OUR COMMITMENT TO YOUR SAFETY

Mission Statement

University Police Officers provide to the University community a safe environment, conducive to independent thought and based on Franciscan values of consideration, respect for others and service.

Officers maintain a service-oriented philosophy with the understanding they are representatives of the University, regardless of day or time and must act with courtesy and respect to those needing or requesting service.

Members of the department abide by and enforce all policies of the University and laws enacted by the local, state and federal government. They seek to aid those in distress and work to peacefully resolve problems in a just and fair manner.

Working as ambassadors for Saint Francis University police officers objectively and professionally investigate incidents that disadvantage others or the University and recommend resolutions to correct deficiencies identified.

What You Need To Know About Campus Safety

The Saint Francis University Police Department is committed to provide students, employees, and visitors with a safe learning and working environment. While officers provide public service and protection, other departments assist in maintaining an environment conducive to physical safety. Students and staff are encouraged to share this responsibility for safety by working together to combat criminal and otherwise unsafe activity. Things we can do together to decrease crime include:

- **Report suspicious activity to the University Police Department immediately**
- **Walk with a friend after dark**
- **Never leave your personal items unattended**
- **Lock your doors to your room or vehicle**
- **Never loan your key or ID card to anyone**
- **Trust your first instinct**
- **Read Communications from University Police, especially e-mail**

The University Police Department

The University Police Department is located on the ground floor of Raymond Hall, 114 Franciscan Way Loretto, Pa. Contact with the on-duty officer by telephone may be made by dialing 3360. Off-campus students and guests wishing to contact University Police should dial 472-3360. Officers are always available through use of these telephone numbers. There is always an officer on duty.

The department operates 24 hours a day, every day of the year. The department functions as any other police department under Pennsylvania Act 501, which provides arrest and enforcement powers to private police. Saint Francis Police enjoy a good working relationship with local and state police agencies, cooperate in off-campus investigations and jointly monitor any off-campus locations of student organizations. Saint Francis Police, if needed, seek assistance from local or state police agencies even though no formal mutual aid agreements have been established. Each officer was hired with prior police or campus law enforcement experience and is certified in CPR, first aid, AED, and other specialized training to qualify them for their responsibilities. All officers additionally receive annual (Act 180) police update training and certification. University Police is part of the Risk Management Department.

University police officers investigate all reported crime on campus and campus controlled buildings off campus. Once investigations are completed, Student Development will address violations of campus policy consistent with the guidelines found in the student handbook. The administration of the on-campus conduct process will not preclude the victim of crime from additionally filing criminal charges against a suspect. Should the victim desire a criminal prosecution, the University Police Department will assist the victim and/or otherwise file appropriate charges consistent with the Pennsylvania Criminal Code. The investigating officer will maintain contact with the victim while the charges are processed through the criminal justice system until the case is closed.

Who May Call University Police

Any student, staff member of the University or visitor should contact the University Police Department to report a crime or safety concern. The department is responsible for the collection of all crime from campus security authorities and local police for inclusion in this report. Statistical data is collected by, and this report is created and updated by the Director or Risk Management. All reports are cross-checked for accuracy and to avoid duplication of incident reports from multiple reporters. Certain other campus employees who have significant responsibility for student and campus activities are mandated to contact the University Police when they learn of a crime for both annual statistical reporting and real-time timely warning purposes. Departments directed to contact the officer on duty include the director of residence life and senior staff, the director of student activities and his assistant, the director of athletics and all members of his coaching staff, and all faculty members who have involvement with student groups and activities beyond the classroom. Those not obligated to report information concerning a crime include the director of counseling and members of campus ministry who work with victims on a confidential basis. The counseling director and members of campus ministry are encouraged to report crime but may report criminal activity anonymously without the identity of the victim ever being known. Victims of crime may also report an incident to the University Police Department without providing their identity. We encourage the accurate and prompt reporting of all crime and work to reduce crime totals through a cooperative effort from those who work or study on campus.

