, investigative, hearing, or appeal process. Such requests will be reviewed in accordance with College policies and procedures.

### **RIGHTS of RESPONDING PARTY (Respondent)**

- To access campus and local support services, including medical attention
- To have every effort made to provide privacy and confidentiality throughout the process to the extent possible.
- To have every effort made to provide freedom from intimidation or harassment.
- To request a change of academic or living situation, transportation or working situations, while proceedings take place.
- To make up any academic work missed as a result of participation in the Title IX process.
- To request a "no contact" notice with the other individual(s) involved while proceedings take place.
- To remain present during any conduct proceedings where information is being presented.
- To have an advisor of choice present for investigative and disciplinary proceedings and who may participate in cross examination during the hearing process. A party may not directly cross-examine another party.



- To have an advisor ask questions of the reporting party and any witnesses during the investigative process.
- To be protected against evidence of past sexual history (not involving claims of assault) during the process except to the extent permitted by College conduct process or by law.
- To be informed in writing of the outcome of the hearing.
- To request an appeal of the outcome and to be notified of any changes to the final outcome as a result of the appeal.
- The right to request a reasonable accommodation due to a disability during the complaint, investigative, hearing, or appeal process. Such requests will be reviewed in accordance with College policies and procedures.

### **SUPPORTIVE MEASURES**

Supportive measures are designed to restore or preserve equal access to College programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties, the educational and working environment and to deter sexual harassment. Supportive measures are designed to be non-disciplinary, non-punitive individualized services as appropriate and are reasonably available to the reporting party and the responding party whether or not a formal complaint is filed.

The Title IX Coordinator or designee works with the reporting party to arrange appropriate measures to ensure the safety and well-being of the members of the College community and to preserve the safety of College property, to ensure the reporting party's own physical or emotional safety and well-being, to ensure normal operation of the College if the responding party poses a threat of disruption, and to preserve the integrity of the Title IX process. Supportive measures are available with or without filing a formal complaint and can be requested, considered, and implemented at any point.

The Title IX Coordinator will maintain privacy to the degree possible while working with other campus resources to provide these measures. The specific measures that may be implemented will vary based on the circumstances of the situation, but may include:

- Referral to counseling, medical and/or other health services
- Referral to Employee Assistance Program (EAP)
- Safety resources or planning
- Academic support, extensions of deadlines or other related adjustments
- Change in work or class schedule
- Change of supervisor
- Consideration of leave or withdrawal requests
- Timely Warnings
- No Contact limitations or orders

In addition to No Contact notices, interim actions such as holds on transcripts, degrees, or references, and/or suspension from classes, employment or campus facilities, may be applied to the responding party to protect the campus community pending the outcome of an investigation. Any measures put in place will be regularly re-evaluated to determine the necessity of their continued implementation. Parties may specifically request an interim action be amended or removed at any time by submitting a written request to the Title IX Coordinator, whose decision in the matter will be final.

### **CONFIDENTIALITY**

If the reporting party does not wish to pursue a formal process and/or requests that the complaint remain confidential, the College will attempt to honor this request. In such cases, the College may still take steps to limit the effects of the alleged behavior and prevent its recurrence. The reporting party will be informed, however, that the College's ability to take action may be limited. The reporting party will also be informed that an investigation can be requested in the future but that information may be more difficult to acquire as times passes.

There are circumstances under which the College will not be able to fully honor the request of the reporting party. Factors impacting this decision include past reports or records of similar behavior by the responding party, a determination that there is a perceived threat of harm to the community or any of its members, or legal requirements the College must follow. A reporting party will be informed if a decision is made to proceed with an investigation that may compromise the confidentiality of their identity or go against their preferences for resolution.

### **CRIMINAL INVESTIGATION**

The reporting party may choose to pursue a criminal investigation through local law enforcement before, after, concurrently, or independently of the other resolution options described in this policy. Cedar Crest College Campus Police can be contacted at 610-437-4471 or by dialing "0" from any campus phone to assist in facilitating this process. It should be noted that when a reporting party initiates both the criminal and internal processes, it may impact the timing of College internal processes to allow for concurrent law enforcement activity. The College will typically not wait for the criminal process to fully resolve.

