



Jefferson

Philadelphia University +
Thomas Jefferson University

HOME OF SIDNEY KIMMEL MEDICAL COLLEGE

Campus *Safety*

2017 ANNUAL CAMPUS SECURITY
& FIRE SAFETY REPORTS

REFLECTS STATISTICS FOR
JANUARY 2016 – DECEMBER 2016

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 **[@TJUSecurity](https://twitter.com/TJUSecurity)**

Contents

Campus Security

Security at Your Service.....	3
Our Population.....	3
Mission Statement.....	3
Jefferson’s Public Safety Department Contact Information.....	4
East Falls Campus Contact Information.....	5

Annual Safety Report

Our Statistics.....	6
Quick Facts.....	6
On Campus Housing.....	7
Campus Crime Reports.....	8-10
PA Uniform Crime Report.....	11

Policy Information

Missing Persons.....	12
Weapons.....	12
Alcohol.....	12
Crime Reporting and Investigation.....	13
Drug Sales and Use.....	13
Substance Abuse.....	13
Student Sexual Misconduct Policy.....	14-28

Annual Student Housing Fire Report

The Higher Education Opportunity Act.....	29
Description of Facility Fire Safety Systems.....	29
Fire Safety Education and Evacuation Policy/Procedure.....	30
Supervised Fire Drills/ Fire Alarm System.....	30
Fire Safety Violations/ Prohibition Instructions.....	31
Campus Housing Fire Log: 2014-2012.....	32

Emergency Preparedness

Emergency Preparedness Definitions.....	33
Emergency Procedures.....	34-37

Personal Safety

Advice.....	38-39
-------------	-------

Campus Map

Campus Map and Directory.....	40-41
-------------------------------	-------



Letter from the Managing Director

Here at the Jefferson 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 where you will find useful information on safety and security while visiting our campus. You can also view the East Falls annual campus security report at philau.edu/security

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

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

Public Safety

AT YOUR SERVICE

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

Jefferson Public Safety is comprised of the departments of Security, Police, Emergency Management, and Environmental Health & Safety. Public Safety supports the teaching, research and patient care activities of the university, hospital and physician practices. Our departments are staffed with well trained and professional officers. In addition, recruit officers receive in-service training at the time of hire and all officers receive annual refresher training to maintain their skills.

OUR POPULATION

During 2016, Thomas Jefferson University had 1056 medical students, 873 residents or house staff members, 1783 graduate students and 853 undergraduates. Thomas Jefferson University Hospital admitted 35,017 patients. In addition, Jefferson employed 9,750 full-time and 2,690 part-time employees in its administrative, patient care, academic and research programs.

MISSION STATEMENT

The Jefferson Security Department of Public Safety 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 a safe environment, while respecting the dignity of every individual.

Jefferson's Department of Public Safety

Center City Campus

Managing Director of Public Safety

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

Lieutenant, Access Control/ Technology

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

Captain JPD/JSD, Manager Uniforms Operations

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

Security Command Center

Located on the 2nd floor
of the Gibbon Building
215-955-8888

Captain, Administrative Services

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

Senior Investigator

Thomas Walsh
215-955-6331
130 S. 9th Street

Emergency Planning and Management

Pamela Drake Nesbitt
215-503-4797
130 S. 9th Street

Investigator

Brian McGinley
215-955-3403
130 S. 9th Street

Fire Marshals

Tony Van Dyke
215-503-7153

Jim Gulliver
215-503-4473
130 S. 9th Street

For more information, please visit: jefferson.edu/security

[Facebook & Twitter @TJUSecurity](#)

Jefferson's Department of Public Safety

East Falls Campus

Director of Public Safety

Jeffrey Baird
215-951-2620
bairdj@philau.edu

Investigator

Steve Glenn
215-951-0918
glenns@philau.edu

Security Operations Manager

Bob Stack
215-951-2619
stackr@philau.edu

Shift Supervisors

Ismael Bailey
Dave McSparron
Lee Scott

Communication Center Operations Manager

Warren Young
215-951-2661
youngw@philau.edu

Administrative Assistant

Helene Brady
215-951-2620
bradyh@philau.edu

For more information, please visit: [Philau.edu/security](https://philau.edu/security)

Jefferson's Annual Safety Report

East Falls Annual Safety Report can be found at philau.edu/security

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 and 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 Philadelphia Police Department or other appropriate agency.
- Jefferson Security Officers are not empowered to make arrests. 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 and State and Federal Agencies.
- Jefferson Security Department provides escort services to students and visitors to the PATCO Line at 10th and Locust Sts., Jefferson Station, parking lots on the Jefferson campus, and for students between campus buildings.
- Security personnel participate in mandatory orientation programs for new students and employees and train incoming Jefferson personnel about campus safety and crime prevention. In addition, orientation programs address issues related to risk management and bystander intervention. Additional voluntary programming is provided throughout the year by the Security Department, including annual "Street Smarts" programs and other topics addressed in connection with campus partners such as the Department of Housing and Residence Life and the Student Personal Counseling Center.

- 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.

SECURITY OF ON-CAMPUS HOUSING AND OTHER JEFFERSON BUILDINGS

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 2016 approximately 675 students, post-doctoral fellows and family members lived in on-campus housing. There were also 240 short-term housing residents.

Jefferson maintains a variety of programs and policies to help ensure the safety of our students, employees and visitors, both in the residence halls and in other buildings on campus.

These include:

- Central dispatch for on-campus emergencies (**811**);
- 24-hour front desk coverage in the residence halls and many other campus buildings, requiring guest sign-in and/or photo identification whenever possible;
- Automated front and fire door locking devices that prevent unauthorized entry in the residence halls, 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 in many locations;
- In the residence halls, 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.
- Visitor Access Management System
- 24/7 Security and Police Presence

CAMPUS CRIME REPORT

January 01, 2016 through December 31, 2016

Crime Classification	Campus		Non-Campus	Public Property
	On-Campus Residential	Campus Non-Residential		
Murder and Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses, Forcible	0	0	0	0
"Sex Offenses, Non-Forcible"	0	0	0	1
Robbery	0	2	2	2
Aggravated Assault	0	1	0	1
Burglary	0	3	2	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor-Law Violations	0	0	0	0
Arrest	0	0	0	0
Disciplinary Referrals	0	0	0	0
Drug-Related Violations	0	0	0	0
Arrest	0	0	0	0
Disciplinary Referrals	0	0	0	0
Weapons Possession	0	0	0	0
Arrest	0	0	0	0
Disciplinary Referrals	0	0	0	0
Hate Crimes				
Vandalism	0	0	0	0
Bias: Religion				
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

Domestic Violence, Dating Violence and Stalking were added to the report in 2013 in accordance with the 3-7-VAWA amendments..