To Report a Crime

Someone is available to help you at any hour, each day of the year. To report a crime, you may:

1. **TELEPHONE** - Several exterior telephones are located on campus for you to use incase you need assistance . They are located at the following buildings;

- **JFK – Front Patio**
- **Police Department - Main Entrance**
- **St. Clare Hall – Main Entrance**
- **St. Agnes Hall – Main Entrance**

- **Christian Hall – Main Entrance**
- **St. Louis Hall – Main Entrance**
- **Ave Maria Hall – Main Entrance**
- **Giles Hall – Main Entrance**
- **St. Joan Hall – Main Entrance**
- **St. Elizabeth Hall – Main Entrance**
- **Amici Hall - Main Entrance**
- **Stokes Athletic Building – Main Entrance**

IMPORTANT CONTACTS
Campus Police – 3360 (on campus phone), 472-3360 (off campus/cell phone)
Emergency – 9-911 (on campus phone), 911 (off campus/cell phone)
safety@francis.edu

2. **RAVE GUARDIAN:** Every student and employee can sign up for RAVE GUARDIAN, free of charge and program their cell phone so that at a push of a button they;
    - Activate an alarm on Police Dispatcher's Office
    - Alert Dispatcher of their Profile, including picture and physical description
    - Alert Dispatcher of exact location on campus
    - Speak directly with a Police Officer

    Visit my.francis.edu and click on Get Rave under the quick links option. Must sign up for all above mentioned features for them to work properly.

3. **PERSONAL VISIT**: Students, staff and visitors may report a crime or other emergency by visiting the University Police Department office located on the ground floor of Raymond Hall. The address of the University Police Department office is 114 Franciscan Way. The outside emergency telephone may be used to contact the officer on-duty in case the door is found to be locked upon your arrival. The officer will respond immediately to your report and provide assistance.

4. **REPORTS TO OTHERS**: In case you cannot get to a telephone or travel to the University Police Department office, crimes and other emergencies can be reported to any resident assistant (RA), senior residence life staff member or any member of our faculty or staff. Ask them to contact University Police immediately to respond to your location.

Reports of crime and medical emergencies are addressed immediately by the Officer on duty. The officer will respond to your complaint and meet with you to provide whatever assistance is necessary. Officers will investigate all reported crime and work with the victim/s to identify those responsible.

Saint Francis University will work with all victims of crime by modifying housing or class schedules when requested and in some cases, suspend or remove the suspect from on-campus housing. The commission of any crime will not be tolerated at Saint Francis University. Additional supportive services and resources are available from the Office of Student Development for any student who is victimized and needs assistance.

When To Call University Police

- **If you are the victim of crime.**
- **If you observe a criminal act.**
- **If you or someone you know or see become injured or seriously ill.**
- **If you see a suspicious person in a residence hall, parking lot or other location.**
- **To express a safety concern; i.e. burned out. exterior light, propped doors, use of candles, etc.**
- **To report the use, sale or possession of illegal drugs, including alcohol.**
- **To report the possession of any type of firearm or weapon.**

Always call the University Police when you are unsure whether an occurrence should be reported.

Campus Police – 472-3360 *Emergency – 911*

Timely Warning Notice

In the event that an emergency arises, either on or off campus, that in the judgment of the Officer-in-Charge or designee constitutes an ongoing or continuing threat, a campus wide "timely warning" notice will be issued. This warning will be issued by the University Police Department through the university's Rave Alert mass notification system to students, faculty and staff. The chapel alarm, assigned floor guardians and mass emails may also be used to notify of immediate threat to campus. Warnings are issued immediately upon confirmation of a significant threat.

Designated members of the Police Department, the Director of Risk Management and the Vice President for Student Development can issue timely warnings.

For non-emergency or non immediate threats, other communication means may be used. Depending on the particular circumstances of the crime, the University Police Department may also send emails, post notices in buildings on and off campus, hold information sessions, etc.

Examples of locations where "Timely Warning" notices will be placed include the JFK lounge and Frankies, Bookstore, Post Office, Torvian Hall, Residence Halls and academic buildings. "Timely Warning" notices distributed through email, posters, or other media will describe the nature of the crime and location of the occurrence.

