

## **The Department of Campus Safety**

The Neumann University Department of Campus Safety in collaboration with Allied-Barton Security Services is available 24 hours a day, every day. It provides a variety of services to ensure that the campus community is safe. The Department strives to achieve this mission by fair and equitable enforcement of University policies and federal, state and local laws with sensitivity to the diversity of its population. It also serves the University community by providing oversight and assistance in safety matters, crime prevention programs, and response to emergency situations.

Campus Safety officers (who are unsworn) conduct patrols in campus buildings, grounds and parking lots, residential halls and provide a Campus Safety presence for University athletic events and other campus activities. As part of their patrol responsibilities, officers regularly observe and report any physical plant problems to ensure that any deficiencies or hazardous conditions are quickly addressed. In addition, the Department is constantly on alert to issues such as proper lighting, landscaping, dark and concealed walkways and other areas, and campus conditions generally to endeavor for consistency with sound Campus Safety principles.

The Department of Campus Safety assists in providing an overall safe campus environment by reporting broken windows and other building and environmental problems to the Facilities Department, which provides an on-call response for after hour emergencies.

The office of the Campus Safety Department is located on the ground floor of the Main Building – Room 32. This is located near the most heavily used building entrance and staffed full time by a Director, a Campus Safety Coordinator, an Office Assistant and professional Campus Safety officers. In addition, Campus Safety operates a Communications Center 24/7 which is located in the Rocco A. Abessinio Building. Campus Safety provides security coverage 24/7 at the Living and Learning Center desks (Residence Halls).

Neumann University Campus Safety has approximately 55 officers who are unsworn and unarmed and do not have police powers of arrest. The Department enjoys good professional relationships with the Delaware County District Attorney's office, the Aston Police Department, and the Pennsylvania State Police, Media Barracks, which is located approximately three miles from the campus.

Campus Safety officers are required to attend training in security principles and fundamentals as well as other relevant topics. They also are trained in fire safety alarms and procedures.

Students, faculty, staff members and alumni have access to all facilities on the campus during the University's normal operating hours, with the exceptions of the Child Development Center and student rooms, in the Living and Learning Center. All campus buildings are locked by Campus Safety officers after business hours every day and are patrolled regularly.

Campus Safety, Residence Life, and Facilities, and the residents themselves share the responsibility for residential safety and security. As official University representatives, Building Residence Coordinators and other members of the Residence Life Staff have housing authority in residential buildings that is supported by the Director of Campus Safety and the Director of Residence Life. These individuals and departments work closely on a daily basis to create and maintain high levels of Campus Safety for residents and guests while striving to ensure that the Neumann University experience will continue to be one that is rich academically, culturally, and socially.

In order to provide a safe and secure environment for students and visitors, the University uses a combination of electronic access control and monitoring by Campus Safety officers in the entrance lobbies of all residential buildings. In addition to providing University ID when entering residence halls, students are required to sign in their guests, who must also provide official identification (e.g. driver's license) to the person on duty.

Consistent with the Neumann University alcohol, drugs and weapons possession policies and as part of the University's Campus Safety goals, students are reminded that alcohol, drugs and weapons are strictly prohibited on campus, including residential buildings and rooms. In order to enforce these policies and to help make the Living and Learning Center halls as safe as possible, students' bags are subject to search upon entry to the Residence Halls.

Campus Safety services and procedures are included in the Student Handbook, and posted on the Campus Safety section of the Neumann University website. While the Department of Campus Safety regularly provides crime, security and safety information to the Neumann community, all members of the community are expected to cooperate with and participate in the University's

Campus Safety advocacy initiatives. The Department of Campus Safety provides safety and security information in cooperation with other campus activities that are available to the campus community. Topics may include crime prevention as well as community fire safety and emergency preparedness programs.

### **Adopt-A-Dorm**

Community outreach program that involves individual Campus Safety Officers who meet during the semester with Resident Assistants in the Living and Learning Centers to discuss fire, safety, security issues and to promote crime prevention and crime reporting.

### **Knight Rider**

Campus Safety provides escort service for students, faculty, staff and visitors 24/7. To request an escort call ext. 5555, or from off-campus/cell phones call (610) 558-5555.

### **Operation ID**

Keeping valuables safe is very important. Operation ID is a program available through the Neumann University Campus Safety Office. Check with them for further details on the program.

## **Communication Services**

The Department of Campus Safety Office functions 24 hours a day, 365 days a year and uses modern technology to keep abreast of crime reported directly to the department. Campus Safety has Computer Aided Dispatch (CAD) which gathers information on all calls requesting assistance from the Neumann University community. The Department of Campus Safety is in regular contact with the Aston Police Department. All students, faculty and staff are encouraged to program the Neumann University Campus Safety phone number, (610) 558-5555, into their cell phones in case of emergency.

## **Fire and Emergency Services**

The Department of Campus Safety manages the University's fire and emergency services programs. Working in collaboration with the Aston Township Fire Marshall, it monitors and enhances compliance with local, state and federal codes through building inspections, fire alarm inspections, sprinkler system inspections and fire extinguisher inspections. Under the direction of the Director of Campus Safety, the department serves as the lead agency for the University's Emergency response functions by preparing people to respond appropriately in the event of an emergency and to oversee the readiness of all campus building life safety systems and equipment. In addition to its planning functions, Campus Safety collaborates with local governmental agencies, to prevent, prepare for, respond to and recover from crisis events on or near the campus. The department provides numerous additional services, including monitoring emergency drills, safety training to new students and employees. To contact the Department of Campus Safety, call ext. 5555 from a campus telephone or (610) 558-5555 from off-campus/cell phones.

