

# Campus *Safety*

## 2014 ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORTS

REFLECTS STATISTICS FOR JANUARY 2013 – DECEMBER 2013



**Jefferson**<sup>™</sup>  
HEALTH IS ALL WE DO

Dial **811** for campus emergencies.  
Register to receive emergency alerts  
or update your information:  
**Jefferson.edu/jeffalert**

Like us on Facebook or follow us on Twitter.



## **Letter from the Director**

We are the Campus Security Department and our daily mission strives to provide a secure environment for all persons visiting and working on our campus. The brave men and women of the Security Department make every endeavor to maintain an acceptable level of order and safety throughout the campus. While our primary mission is the protection of persons and

property, our plan requires that all security personnel have an obligation to possess a demeanor of “good will” and “service”.

To ensure your protection, officers and supervisors are on duty at all times. We also maintain a 24hour campus Security Response Center, and we are in two-way radio communication with all officers and supervisors on duty. We encourage you to contact us with any concern as we are always willing to respond and support any situation that has even the slightest potential to disrupt our campus environment. Our department also includes an investigative unit staffed with highly experienced investigators. We provide follow-up inquiry and reassurance to eliminate any situation brought to our attention that could upset the campus environment.

Although we work diligently at our mission, we need your support and participation. We encourage you to always be aware of your surroundings, properly secure your personal property, and contact us with any concern no matter how small. Together we can ensure a safe campus environment.

Please take the opportunity to browse our website at **[www.jefferson.edu/security.html](http://www.jefferson.edu/security.html)** where you will find useful information on safety and security while visiting our campus. You can also like us on Facebook or follow us on Twitter at TJUSecurity.

On behalf of the dedicated and courageous men and women of the Security Department, I welcome you to Jefferson.

**Joseph E. Byham, MAS, CPM, CHSP**  
**Director of Public Safety**

# Contents

---

## **Campus Security**

- 3** Security at Your Service
- 3** Our Population
- 3** Mission Statement
- 4** Security Department  
Contact Information

## **Annual Safety Report**

- 5** Our Statistics
- 5** Quick Facts
- 6** On Campus Housing
- 7** On Campus Offenses

## **Policy Information**

- 8** Missing Persons
- 8** Weapons
- 8** Alcohol
- 8** Crime Reporting  
and Investigation
- 9** Drug Sales and Use
- 9** Substance Abuse
- 9** Student Sexual Assault
  - Sexual Assault Victim  
Program
  - Sex Offender Registration
- 10** – Filing Charges
  - Support Services
  - Educational Programs
  - Sanctions

## **Annual Student Housing Fire Report**

- 11** The Higher Education  
Opportunity Act
- 11** Description of Facility Fire  
Safety Systems
- 12** Fire Safety Education and  
Evacuation Policy/Procedure
- 12** Supervised Fire Drills/  
Fire Alarm System
- 13** Fire Safety Violations/  
Prohibition Instructions
- 14** Campus Housing  
Fire Log: 2012, 2011

## **Emergency Preparedness**

- 15** Emergency Preparedness  
Definitions
- 16** Emergency Procedures
  - Fire
  - Building Evacuation
  - Suspicious Packages
- 17** – Suspicious Behavior
  - Bomb Threat
  - Active Shooter/Lockdown

## **Personal Safety**

- 18** Advice

## **Campus Map**

- 20** Campus Map and Directory



Jefferson Bicycle Officers, Hall, Walter, Satanoff, Wallace, and Evans at the 2013 JMC commencement celebration.



Sergeants Hearn, Ruggiero, Rich, and Mendez.



Another sunny day on the Lubert Plaza.

# Campus Security

---

## **SECURITY AT YOUR SERVICE**

Thomas Jefferson University places a high priority on your personal safety. That is why our Security Department is well-trained, well-staffed and supported by state-of-the-art security technology. While on the Jefferson campus as an employee, student, patient or visitor, you can be assured that our Security Department is working to keep you safe.

The Jefferson Security Department supports the teaching, research and patient care activities of the University, the Jefferson Faculty Foundation and Thomas Jefferson University Hospital. The department is staffed with 107 officers. These certified professionals have been trained under Pennsylvania Act 235 which requires 40 hours of training for private security officers. In addition, they receive recruit in-service training, and annual refresher training to maintain their skills.

## **OUR POPULATION**

During 2013, Thomas Jefferson University had 1061 medical students, 860 residents or house staff members, 1643 graduate students and 947 undergraduates. Thomas Jefferson University Hospital admitted 37,506 patients. In addition, Jefferson employed 9,355 full-time and 2,334 part-time employees in its administrative, patient care, academic and research programs.