Local police agencies will also be notified of the "Timely Warning Notice." They are asked to share any information that warrants a notification be sent out. The protection and identity of the victim will not be jeopardized through the issuance of any timely warning notice. The location of the University Police Department and telephone number will be included on the notice to facilitate timely communication with investigating officers.

Access to Campus Facilities

Saint Francis University encourages guest and prospective student visitation to campus. During the academic year, campus administrative buildings are normally scheduled open during the day and locked after classes have concluded for the evening. Residence halls are locked 24 hours a day.

Special Procedures for Residence Hall Access

Magnetic identification cards are issued to all students, faculty and staff members of the University. Students use their ID cards to gain access to their residence hall. Students may also use their magnetic card to visit other residence halls until visitation hours have ended. Magnetic identification cards reported lost are immediately deactivated at the University Police Office. A replacement card can be provided to the student or staff immediately upon request in person at the Police Department.

Residence halls are locked 24 hours a day for the protection and privacy of students.

In case of fire, an audible alarm will sound to notify students to exit the building. The magnetic locks controlling the exterior doors will automatically disengage. The activation of any fire alarm on campus will automatically alert the officer on-duty through a voice recorded message on his/her radio of the alarm location and additionally notify the Cambria County 911 Center.

Visitation Policy - For the consideration and privacy of resident students, Saint Francis University maintains a visitation policy. Members of the opposite sex and others may visit during the following times:

Sunday through Thursday ..... 10:00 A.M. until midnight
Friday and Saturday..... 10:00 A.M. until 2:00 A.M.

During those times when the University is officially closed, campus buildings are generally locked and only faculty, staff and some students with proper identification and purpose are admitted. Magnetic identification cards are adjusted to permit authorized students and staff in residence halls and other controlled areas when buildings are scheduled to be closed.

During summer periods when the regular academic year has concluded, authorized students may stay in residence halls while attending class. Additionally, during holiday periods and various scheduled breaks each semester, selected students and other guests may be permitted to live on campus in residence halls. Each student or guest will have their magnetic identification card modified to permit access to residence halls or particular buildings or rooms, which will be locked.

Environmental Safety of Campus Facilities

The Physical Plant works cooperatively with the University Police Department to maintain grounds and buildings at Saint Francis University. Issues involving lighting, door locks, keys, and locking systems on residence halls are addressed by the Physical Plant staff.

University Police officers assist the Physical Plant by reporting safety concerns to appropriate personnel. Typical examples of requests for action include doors that fail to shut completely, burned out lights, shrubs in need of trimming, sidewalks that need cleared, and keys that are lost. Police officers will call out members of the Physical Plant at any hour to complete work in need of immediate attention.

Staff and faculty may dial 3017 to access the Physical Plant Department during normal working hours. Resident students may dial the 24 hour Residence Life Maintenance Request Line at 4099 to report conditions in need of attention. Students are encouraged to call the University Police Department Office at 3360 or see their R.A. to report conditions that need immediate attention. University Police will immediately respond to the scene and contact a representative from Physical Plant to correct those deficiencies that mandate immediate attention.

Crime Log

Crime information is available to our students, faculty, staff and visitors at the University Police Department office in Raymond Hall. A campus crime log is maintained detailing all reported criminal incidents that occurred on campus or campus controlled buildings and is open for review to any person. This crime information is also provided to the Troubadour student newspaper for publication. The log will contain the nature, date, time and general location of each crime and the disposition of the complaint, if known. No entry in the crime log will jeopardize the confidentiality of the victim. The identities of all individuals arrested by University Police will be listed in the log.

This crime information is included in the annual Uniform Crime Report, which is compiled and forwarded to the Pennsylvania State Police each January. Members of the State Police forward this information to the FBI for inclusion in the Uniform Crime Report (UCR). A summary of campus crime can be found on pages 18-19 of this publication.