## **Security and Technical Services**

The Campus Safety Department provides guidance and oversight for the design and installation of all electronic security for the University. The department also provides campus-wide electronic security systems administration and support. Currently, this includes emergency blue light telephones, building intrusion alarm systems, electronic access control systems and closed-circuit video (CCTV) monitoring for safety and security purposes.

### **CCTV (Closed Circuit Television) locations**

#### **Bachmann Main Building**

2 cameras on the ground floor in the Information Technologies Resources hallway

2 cameras in the 3<sup>rd</sup> floor library computer lab

2 cameras on the 1<sup>st</sup> floor of the library

1 camera outside the library on the 3<sup>rd</sup> floor

1 camera on the ground floor in the University store

1 camera on the 1<sup>st</sup> floor in the main lobby

#### **Rocco A. Abessinio Building**

1 camera on the 1<sup>st</sup> floor in the main lobby

1 camera on the 1<sup>st</sup> floor in the commuter lounge

1 camera on the 1<sup>st</sup> floor in the Continuing Adult and Professional Studies hallway

1 camera in the stair well that leads to the outside opposite of Continuing Adult and Professional Studies hallway

1 camera in the 4<sup>th</sup> floor lobby

#### **Living and Learning Centers**

1 camera in Living and Learning Center I computer lab

1 camera in Living and Learning Center II by room G20

1 camera in Living and Learning Center III computer lab

1 camera in Living and Learning Center III by room G50

1 camera in Living and Learning Center III by room 143

#### **Living and Learning Center Gazebos**

1 camera in the Living Learning Center I gazebo

1 camera in the Living Learning Center II gazebo

1 camera in the Living Learning Center III gazebo

#### **Annex Exterior**

1 camera on rear side at the north end of the building

1 camera on rear side at the south end of the building

## **Buoni Building**

- 1 camera in the main lobby
- 1 camera in the elevator
- 1 camera in the main stairwell on the garage level
- 1 camera in the garage by the doors
- 1 camera in the garage by the elevator

## **Mirenda Center**

- 1 camera in the Atrium by the Café
- 1 camera in the Atrium by the receptionist desk
- 1 camera by room 102
- 1 camera by room 116
- 1 camera by room 131
- 1 camera by room 138

## **Exterior Parking Areas**

- 1 camera in the Life Center parking area by Morgan Circle
- 1 camera in the Life Center parking area by the Life Center loading dock
- 1 camera in the Living and Learning Center I parking area
- 1 camera in the Living and Learning Center III parking area
- 1 camera in the Living and Learning Center court yard area
- 1 camera in the Mirenda Center parking area by Convent road
- 1 camera in the Mirenda Center parking area by the Community Hall entrance
- 1 camera in the Mirenda Center parking area by the Tennis Court

## **Reporting Crimes on Campus**

It is the general policy of Neumann University to encourage prompt and accurate reporting of crimes either directly to the Department of Campus Safety, local municipal police (Aston, PA State) or to the Dean of Students, Director of Residence Life or Neumann University Human Resource Office.

The Neumann University Department of Campus Safety is under the administrative responsibility of the Vice President for Finance and Administration. As mandated, the Department of Campus Safety annually reports crime statistics using standards and definitions of the Federal Bureau of Investigation Uniform Crime Reporting system (UCR). In addition, crime statistics are also submitted annually to the Department of Education.

To report a crime or an emergency, anyone can call ext. 5555 from a campus telephone or 610-558-5555 from a non-campus telephone. Calling either of these numbers will connect the caller to the Campus Safety Communications Center which will generate an immediate response. It is the procedure of the University to report all felonies and other serious crime incidents to the police. In the event of a serious crime or other emergency, students, staff, faculty, and visitors may also call 911, for police or emergency medical response. (Delaware County has a 911 system in place for police, fire and medical emergency calls).

## **All Emergencies Ext. 5555**

### **Neumann University Department of Campus Safety**

Communications Center - RAB	610-558-5555	5555 (from campus phone)
Allied Barton Account Manager - Lee Strofe	610-361-5410	
Director of Campus Safety - Leon Francis	610-558-5584	
Campus Safety Coordinator - Charles Campbell	610-358-4545	
Campus Safety Office – Carol Kane	610-361-5210	

### **Other Neumann University Departments**

Dean of Students- Sr. Peggy Egan	610-361-5494
Director of Residence Life - Michael Webster	610-558-5657
Neumann University Human Resources	610-558-5628

### **Timely Warnings**

When the Department of Campus Safety becomes aware of criminal incidents that, in the judgment of the University's senior leadership, constitute an ongoing threat to the campus community, the Department of Campus Safety issues a Crime Alert to notify the community. These Crime Alerts are disseminated via the Department of Campus Safety. Depending on the particular circumstances, a timely warning will be issued without delay by the Department of Campus Safety and the information may be disseminated by using one or a combination of the following: e-mail distribution, Neumann University website, campus publications and postings and/or activation of the externally hosted emergency notification Campus alert system to advise the community of the situation.