### **INITIAL ASSESSMENT**

Upon receipt of a complaint of sexual misconduct, the Title IX Coordinator or designee will conduct a brief initial assessment to determine:

- jurisdiction,
- health or safety threats
- emergency removal,
- if the behavior meets the definition of sexual harassment, sexual assault, intimate partner violence or stalking,
- if the behavior occurred within the College's programs or activities,
- the reporting party's willingness to participate
- other critical issues

The initial assessment will determine if a formal investigation will be initiated. If the report is determined to fall outside the jurisdiction of this policy, the complaint may be referred to other policies or processes.

In addition, when the College does not have jurisdiction over the responding party, the Title IX Coordinator may be able to assist by connecting the reporting party with additional resolution options that, depending on the situation, may include either a Title IX process at the responding party's institution (K-12 or college) or human resources process at the responding party's place of employment, if applicable.

When the College has jurisdiction over the responding party, administrative action may be taken directly through the College to resolve the complaint.

### **FORMAL INVESTIGATION**

A formal complaint must be signed by a Complainant or the Title IX Coordinator to start the investigative process. The College will send written notice to both parties (complainant and respondent) upon receipt of a formal complaint. When a formal investigation is initiated, the College aims to resolve investigations in a thorough, equitable and timely manner, typically within a semester, unless good cause exists to extend this timeline. This includes, but is not limited to the absence of parties and/or witnesses or accommodations for language assistance, disabilities, or health conditions. Incidents of sexual misconduct are typically investigated by the Title IX office and then forwarded for resolution to either Student Affairs (for responding parties that are students) or Human Resources (for responding parties that are employees). Regardless of which process is used, the rights of the parties outlined in this policy will apply.

Upon initiation of a formal investigation, the Title IX Coordinator will assign an investigator(s) who will contact the

reporting party for an interview to initiate the investigation. The Title IX Coordinator will provide written notice to reporting and responding parties to allow for them to prepare for an interview and identify an advisor. Notification of Allegations and Interview will include:

- the identity of the parties involved
- the sections of the policy alleged to have been violated
- the misconduct being alleged and that is considered sexual harassment, discrimination or retaliation
- the date and location of the alleged incident(s),
- the responding party is presumed to be “not responsible” for the alleged conduct until a determination is made according to the appeal/grievance process
- the parties may have an advisor of their choice who may be an attorney
- and a reminder of the expectation of truthfulness in the process
- a summary of the procedures and possible outcomes as outlined in this policy • the date, time, location and participants of any investigative interview or meeting.

The investigator(s) will meet separately with the reporting and responding parties, as well as any relevant witnesses identified by either party or otherwise determined by the College to have information pertinent to the investigation. As part of the interview process, the reporting and responding parties will have the ability to provide any relevant evidence to the investigators. At the conclusion of each interview, the parties will have an opportunity to inspect and review the evidence obtained during the investigation that is directly related to the allegations and to review their statements for accuracy, as well as to propose questions to be asked of each other and any witnesses.

Following this process, a written report that summarizes the investigation (including summaries of all interviews and relevant evidence collected during the investigation) will be shared with the reporting and responding parties, who will have the opportunity to review and respond in writing (typically ten calendar days) to any perceived factual errors or omissions and to disclose any information that was not previously known or available. The Title IX Coordinator or designee will determine if any additional investigation needs to be done and this process will repeat as necessary.

Should it become clear, at any point during the investigation, that sufficient evidence does not exist to allege a potential violation of policy, the Title IX Coordinator or designee may end the process and inform the parties of the decision. It should be noted that insufficient evidence is not the same as a false claim and can result from a number of factors, including but not limited to the inability to obtain, corroborate, or verify evidence. Additionally, should a good-faith counterclaim (e.g. allegation by the responding party against the reporting party for the same or different behavior) be initiated, the Title IX Coordinator reserves the right to determine how the counterclaim is investigated. This may mean that the counterclaim is investigated after the resolution of the original allegation or concurrently, through the same investigation. Counterclaims not made in good faith may be considered retaliation under this policy.

### **HEARING PROCESS**

Once the investigation is deemed complete, the Title IX Coordinator or designee will forward the investigative report to the appropriate decision-making body (based on status of responding party) in preparation for a “live” hearing (in person or through the use of technology) at least ten (10) days prior to the hearing, unless all parties agree to waive this provision. All parties will be provided with notice of the date, time, location, participants, procedures, possible sanctions and purpose of the hearing, after the conclusion of the investigation, unless such time period would need to be extended due to reasonable cause for delay. At the request of either party, the recipient must provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other. Hearings will be transcribed or recorded through audio or audiovisual means, and the College will make the transcript or

recording available to the parties for inspection and review upon request.