## **MISSION STATEMENT**

The Jefferson Security Department, is committed to provide efficient and quality service, while demonstrating the iSCORE values, to every member of our campus community. We recognize our responsibility to maintain order, while respecting the dignity of every individual.

# Jefferson's Security Department

## **Director of Public Safety**

*Joseph Byham  
215-503-3997  
130 S. 9th Street*

## **Manager of Technology and 1st Shift Ops.**

*Joseph J. McFadden, Jr.  
215-955-0368  
130 S. 9th Street*

## **Manager of After Hours Ops.**

*Kimberly Harris  
215-955-8152  
130 S. 9th Street*

## **Emergency Planning and Management**

*Anthony Canora  
215-503-4797  
130 S. 9th Street*

## **Fire Marshal**

*Tony Van Dyke  
215-503-7153  
130 S. 9th Street*

## **Investigators**

*Joseph Gariffo  
215-955-8175  
Thomas Walsh  
215-955-6331  
130 S. 9th Street*

## **Shift Field Supervisors**

*Located in the Security Response Center on the 2nd floor, 10th St. side of Gibbon building.*

### **1st Shift Supervisors (8 a.m. – 4 p.m.)**

*Lt. Terrence Richardson  
Lt. Sheree Herder-Watson  
Lt. Lonnie Green  
215-955-8888*

### **2nd Shift Supervisors (4 p.m. – 12 a.m.)**

*Lt. William Young  
Lt. Pam Belgrave  
Lt. Justin Adams  
215-955-8888*

### **3rd Shift Supervisors (12 – 8 a.m.)**

*Lt. John Casares  
Lt. James Killingsworth  
Lt. Mark Thomas  
215-955-8888*

## **Training Supervisor**

*Lt. Jeffrey Taylor  
215-955-5364  
130 S. 9th Street*

# Annual Safety Report

---

## OUR STATISTICS

With so many individuals passing through our campus every day, it is no surprise that occasionally we have incidents that require our Security Department's expertise. In keeping with a state mandated program for uniform reports, we publish information related to these incidents.

In compliance with the Pennsylvania Crime Awareness Law, Jefferson Security opens daily incident logs to students, media and the public during regular office hours Monday through Friday.

## QUICK FACTS

- Thomas Jefferson University and Hospitals Security Officers will respond to all emergencies that occur on campus.
- Security Officers will assist all students, employees, visitors, patients who are victims of a crime by advising and / or contacting the appropriate agency. Victims of any crime, whether or not it is on Jefferson's Campus, are urged to report said crime to the appropriate agency. i.e. Philadelphia Police Department.
- Jefferson Security Officers are not empowered to make arrest. In the event of a crime occurring on the Jefferson Campus, Jefferson Security Officers will detain a suspect of a crime until the Philadelphia Police arrive. Jefferson Security Officers will enforce all Policies and Procedures of the University and Hospitals.
- Jefferson Security Department has an excellent working relationship with the Philadelphia Police Department – 6th Police District, where Jefferson's campus is located. Jefferson's Security Department also has a working relationship with PATCO Police, SEPTA Police, as well as State and Federal Agencies.
- Jefferson Security Department provides escort services to students and visitors to the PATCO Line at 10th and Locust Sts., Market East Transit Center, parking lots on the Jefferson campus, and for students between campus buildings.
- Security personnel participate in orientation programs for new students regarding campus safety and street smarts. Street Smart programs are also given to current students on an annual basis.
- The University engaged MIR3, a leader in emergency communications, to install an alert system that can send notifications if there is ever a threat to campus safety. The system, JeffAlert, will enable Jefferson to quickly disseminate critical information via text messaging, voicemail and email using a variety of devices such as cell phones, landline phones and desktop/laptop computers.

## ON-CAMPUS HOUSING

The Orlowitz and Barringer buildings offer efficiency, 1, 2 or 3 bedroom apartments. The Martin Building is a residential facility offering single or double occupancy residence hall rooms. Housing is available to undergraduate and graduate students regardless of their marital status. The Martin residence hall is coed, but several floors are segregated by gender. In 2013, approximately 614 students, post-doctoral fellows and family members lived in on-campus housing. There were also 257 short-term housing residents.

Jefferson maintains a variety of programs and policies to help ensure the safety of our housing residents.

### ***These include:***

- Central dispatch for on-campus emergencies (811);
- 24-hour front desk coverage, requiring guest sign-in and photo identification whenever possible;
- Automated front and fire door locking devices that prevent unauthorized entry, but allow safe, easy exit in case of fire or other emergency;
- Safety awareness and crime prevention programs featuring a variety of practical self-protection seminars;
- Closed-circuit TV, double-locking apartment doors, peep-holes in each apartment/room, chain locks and exterior security patrols;
- Card and keypad access in many locations;
- 28 emergency phones throughout campus for immediate access to the Security Response Center
- A “safe corridor” program in which Security Officers stand at the corners of campus when students and employees are arriving and departing.
- Jefferson Security Bike Patrols.