### **Emergency Preparedness –Emergency Response Plan**

Emergency Preparedness is an attempt prior to the actual occurrence of a crisis to facilitate recognition of emergency demands and to make the community response more effective. Emergency Preparedness serves as a discipline for taking prompt and effective action in time of crisis.

For the purpose of this Plan and to assist University personnel in determining the appropriate response, the categories of emergencies are defined as follows:

**MINOR EMERGENCY:** Any incident, actual or potential, which is not likely to seriously affect the overall functional capacity of the University.

**MAJOR EMERGENCY:** Any incident, actual or potential, which affects one or more buildings, and which will disrupt the overall operations of the University. Outside emergency

services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University Administration during these incidents.

**DISASTER:** Any event or incident that has occurred and has seriously impaired or halted the operations of the University. In rare cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Operations Center will be activated, and will be manned by University administrators to assure the emergency plans are properly implemented.

Any incident which fits one of the definitions above and concerns campus resources, and/or instrumentalities of the University immediately should be reported to the Office of Campus Safety at ext. 5555 (on campus) or 610 558 5555 (off campus). Campus Safety will immediately notify the appropriate Unit Vice President and/or the President of the incident.

## **SCOPE**

The response procedures in this document apply to designated Neumann University personnel and to all the buildings and grounds owned and operated by the University.

The University Emergency Response Plan includes response protocols for the following types of emergencies:

- Fire
- Utility failure
- Medical emergency
- Criminal Act
- Hazardous Material Incident
- Civil Disturbance/Demonstration
- Bomb Threat
- Natural Disaster
- Hostile Intruder
- Emotional Crisis
- Utilization of University facilities in support of community during natural or human caused events.

## **CRISIS**

When a crisis occurs, decisions may have to be made without examining every aspect of a situation. A crisis situation is defined as any circumstance or event identified by the President as having a real or potential major impact on the campus community as a whole. Examples of such a situation include explosions, hazardous chemical or environmental spills, a hostage or firearm situation, major accidents, inappropriate relationships, violence, unexpected deaths and natural disasters. It does not include incidents of isolated crime, which are routinely handled by the Campus Safety Department and/or Aston Township Police and/or other law enforcement

agencies. The term "crisis" most frequently refers to the period immediately following a situation which has widespread interest among the local, regional, state, and national community, thus generating greater media focus and requiring the University's full attention for the duration of the situation.

**In an Emergency:** Call Campus Safety at 5555 (on campus) or 610-558-5555 (off campus).

**In Life Threatening Situations:** Call Police/Fire/Emergency Medical Services at 911.

**IMPORTANT:** When calling 911 or Campus Safety, it is important to give your name, location, and the nature of the emergency. Do not hang up until told to do so.

### **General Evacuation Protocol**

1. All building evacuations will occur when an alarm sounds and /or upon notification by Campus Safety.
2. When the fire evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Use stairs in case of fire and/or other emergencies. DO NOT use elevators.
4. Once outside, proceed to a clear and safe area away from the building.
5. Keep driveways and walkways clear for emergency vehicles and personnel. Each administrator should have an accurate headcount for his/her department to assure that all persons are accounted for once outside.

**IMPORTANT:** DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

### **Fire Emergency Response Protocol**

The Department of Campus Safety recommends the Neumann community practices the following:

#### **Reporting a Fire**

1. Pull the nearest fire alarm box in the corridor.
2. DO NOT attempt to fight the fire. Use extinguishers for personal safety.
3. Exit through the nearest door to the outside of the building to the nearest assembly area.
4. Notify the nearest Campus Safety Officer (or if possible, call 5555) that you pulled the alarm and the location.

#### **Response to a Fire Alarm When You Are in the Area of a Fire**

1. Evacuate all people from the area.
2. Assist persons with mobility difficulties in exiting the building where possible.
  - a. Move persons with mobility difficulties to a stairwell and close all doors as you move to the first floor. This will keep the fire out of the stairwell.
  - b. Inform a Campus Safety Officer if a person is waiting in a stairwell.
  - c. Emergency Response personnel will evacuate persons in the stairwells.
3. Close the door to the room or corridor if possible.

4. DO NOT use elevators.
5. Leave the building by the closest exit.
6. Move to an external assembly area away from the building.
7. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a university official.

### **Response to a Fire Alarm When Fire is Located In Another Area of the University**

1. Leave the building by the closest exit. DO NOT use elevators.
2. Assist persons with mobility difficulties in exiting the building where possible.
  - a. Move persons with mobility difficulties to a stairwell and close all doors as you move to the first floor. This will keep the fire out of the stairwell.
  - b. Inform a Campus Safety Officer if a person is waiting in a stairwell.
  - c. Emergency Response personnel will evacuate persons in the stairwells.
3. Move to an assembly area.
4. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

### **Bachmann Main Building Point of Refuge Area**

In the event of an emergency evacuation, there are designated areas on the 2<sup>nd</sup> and 3<sup>rd</sup> floors where any students, faculty, staff, or visitors with mobility difficulties should relocate. Red emergency phones which are connected directly to Campus Safety have been installed on the 2<sup>nd</sup> and 3<sup>rd</sup> floors near the F stairwell and the A stairwell in the hallway outside the Science labs on the 3<sup>rd</sup> floor and near the elevator on the 2<sup>nd</sup> floor. Directly above the phones are red signs identifying the location of the phone being used. Any students, faculty, staff, or visitors with mobility difficulties should pick up the phone and notify Campus Safety of their exact location and need for assistance. Campus Safety will respond and alert emergency services personnel for evacuation assistance. Campus Safety shall check the building and the stairwells for remaining occupants and will remain with anyone in the point of refuge area until the emergency has been resolved or an evacuation by fire department personnel is required.