**Advisors:** At the hearing, each party may have an advisor who presents questions to be asked of the other party and any witnesses relevant as well as follow up questions (cross examination). Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. This is the only part of the hearing that an advisor may actively participate. If a party does not have an advisor, the College will provide one, at no cost, to ask question on the party's behalf. The decision making body will determine the relevance of questions and if they should be excluded. If a party or witness chooses not to submit to questioning/cross examination, the decision maker may rely on any prior statement made by that party or witness in determining responsibility. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker must first determine whether the question is relevant and explain to the party's advisor asking crossexamination questions any decision to exclude a question as not relevant.

**Standard of Proof:** The "preponderance of evidence" standard, whether the conduct "more likely than not" occurred, will be used in making determinations of responsibility.

**Determination:** The decision maker will provide a written determination of responsibility to the parties at the same time, including specific information about the rationale supporting the decision(s). The written documentation will include: the section of the policy that was violated, a description of the procedural steps used, finding of fact that support the determination, conclusions, a statement of and rationale for, the determination and disciplinary sanctions imposed and the procedures for appeal.

#### **APPEALS:**

Parties may appeal a determination on the following basis:

- a procedural error that impacted the outcome
- new evidence that was not reasonably available at the time of the determination was made that could impact the outcome
- a conflict of interest or bias for or against the reporting or responding party that affected the outcome.

Appeals must be submitted in writing to the Title IX Coordinator within 10 calendar days of the determination, with extensions permitted for reasonable cause. Each party will be provided with written notification of the appeal and will have five calendar days to submit a written statement in support of or challenging the outcome. Student appeals will be reviewed and evaluated by the Dean of Students and employee appeals will be heard by the Chief Financial Officer/Chief Operating Officer. Appeals decision-makers may remand the matter back to investigator or hearing decision maker for reconsideration. A written decision of the outcome of the appeal will be provided to the parties at the same time, with the rationale for the determination.

When violations of other College policies allegedly occurred in conjunction with sexual misconduct violations, the procedures in this policy may be used to address those behaviors as well.

The College's investigation, hearing and resolution process are private proceedings. All persons present at any time during the process are expected to maintain privacy in accordance with this policy. While there is an expectation of privacy around what is disclosed in interviews, written in the investigative report, and decided in the resolution process, the parties do have discretion to share their own experiences with others should they choose to do so.

#### **SANCTIONS and REMEDIES**

If a responding party (respondent) has been found responsible for violating this policy, an appropriate set of outcomes will be determined. Sanctions or remedies will only be implemented when the appeals time frame has expired or the process has completed, unless there is ongoing risk or threat to the campus community. The

following factors may be considered when determining outcomes:

- The nature, severity, and circumstances surrounding the violation
- The respondent's disciplinary history
- The need to bring an end to the reported behavior
- The need to prevent the future recurrence of the reported behavior
- The need to remedy the effects of the reported behavior on the reporting party and the college community

For student respondents, guidelines have been created to indicate when violations are likely to result in suspension or expulsion from the College. Students who are not dismissed from the College will receive developmental and/or restrictive sanctions intended to respond to the needs of the parties and the situation. Students who are suspended may also be given additional sanctions that must be completed prior to and/or after their return to the College.

For College employees (faculty and staff), disciplinary action and processes are outlined in the applicable handbook, faculty or staff.

Supportive measures that were implemented earlier in the process may be revised and/or extended at this stage of the process. Based on the outcome, additional measures may be implemented at the discretion of the Title IX Coordinator. Examples of additional remedies or measures are:

- Training and education on issues related to sexual misconduct
- Increased security measures in designated areas
- Updates to policy or procedures

### **INFORMAL RESOLUTION**

In some situations, parties may agree to resolve a report informally rather than through the formal investigation and resolution process described above. Informal resolution may include mediation, restorative practices, or other measures that result in mutually agreed upon outcomes, including but not limited to those items listed as interim measures above. Informal resolution may be pursued at any point in the process prior to a determination of responsibility being made.

Informal resolution is available provided:

- a formal complaint has been filed
- the parties voluntarily agree in writing to participate

In the informal resolution process, each party will be provided with written notice of:

- the reported misconduct/allegations
- the requirements of the informal resolution process
- the rights of parties to withdraw from the process
- the consequences resulting from participating in the process, including possible sanctions and record retention
- whether the resolution is binding.