## On-Campus Offenses\*

	2013	2012	2011
Homicide	0	0	0
Sexual Offenses			
– Forced	2	0	0
– Non-Forced	0	0	0
Robbery	3	3	3
Assault	4	7	8
Aggravated	2	-	-
Simple	2	-	-
Burglary	0	2	6
Thefts	122	117	128
Arson	0	0	0
Bomb Threats	0	0	0
Threats	2	2	4
Harassment	2	1	1
Vandalism	5	0	1
Weapons	0	1	0
Drug/Alcohol	0	1/0	1/0
Trespassing	7	12	9
Disorderly Conduct	1	1	0
Ethnic Intimidation	0	0	0
Stalking	1	0	0
Hate Crimes			
– Race	0	0	0
– Gender	0	0	0
– Religion	0	0	0
– Sexual	0	0	0
Orientation			
– Ethnicity	0	0	0
– Disability	0	0	0
Motor Vehicle Theft	0	1	0
Fraud	1	0	0
<b>TOTAL</b>	<b>150</b>	<b>148</b>	<b>161</b>

\*Offenses which occurred in/on property owned and/or controlled by the University and Hospital

# Policy Information

---

## **MISSING PERSONS POLICY**

Residents of Jefferson's on-campus housing may elect to identify a person to be contacted by the institution within 24 hours of that student being reported missing. If a person is not specifically elected for this purpose, employees of the Department of Housing and Residence Life or other University officials will contact the general "emergency contact" person designated by the student on their DHRL emergency contact card and/in Banner.

In compliance with the Pennsylvania Crime Awareness Law, Jefferson Security opens daily incident logs to students, media and the public during regular office hours Monday through Friday.

## **WEAPONS POLICY**

### **Policy Number: 119.05**

No student, employee, patient or visitor is allowed to carry a weapon while on Jefferson property. This includes storing or transporting weapons by residents of campus housing.

## **ALCOHOL POLICIES**

### **Policy Number: 117.03/Policy Number: 102.22**

It is the policy of Jefferson to comply with all federal, state, and local laws and regulations which regulate the sale and use of alcohol. Jefferson neither condones nor shields from prosecution those individuals found in violation of the liquor control laws of the Commonwealth of Pennsylvania.

## **CRIME REPORTING AND INVESTIGATION**

### **Policy Number: 119.04**

To comply with PA Act 73 College and University Security Information Act and public (federal) law 101.542 Crime Awareness and Campus Security Act, the Security Department conducts full and objective investigations of all security incidents. Jefferson reserves the right to take any appropriate legal action if it has probable cause to believe that an employee, student, visitor, or tenant has committed a criminal act on Jefferson campuses.

## **DRUG SALES AND USE POLICY**

### **Policy Number: 102.23**

It is the policy of Jefferson to comply with all federal, state, and local laws and regulations which prohibits the sale, use, and possession of illegal drugs.

Jefferson will not shield from action by civil authorities any employee, student, or faculty member involved in the provision, merchandising, possession, or consumption of illegal drugs.

## **SUBSTANCE ABUSE PROBLEMS**

### **Policy Number: 102.23**

Jefferson's policy is to help any employee, student, or faculty member who voluntarily request assistance to overcome a substance abuse problem. The Department of Human Resources can arrange for employee assistance through the Employee Assistance Program. Students who need assistance will be referred to the respective Student Affairs Dean's Office.

## **STUDENT SEXUAL ASSAULT POLICY**

### **Policy Number: 117.01**

#### ***Sexual Assault Victim Program***

In response to federal legislation Public Law 102.325, the University's Office of Student Affairs has developed a sexual assault victim response policy. Proactive programs and victims' sexual assault support services are available at all times.

In accordance with its goal of providing a secure community for its students, Thomas Jefferson University has developed this policy. For the purposes of this policy, sexual offenses include, but are not limited to, rape, involuntary deviate sexual intercourse, indecent exposure, indecent assault and aggravated indecent sexual assault.

A sexual offense is a criminal act which may subject the perpetrator to campus disciplinary action in accordance with established procedures and/or criminal and civil penalties under state and federal laws.

In all circumstances, the complainant shall be appraised of his or her rights and, with his or her permission, the following steps shall occur in the case of a reported sexual offense or assault.

#### ***Sex Offender Registration***

The identity of registered sexual offenders residing in the vicinity of Jefferson may be found at [www.meganslaw.state.pa.us/](http://www.meganslaw.state.pa.us/). Click on Megan's Law Registry, the upper right corner.