### **Rocco A. Abessinio Building Point of Refuge Area**

In the event of an emergency evacuation, the stairwells in the Rocco A. Abessinio Building are to be used for a point of refuge for any students, faculty, staff, or visitors with mobility difficulties. The elevators should not be used. Campus Safety shall check the building and the stairwells for remaining occupants and will remain with anyone in the point of refuge area until the emergency has been resolved or an evacuation by fire department personnel is required. The Rocco A. Abessinio Building is also equipped with red emergency phones that contact Campus Safety directly. These phones are located near the elevators.

## **Medical Emergency & First Aid Response Protocol**

In the event of a medical emergency incident involving an injury or illness on campus, call Campus Safety at 5555. If the injury or illness is life threatening, call 911 first, then contact Campus Safety and do the following:

1. State the type of medical emergency.
2. Give the location of the victim(s).
3. Stay at the location of the emergency until Campus Safety arrives on the scene.

There are Automatic External Defibrillators (AEDs) located in the following places on Campus:

- 1 in the Patrol 1 vehicle
- 1 in the Patrol 2 vehicle
- 1 in the Rocco Abessinio Building main lobby
- 1 in the Bachmann Main Building behind the main lobby next to the library entrance
- 1 in the Bruder Life Center by the Cashier
- 4 in the Miranda Center two on the ground floor and two on the 1<sup>st</sup> floor located on opposite sides of the main gym
- 1 in the Buoni Building by the Campus Safety desk
- 1 in the Annex by the Campus Safety Desk
- 1 in the Child Development Center in between the main classrooms
- 1 in LLC 1 by the Campus Safety Desk
- 1 in LLC 2 by the Campus Safety Desk
- 1 in LLC 3 by the Campus Safety Desk

## **Violent or Criminal Incident Response Protocol**

If you observe a criminal act or whenever you observe a suspicious person on campus, notify Campus Safety at 5555 immediately and report the incident, including the following information:

1. Nature of the incident.
2. Location of the incident.
3. Description of person(s) involved.
4. Description of property involved.
5. Type of weapon, if any.

**NOTE:** If the incident poses a danger of death or bodily injury, call 911.

## **Hostile Intruders**

When an intruder in a campus building is actively causing serious bodily harm or the threat of imminently serious bodily harm:

1. Immediately seek cover and call 911 and the Department of Campus Safety at 5555. Give as many details as possible relative to the location, number of assailants, means of aggression and other information you can provide.
2. Do not sound the fire alarm to evacuate the building. People evacuating may be placed in danger.
3. Be aware of alternate exits if it becomes necessary to leave the building.

4. Stay low and away from windows, barricade and or lock doors if possible and use furniture or desks as cover.
5. If possible, cover any windows or openings that have a direct line of sight into the hallway.
6. Do not leave the building until directed by Campus Safety or a police officer unless the specific circumstances present a more dangerous situation by staying in the building, than in attempting to escape.

When an intruder is actively causing serious bodily injury or the threat of imminently serious bodily injury to people on the campus grounds:

1. Run away from the threat as quickly and as safely as possible.
2. Do not run in a straight line. Use buildings, trees, shrubs, cars, etc. as cover.
3. Once you are away from the immediate area of danger, summon help and warn others.

## **Reporting and Communicating Emergencies**

Emergency notifications are issued when it is determined that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and staff occurring on the Neumann University campus.

The person who becomes aware of the situation/incident should immediately report it to Campus Safety. Campus Safety will respond to the report, assess the situation, and act to protect life and property.

If Campus Safety determines that there is no immediate danger or threat to others, they will notify the Vice President Finance and Administration (who then tells the president) and the appropriate unit Vice President.

If Campus Safety determines that there is immediate danger or a threat to others, they will first notify the president and then the Vice President Finance and Administration.

## **State of Emergency**

**Primary Communication:** If the president declares a campus state of emergency, communication\* to the campus community it will occur in the following ways, initiated simultaneously by those designated below.

1. Email to all users – sent by the president or by the Vice President Finance and Administration if the president is unavailable
2. Phone message to the entire campus system (using speaker phone capability wherever feasible) – sent by Campus Safety
3. Website message on the home page – posted by director of web site communications

4. Door-to-door communication via notification of building coordinators and resident assistants – initiated by Campus Safety

5. Optional Emergency Alert System – See E2 Campus

\* The content of this message will be determined by the president or his or her designee in consultation with Campus Safety. The president will have several, pre-crafted messages on hand to consider in the determination of an appropriate emergency message. Once notified, the Vice President of Institutional Advancement and University Relations and Executive Director of Marketing and Communications will assist with the creation of subsequent messages.

**Secondary Communication:** The president and members of the president’s staff will inform other important constituencies about the emergency via telephone, email or other methods, as necessary. These groups include the leadership of the Sisters of St. Francis of Philadelphia, neighbors who live near or adjacent to the campus, and the Board of Trustees.