CAMPUS CRIME REPORT

January 01, 2015 through December 31, 2015

Crime Classification	Campus		Non-Campus	Public Property
	On-Campus Residential	Campus Non-Residential		
Murder and Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses, Forcible	0	0	0	0
"Sex Offenses, Non-Forcible"	0	0	0	1
Robbery	0	0	0	1
Aggravated Assault	0	0	0	1
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor-Law Violations	0	0	0	0
Arrest	0	0	0	0
Disciplinary Referrals	0	0	0	0
Drug-Related Violations	0	0	0	0
Arrest	0	0	0	0
Disciplinary Referrals	0	0	0	0
Weapons Possession	0	0	0	0
Arrest	0	0	0	0
Disciplinary Referrals	0	0	0	0
Hate Crimes				
Vandalism	0	0	0	0
Bias: Religion				
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

Domestic Violence, Dating Violence and Stalking were added to the report in 2013 in accordance with the 3-7-VAWA amendments..

CAMPUS CRIME REPORT

January 01, 2014 through December 31, 2014

Crime Classification	Campus		Non-Campus	Public Property
	On-Campus Residential	Campus Non-Residential		
Murder	0	0	0	0
Manslaughter	0	0	0	0
Sex Offenses	0	0	0	0
Forcible	0	0	0	0
Non-Forcible	0	0	0	1
Robbery	0	0	0	1
Aggravated Assault	0	1	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	1	0	0
Arson	0	0	0	0
Liquor-Law Violations	0	0	0	0
Arrest	0	0	0	0
Disciplinary Referrals	0	0	0	0
Drug-Related Violations	0	0	0	0
Arrest	0	0	0	0
Disciplinary Referrals	0	0	0	0
Weapons Possession	0	0	0	0
Arrest	0	0	0	0
Disciplinary Referrals	0	0	0	0

Incidents shown in the "On-Campus Residential" category are also included in the statistics shown in the "On-Campus Total Category".

THE PENNSYLVANIA UNIFORM CRIME REPORTING ACT*

	2016 CY	2015 CY	2014 CY
Criminal Homicide	0	0	0
Forcible Rape	0	0	0
Robbery	6	0	1
Aggravated Assault	2	1	1
Simple Assault	5	2	3
Burglary	5	0	0
Theft	61	75	70
Motor Vehicle Theft	0	0	1
Attempted MV Theft	0	0	0
Arson	0	0	0
Total Part 1	79	79	76
Forgery/Counterfeiting	0	0	0
Fraud	1	0	0
Embezzlement	0	0	0
Stolen Property (Buying, Receiving, Possessing)	0	0	0
Vandalism	3	1	3
Weapons Offense	0	0	0
Prostitution and Commercialized Vice	0	0	0
Sex Offenses (except Rape and Prostitution)	0	1	3
Drug Abuse Violations	0	0	0
Gambling	0	0	0
Offenses Against Family	0	0	0
Driving Under Influence	0	0	0
Liquor Laws	0	0	0
Drunkness (except Liquor Violation Laws)	0	0	0
Disorderly Conduct	2	2	1
Vagrancy	0	0	0
All Other Offenses*	4	12	15
Total Part 2	10	16	22

Grand Totals

*All other offenses include harassment, harassment by communication, threats, unlawful restraint, loitering and prowling and trespass.

Policy Information

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she must immediately notify Jefferson Campus Security at **811** or **215-955-8888**. Security will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted in the event the student is determined to be missing (“the Missing Student Contact”). This Missing Student Contact’s information will be maintained separately from the student’s general emergency contact information. If a student has identified a Missing Student Contact, Jefferson will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to elect a Missing Student Contact can do so by completing a Missing Student Contact information card, available from the Department of Housing and Residence Life. Missing Student Contact information will be accessible only by authorized campus officials and, in furtherance of a missing person investigation, to law enforcement personnel. If a Missing Student Contact is not specifically elected, Jefferson will contact the general “emergency contact” person designated by the student on their emergency contact card.

Jefferson will notify the Philadelphia Police Department and the student’s Missing Student Contact within 24 hours after determining that the student is missing. If the missing student is under the age of 18 and is not an emancipated individual, Jefferson will also notify the student’s parent or legal guardian within 24 hours after determining that the student is missing.

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

Jefferson encourages all members of the Jefferson community to report to the Security Department any crime occurring on campus, on public property within or immediately adjacent to campus, or in non-campus buildings or property that Jefferson owns or controls.¹ Knowing about campus crimes makes it possible for Jefferson to address them and to implement policies and procedures designed to prevent them. In addition, Jefferson has obligations under federal and state law to compile and report statistics on the occurrence of campus crimes.

Reporting crimes allows Jefferson to ensure its statistics are complete and accurate. A report may be made on a confidential basis, and may omit the names of the victim and alleged perpetrator. While this may impact Jefferson's ability to investigate and address the crime, it will allow Jefferson to include the crime for statistical purposes. Individuals may also report anonymously via the Security Department's 24-hour recorded phone line for reporting: **215-955-5678 (5-5678** from a campus phone). Additional information is addressed in Jefferson's Crime Reporting and Investigation Policy 119.04 and its Student Sexual Misconduct Policy 117.01.

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 prohibit the sale, use or possession of illegal drugs.

Jefferson will not shield from prosecution 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 requests 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.

Jefferson is committed to providing ongoing education regarding drug and alcohol use and abuse. The Security Department discusses Jefferson's alcohol and drug policies and programs at new student orientation programs. Additionally, the Student Personal Counseling Center conducts substance use and abuse programs for students and employees throughout the year, including sponsoring outside speakers, programs to assist in recognizing the signs of substance abuse and outreach programs to offer assistance to those in need.

1. Jefferson does not specifically monitor or record criminal activity by students at off-campus locations of student organizations. Jefferson does not officially recognize off-campus students groups.

STUDENT SEXUAL MISCONDUCT POLICY

Policy Number: 117.01

I. Policy Statement

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities that receive federal financial assistance. Thomas Jefferson University is committed to providing an environment free of discrimination on the basis of sex, including, but not limited to, sex-based disparate treatment, sexual misconduct and sexual harassment. TJU implements and maintains prevention and awareness programs designed to avoid sexual misconduct and sexual violence. Jefferson's Student Sexual Misconduct Policy (117.01) is available on the TJU website at <http://www.jefferson.edu/university/academic-affairs/schools/student-affairs/sexual-misconduct/Policy.html>.

II. Consent

Consent to engage in sexual activity must be obtained from each partner and must exist from beginning to end of each instance of sexual activity. Consent must be informed, knowing, and voluntary. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in sexual activity. Note that, although consent may in some cases be demonstrated through nonverbal conduct alone, reliance on nonverbal conduct alone as an indication of consent could lead to misunderstandings. It is better to obtain a verbal indication of consent.

Consent is not effective if it results from the use of physical force, intimidation or coercion, or if the person is too incapacitated to provide informed, knowing and voluntary consent. If a partner becomes too incapacitated to consent during the course of sexual activity, there is no longer consent. Silence and/or a lack of resistance do not, by themselves, demonstrate consent. Use of alcohol or drugs shall not diminish one's responsibility to obtain consent, but may diminish one's ability to consent.