Informal resolution may be applicable where the responding party accepts responsibility and sanctions early, withdraws or resigns, or it is determined that a remedies only response is equitable to the parties.

Informal resolution may not be used to resolve allegations where an employee (faculty or staff) sexually harassed a student.

Decisions about the process or which resolutions may be most appropriate will be made in consultation with the Title IX Coordinator.

## **ENFORCEMENT OF TITLE IX**

Any concerns regarding the application of Title IX law should be directed to:

U.S. Department of Education

Office for Civil Rights

100 Penn Square East, Suite 515

Philadelphia, PA 19107-3323

(215) 656-8541

[OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

## **CEDAR CREST COLLEGE'S ANNUAL DISCLOSURE OF CRIME**

Cedar Crest College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, Residence Life and the Dean of Student Affairs. Campus crime, arrest and referral statistics include those reported to the Campus Police, designated campus officials and local law enforcement agencies. These statistics may also include crimes that have occurred on public property adjacent to our campus.

UCR CRIME STATISTICS

	2023			2022			2021		
	FTE STUDENTS	1067		FTE STUDENTS	1125		FTE STUDENTS	1216	
	FTE EMPLOYEES	230		FTE EMPLOYEES	204		FTE EMPLOYEES	265	
	TOTALS	1297		TOTALS	1329		TOTALS	1481	
	RATE PER FTE	RATE PR 100,000 FTE		RATE PER FTE	RATE PR 100,000 FTE		RATE PER FTE	RATE PR 100,000 FTE	
NO.*	STUDENT/EMPLOYEE	STUDENT/EMPLOYEE	NO.*	STUDENT/EMPLOYEE	STUDENT/EMPLOYEE	NO.*	STUDENT/EMPLOYEE	STUDENT/EMPLOYEE	
<b>PART I OFFENSES</b>									
Criminal Homicide	0	.0000	0	0	.0000	0	0	.0000	0
Forcible Rape	0	.0000	0	0	.0000	0	0	.0000	0
Robbery	0	.0000	0	0	.0000	0	0	.0000	0
Assault	0	.0000	0	0	.0000	0	0	.0000	0
Burglary	0	.0000	0	0	.0000	0	0	.0000	0
Loiter/ThiefW	5	.0039	386	5	.0038	376	7	.0047	473
Motor Vehicle Theft	0	.0000	0	0	.0000	0	0	.0000	0
Arson	0	.0000	0	0	.0000	0	0	.0000	0
<b>TOTAL PART I</b>	<b>5</b>	<b>.0039</b>	<b>386</b>	<b>5</b>	<b>.0038</b>	<b>376</b>	<b>7</b>	<b>.0047</b>	<b>473</b>
<b>PART II OFFENSES</b>									
Forgery & Counterfeit	0	.0000	0	0	.0000	0	0	.0000	0
Embezzlement	0	.0000	0	0	.0000	0	0	.0000	0
Vandalism	0	.0000	0	1	.0007	75	1	.0007	68
Weapons, Carrying, Possession, Etc.	0	.0000	0	0	.0000	0	0	.0000	0
Sex Offenses	0	.0000	0	1	.0007	75	1	.0007	68
Drug Abuse Violation	7	.0053	539	4	.0030	301	1	.0007	68
Liquor Laws	1	.0007	77	0	.0000	0	1	.0007	68
Drunkness	0	.0000	0	0	.0000	0	0	.0000	0
Disorderly Conduct	0	.0000	0	0	.0000	0	1	.0007	68
Driving Under the Influence	0	.0000	0	0	.0000	0	0	.0000	0
All Other Offenses (except traffic)	1	.0007	77	0	.0000	0	0	.0000	0
<b>TOTAL PART II</b>	<b>9</b>	<b>.0059</b>	<b>694</b>	<b>6</b>	<b>.0042</b>	<b>451</b>	<b>5</b>	<b>.0035</b>	<b>340</b>

\* Number of Actual Offenses reported to Campus Police.