### **e2Campus Emergency Alert System**

e2Campus is a patent pending universal notification system that allows designated administrators to send time-sensitive messages to the mobile phones, email, and/or pagers of their subscribers (students, faculty, staff, radio stations, TV stations, and others). In the event of an emergency, subscribers can get notified immediately of the situation, wherever they are geographically.

Students, parents, faculty, and staff may receive campus-wide alerts on their cell phones, PDAs and e-mail. The externally hosted system, which is optional and free, offers another means of emergency notification in the event of a campus emergency.

Once registered, membership is good for two years. If already registered, utilize the User Login to access accounts, change phone numbers, or view past messages.

The emergency notification system will be tested once a semester. Additional testing may be conducted as part of training exercises, or as necessary.

### **Residence Life Conduct Policies**

Essential to the Catholic Franciscan world view is a way of relating to people that is grounded in faith and values. Residence Life strives to foster a community where members work together in friendship and respect, and commitment to building a world that is more just, peaceable, and humane. Neumann University, therefore, provides residential facilities to enhance the mission of the university. The university expects that resident students will maintain their environment in a caring, safe, secure and sanitary manner. Residents themselves bear the primary responsibility for safety and security in the Living and Learning Centers and the off-site Annex. Keeping doors locked, maintaining the security of outside doors, following the regulations for visitors, keeping a lookout for the safety of fellow students – all of these responsibilities rest on residents and carrying them out will contribute to an environment that enhances learning and healthy community living.

## **Housing Assignments & Preference Lists**

Housing assignments are made without regard to race, religion, handicap, national origin or any other category protected by law. The Director of Residence Life is responsible for roommate assignments as well as housing assignments. To be eligible for on-campus housing, a student must be full-time. A student who drops to part-time may remain in the residence hall only if they are in good academic, disciplinary, and financial standing and with the permission of the Director of Residence Life.

New students, who have first priority for housing according to the date that the housing deposit is received by the University, will not be assigned to apartments. Assignments for new students will be made over the summer months, usually in mid-July. Returning full-time students will have the opportunity to request their apartment/suite/triple, during the spring semester. A lottery process will be used. All housing is based upon availability of spaces, however, first priority is given to full-time new students. The Office of Residence Life will also maintain a waiting list for those students who would like housing. The waiting list will be determined on a first come first serve basis.

Because of limited residential space, Neumann University cannot guarantee on-campus housing from year to year. The priorities that have been established acknowledge this limitation, but some students may have special circumstances that would necessitate their living on campus. Students in such circumstances may petition the Director of Residence Life in writing for a higher priority for housing than the policy may otherwise give them.

Students requiring special accommodations are to advise the Director of Residence Life and Disabilities Services Coordinator of those requirements upon payment of the housing confirmation deposit. Students who live in a commutable distance may be asked to consider commuting for a semester or more.

## **Housing Placement Information**

In order to provide greater clarity to current and prospective students, their parents, and the Neumann University community, Residence Life uses the following protocols in maintaining and processing student housing needs.

### **Upper Class Housing**

Upper Class Housing is secured and assigned primarily by the Spring Housing Lottery, Apartment lottery\* and documented medical needs (e.g., wheel chair accessibility). Students who do not show up and/or do not participate in the housing lottery are waitlisted.

## **Occupancy/Breaks/Summer**

For the fall semester, new students may occupy their rooms in the Living and Learning Center Complex and Off-Site Annex on the first day of New Student Orientation. Continuing students may occupy their rooms beginning at noon on the Sunday before classes begin. For the spring semester, the Living and Learning Center Complex and Off-Site Annex reopens for all students

at noon the Sunday before classes begin.

The Living and Learning Center Complex and Off-Site Annex may close at times throughout the year. The Complex closes for Thanksgiving Break, Winter Break, Spring Break, Easter Break and Summer Break. Students will receive a list of these openings and closings of the Living and Learning Center Complex and Off-Site Annex on Move-In Day. When closed, all students must leave during the breaks. Break housing is limited to athletes, international students and students employed by the university or in the service to the university. There is no visitation during break housing. Students with special circumstances may petition the Director of Residence Life in writing two weeks prior to the closing for permission to reside on campus over the breaks. To receive permission, a student should have a good disciplinary record. The decision of the Director of Residence Life is final.

Students requesting permission to reside on campus over the summer break, must be enrolled in Summer I or II coursework, employed by the University or in the service to the University. Space on campus over the Summer Break is limited. Summer housing contracts are made available after the spring lottery. Students residing on campus during the summer break must sign a summer contract and are responsible to pay summer charges. Meal programs are not available during the summer. There is limited visitation during summer housing and no overnight visitation.

### **Mid-Semester and Late Assignments**

The first two weeks of each semester will be used to settle occupancy confirmation and room availability. After this process, unassigned spaces will be used to house students on the waiting list. Room changes are not recommended at this time. Please remember that:

- Deposits are due at contract signing,
- Mid-semester or late assignment move-ins and room changes will be scheduled Wednesday through Friday,
- Waitlisted students must respond to a housing offer within three (3) business days,
- Mid-semester or late assignments will be prorated to the scheduled move-in date,
- Mid-semester withdrawals and Change of Stats will not be prorated.