Consent to engage in sexual activity may be withdrawn by any party at any time. Withdrawal of consent must also be outwardly demonstrated by words and/or actions that clearly indicate a desire to end sexual activity. Note that, although withdrawal of consent may in some cases be demonstrated through nonverbal conduct alone, reliance on nonverbal conduct alone to withdraw consent could lead to misunderstandings. It is better to verbally withdraw consent by saying "no," "stop" or some other similar verbal communication. Once withdrawal of consent has been clearly expressed, sexual activity must cease. A previous sexual relationship and/or current relationship with a partner, do not, by themselves, imply consent.

III. Prohibited Behaviors

Sexual Misconduct is the overarching term used by the University to describe behaviors or offenses of a sexual nature that are committed against individuals who do not consent to them. Sexual Misconduct is prohibited under this policy. Instances of Sexual Misconduct include, but are not necessarily limited to, unwanted sexual acts which are committed by coercion, force, intimidation, manipulation or otherwise without consent. The following are examples of behaviors or offenses that are considered acts of Sexual Misconduct.

Please note that the specified definitions of certain behaviors or offenses under Pennsylvania law are included in Appendix A to this policy:

A. Sexual assault. Any non-consensual sexual act. It includes, but is not limited to, the following when consent is not present:

1. Sexual intercourse (anal or vaginal)
2. Oral sex
3. Penetration (anal, vaginal, oral) with an object or body part
4. Use of coercion, force or manipulation to make someone else engage in inappropriate touching of their or another's genitals or "private parts" (breasts, buttocks, etc.)
5. Fondling, or touching the private body parts of another person for the purpose of sexual gratification, without consent. This includes where the other person is incapable of giving consent because of his/her age or temporary or permanent mental incapacity.
6. Sexual activity with another person who is not able to give consent due to intoxication, incapacitation, unconsciousness, helplessness, or other inability.

B. Rape. Non-consensual penetration, no matter how slight, of the vagina or anus with any body part or object, or non-consensual oral penetration by a sex organ of another person.

C. Statutory Rape. Sexual intercourse with a person who is under the statutory age of consent. **See Appendix A for information on Pennsylvania's age of consent.**

D. Sexual Harassment. Sexual Harassment is unwanted verbal, written, physical or other sex-related behavior directed toward another person or group because of that person's or group's sex, sexual orientation or gender identity. Sexual harassment may include a range of subtle and overt behaviors and may involve individuals of the same or different sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Sexual harassment is a form of sex discrimination, and will not be tolerated. The following behaviors are prohibited, whether conducted by a man or a woman:

1. **“Quid Pro Quo”** is to threaten or insinuate, expressly or implicitly, that any student is required to submit to sexual advances or to provide sexual favors in order to participate in a University program or activity or to make any educational decision or take any action based on a student’s submission to or refusal to submit to sexual advance.
2. **Hostile Environment** is to engage in unwelcome sexually-oriented or otherwise hostile conduct which has the purpose or effect of interfering unreasonably with another person’s work or academic performance or of creating an intimidating, hostile, abusive or offensive environment. Such an environment can be created by a University employee, another student, or even someone visiting the University, such as a student or employee from another school.

E. Stalking is a type of Sexual Harassment in which a person directs a course of conduct at another specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Examples of stalking behavior include repeatedly calling, e-mailing or texting someone, especially after being asked to stop; physically following a person; threats, intimidation or intrusive behavior; always “showing up” or being visible where the other person is, etc.).

1. **Cyber-Stalking** is a specific type of Stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcomed contact with another person in an unsolicited fashion. Some examples of Cyber-Stalking include, but are not limited to, unwelcomed/unsolicited emails, instant messages, and messages on on-line bulletin boards. It also includes, but is not limited to, unsolicited communications about a person, their family, friends, co-workers, or sending/posting unwelcomed and unsolicited messages with another username.

F. Sexual Exploitation is an act of Sexual Misconduct in which a person exploits or takes advantage of another person in a sexual manner without consent. Examples of Sexual Exploitation include, but are not limited to, the following:

1. Recording (audio or video) or photographing sexual activity without the knowledge and consent of all parties involved
2. Electronically transmitting (posting online, texting, emails, etc.) sounds or images of sexual activity without the knowledge or consent of all parties involved
3. Voyeurism (spying on others who are engaged in an intimate or sexual act)
4. Going beyond consent (having consensual sex but allowing other people to watch without the knowledge of the consenting party)
5. Prostituting another person

6. Public indecency (exposing yourself without consent)
7. Knowingly exposing an individual to a sexually transmittable infection or virus without his or her knowledge.

G. Dating violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

H. Domestic violence. A felony or misdemeanor crime of violence committed

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

I. Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

IV. Procedures

A. Reporting. The University encourages those subjected to sexual misconduct and sexual violence to report what occurred so they can get the support they need and the university can respond appropriately. **It is important to note that different employees on campus have different levels of responsibility to maintain a person's confidentiality. The following are reporting options that carry different levels of confidentiality.**

Please note that, with the exception of entirely confidential reports to the Student Personal Counseling Center, University Health Services or the Pastoral Care Program, all of which are addressed below in subsection 2, "Confidential Reporting," Jefferson will be required by law to include all reported sexual misconduct/violence crimes in its annual compilation of campus crime statistics. No personally identifying information of either the person subjected to sexual misconduct or the accused will be included. This statistical report will include only the fact that a crime was reported and its alleged location.

Additional important confidentiality information is included in the next section, entitled “Confidentiality.”

1. **Non-Confidential Reporting.** Some employees are non-confidential and are required to report information regarding an incident to Campus Security and the Title IX Coordinator. Reporting
 - a. Campus Security (**811** or **215-955-8888**)
 - b. Title IX Coordinators:
 1. Sidney Kimmel Medical College: Dr. Charles Pohl, Sr. Associate Dean for Student Affairs (157 Jefferson Alumni Hall, 215-203-6988, charles.pohl@jefferson.edu)
 2. Graduate College of Biomedical Sciences: Dr. Gerald Grunwald, Dean (M63 Jefferson Alumni Hall, 215-503-4191, gerald.grunwald@jefferson.edu)
 - c. College Deans or Associate Deans
 - d. Housing and Residence Life staff (including RA's)
 - e. Full-time faculty
 - f. University Administrators with significant responsibility to student and campus activities
 - g. Human Resources (if involving a faculty or staff member)
2. **Confidential Reporting.** Some employees may talk to a student subjected to sexual misconduct in confidence, and only report that an incident occurred without revealing any personally identifying information. If a student wants to maintain confidentiality the University will be unable to conduct an investigation or pursue disciplinary action. Reporting to the following people will not trigger an investigation without consent:
 - a. Student Personal Counseling Center (215-503-2817)
 - b. Pastoral Care Program (215-955-6336)
 - c. University Health Services (215-955-6835)
3. **Anonymous Reporting.** Students also have the option of anonymous reporting. If an anonymous report is made the identity of the student will not be known, but the university's ability to respond will be limited. The following are options for anonymous reporting:
 - a. Campus Security 24-hour recorded phone line (215-955-5678)
 - b. Human Resources ComplyLine (888) 5-COMPLY.