Campus Sex Crime Prevention Act

The University Police Department is in compliance with the Crimes against Children and Sexually Violent Offender Act (Campus Sex Crimes Prevention Act) effective October 28, 2002. The Police Department maintains a registry of all sexual predators, as defined by law, who are employed by the University, volunteer on campus or are students at the University. Upon receipt of notification by the Pennsylvania State Police of a sexual predator within the campus community, his/her name is maintained in the registry. This registry is available for public inspection at the University Police Department office.

Sexual Assault

Sexual assault occurs when a person is subject to forced or non-consensual sex contact. Forcible sex offenses reported in this annual report include forcible rape, forcible sodomy, sexual assault with an object and forcible

fondling. Non-forcible sexual offenses include incest and statutory rape. Categories are included in the Saint Francis University annual crime statistics that include both forcible and non-forcible sexual assault, though the Saint Francis University code of student conduct defines these offenses more broadly than the law. A copy of this policy is available at the University Police Department Office or in the Office of Student Development. A link may be found online here….

PA Rape Statutory Definition

A person commits a felony of the first degree when he or she engages in sexual intercourse with a victim:

- By forcible compulsion.
- By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.
- Who is unconscious or where the person knows the complainant is unaware that sexual intercourse is occurring.
- Where the person has substantially impaired the complainants power to appraise or control his or her conduct by administering drugs or other intoxicants.

The Saint Francis University Sexual Misconduct Policy has been developed to ensure consistent procedures are followed when a report of sexual assault has been received. These procedures and guidelines have been adopted to meet the medical, legal, safety, and psychological needs of the victim. Additional guidelines have been developed for staff members of the University who may be contacted by a victim of sexual assault. A copy of Administrative Guidelines to Sexual Assault may also be obtained at the Police Department office.
Saint Francis University will work with the victim of any sexual assault to assist him or her in resolving the incident through a police prosecution, campus conduct proceeding, or both. Depending on the circumstances of the assault and desire of the victim, residential accommodations may be modified to suit the immediate needs of the victim or to relocate the accused individual. Often, sexual assault is not only criminal, but a violation of a federal civil rights statute called Title IX. Victims have specific rights and remedies under this law once they report an assault or other gender-based discrimination to campus officials.
Often, drugs and alcohol play a role in sexual assault. Students are encouraged to take precautions when attending social functions in which alcohol or drugs may be present, though a victim is never at fault for someone's act of sexual aggression against them. Some guidelines for risk reduction include:

- Know your host. Never attend a party at a house or apartment you are not familiar with.
- Never mix drugs and alcohol - even cold medication can create a strong effect and dull your senses and decision-making capability.
- If you drink, watch the liquid being poured. A date rape or drug can be slipped into a drink while you are not watching.
- Never leave a party with someone you are uncomfortable with. A good rule to follow is simply leave with those friends you came with.
- Never walk home alone.

Tell your roommate, a friend, or RA where you are going and when you expect to be back. St. Francis University students activity intervene to protect each other from the risk of sexual assault.

If You Are a Victim of Sexual Assault

Get to a safe place as soon as possible.
Contact a friend, someone you trust, and/or a resident assistant, to be with you and support you through the various steps that follow a report. There are sexual assault advocates who are available to speak with you confidentially, by dialing a toll free number (800) 755-1983.

Get medical attention as soon as possible to ensure your physical well-being and to collect important evidence, which is best collected within about 120 hours.
Try to preserve all physical evidence. Do not wash, bathe, use a toilet, or change clothing, if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of attack in a paper bag rather than in any plastic container, which may taint evidence. It is best to leave any crime scene undisturbed until police arrive.
Contact the University Police by calling 3360 from any campus telephone or 472-3360 from off-campus. You may also choose to contact the 911 center in Ebensburg by dialing 9-911 on campus or 911 off campus. The telephone number for the Pennsylvania State Police is 471-6500.
Counseling and emotional support is available. You may talk with a counselor by dialing the Counseling Center at extension 3211. All discussions will be kept confidential.
Counseling and support are also available by contacting: Victim Services of Johnstown – 800-755-1983 or (814) 288-4961, and Family and Children's Services (814) 944-3583

Upon written request to university police, the alleged victim of a crime of violence or a nonforcible sex offense, or to the alleged victim's next of kin, (if the victim dies as a result of the crime or offense), the university will disclose the final results of an institutional conduct proceeding dealing with that crime or offense. Disclosure of forcible sex offense outcomes is governed by the University Sexual Misconduct policy {link here].