## ***Filing Charges***

The complainant will be informed of the procedures for filing charges through the College disciplinary procedures and for filing criminal charges via the Special Victims Unit.

## ***Support Services***

The Office of Student Affairs will provide information regarding campus/ community services available to the complainant for immediate and ongoing support. These services include, but are not limited to, counseling through the University Health Services and referral to such community organizations as Woman Organized Against Rape. As appropriate, the Student Affairs Officer will confirm with the complainant that the services sought on campus were provided.

The Student Personal Counseling Center offers confidential and accessible contact with a mental health professional to discuss personal and academic concerns. The psychiatrist and therapists of the Counseling Center are available to discuss any type of issues including, but not exclusive to, stress management, problems with personal or family relationships, feelings of depression or anxiety, issues involving eating and substance abuse.

Deanna Nobleza, MD, Director of the Student Personal Counseling Center, Department of Psychiatry, may be reached directly and confidentially at 215-503-2817 to set up an appointment either with her or another therapist or psychiatrist, on or off the Jefferson Campus. The number also will give directions for contacting Dr. Nobleza or another psychiatrist in case of an emergency.

If there is an after-hours emergency, students should go to the Jefferson emergency room (located in the Main Building at 10th and Sansom Streets, (215-955-6840) and ask to speak to the psychiatrist on-call.

## ***Educational Programs***

Educational programs are provided by Thomas Jefferson University's Department of Security, the Colleges' Office of Student Affairs, the Residence Life Office of the Department of Housing and Residence Life. The programs are designed to promote awareness of rape and other sexual offenses.

## ***Sanctions***

Following the finding of guilt in an on-campus disciplinary procedure, sanctions could include, but are not limited to, suspension or expulsion from Thomas Jefferson University in accordance with the policies set forth in the Statement of Student Rights, Freedoms and Responsibilities. The accused individual may also be prosecuted under Pennsylvania civil and criminal statutes.

# Annual Student Housing Fire Report

---

## **THE HIGHER EDUCATION OPPORTUNITY ACT**

The Higher Education Opportunity Act signed on August 14, 2008, requires institutions of higher education to prepare and report annual fire safety information on student housing. The content of this report as mandated by the Act shall include the following:

- Description of each on-campus housing facility fire safety system;
- Written policies regarding the fire safety education and the training programs provided to students, faculty, and staff;
- Written procedures in the event of an evacuation;
- The number of regular mandatory supervised fire drills;
- The number of fire incidents and the cause of each fire;
- The number of injuries related to the fire that resulted in treatment at a medical facility;
- The number of deaths related to a fire;
- The value of property damaged caused by a fire;
- Written policies or rules related to the use of portable electrical appliances, smoking, and open flames, and
- A plan for future improvements in fire safety, if determined to be necessary by the University.

## **DESCRIPTION OF FACILITY FIRE SAFETY SYSTEMS**

Jefferson University has three on-campus student residence buildings namely, Barringer, Orlowitz and Martin. All buildings are fully (100%) equipped with sprinkler systems. These residence buildings have the SIEMAN Model MXL as the monitoring fire alarm system. The Martin Building is monitored by a SIMPLEX-4100U Fire Alarm System. All three buildings are monitored 24/7 with all systems being communicated to the Security Response Center (SRC). Each building is equipped with fire fighting equipment (fire extinguishers) throughout each floor and smoke detectors throughout each student room.

## **FIRE SAFETY EDUCATION AND EVACUATION POLICY/PROCEDURE**

Jefferson students receive fire safety and emergency response training instructions upon arrival. In October of each year (Fire Safety Month), the Department of Housing and Residence Life (DHRL) in collaboration with the Office of the Fire Marshal promotes fire safety and safety procedures by distributing to all students a “Fire Safety Packet” with fire safety information. Faculty and staff receive fire safety instruction upon hiring (orientation) and annually as part of the employee mandatory safety training, which is an online course. Students, faculty and staff receive training on evacuation procedures prior to supervised fire drills.

The Thomas Jefferson University Student Housing Evacuation Policy and Procedure can be obtained online at [www.jefferson.edu/housing/policies.cfm](http://www.jefferson.edu/housing/policies.cfm). Click on the word “Handbooks.” During scheduled housing meetings, students have an opportunity to discuss evacuation procedures, fire safety or any safety concerns with the University Fire Marshal/Facilities Safety Officer. Each hallway is equipped with an evacuation map located on the back of the door, directing the student to the safest and quickest exit routes from the student room, should a “Code Red” condition occur. Student Resident Assistants (RA) are assigned to each building. Students are instructed to dial 215-955-8888 if he/she discovers a fire, smell of smoke, or discover any other hazardous emergency condition in any of the buildings. A student Resident Assistant (RA) is assigned to each floor. An internal Emergency Response Team, composed of representatives from the EHS Department and Security Department are dispatched to all “215-955-8888” calls while the local fire department is being summoned by the SRC.