### **Waiting Lists**

Residence Life maintains three separate and distinct waiting lists:

- New/first year students
- Returning students
- Students wishing to move onto main campus from the LLC Annex

The Admissions Office forwards their housing waiting lists to the Office of Residence Life at the beginning of each semester. Residence Life adds those names to the appropriate waiting list.

## Visitors Policy

The Franciscan tradition calls us to be hospitable, to welcome the stranger, to allow one's space and one's routine to be rearranged temporarily by a guest, and to recognize the dignity of each person, guest or resident. However, hospitality toward guests must be balanced by concern for the common good of all who call the Residence Halls home. Residence Life facilitates a living and learning community that promotes wellness and academic achievement. Therefore, individual students' permissions to entertain guests are superseded by the community interest (including the interest of roommates) to feel at home.

A visitor is defined as anyone who does not reside in the specific building in which he or she is visiting. To gain access to the Living and Learning Center Complex/Annex the visitor must use the house phones, which are located in the lobby areas of each building. Visitors are required to surrender official identification (e.g., driver's license) to Campus Safety until their departure from the residence hall. Resident students understand that they are responsible and liable for the behavior of their visitors and relevant sanctions, if their visitors disrupt the normal operation of the university community. Visitation is a privilege at Neumann University; therefore, when visiting the Living and Learning Center Complex/Annex, non-resident Neumann University students are responsible for upholding the residence life policies. Neumann University's policy regarding hospitality toward visitors is shaped by Neumann's Catholic Franciscan value of respect and reverence for the unique dignity of the human person. These values teach that human sexuality is a God-given gift which is not to be trivialized. Therefore, the proper context for sexual union is an all-encompassing union of life within the sacred context of marriage. All behavior in Neumann University's residence halls are to be governed by these core values.

Visitors who violate University policies will be asked to leave and will lose future visiting privileges. Residents are expected to assist the R.A.'s in escorting their visitor from the Living and Learning Center Complex/Annex when violations occur.

### General Policy

Visiting hours are from 10:30 am – 12:00 am midnight, Sunday-Thursday and from 10:30 am – 2 am, Fridays and Saturdays. Resident and non-resident visitors to the Living and Learning Center Complex are not permitted beyond the information desk unless accompanied by the resident whom they are visiting and a valid photo ID of the visitor is left on file at the information desk. A log of visitors is maintained at the information desks. Resident students may not sign on more than two visitors at a time. The building coordinators will review any special request.

### Overnight Visitors Policy

Residents may host one overnight visitor of the same gender provided that:

1. **All residents in the apartment/suite/room agree to the overnight stay.**
2. The guest is registered at the information desk. All overnight visitors must be registered by the resident student by 9:00 pm of the arrival date. Overnight visitors need not be present at registration, however both the overnight visitor and

the resident student must be present at the time of the arrival of the overnight visitor to complete the sign in procedure.

3. Each visitor receives a valid overnight visitor pass. All passes will be maintained and distributed at the information desk in the Living and Learning Center Complex/Annex

4. The total number of overnight visits may not exceed 20 days and no more than 2 consecutive nights.

5. Each resident student is permitted to sign in no more than two visitors per night.

6. Overnight visitors under the age of 18 must have permission from their parents or guardians. Permission forms are available at the information desks and the Residence Life office.

Having visitors on campus is a privilege granted by the University. It is not a right. The university reserves the right to withdraw this privilege should behavior of the resident or the visitor disrupt the normal operation of the university community. A log of all overnight visitors is kept at the information desk in the Living and Learning Center Complex/Annex.

### **In summary, violations of the Visitors Policy include:**

7. Resident and non-resident visitors in a room of the Living and Learning Center Complex/Annex past posted visiting hours.

8. Unauthorized entry of the building and/or rooms.

9. Failure to follow visitors sign in procedure.

10. Having another student sign in your guest as a visitor.

11. Attempting to have a visitor of the opposite sex stay overnight.

12. Overnight visitor staying beyond two consecutive nights or exceeding the 20 days.

13. No permission form for an overnight visitor under 18 years of age.

14. Failure of the resident student to accompany his/her visitor around the Living and Learning Center Complex/Off-site Annex at all times

## **Rape and Sexual Violence**

### **Sex Offenses Policy and Recommended Emergency Procedures**

Sex offenses, including both forcible and non-forcible offenses, are serious crimes that violate the rights and dignity of others as well as the mission and values of Neumann University. The University presents educational programs each semester, open to the entire university community that promotes awareness of rape, acquaintance rape, and other sex offenses. Such programs may include speakers, safety programs, videotapes, or electronic messages/reminders. The University encourages the reporting of any and all instances of sex offenses, which are defined as follows in the National Incident-Based Reporting System Edition and the Uniform Crime Reporting Program:

## **Sex Offenses-Forcible**

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

A. Forcible Rape-The carnal knowledge of a person, forcibly and/or against the person's will, or where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

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

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

D. Forcible Fondling-The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

## **Sex Offenses-Non-forcible**

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

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

## **Support Services**

Neumann University further recognizes the following rights of a victim when a sex offense is alleged: the right of immediate medical treatment; the right of access to the internal and/or external counseling resources of the University; the right of a disciplinary hearing to present his/her allegations as soon as possible after a complaint has been made; the right, if requested by the alleged victim, to have academic and campus living situations changed as far as reasonably practical (such options as changing sections of classes, changing a class to directed study, or changing residences may be explored); the right to a counselor from university personnel of his/her choice to accompany him/her through the hearing and disciplinary process; the right to have a disciplinary hearing focusing only on the facts relevant to the accusation; the right to be informed of the university's final determination with regard to the alleged sex offense and any

sanction that is imposed on the accused.