Security Awareness and Crime Prevention

The Saint Francis University community evaluates the performance of the University Police Department in terms of response time to calls for service and the proper handling of these calls. Overall police performance is also measured by the University in terms of the effective protection of University community members and increases or decreases in reported crime each year. While no university is completely immune from crime, the Saint Francis University community, including off-campus housing, is fortunate to have a low crime rate. This low incidence of crime however should not infer that crime cannot occur. Crime prevention demands constant interaction and outreach to students, faculty, and staff. The quick reporting of crime associated with immediate response and action by the Police staff will aid efforts to maintain this low crime rate.
Crime prevention is an on-going process within the Police Department. Officers work with members of the Residence Life staff, Intra-fraternity/Sorority Council, Student Government Association and Student Activities Organizations to provide training and informational programs throughout the year Educational programs provide a basic reminder that criminal activity is always possible in our community. Programs such as personal safety, fire safety, and drug and alcohol issues are presented each semester.
During student orientation in August, students are informed of services offered by the police department. Various ways to maintain personal safety and residence hall security are explained. Students are told about crime on campus and in Loretto Borough and are encouraged to exhibit good common sense while on and off campus. A quantity of different programs are offered throughout the academic year, some of which include sexual assault prevention, the responsible use of alcohol and other workshops requested by students and staff.
The University Police Department offers a walking escort service to our University community when student-staffing levels permit. This service operates between the hours of 9:00 P.M. and 3:00 A.M. daily. When students are not available, the Police officer on-duty will gladly assist anyone requesting an escort through use of the University Police Department vehicle.
Operation Identification is a program sponsored by the Department to mark all personal equipment of value through use of an engraver. This small device is loaned out by the Police Department to interested students or staff wishing to mark stereo equipment, televisions, bicycles, etc. Police officers will assist with marking equipment if requested.

Saint Francis University Alcohol Policy

Saint Francis University believes that drug and alcohol abuse should not be part of the student collegiate experience. Because of this belief, Saint Francis does not sanction the student use of alcohol on campus. In compliance with the Saint Francis University Alcohol Policy, no student will possess, consume, manufacture, transport, or attempt to purchase alcoholic beverages of any kind on campus or special event sponsored by the

University. No student or employee of the University will give permission or render assistance in the sale, furnishing, or providing of alcohol to any person less than twenty-one years of age.

Students at Saint Francis are expected to be acquainted with and abide by state laws and University regulations regarding alcohol and other drugs and to be aware of the social, physiological, and psychological consequences of excessive drinking and other drug use. Students are also expected to become familiar with making logical decisions regarding serving and consuming alcohol. As a Catholic institution of higher learning, the University addresses moral, educational, psychological, social and physiological issues as well as legal issues. Individuals are personally responsible for the observance of the laws of the Commonwealth of Pennsylvania and their own behavior. Furthermore, the University considers intoxication, disorderliness, or offensive behavior deriving from the consumption of alcoholic beverages, regardless of age, to be unacceptable and subject to action under the code of student conduct.
Saint Francis University is designated as a "drug-free" campus and only under certain circumstances are those over the age of 21 years permitted to drink alcoholic beverages. University Police enforce all Commonwealth of Pennsylvania laws regarding the unlawful use of alcohol or drugs.

Crime on Campus

A summary of all crime occurring on campus and at campus controlled buildings and property off-campus is available for your information. This annual report is distributed electronically each October to all members of the campus community and parents, and to all prospective students and employees year-round. Crime information is collected and compiled by Director of Risk Management. Crime information provided by SFU Police, local police agencies in close proximity to our campus is also included, when provided. The full text of this report can be located on our web site at http://www.francis.edu/campussafety.htm. Students, faculty, staff, visitors, and perspective employees and students may also receive a copy of this crime and safety information from the University Police Department by stopping at the Human Resources Department, Admissions Office, or the Police Office in Raymond Hall.