<b>Criminal Offenses – On Campus</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	1	1	0
d. Fondling	0	1	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

<b>Criminal Offenses – On Campus Student Housing Facilities</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	1	1	0
d. Fondling	0	1	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

<b>Criminal Offenses – Public Property</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	1	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	1	0	0
k. Arson	0	0	0

<b>Hate Crimes – On Campus 2023</b>	<b>2023 Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0



f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

<b>Hate Crimes – On Campus 2022</b>	Race	Religion	Total	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

<b>Hate Crimes – On Campus 2021</b>	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

**Hate Crimes – On Campus  
Student Housing Facilities  
2023**

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter									
b. Rape									
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

**Hate Crimes – On Campus  
Student Housing Facilities  
2022**

a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

**Hate Crimes – On Campus  
Student Housing Facilities  
2021**

Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
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a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

**Hate Crimes – Public Property 2023**

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

**Hate Crimes – Public Property 2022**

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Naa. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

**Hate Crimes – Public Property 2021**

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor vehicle theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple assault	0	0	0	0	0	0	0	0	0
l. Larceny-theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/damage/	0	0	0	0	0	0	0	0	0

vandalism of property

**VAWA Offenses – On Campus**

	2021	2022	2023
a. Domestic violence	0	0	0
b. Dating violence	1	1	1
c. Stalking	1	0	1

**VAWA Offenses – On Campus Student Housing Facilities**

	2021	2022	2023
a. Domestic violence	0	0	0
b. Dating violence	1	1	1
c. Stalking	0	0	0

**VAWA Offenses – Public Property**

	2021	2022	2023
a. Domestic violence	0	0	1
b. Dating violence	0	0	0
c. Stalking	0	0	0

**Arrests – On Campus**

	2021	2022	2023
a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**Arrests – On Campus Student Housing Facilities**

	2021	2022	2023
a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**Arrests – Public Property**

	2021	2022	2023
a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	0	0	0

c. Liquor law violations	0	0	0
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**Disciplinary Actions – On Campus**      **2021**    **2022**    **2023**

a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	0	2	11
c. Liquor law violations	2	2	3

**Disciplinary Actions – On Campus Student Housing Facilities**      **2021**    **2022**    **2023**

a. Weapons: Carrying, possessing, etc	0	0	0
b. Drug abuse violations	0	2	7
c. Liquor law violations	2	2	3

**Disciplinary Actions – Public Property**      **2021**    **2022**    **2023**

a. Weapons, Carrying, possessing, etc	0	0	0
b. Drug abuse violations	2	0	0
c. Liquor law violations	0	0	0

**Unfounded Crimes**      **2021**    **2022**    **2023**

a. Total unfounded crimes	0	0	0
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**CEDAR CREST COLLEGE**  
**100 COLLEGE DRIVE**  
**ALLENTOWN, PA. 18104-6196**  
**PHONE: (610) 437- 4471 Opt: 0**  
**FAX: (610) 606 – 4649**

**ANNUAL FIRE SAFETY REPORT**

For Residence Halls owned and operated by Cedar Crest College, the following fire safety policies and procedures are in place.

Students and Staff are trained on the evacuation of the Residence Halls and evacuation routes are posted on each building's bulletin boards along with other fire safety information. Fire Safety is addressed at the beginning of each year for both first year students and staff. The Allentown Fire Department conducts a fire safety training session with Residence Hall Staff prior to the beginning of each school year. Drills are conducted twice per semester and all students must evacuate the building when a fire alarm sounds. Drills are documented and problems are addressed. During a fire or a drill, the Residence Hall Staff assists with accountability of residents of the Residence Hall and a written procedure is in place. Fire Safety Policies have been established and are outlined in the Student Handbook.

Burning or burnt candles or incense, toaster ovens, potpourri crocks, halogen lamps, unapproved electric heaters, space heaters, hot plates and electric blankets are fire hazards and may not be used in the Residence Halls. Smoking is prohibited in all campus buildings. Over-door hangers may not be attached to doors, nor may hangers be placed over closet edges or hung from picture moldings. Tapestries and other articles may not be hung on light fixtures. Policy prohibits any items being cooked in the residence hall kitchens being left unattended. Decorative lights may not be hung in the Residence Halls. To comply with the City of Allentown fire ordinances, students may only decorate the upper ½ of their room doors (50% of the door above the doorknob) and no items are to be posted on the door frames or on the wall around the doors. Tapestries and lights are strictly prohibited on door, door frames and walls. The college reserves the right to remove any decorations that do not comply with the City of Allentown fire ordinances or college regulations. Any violation of college regulations may result in a fine up to \$300 and/or other sanctions as warranted.

**Minimum sanctions for fire hazard violations are as follows:**

First offense = \$100 fine and Residence Hall probation.

Second offense = \$200 fine and Residence Hall probation.