B. Confidentiality. The University has a strong desire to assist students subjected to Sexual Misconduct, and strongly encourages them to report any such incidents. The University will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information it receives in connection with such a report. The information reported will be shared only with individuals who assist or are otherwise involved in the investigation and/or resolution of the complaint, or who otherwise have a need to know about the complaint and/or its resolution.

Students should know, however, that the University may have an obligation to investigate allegations of Sexual Misconduct. Allegations reported to Non-confidential employees will be reported to Campus Security and the appropriate Title IX coordinator, which will ordinarily lead to an investigation. If a student discloses an incident to a Non-confidential employee but wishes to maintain confidentiality or requests that no investigation or disciplinary action occur, the Title IX Coordinator must weigh that request against the University's obligation to provide a safe, non-discriminatory environment. The Title IX Coordinator will consider a range of factors, including:

1. The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct, such as
 - a. Whether there have been other complaints against the same person
 - b. Whether the accused has a known history of arrests or violence from a previous school
 - c. Whether the accused threatened further sexual misconduct
 - d. The sexual misconduct was committed by multiple perpetrators
 - e. Whether the sexual misconduct/violence was perpetrated with a weapon
 - f. Whether the victim is a minor
 - g. Whether the University possesses means to obtain relevant evidence (for example security cameras or physical evidence)
 - h. Whether the victim's report reveals a pattern of perpetration at a given location or by a particular group.

If it determines that it can respect a student's request for confidentiality, the University will consider non-specific remedial action, such as increasing monitoring, security and/or education and prevention efforts.

If it determines that it cannot maintain a student's confidentiality, the University will so inform the student subjected to sexual misconduct prior to the start of an investigation. The University will provide security and support during the investigation, as described in V.G, Retaliation and V.I, Academic Accommodation and Interim Measures.

C. Options to Involve Campus Security and Law Enforcement. If you are subjected to Sexual Misconduct, you have the option to report the incident to and seek assistance from law enforcement authorities, including campus security and local police. If you would like to notify the police, campus security is available and willing to assist you in doing so. It is also your right and option, absent an ongoing danger to the university community, to decline to notify campus security or the police of the Sexual Misconduct (note, however, that the crime will likely need to be included, without any personally identifying information, in the University's annual compilation of campus crime statistics).

D. Option to Seek Protection From Abuse Order. If you are subjected to Sexual Misconduct, you may have the option of seeking a Protection From Abuse Order (PFA) from the Philadelphia courts. A PFA may typically require that an abuser not abuse, threaten, harass or stalk the victim, stay away from the victim's residence (even if it is also the abuser's residence), stay away from the victim (including at school or work) and turn weapons over to the police. PFAs may be available to anyone abused by a parent, child, current or former spouse, current or former sexual or intimate partner or others related by blood or marriage. Should an employee or student obtain and notify Jefferson of a PFA, "no-contact," restraining or similar court order, Jefferson's campus security will work with the student or employee to help ensure that the order is honored.

E. Preservation of Evidence. Individuals subjected to sex-related crimes should understand that it is important to preserve any physical or other evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Without preservation of such evidence, it may be difficult or impractical to prosecute the perpetrator or obtain a protection order. The Philadelphia Police Department should be contacted, with the victim's consent, when physical evidence should be preserved, as the Philadelphia Police are best suited to ensure the proper preservation of evidence.

F. Amnesty. The University recognizes that a student subjected to Sexual Misconduct who has been drinking or using drugs at the time of the incident may be hesitant to report it due to a fear of discipline for his/her own conduct. Consistent with the University's desire to assist those subjected to Sexual Misconduct and to encourage students to report incidents of Sexual Misconduct, an individual who in good faith reports Sexual Misconduct under this policy will not be subject to disciplinary action by the University for his/her own consumption of alcohol or drugs at the time of the incident, provided that the individual's conduct did not and does not place the health or safety of any other person at risk.

G. Retaliation or Intimidation is when someone engages in action(s) or omission(s) intended to punish, seek retribution against or otherwise adversely affect a person who, in good faith, makes an allegation or report of Sexual Misconduct, participates or cooperates in an investigation into an allegation of Sexual Misconduct or participates or cooperates in the University's process for addressing allegations and/or incidents of Sexual Misconduct, including participation in any mediation or hearing related to allegations of Sexual Misconduct. Retaliation and intimidation is prohibited. It constitutes a serious violation of this policy and, like Sexual Misconduct itself, will be subject to disciplinary action, up to and including dismissal.

H. Sexual Assault Response. A student who is a victim of sexual assault should call **811** (Campus Security) or **911** (Philadelphia Police Department). When a report of a sexual assault is made to University personnel on an emergency basis, Campus Security or other University personnel will escort the victim to a place of safety and will identify, secure and maintain the scene of the alleged assault or offense, as appropriate. If there is a need to preserve evidence the Philadelphia Police Department will be contacted. Evidence of a sexual assault should be preserved as soon as possible, even if the reporting student is unsure about reporting or filing criminal charges.

If a sexual assault has occurred it is important for the victim to seek medical attention as soon as possible to check for internal injuries, receive preventative treatment, and gather forensic evidence. The victim will be informed of the availability of immediate medical and/or psychological assistance available, including treatment for emergent injuries at the Thomas Jefferson University Hospital (TJUH) Emergency Department. Forensic medical examinations are not administered at TJUH. However, TJUH will arrange transport to the Philadelphia Sexual Assault Response Center (PSARC) , where a Sexual Assault Nurse Examiner will conduct an exam. If not an emergent situation requiring the close proximity of the TJUH Emergency Room, victims have the option of going directly to PSARC at 300 E. Hunting Park Avenue, Philadelphia, PA 19124, 215-425-1625. PSARC provides forensic medical evaluation, injury documentation, forensic photography, pregnancy prevention, sexually transmitted infection prevention, HIV prevention, follow-up care, and court testimony. Victim advocacy and counseling is available through Woman Organized Against Rape (WOAR). WOAR has a 24-hour hotline (215-985-3333) and will arrange for a counselor to meet with you before, during, or after any forensic medical examination. For more information on assistance available, see Section VI.A – Campus/Community Services.

In all circumstances, the victim shall be informed of the procedures for filing criminal charges via the Philadelphia Police Department. If the victim chooses to have police notified, security will immediately notify the Philadelphia Police and assist the victim in the filing of the charges if requested. The Title IX Coordinator (detailed in V.A, Reporting) will be notified in order to maintain coordination of a University investigation and campus services.