Crime Statistics
Main Campus Loretto, PA

	ON CAMPUS						OFF CAMPUS					
OFFENSE	**ON CAMPUS TOTAL			**RESIDENTIAL FACILITIES			NON CAMPUS			PUBLIC PROPERTY		
	2010	2009	2008	2010	2009	2008	2010	2009	2008	2010	2009	2008
MURDER/NON NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MAN- SLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	1	0	0	1	0	1	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	2	4	5	2	4	5	1	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	1	1	0	0	0	0	0	0	0	0	0
LIQUOR LAW **ARRESTS**	7	0	3	3	0	3	0	2	0	0	0	0
LIQUOR LAW **ON-CAMPUS DISCIPLINE**	106	91	103	86	85	99	8	10	0	0	1	0
DRUG LAW **ARRESTS**	0	0	0	0	0	1	0	0	0	0	0	0
Drug Law **ON-CAMPUS DISCIPLINE**	9	1	0	8	1	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION **ARRESTS**	0	0	0	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS VIOLATIONS **ON-CAMPUS DISCIPLINE**	0	0	0	0	0	0	0	0	0	0	0	0
HATE CRIMES (ALL CATERGORIES)	0	0	0	0	0	0	0	0	0	0	0	0

**** Residential Facilities incidents are included in Total**

Crime Statistics
Ambialet, France

	ON CAMPUS						OFF CAMPUS					
OFFENSE	**ON CAMPUS TOTAL			**RESIDENTIAL FACILITIES			NON CAMPUS			PUBLIC PROPERTY		
	2010	2009	2008	2010	2009	2008	2010	2009	2008	2010	2009	2008
MURDER/NON NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MAN- SLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	1	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
LIQUOR LAW **ARRESTS**	0	0	0	0	0	0	0	0	0	0	0	0
LIQUOR LAW **ON-CAMPUS DISCIPLINE**	0	0	0	0	0	0	0	0	0	0	0	0
DRUG LAW **ARRESTS**	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law **ON-CAMPUS DICIPLINE**	0	0	0	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION **ARRESTS**	0	0	0	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS VIOLATIONS **ON-CAMPUS DISCIPLINE**	0	0	0	0	0	0	0	0	0	0	0	0
HATE CRIMES (ALL CATERGORIES)	0	0	0	0	0	0	0	0	0	0	0	0

**** Residential Facilities incidents are included in Total**

FIRE SAFETY

Saint Francis University is committed to providing a safe environment for all students, staff, and visitors. A fire safety program is one aspect of providing that environment. Fires are a threat to both life and property and must be considered a potential threat to the operations of the university.

The responsibility of establishing the fire safety program is that of the Director of Risk Management/University Police Department, the Environmental Heath and Safety Department, and the Department of Residence Life. These three departments work together to instruct students and staff of the university fire safety policies and procedures.

Fire Protection Systems

All residence halls at Saint Francis are equipped with the Honeywell fire protection system. Each residence hall has pull stations, smoke detectors, audible horns or strobes, evacuations plans, and fire extinguishers while Christian, St. Joan, St Agnes, Amici, Giles St. Elizabeth, and St. Francis residence halls also have sprinkler systems.

If the fire alarm system is activated, the alarm is sent to the university police two-way radio and announces to the on-duty officer the name of the building in alarm. The alarm is also immediately sent to the Cambria 911 center and local fire departments are dispatched to the building in alarm.

Tampering with this fire equipment places all residents in jeopardy. Damaging, discharging, or disengaging any piece fire equipment will result in campus discipline and possible criminal charges.