## **SUPERVISED FIRE DRILLS/FIRE ALARM SYSTEM**

*“The Occupant will comply with all regulations now in force or hereafter adopted by Thomas Jefferson University and the Department of Housing and Residence Life.”*

Every year the Office of the Fire Marshal, in collaboration with the DHRL Administration develops a schedule for all supervised fire drills and fire alarm system testing. Mandatory supervised fire drills are executed four times a year (quarterly), and fire system tests are conducted annually in accordance with the NFPA 72, National Fire Alarm Code, and the Philadelphia Fire Department, Fire Code. An additional alarm system test may be warranted if, and when, impairment is identified and a corrective action is completed, to ensure that the system is back in operable condition. Students are observed for response to the drill and are consulted if and when there is notice of a failure to respond to the alarm.

Authorized University personnel or their agents may enter the unit at reasonable times for any of the following reasons:

- To inspect the condition of the unit;
- To inspect for fire and/or health hazards; remove signs, locks, fixtures, alterations, or additions to the unit or premises that violate this agreement.

## **FIRE SAFETY VIOLATIONS/PROHIBITION INSTRUCTIONS**

A fine of \$500 is charged to a student found tampering with any fire safety equipment within the Barringer or Orlowitz Buildings. To minimize the potential of fire in any of the buildings, Thomas Jefferson University Department of Housing and Residence Life (DHRL) Agreement is provided to the individual student with instructions regarding what is allowed/permitted or is prohibited. The occupant will refrain from:

- Altering any Jefferson Fire Safety Equipment or adding to the present locks;
- Smoking or burning tobacco products that are prohibited inside the residence halls. Smoking is ONLY permitted outside, only if it occurs 20 feet or more from the building;
- Prohibit the use or storing of hot plates, space heaters or toaster ovens;
- Prohibit the use or storing of explosive or highly inflammable material on Jefferson premises;
- Prohibit use of exploding fireworks in or around Jefferson premises;
- Obstructing the hallways, stairways, sidewalk, leading and sidewalk, including the basement and storage areas;
- Any action or lack of action that would constitute a fire hazard (including, but not limited to failing to evacuate during a fire alarm);
- The occupant will not use, install, or store any of the following articles in the unit or on the premises, unless prior written authorization is obtained from the University: candles and incense, large appliances (clothes washers/dryer), outdoor antennas or satellite dishes, heating equipment, including kerosene or electric space heaters, and halogen lamps.

The Assistant Director, DHRL or the RA will consult with the student who is identified to have caused an alarm or violated any of the University's stipulated agreement. After every alarm (false, unwanted or actual fire) a, "Fire Safety Memorandum" is posted and copies made available to the student explaining the cause of the fire and the necessary corrective action taken.

It is the responsibility of the occupant (student) to ensure that his/her smoke detectors are tested weekly, batteries are replaced regularly and to report any malfunction to the DHRL Administration.

## Campus Housing Fire Log: 1/13 – 12/13

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Martin	0	3	cooking	\$0	0	n/a
Martin	3	0	system mlfunctn.	\$0	0	n/a
Martin						4
Barringer	1	0	contractor	\$0	0	n/a
Barringer	0	4	cooking	\$100.00	0	n/a
Barringer	3	1	system mlfunctn.	\$0	0	n/a
Barringer						4
Orlowitz	1	0	contractor	\$0	0	n/a
Orlowitz	0	2	cooking	\$0	0	n/a
Orlowitz	2	0	system mlfunctn.	\$0	0	n/a
Orlowitz						4

## Campus Housing Fire Log: 1/12 – 12/12

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Martin	2	0	system mlfunctn.	\$0	0	n/a
Martin	0	6	cooking	\$0	0	n/a
Martin						4
Barringer	1	0	system mlfunctn.	\$0	0	n/a
Barringer	0	4	cooking	\$0	0	n/a
Barringer						4
Orlowitz	2	0	system mlfunctn.	\$0	0	n/a
Orlowitz	0	2	cooking	\$0	0	n/a
Orlowitz						4

## Campus Housing Fire Log: 1/11 – 12/11

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Martin	2	0	system mlfunctn.	\$0	0	n/a
Martin	0	8	cooking	\$0	0	n/a
Martin						4
Barringer	1	0	mechanical room excess steam	\$0	0	n/a
Barringer	0	2	cooking	\$0	0	n/a
Barringer						4
Orlowitz	2	0	system mlfunctn.	\$0	0	n/a
Orlowitz	2	0	water flow alarm	\$0	0	n/a
Orlowitz	1	0	mechanical room excess steam	\$0	0	n/a
Orlowitz	0	2	cooking	\$0	0	n/a
Orlowitz	0	1	elevator room overheated belt	\$0	0	n/a
Orlowitz						5



# Emergency Preparedness

---

## EMERGENCY PREPAREDNESS DEFINITIONS

### ***Lockout***

Allows no unauthorized personnel into a building. All exterior doors are locked and the main entrance is monitored by Jefferson security or administrators. This procedure allows the occupants of a building to continue as normal but curtails outside activity. Most commonly occurs outside a building.