Third offense = \$300 fine and residence hall eviction

Note: additional sanctions ranging from warnings to expulsion may apply.

Inspection, testing, and maintenance programs for fire sprinkler, fire/smoke detection, and fire alarm systems are performed on an annual basis. Training and competency of State Certified personnel responsible for the routine inspection, testing and maintenance of fire sprinkler, fire/smoke detectors and alarm systems is handled by the certified contractors hired to perform these inspections. The Residence Halls are also inspected annually by the City of Allentown Fire Inspector.

Newly constructed residential facilities as well as those that undergo reconstruction, as defined by the building code of Pennsylvania, must have sprinkler systems and complete fire and smoke detection and alarm systems. There are no sprinklers in the current Residence Halls. All existing Cedar Crest College Residence Halls have fully integrated fire and smoke detection and alarm systems, including pull stations, alarm panels (connected to Safety and Security), hoses and both heat and smoke detectors. Residence Hall capacities are as follow:

Butz Hall - 182 beds  
 Curtis Hall - 66 beds  
 Moore Hall - 157 beds  
 Steinbright Hall - 149 beds

When a Residence Hall integrated fire and smoke detection system is activated, alarms are sounded in the building, and the Campus Police Office. The alarm is not sent directly to the Allentown Fire department and in the event of an actual fire, Campus Police will notify the Allentown Fire Department. If the alarm is not activated by an actual fire, the Campus Police officers will determine the nature of the alarm and will notify the switchboard operator, who will then clear the alarm without initiating a response from the Allentown Fire Department. In the event of an actual fire, the Allentown Fire department will be notified to respond to the call.

The campus will voluntarily submit campus fire reports to the City of Allentown. Statistics concerning the following Residence Hall fire incidents are maintained by Cedar Crest College Campus Police.

Fires – On Campus Student Housing Facilities Summaries	2021			2022			2023		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Moore Hall	0	0	0	0	0	0	0	0	0
Curtis Hall	0	0	0	0	0	0	0	0	0
Butz Hall	0	0	0	1	0	0	0	0	0
Steinbright Hall	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	0	0	0	0	0

On-campus Student Housing Facility	Category of Fire	Cause of Fire	Fire-related Injuries	Fire-related Deaths	Property damage
Butz Hall	Unintentional	Over heated Item in Trash Can	0	0	\$0-\$99

**INFORMATION ON “THE FOUR POINTS by SHERATON” HOTEL (A NON-CAMPUS PROPERTY):**

Because Cedar Crest College has contracted with The Four Points by Sheraton Hotel for COVID 19 living/quarantine space, the hotel is, by the Department of Education’s definition, classified as a “Non-Campus” location. As such, we are required to obtain information on and report all Clery crime that meet the Department of Education’s guidelines for non-campus buildings and/or property. These statistics can be found in our Annual Campus Crime Report under the headings of: Criminal Offenses-Noncampus, Hate Crimes-Noncampus, Arrests-Noncampus and Disciplinary Actions-Noncampus.

For purposes of the 2023 reporting period, there were no reported incidents on the dates where Cedar Crest students occupied the Four Points by Sheraton Hotel.

**To Report EMERGENCIES at THE FOUR POINTS by SHERATON:** Please call 911 immediately, the local police will respond...

The local Police Department for this location is:

The South Whitehall Township Police Department  
4444 Walbert Avenue  
Allentown, Pa. 18104-1666  
610-398-0337