Building	Pull Stations	Smoke Detectors	Fire Extinguishers	Sprinklers	Horns/Strobes
Christian	X	X	X	X	X
St. Louis	X	X	X	-	X
Ave Maria	X	X	X	-	X
Amici	X	X	X	X	X
Giles	X	X	X	X	X
St. Francis	X	X	X	X	X
St. Clare	X	X	X	-	X
St. Agnes	X	X	X	X	X
St. Elizabeth	X	X	X	X	X
St. Joan	X	X	X	X	X
Pineview	-	X	X	-	-
Bachs Honors House	X	X	X	X	-
Eastgate	X	X	X	-	X
Spalding	-	X	X	-	-
HATP	-	X	X	-	-
Kappie house	-	X	X	-	-
Roundstone	-	X	X	-	-
Leadership	-	X	X	-	-

Fire Log – A fire log is available for inspection at the University Police Department. Below is the summary of all fires that have occurred in campus controlled properties.

RESIDENTIAL HOUSING FIRE REPORT						
Summary of Residential Fires	**2010**		**2009**		**2008**	
	Hall	**Other**	**Hall**	**Other**	**Hall**	**Other**
Number of Fires	**0**	**0**	**0**	**0**	**0**	**0**
Number of Injuries	**0**	**0**	**0**	**0**	**0**	**0**
Value of Property Damage	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Causes of Fires	**2010**		**2009**		**2008**	
	Hall	**Other**	**Hall**	**Other**	**Hall**	**Other**
Open Flame	**0**	**0**	**0**	**0**	**0**	**0**
Electrical	**0**	**0**	**0**	**0**	**0**	**0**
Equipment/Appliance Malfunction	**0**	**0**	**0**	**0**	**0**	**0**
Intentional/Arson	**0**	**0**	**0**	**0**	**0**	**0**
Cooking	**0**	**0**	**0**	**0**	**0**	**0**
Other	**0**	**0**	**0**	**0**	**0**	**0**
Actual Log of Incidents						
	Date	**Bldg.**	**Injuries**	**Deaths**	**Cause**	**Cost**
None						

Fire Drills and Evacuation.
Periodic fire drills will be conducted each semester. In accordance with Pennsylvania state law, all must participate completely during any emergency drill. The following evacuation procedures must be followed at Saint Francis University.

Students must vacate the building when an alarm sounds. Before leaving, students should do the following:

1. If in a room, feel the closed door. If it feels hot, the hallway may be filled with deadly gases. Do not open the door, but go to the window and wait for rescue. If the door is cool, close the windows before slowly opening the door.

2. Do not stop to dress, but take a pair of shoes and an overcoat or blanket. Upon leaving the room, leave the lights on and the door closed. Take the room key.
Knock on the students' doors on each side of the hall and be sure others are aware of the fire before evacuating.

3. If it is not possible to leave the room:

a) Open the windows if there is smoke in the room; if there is no smoke, leave the windows closed to prevent outside smoke from being drawn into the room.

b) Seal cracks around the door with towels (damp, if possible).

c) If trapped, attract attention by hanging an object from the window—the brighter the color, the better--and wait by the window for help. If outside smoke is drawn in, close the windows, leaving the object hanging. Don't panic. Help will come quickly.

4. If smoke is severe, place a wet cloth over the mouth and nose. Remember, there is usually less smoke near the floor.

5. When evacuating:

a) Walk at a brisk pace, do not run.

b) Follow the posted corridor instructions for the proper exit route and assembly point.

c) Move in single file along the wall toward the exit.

d) Use only marked exits. Remain silent so that you can hear instructions.

e) If the exit lights are out, do not panic. Proceed cautiously to find the nearest exit. Count the number of doors. If the exit is blocked, backtrack and locate an alternate exit route or if necessary return to room.

6. Remain outside until instructed to return to the building by a University official. In the event that re-entry to the hall is not possible, everyone will be instructed to go to another assembly point for further information.

University Police Officers

You may email the Police Department with specific questions you have concerning the information contained in this publication.

Sgt. Bob Zaman rzaman@francis.edu
Safety Concerns safety@francis.edu

You may also call University Police with questions or concerns by dialing 472-3360.