I. Academic Accommodations and Interim Measures. When a report of sexual misconduct is made academic accommodations and interim measures of protection for the parties involved will be provided, if necessary. Interim measures of protection may be available with respect to academic, living, transportation and working situations. Examples include separating the parties, placing limitations on contact between the parties, housing reassignment, or interim suspension of an accused. Students will also have access to academic support services and may be given the option to withdraw from a class or take a leave of absence.

Jefferson will make accommodations or provide protective measures if the student requests them and if they are reasonably available, regardless of whether the student chooses to report the crime to campus police or local law enforcement. Jefferson will keep confidential information regarding the accommodations or protective measures, to the extent it can do so without impairing its ability to provide them. This information will be shared only with institutional personnel whom Jefferson determines have a need to know the information in the course of carrying out their job duties or providing the accommodations or protective measures.

Any student requiring assistance in seeking or obtaining the types of accommodations or interim measures referenced in this section should contact the Title IX coordinator responsible for his/her College, who will provide assistance.

J. Investigation and Disciplinary Proceedings. The University has a responsibility to investigate allegations of Sexual Misconduct independently of any criminal justice proceedings that may take place. Investigations may lead to disciplinary proceedings as described below. Both the investigation and any resulting disciplinary proceedings will take place promptly and will be conducted in a fair and impartial manner from the initial investigation to the final result. The investigation and any disciplinary proceedings will be conducted by one or more University officials who do not have a conflict of interest or bias for or against the accuser or the accused. These officials will receive annual training on Sexual Misconduct issues, including issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The first step of an investigation will usually be a preliminary interview of the person reporting the crime (accuser); the University will use the information gathered to evaluate the next steps that need to occur and, if necessary, provide for the safety of the University campus community. The investigation may include such things as interviews of the parties allegedly involved (including any witnesses) and gathering of any physical evidence and other relevant information. The accuser and the alleged offender (accused) will be given equitable rights during the investigative process.

The results of the investigation and any related proceedings, including any changes to the results, shall be provided simultaneously, in writing, to both the accuser and the accused. This notification shall include written procedures for either the accused or the accuser to appeal the result of the proceedings and when, absent appeal, the results of the proceedings become final.

1. **Resolution** of allegations that a student committed Sexual Misconduct will vary according to the findings of the investigation, and may include No Further Action, Formal Meeting, or a Judicial Board Hearing. The accuser, accused and appropriate University officials will be afforded timely and equal access to any information that will be used during any disciplinary meeting or hearing that takes place, and will be afforded timely notice of and may appear at any hearing that takes place. Regardless of the type of resolution, TJU will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the redisclosure of information related to the outcome of the proceeding.
 - a. **No Further Action.** If, upon investigation, it is determined that the allegations are unfounded, the University will so inform the accuser and accused in writing. If either party is unsatisfied with the decision to take no further action, he/she may file a written notice of appeal within three days of receiving the decision. Students can file an appeal with the Provost of Thomas Jefferson University; the Provost, or a designee appointed by the Provost, shall meet with the individual appealing the decision to attempt to resolve the situation. The Provost or designee shall provide a written decision, which shall be sent to both parties within five business days of the meeting. The decision of the Provost or designee is final and binding.
 - b. **Formal Meeting.** If, upon investigation, it is determined that a policy violation has occurred that does not require a Judicial Board Hearing to resolve, the University will hold a meeting with the offender to formally advise him/her that his/her behavior constitutes a violation of University policy and must stop immediately. A formal meeting may involve sanctions including, but not limited to, a verbal or written reprimand. The sanctions of disciplinary probation, suspension and dismissal cannot be issued in a formal meeting. Both the accuser and accused will be notified, in writing, of the outcome of a formal meeting. If either party is unsatisfied with the result of a formal meeting, he/she may file a written notice of appeal within three days of receiving the decision. Students can file an appeal with the Provost of Thomas Jefferson University; the Provost, or a designee appointed by the Provost, shall meet with the individual appealing the decision to attempt to resolve the situation. The Provost or designee shall provide a written decision, which shall be sent to both parties within five business days of the meeting. The decision of the Provost or designee is final and binding.

- c. **Judicial Board Hearing.** For allegations of student Sexual Misconduct for which No Further Action or a Formal Meeting are not, in the University's discretion, appropriate responses, the judicial system, to include a Judicial Board Hearing, will be utilized. The judicial system is described in Section XIII of the Code of Conduct found in the university student handbook.

The accuser and the accused will be afforded an equal opportunity to have witnesses testify on their behalf, subject to the discretion of the hearing officials to exclude irrelevant, cumulative, overly prejudicial or other unnecessary evidence. Both the accuser and the accused will have the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. Such individuals shall be permitted to attend such meetings or proceedings solely as an advisor and may not participate in the meeting, hearing or proceedings.

Please note that the standard of evidence in a Judicial Board Hearing for Sexual Misconduct is a preponderance of evidence. As detailed in Section XII of the Code of Conduct, possible sanctions include, but are not limited to: reprimand, disciplinary probation, suspension and dismissal. The University will inform, in writing, the accuser and the accused of the outcomes of a Judicial Board Hearing. The accuser and the accused may appeal the outcome of his or her case as described in Section XIII.E of the Code of Conduct.

K. Non-Student Violations. Any TJU employee or agent who is found to have violated this policy will be subject to appropriate disciplinary and/or corrective action under applicable policies, up to and including termination of his or her employment or other relationship with Jefferson.

L. Timeframe. Once a report of sexual misconduct is made, an investigation of the report shall be initiated within seven calendar days. The investigation shall be concluded as quickly as possible, typically within fifteen calendar days or a reasonable amount of time required to complete a thorough investigation. If the matter is forwarded to a judicial board hearing, the timelines outlined in Section XIII of the Code of Conduct apply. The timeframe from initial report to finding should not exceed sixty calendar days. These timeframes may be extended for good cause with written notice to the accuser and the accused of the delay and the reason for the delay.

V. Jefferson's Prevention and Awareness Programs

As part of its effort to protect students and employees from sexual misconduct and sexual violence, Jefferson provides prevention and awareness training to all incoming students and employees on issues related to these offenses.

The first training occurs during orientation and then ongoing programming is provided both in-person and online. An online training providing an overview of the Sexual Misconduct policy is available at www.jefferson.edu/titleix. On-campus

programming is provided in bystander intervention, domestic violence, self-defense, and through speakers related to sexual misconduct. All programming is advertised widely on campus and designed to promote awareness of and prevent Sexual Misconduct.

A. Bystander Intervention. Research on the causes of sexual violence and evaluation of prevention efforts indicates that bystanders (also referred to as witnesses, defenders, or upstanders) are a key piece of prevention work. “Bystander Intervention” refers to safe and positive options that may be carried out by an individual or group of individuals to prevent harm or intervene when there is a risk that sexual misconduct/violence may occur. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate sexual misconduct or violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystander intervention does not only refer to stopping sexual misconduct/violence in progress. It can also mean intervening early – at the first signs that there may be a problem. This may include recognizing and assisting someone who may be targeted for sexual assault or who may appear not to be thinking clearly.