### ***Lockdown***

A procedure used when there is an immediate threat to building occupants. Students, faculty and staff would be instructed to secure themselves in the rooms they are in and no one should leave until the situation has been curtailed. This allows emergency responders to secure the students and staff in place, address the immediate threat and remove or evacuate any innocent bystanders from immediate danger to an area of safe refuge. Most commonly used to secure areas not directly impacted by an incident occurring inside a building.

### ***Shelter-in-Place***

A procedure whereby the entire building population is moved to a single or multiple locations in a building. Most commonly used during weather emergencies or when an extremely hazardous substance is released into the outside atmosphere.

### ***Evacuation***

Implemented under conditions when it is no longer safe for students, faculty and staff to remain in a building or a specific area in a building. This requires occupants to move out and away from a building to a designated area of refuge or out and away from a specific area within a building. Most commonly used when there is a suspected fire or hazardous material spill in a building.

## **EMERGENCY PROCEDURES**

### ***Fire***

- **R** – Rescue or remove anyone who may be in immediate danger.
- **A** – Alarm: activate the nearest fire alarm pull station, dial 811, report Code Red, and give the location of the fire.
- **C** – Confine or contain the fire and close doors.
- **E** – Evacuate: know the location of all fire exits should an evacuation become necessary.
- Extinguish: Use the proper fire extinguisher to extinguish or control a small fire.
- Do not enter the building until authorized to do so by emergency personnel.

### ***Building Evacuation***

- When the fire alarm is activated, evacuation is mandatory.
- DO NOT use elevators.
- Upon exiting, proceed to your building relocation site to begin the accountability process.
- Do not stand or congregate in front of entrances or next to building.

### ***Shelter-in-Place***

- Purpose: To shelter occupants inside the building in the event of a hazardous/biological material or other emergency incident outside the building.
- When notified, go inside the nearest building.
- Close all windows and doors.
- Report to the building's shelter area.

### ***Suspicious Packages***

- Any package found or received that arouses concern.
- Do not touch or disturb the object or package.
- Isolate the package and evacuate the immediate area.
- Call the emergency phone number.
- Notify your Building Administrator.

### ***Suspicious Behavior***

- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call the emergency phone number above immediately, provide a description if possible.

### ***Bomb Threat***

- Remain calm.
- Get as much information as possible from the threatening caller.
- Call the emergency phone number above.
- Follow the instructions of emergency personnel.

### ***Active Shooter/Lockdown***

#### **Run**

- If possible, exit the building immediately and call 911.

#### **Hide**

- If you cannot exit, clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible, and stay away from all windows. Remain calm and quietly call the emergency phone number above.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- DO NOT leave or unlock the door to "see what is happening."

#### **Fight**

- DO NOT attempt to confront or apprehend the shooter, except as a last resort.
- Upon exiting, proceed to your building primary relocation site and begin your accountability process.

# Personal Safety

---

## AT HOME, IN AN APARTMENT BUILDING OR IN A RESIDENCE HALL

- Keep your room door locked at all times.
- Never let unauthorized persons come into your room, enter residence halls or enter apartment security doors.
- Never prop open inside or outside doors.
- Do not hide keys outside of your room or apartment. Do not put your name or address on your key rings.
- Avoid working or studying alone in a campus building.
- Never dress in front of a window. Close blinds or curtains after dark.
- If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. Try to get an accurate description of the intruder and then call campus security.
- Any suspicious activity should be reported to Jefferson Security immediately.

## WHEN DRIVING

- Carry your car keys when approaching your vehicle so you can enter quickly.
- Always check underneath your car upon approach and in the rear seat for intruders before entering your automobile.
- Lock your doors and keep windows rolled up whenever possible.
- Drive on well-traveled and well-lit streets.
- Never hitchhike, and never pick up hitchhikers.
- If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
- If your vehicle breaks down, ask any person who stops to help to call the police. Do not allow any person access to you or inside your car. Roll down your window no more than an inch. Be aware that an accident may be staged to provide the other driver an opportunity to commit a criminal act.
- Leave enough room between your car and the one ahead so you can drive around it if necessary.
- Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
- Limit distractions such as cell phones.