## **Reporting Procedure**

If a sex offense is alleged to have occurred, the safety of the alleged victim is of paramount importance. In a threatening situation, it is recommended that the alleged victim get to a safe place at once, call **911**, and then call **5555 (or if off campus 610-558-5555)**, the emergency number for the office of Campus Safety. The alleged victim should remain in the safe place until help arrives. The alleged victim should also be very careful to preserve any and all evidence for the proof of a criminal offense. While this is the recommended procedure, it is the option of the alleged victim whether or not to involve the law enforcement authorities, whether on-campus or public authorities. If the office of Campus Safety is notified of an alleged sex offense, it is the University's procedure for that office to immediately notify the local police of the alleged incident. However, the alleged victim may choose to speak with the university nurse, counselor for wellness, or residence life staff member about the matter. The primary university sexual assault response team includes Dean of Students (Sr. Peggy Egan), Director of Residence Life (Michael Webster), and Director of Pastoral Services (Sr. Linda DeCero). The Director of Counseling Center for Wellness (Fritz Haas) may also be notified. Any of these university personnel will assist the alleged victim in notifying authorities. Alleged victims will also be assisted in obtaining counseling services from internal or external sources, depending on the alleged victim's desire.

## **Campus Security Authorities**

Campus Security Authorities are individuals who have a significant responsibility for students and campus activities. The primary responsibility of the CSA is to report allegations made in good faith to the reporting structure established by Neumann University.

### **CSA's**

Campus Safety (Neumann and Allied Barton)

Residence Life ( Director, Building Coordinators, Resident Assistant's )

Student Affairs ( Dean, Student Advocate, )

Athletics – (Director, coaches, assistants, trainers)

Student Activities

Faculty Advisors

Coordinator, International Studies Education & Designated School Official (DSO)

VPESA

VPHR

Advisors to student organizations

## **Sex Offender Registry and Access to Related Information**

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires

registered sex offenders to provide notice to the state as to whether the person is a student, or works at an institution of higher education, identify each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student, and must also alert the state of any change in enrollment or employment status. In Pennsylvania, the Pennsylvania State Police make this type of information available through their web site at <http://www.pameganslaw.state.pa.us/>. Please note that not all sex offenders are required to be included in this document. The Department of Campus Safety also provides access to Megan's Law websites for Pennsylvania, New Jersey and Delaware at [http://www.neumann.edu/life/campus\\_safety/megans\\_law.asp](http://www.neumann.edu/life/campus_safety/megans_law.asp) .

### **Alcohol and Illegal Drug Policy**

Because Neumann University values the worth of every individual and in compliance with the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226) of Section 1213 of the Higher Education Act of 1965 (HE), Neumann University has established standards of conduct that clearly prohibit alcohol and drug use on its property or as part of its activities, and has hereby published its policies, along with sanctions for violators. The University promulgates this information along with applicable laws and known health risks associated with the use of controlled substances to all students and employees of the University on an annual basis. These policies will be reviewed regularly to determine their effectiveness in keeping with the University alcohol and drug-free policy and in conformance with the intent of the law and in fulfillment of the mission and values of the learning community.

Substance abuse is one of the major health and social problems in our nation. Young people, particularly, are vulnerable targets for those who would profit from widespread use of drugs and alcohol, although use and abuse extends into the adult population of all ages. Neumann University's rules and procedures regarding the use of alcohol and illegal drugs are based on its dedication to a holistic view of the person, its desire to help individuals achieve their optimum potential and its desire to ensure compliance with federal, state and local laws. Policies, therefore, are established and designed to facilitate its mission and objectives.

The University recognizes that its students are adults who are responsible for their own behavior. The University strives to provide an alcohol and drug-free environment where students and members of the University community can fulfill their aspirations for developmental growth in academic, social, cultural, spiritual and professional settings free from the pressure to use, and potentially abuse, drugs or alcohol. Therefore, the University will enforce its own policies while cooperating with local, state, and federal laws pertaining to alcohol and illegal drug possession or use. The University cooperates with local and state authorities in such matters to assure the safety and security of the university community.

The University recognizes that those who use illegal drugs or abuse alcohol habitually are people who need intervention. Wellness Counseling and Health Services are established on campus where persons may seek direction for obtaining information, counseling and/or referral for treatment. All such referrals are viewed as aiding the individual. Wellness Counseling and health services maintain confidentiality at all times, subject to the law and within permitted discretion given to universities under FERPA. The University is also committed to providing information and education regarding the health risks, symptoms, and treatment for substance

abuse. Included in this education are training programs that enable people to detect problems of alcohol and illegal drug use and which familiarize people with problems related to substance abuse.

It is a known fact that there are long-term health risks associated with drinking over time. These risks include damage to the heart, liver, and brain. However, it should be noted that the vast majority of our health risks occur over the course of a single evening, not after decades of abuse. A university-age student has a much higher risk of an alcohol-related injury caused by a car crash, slipping or falling, getting into a fight, etc. than developing cirrhosis of the liver.