Safety is the paramount concern for all involved in bystander intervention. This means ensuring your own safety as an intervener as well as attempting to maintain the safety of the person and other third parties. Safety is increased when intervention is attempted with a group rather than by an individual, especially if the intervention will involve discussion directly with the offender.

In some cases, it may be possible to intervene without communicating directly with the offender. The following are examples of ways in which a situation may be avoided without direct confrontation:

- Talk to a person to ensure he/she is okay
- Make up an excuse to assist in getting the person away from the potential offender
- Contact the police and seek assistance
- Recommend to a bartender or party host that a person has had too much to drink or is acting inappropriately
- Escorting a friend away from a risky situation

If you feel that it is necessary to communicate directly with the offender, it is very important that you do so only if you believe it is safe for you to intervene in a non-violent way. If you believe it would be safe to do so, it may be appropriate to tell the offender that the behavior is dangerous and does not appear to be welcome, and ask him or her to please stop the behavior.

B. Risk Reduction. If you become a victim of a crime, it is not your fault. Perpetrators, not victims, are responsible for sexual misconduct, sexual violence and other crimes. Despite this reality, there are actions everyone can take to increase safety:

- Make sure you have consent. Consent is a clear and freely given yes, not the absence of a no.
- Remember that people who are incapacitated by alcohol or drugs cannot give consent.
- Communicate your limits. If you are not ready engage in sexual activity then say “no”. Don’t feel obligated to do anything you don’t want to do. “I don’t want to” is always a good enough reason.
- Back up your words with a strong voice and body language.
- Be aware of your surroundings. Being mindful of your location, the atmosphere and who else is present may help you avoid an uncomfortable situation.
- Avoid being alone with someone you don’t know or don’t trust.
- Try to avoid isolated or dark areas such as side streets or alleys.
- Try to avoid walking alone at night. Try to keep your cell phone charged and with you, and ensure that you have money for a cab if necessary. Remember that campus security is available to provide escorts.
- Listen to your intuition and instincts. If they say something is wrong, it probably is. Try to avoid or get out of the situation.
- Don’t be afraid to make a scene and stand up for yourself.
- Don’t be afraid to call campus security or the police.
- Remember, alcohol and drugs can impair your judgment and reactions. Be especially careful when you drink, and when you’re with someone who has been drinking. Watch out for friends who have been drinking.
- Watch your beverage at all times. Date rape drugs are tasteless, colorless, and odorless. Until the effects are well under way, victims don’t know they have ingested drugs.
- When you go out to a party and/or to bars, go with a group of friends and look out for each other.

If you see someone who could be in trouble, speak up or call authorities.

VI. Campus/Community Services and Education

A. Campus/community services are available for immediate and ongoing support to address problems related to Sexual Misconduct. Following are examples of available services, both within the University and in the external community:

1. Thomas Jefferson University Hospital's Emergency Department (215-955-6840) provides emergency medical services. It is located at 132 South 10th Street, Philadelphia, PA.
2. The Student Personal Counseling Center (SPCC) offers a variety of counseling and support services to help students in times of need (215-503-2817). Students can also call 215-955-HELP for counseling, health services, and support group information at Jefferson.
3. University Health Services (UHS) provides medical care for Jefferson students (215-955-6835). It is located at 833 Chestnut Street, Suite 205, Philadelphia, PA.
4. Women Organized Against Rape (WOAR) is Philadelphia's only rape crisis center and can be reached through a 24 hour hotline at 215-985-3333. WOAR provides free counseling and offers support during forensic rape examinations and any future court proceedings.
5. Philadelphia Sexual Assault Response Center (215-800-1589) is a private, not-for-profit center whose mission is to provide expertise in the assessment and evaluation of sexual assault victims in Philadelphia. The center is staffed 24 hours a day, 7 days a week by on-call, specially trained and experienced Sexual Assault Nurse Examiners who provide forensic rape examinations. PSARC cares for victims regardless of their cooperation with law enforcement. PSARC is located at 300 E. Hunting Park Avenue, Philadelphia, PA 19124. In an emergency, call 215-425-1625 to reach the on-call sexual assault nurse examiner.
6. The Rape, Abuse, and Incest National Network (RAINN) operates the National Sexual Assault Hotline at 1.800.656.HOPE and offers online support, such as online counseling and assistance finding a local counseling center, at www.rainn.org.
7. The National Domestic Violence Hotline (800-799-7233) has highly trained expert advocates available 24 hours a day to talk confidentially with anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship.
8. Jefferson's Office of International Affairs (215-503-4335) works with all University departments and individuals to facilitate exchange and to offer assistance with visa and immigration issues. OIA is located at M-70 Jefferson Alumni Hall, 1020 Locust Street, Philadelphia, PA.

9. The Nationalities Service Center (215-893 – 8400) is a non-profit organization that provides social, educational and legal services to immigrants and refugees in the Greater Philadelphia area. It is located at 1216 Arch Street, 4th Floor, Philadelphia, PA.
10. The Philadelphia Bar Association (215-238-6333) is available to provide referrals to attorneys to assist with legal problems in and around Philadelphia.
11. Philadelphia Legal Assistance (215-981-3800) provides free civil legal assistance to low-income individuals and families in Philadelphia. Its offices are located at 718 Arch St #300N, Philadelphia, PA
12. Community Legal Services of Philadelphia (215-981-3700) also provides free legal assistance in civil matters to low-income Philadelphia residents. Its offices are located at 1424 Chestnut St., Philadelphia, PA.
13. Thomas Jefferson University's Office of Student Financial Aid (215-955-2867) assists students in securing financial aid and acts as an educational debt management resource for students. It may be able to assist with financial aid issues stemming from incidents of Sexual Misconduct. The office is located in the Curtis Building, Suite 115, 1015 Walnut Street, Philadelphia, PA.

Sex Offender Registration

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

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 damage 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: Barringer, Orlowitz and Martin. All buildings are fully (100%) equipped with fire suppression. The Barringer and Orlowitz 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 portable firefighting equipment (fire extinguishers) throughout each floor and smoke detectors throughout the student living areas.

FIRE SAFETY EDUCATION AND EVACUATION POLICY/PROCEDURE

Jefferson students receive fire safety and emergency response instructions upon arrival on campus. 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 and conducting hands on fire extinguisher training. 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. 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. 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 contact the Security Department at **215-955-8888** if they discover a fire, smell smoke, discover any other hazardous emergency condition in any of the buildings, or to report a fire for statistical collection and reporting purposes. A student Resident Assistant (RA) is assigned to each floor. An internal Emergency Response Team, composed of representatives from the Environmental Health and Safety Department and Security Department, are dispatched to all fire-related calls while the local fire department is being summoned by the Security Response Center.