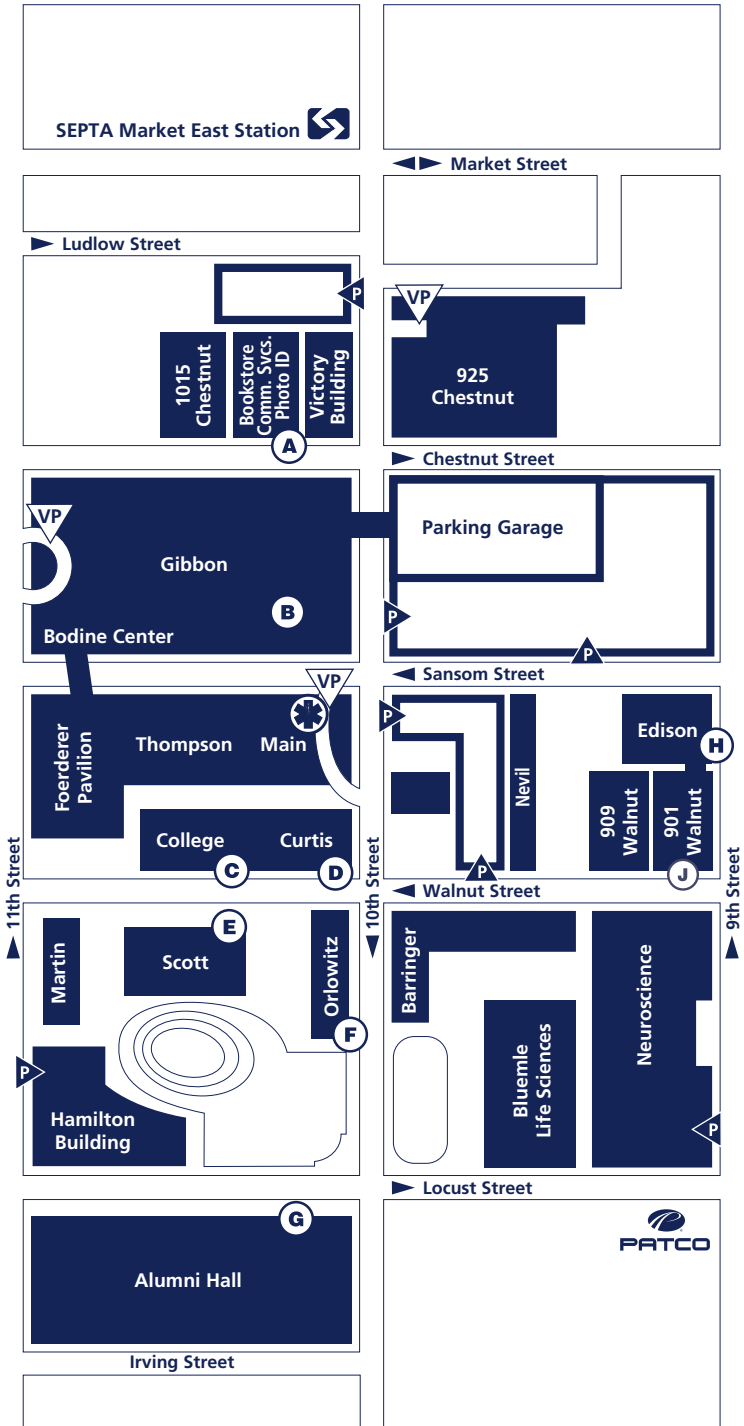
## **WHILE WALKING OR JOGGING**

- Avoid walking or jogging alone, and try not to walk or jog after dark.
- Avoid dark or vacant areas. Walk along well-lit routes.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or move quickly to a lighted area, a group of people, or a blue light emergency phone.
- Have your keys ready when returning to your residence hall or apartment. Keep your personal or valuable items concealed and close to your body.
- Avoid wearing headphones when walking or jogging. Always be aware of your surroundings and practice risk avoidance techniques.
- If you need an escort call Jefferson's Security Escort Service: 215-955-8888.