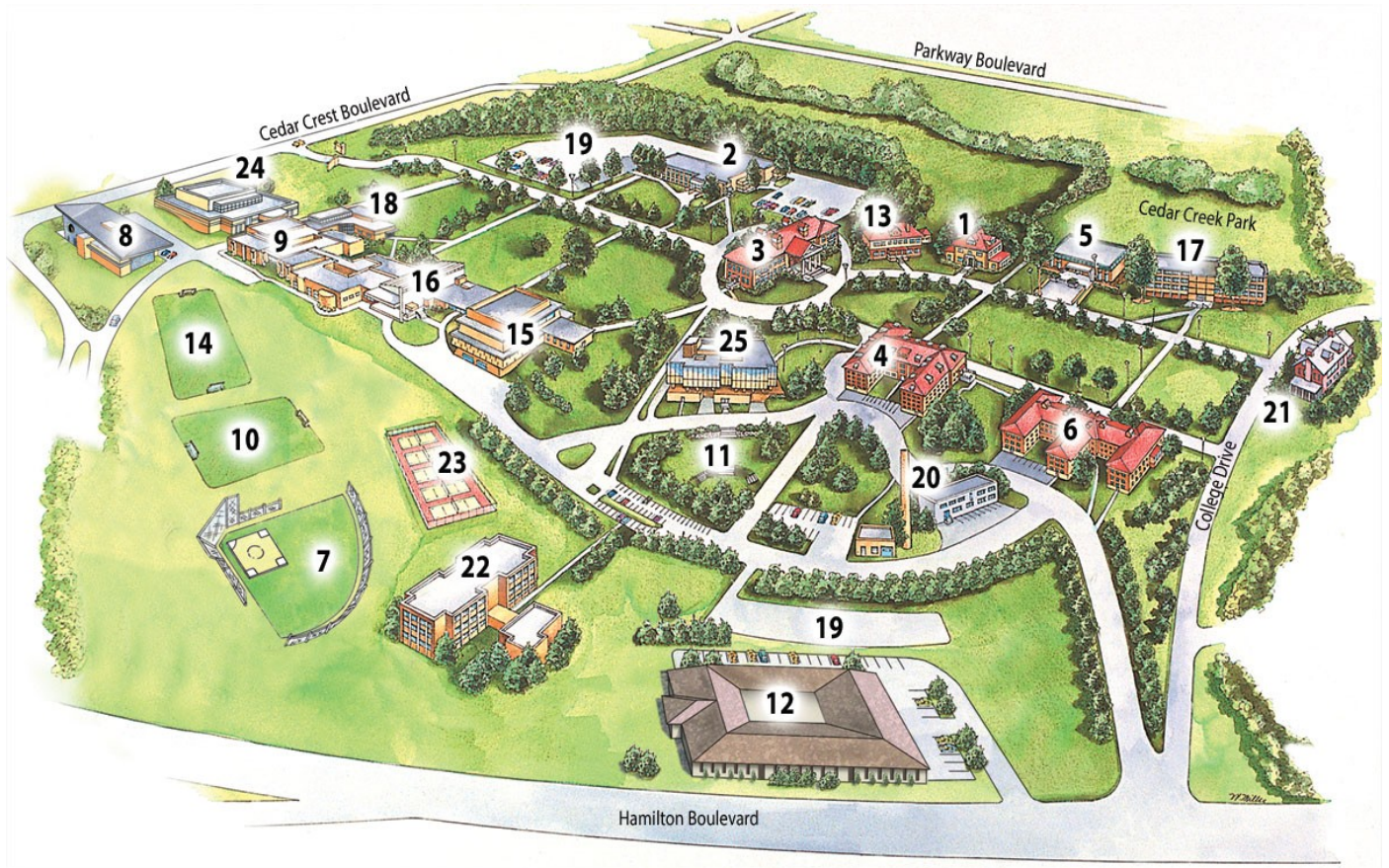
The address for the Four Points by Sheraton is:

3712 Hamilton Boulevard  
Allentown, Pa. 18103  
Phone: 610-437-9100

Parking for students utilizing the hotel is available on site



## CAMPUS MAP



- |   |  |
|---|--|
| <b>1</b> Allen House  | <b>15</b> Lees Hall                                  |
| <b>2</b> Alumnae Hall   | <b>16</b> Miller Family Building                     |
| <b>3</b> Blaney Hall  | <b>17</b> Moore Hall                                 |
| <b>4</b> Butz Hall  | <b>18</b> Oberkötter Center for Health and Wellness  |
| <b>5</b> Cressman Library   | <b>19</b> Parking Lot                                |
| <b>6</b> Curtis Hall and Sigal Center for Business and Technology | <b>20</b> Facilities/Security                        |
| <b>7</b> Cynthia L. Blaschak Softball Field                       | <b>21</b> President's Residence                      |
| <b>8</b> Da Vinci Discovery Center of Science and Technology      | <b>22</b> Steinbright Hall                           |
| <b>9</b> Dorothy Rider Pool Science Center                        | <b>23</b> Tennis Courts                              |
| <b>10</b> Field Hockey Field                                      | <b>24</b> The Rodale Aquatic Center for Civic Health |
| <b>11</b> Greek Theater   | <b>25</b> Tompkins College Center                    |
| <b>12</b> Hamilton Boulevard Building                             |  |
| <b>13</b> Hartzel Hall  |  |
| <b>14</b> Lacrosse/Soccer Field                                   |  |