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 Prevention 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 any student found tampering with fire safety equipment within the Barringer, Martin or Orlowitz Buildings. To minimize the potential of fire in any of the buildings, Thomas Jefferson University's Department of Housing and Residence Life's (DHRL) standard Housing Agreement is provided to each individual student residing in the residence halls, with instructions regarding what is allowed/permitted or is prohibited. All occupants must refrain from:

- Altering any Jefferson Fire Safety Equipment or adding to the present locks;
- Smoking or burning tobacco products, which are prohibited inside the residence halls. Smoking is ONLY permitted outside, and only if it occurs 20 feet or more from the building;
- Using or storing hot plates, space heaters or toaster ovens;
- Using or storing explosive or highly inflammable material on Jefferson premises;
- Using or storing 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);
- Using, installing or storing any of the following articles in the unit or on the premises, unless prior written authorization is obtained from the University: candles and incense, open flames of any kind, large appliances (clothes washers/dryers), 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 any student who is identified to have caused an alarm or violated any of the University's fire-related policies or procedures. After every alarm (false, unwanted or actual fire) a "Fire Safety Memorandum" is posted and copies made available to the students explaining the cause of the fire and the necessary corrective action taken.

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

CAMPUS HOUSING FIRE LOG: 1/16 – 12/16

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Martin	0	2	Belt on air handler failed and sent smoke into building setting off alarm	\$0	0	n/a
Martin						4
Barringer	0	2	Dust from construction work in basement	\$0	0	n/a
Barringer	0	1	Smoke from cooking in retail space	\$0	0	n/a
Barringer	0	3	Malfunction of fire alarm in retail space activated building alarm	\$0	0	n/a
Barringer						4
Orlowitz	0	2	Malfunction of water flow components of building sprinkler system	\$0	0	n/a
Orlowitz						4

CAMPUS HOUSING FIRE LOG: 1/15 – 12/15

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Martin	0	1	Resident left food cooking unattended	\$0	0	n/a
Martin						4
Barringer	0	1	Dust from construction work in basement	\$0	0	n/a
Barringer	0	1	Steam/water from cleaning area in retail space	\$0	0	n/a
Barringer	0	2	Malfunction of fire pump in basement	\$0	0	n/a
Barringer	1	0	Fire alarm tested in retail space without proper notification	\$0	0	n/a
Barringer						4
Orlowitz	0	1	Broken sprinkler pipe during extreme cold temperature	\$0	0	n/a
Orlowitz	0	1	Malfunctioning water flow switch	\$0	0	n/a
Orlowitz	0	1	Work in elevator set off fire alarm	\$0	0	n/a
Orlowitz						4

CAMPUS HOUSING FIRE LOG: 1/14 – 12/14

Building	False Alarms	Unwanted Alarms	Cause of Unwanted Alarms	Fire Damage (\$)	# of Deaths or Injuries	Fire Drill
Martin	0	1	Smoke from work on new AHU	\$0	0	n/a
Martin	0	1	Belt damage on AJU	\$0	0	n/a
Martin						4
Barringer	0	1	Resident cooking with plastic in oven	\$300	0	n/a
Barringer	1	0	False activation in retail space	\$0	0	n/a
Barringer	0	1	Paint fumes in basement	\$0	0	n/a
Barringer	0	4	Malfunction/leaking sprinkler pipes	\$0	0	n/a
Barringer	0	1	Smoke from generator startup	\$0	0	n/a
Barringer						4
Orlowitz	2	0	Unknown smoke detector	\$0	0	n/a
Orlowitz	0	1	Accidental by resident	\$6	0	n/a
Orlowitz						4

Emergency Preparedness

EMERGENCY PREPAREDNESS DEFINITIONS

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 resolved. This allows emergency responders to secure the students and staff in place, address the immediate threat and remove or evacuate any 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.

EMERGENCY PROCEDURES

Emergency Phone Numbers

To report a fire, crime or any other emergency on campus, dial

- **811** from a campus phone or
- **215-955-8888**

Fire

Employee and Staff Response

Upon discovery of a fire condition, employees and staff (including Physicians and Licensed Independent Practitioners) who are present shall follow the procedures outlined by the **RACE** acronym:

- **R – RESCUE** anyone from immediate danger.
- **A – ALARM** Pull the nearest fire alarm pull station and call Jefferson Security at **811** or **77**, or call **911** in areas not serviced by Jefferson Security. Give exact location and details of fire.
- **C – CONFINE** by closing doors in the fire area to contain smoke and heat.
- **E – EVACUATE** Evacuate away from smoke and heat.
EXTINGUISH Extinguish small fires.
- Do not re-enter the building until authorized to do so by emergency personnel.

All employees and staff should know how to use a fire extinguisher. The acronym **PASS** is used to remember steps to properly use a fire extinguisher:

- **P – PULL** the pin between the extinguisher's handles.
- **A – AIM** the nozzle at the base of the fire. You should stand 6-10 feet away from fire.
- **S – SQUEEZE** the handle of the fire extinguisher.
- **S – SWEEP** the nozzle from side to side across the base of the fire

Building Evacuation

- When the fire alarm is activated, listen to the announcement from fire alarm for instructions to evacuate, do so immediately.
- 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.
- Upon learning of a dangerous condition requiring evacuation of a campus building, the Security Department will send out a Jeff Alert announcement to all students and staff, announcing evacuation.
- Evacuation procedures are publicized annually through various on-line publications, flyers, at Student Orientation and in training sessions.

Shelter-in-Place

- Purpose: To shelter occupants inside the building in the event of a hazardous/ 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 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, evacuate the building immediately and call the emergency phone number above. If you are a patient care provider there may be times in which you have to leave your patients to save your own life.

Hide

If you cannot exit, hide out immediately, remain behind closed doors in a locked or barricaded room and stay away from windows. Remain calm and silence all cell phones. Call the emergency phone number above if shooter is not nearby. Remain in the room until directed by security or the police.

Survive

As a last resort when faced with imminent danger, act out. Attempt to disrupt and/or incapacitate the active shooter by acting as aggressively as possible against him/her, throwing items, improvising weapons and yelling. You can also consider other actions such as “playing dead”.

JeffAlert: Notification to the Jefferson Community about an Immediate Threat

Jefferson Security receives incident reports from time to time from Jefferson community members, the Philadelphia Police and various offices and departments on campus. If Security receives a report of an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Jefferson community, the Security Response Center will notify the highest ranking Security Supervisor on duty, who will immediately confirm that the emergency or dangerous situation exists. The process for confirming the situation depends on the facts, but will typically involve such activities as communicating with individuals on the scene, viewing surveillance footage, visiting the scene or speaking to witnesses.

Upon confirmation, the Supervisor will, without delay, and taking into account the safety of the community, instruct the Security Response Center to issue an immediate JeffAlert. A JeffAlert is a campus-wide communication via text message, email, pager and telephone systems. The message may also be relayed via fire alarm systems, public address systems and on video monitors throughout the campus. The Security Supervisor will direct the information to be included, which may include information about the threat itself and precautionary measures to be taken. A JeffAlert will not be issued if, in the judgment of first responders (including but not limited to Jefferson Public Safety or the Philadelphia Police), doing so would compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Additional JeffAlerts may be initiated to provide additional, follow-up information regarding the situation.