## **AVOID VICTIMIZATION**

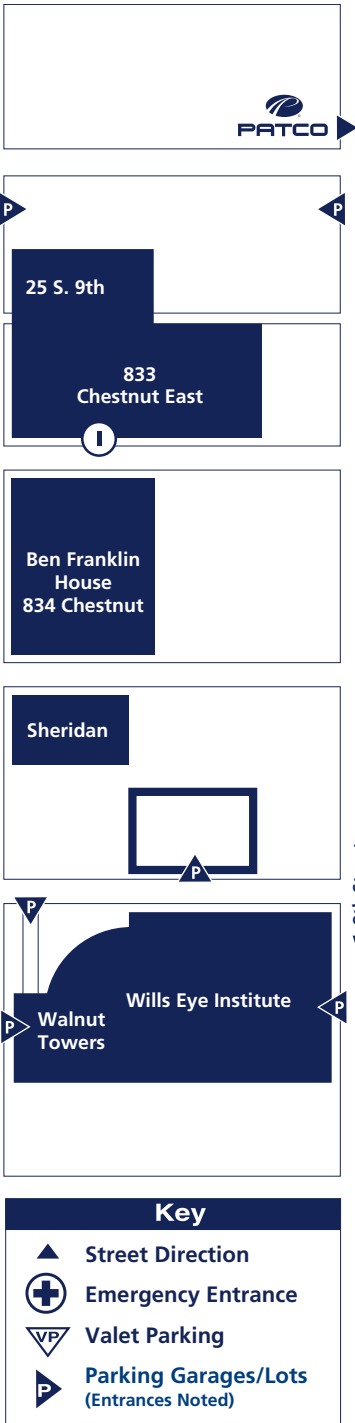
### ***Property protection:***

- Lock your door whenever you leave your room for ANY length of time or when sleeping.
- Secure your vehicle. Close all windows and lock all doors.
- Never prop open any door.
- Adequately protect all valuables in your room, such as wallets, jewelry, credit cards, cash and computers. Do not leave valuables or cash in plain view.
- Protect your books and put your name in them. Do not leave them in public places.
- Do not loan your keys to anyone.
- Never hide your keys outside your apartment or room. Do not put your name or address on your key rings.
- Take all valuable items home with you during vacations.
- When in a public place, keep valuable possessions out of sight. If you must leave an area for any length of time, take personal items with you.



# Thomas Jefferson University Campus Map

## and Directory of Student Services



**Activities Office** ..... (G)

B67 Jefferson Alumni Hall

### Admissions Offices

**Jefferson College of**

**Graduate Studies** ..... (G)

M46 Jefferson Alumni Hall

**Jefferson Schools of Health**

**Professions, Nursing and Pharmacy** ..... (H)

100 Edison Building

**Jefferson Medical College** ..... (D)

110 Curtis Building

**Atrium Cafeteria** ..... (B)

2nd Floor Gibbon Building

**Bookstore** ..... (A)

1009 Chestnut Street

**Commuter Services** ..... (A)

1009 Chestnut Street

**Financial Aid** ..... (C)

G1 College Building

**Jefferson-Independence Blue Cross**

**Wellness Center** ..... (G)

Basement Jefferson Alumni Hall

**Health Services** ..... (I)

833 Chestnut Street

**Housing Office** ..... (F)

103 Orlowitz Building

**Library** ..... (E)

Scott Building

**Photo ID** ..... (A)

1009 Chestnut Street

**Registrar** ..... (D)

G22 Curtis Building

**Tuition & Cashier's Office** ..... (E)

521 Scott Building

**901 Walnut Street** ..... (J)



## CAMPUS EMERGENCY PHONES

Jefferson has emergency phones positioned throughout the campus. The phones are continuously monitored by Jefferson's Security Officers in the Security Response Center. If needed, push the read button and you will be able to speak directly to a security officer.

- 11th and Chestnut:  
NW corner of Gibbon
- 10th and Chestnut:  
NE corner of Gibbon
- 11th and Sansom:  
SW corner of Gibbon
- 10th and Sansom:  
SE corner of Gibbon
- Sansom Street between  
11th and 10th streets
- 9th and Sansom:  
NW corner of Edison
- 11th and Walnut:  
SW corner of Pavilion
- 10th and Walnut:  
SE corner of Curtis
- 9th and Walnut:  
SE corner of Clinical  
Office Building
- 11th and Walnut:  
SW corner of Martin
- 10th and Walnut:  
SW corner of Barringer
- 9th and Walnut:  
behind Jefferson Hospital  
for Neuroscience
- 9th and Locust:  
SW corner of Jefferson  
Hospital for Neuroscience
- 11th and Locust:  
SW corner of Hamilton
- 10th and Locust:  
SE corner of Bluemle
- 10th and Locust:  
SE corner of Lubert Plaza
- Lubert Plaza:  
SW corner of Orlowitz
- 11th and Irving:  
SW corner of Jefferson  
Alumni Hall
- 10th and Irving:  
SE corner of Jefferson  
Alumni Hall
- Hamilton Garage/P1 level:  
SE, SW, NE, NW corners,  
total of 4
- Hamilton Garage/P2 level:  
SE, SW, NE, NW corners,  
total of 4

*"It's better to be called and not needed, than needed and not called."*

**[Jefferson.edu/security](http://Jefferson.edu/security)**