Testing of JeffAlert System and Evacuation Procedures

Jefferson regularly tests its JeffAlert system and evacuation procedures, including tests on at least an annual basis. The tests may vary in type and may be announced or unannounced. The tests will be scheduled in advance (even if not announced publicly), contain drills to test procedural operations, contain exercises to test coordination of efforts, contain follow-through activities to review the test and be designed for assessment and evaluation of emergency plans and capabilities. Each test is documented in writing, including a description of the exercise, the date, the time the test started and ended and whether the test was announced or unannounced.

Jefferson also regularly publicizes its emergency response and evacuation procedures via email in conjunction with at least one test per year.

Communication with the Surrounding Community

Jefferson endeavors to keep the outside community apprised of emergency situations on campus that may impact the larger community. During emergency situations, Jefferson may provide information to the outside community through its media relations personnel, on its website, through its social media platforms, (including Facebook and Twitter), through communications with nearby community groups and through communications with the Philadelphia Police.

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 Public Safety 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.

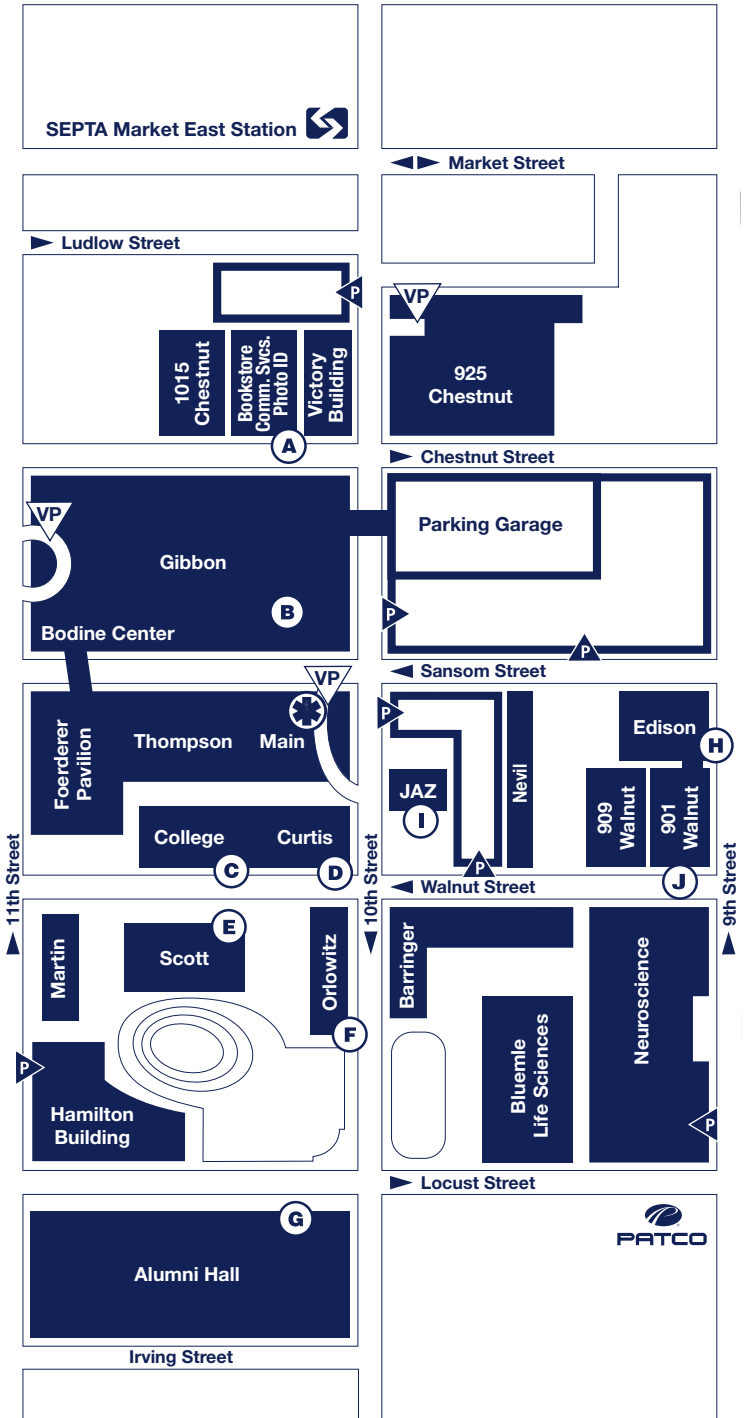
WHILE WALKING OR JOGGING

- 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 Public Safety: **215-955-8888**.

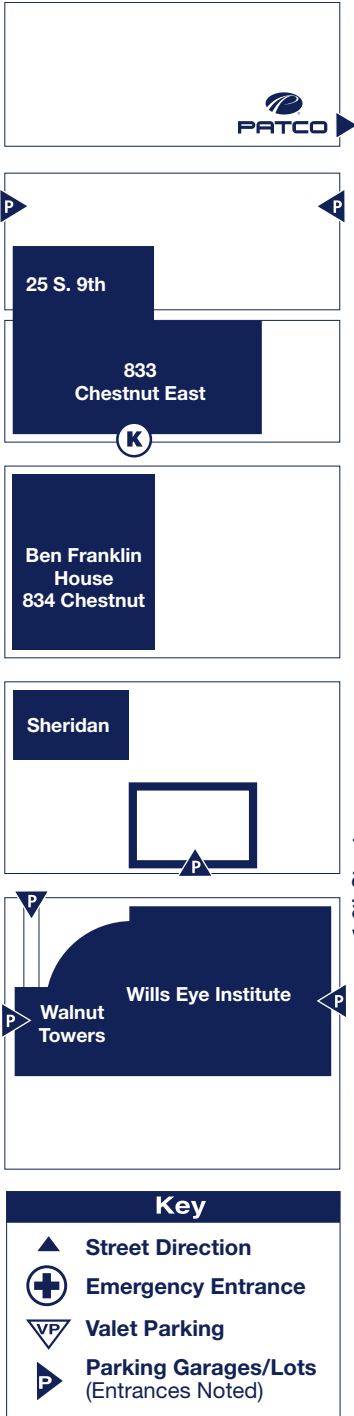
AVOID VICTIMIZATION

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.



Campus Map



▼ 8th Street

- Activities Office** (G)
B67 Jefferson Alumni Hall
- Admissions Offices**
- Biomedical Sciences** (G)
 M46 Jefferson Alumni Hall
- Health Professions,
 Nursing and Pharmacy** (H)
 100 Edison Building
- Sidney Kimmel 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 Accelerator Zone (JAZ)** (I)
137 S. 10th Street
- Jefferson Recreation
& Fitness Center** (G)
Basement Jefferson Alumni Hall
- Health Services** (K)
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

philau.edu/security