Still, these long-term health risks are important to know because if a person is currently a heavy drinker, has been so in the past, or plans on continuing drinking in this manner in the future, that person ought to know the consequences and damage. There are a number of long-term health risks involved with chronic alcohol abuse; risks in addition to other physical effects such as weight gain, dry skin and a compromised immune system. Almost every system in the body can be negatively affected by excessive or chronic alcohol consumption. Alcohol can cause cancer, liver disease, heart attacks and brain damage, to name a few. See below for specific health risks.

The possession, consumption, distribution, transportation, purchase or sale of alcohol is prohibited on University property and any University sponsored event or activity regardless of age, except where properly licensed, insured, and with necessary approvals. All NCAA guidelines will be followed with respect to athletic events. Conduct resulting from the abuse of alcohol is also considered to be a violation of the alcohol policy. Alcohol found in a room will be considered the responsibility of everyone in the room at the time it is found. Alcohol paraphernalia is prohibited in student rooms and may be removed.

### **State Law Regulation of Alcohol**

Pennsylvania law prohibits the sale, purchase, possession or consumption of alcohol by any person under the age of 21. It also prohibits:

- a. misrepresenting age to secure alcoholic beverages
- b. carrying a false ID card
- c. misrepresenting to another that a minor is of legal age
- d. inducing a minor to purchase, or offering to purchase alcohol for a minor
- e. manufacturing or selling false ID cards.

Also, the Codified Ordinances of Aston Township (Section 608.1(a)) provide for an open container law: No person shall carry or possess an open container of beer, wine, liquor or other alcoholic beverage on the streets or other public ways of the Township, or on private property in the Township without the express permission of the owner or lessee of such private property.

It is at the discretion of the Student Advocate and/or Director of Residence Life as to whether University sanctions will result in disciplinary probation. Students are always subject to the law. **Sanctions:** The first violation of this policy will result in a fine of \$300, parent/guardian notification, a letter in the student's file and the requirement of successful completion of an alcohol education program provided by the university. The second violation of this policy will

result in a fine of \$400, parent/guardian notification and a letter in the student's file. An assessment /intervention plan may also be required at this time. Any further violations of this policy will result in a \$500 fine, parent/guardian notification and a mandatory assessment/intervention program off-campus coordinated by the University's office of counseling.

Neumann University values include a concern for community building on campus and the importance of education. In light of our mission as a Catholic and Franciscan community in which we care for one another and are socially responsible, student(s) may be found guilty by association for not upholding the Code of Conduct. This may happen when a student is present while other students (or their guests) possess or consume alcohol or other illegal substances. Neumann University will not approve the advertising of the availability of alcohol at any university event.

### **Prohibition on Use of Illegal Drugs**

1. The possession, consumption, distribution, purchase or sale of illegal drugs (controlled substances) is prohibited on university property. **All prescription drugs must be labeled with the student name, prescription ID, date, name of physician and pharmacy so that proper use can be identified by Neumann University staff and/or campus safety personnel.**

**Sanction:** Violation of this policy will result in a minimum of a fine of \$300, parent/guardian notification, a letter in the student's file, and the requirement of successful completion of a drug education program provided by the University.

2. The sale of illegal drugs is cause for immediate dismissal from the University.

**Sanction:** Immediate dismissal from the University.

3. Drug paraphernalia is prohibited on university property. Drug paraphernalia is identified by the office of Campus Safety (e.g., water bong, pipe, rolling papers, etc.) is also prohibited on University property.

**Sanction:** Violation of this policy will result in a fine of \$300, parent/guardian notification, a letter in the student's file and the requirement of successful completion of a drug education program provided by the University.

**With the violation of either of the above, an assessment, by the campus counseling office, of whether substance abuse exists will be required. If the assessment does not occur by a stated date, further sanctions will be applied to the student's disciplinary record.**

The Federal Government prohibits the manufacture, distribution, dispensation and possession of controlled substances unless specifically permitted by statute. The government categorizes controlled substances according to Schedules I through V.

**Schedule I** drugs have a high potential for abuse, with no accepted medical use. Schedule I drugs include, but are not limited to, heroin, marijuana, hashish, LSD and other hallucinogens. **Schedule II** drugs have a high potential for abuse, but some medical use, and include opium,

morphine, codeine, barbiturates, cocaine and its derivatives, amphetamines, phencyclidine (PCP) and other narcotics. Schedule III, Schedule IV and Schedule V drugs have some potential for abuse, but less than Schedule I and II drugs, with Schedule III drugs having the most potential for abuse and Schedule V the least. Schedule III, IV and V drugs include chloral hydrate (IV), certain barbiturates (III and IV), benzodiazines (IV), glutethimide (III), other depressants and narcotics (III and IV), amphetamines (III) and other stimulants (III and IV). A complete listing of controlled substances and their classifications is contained in Title 21 of the United States Code at Section 812.

Penalties for the unauthorized possession, manufacture, sale, distribution or delivery of drugs varies according to the type and quality of drug, the existence of prior offenses and whether death or serious injury results from the drug involved.

4. The federal penalty for the manufacture, sale or distribution of small amounts of Schedule I and II drugs, for the first offense, is from five to 40 years imprisonment and/or not more than a two million dollar fine for an individual (where death or serious injury occurs, not less than 20 years imprisonment and not more than life imprisonment); for a second offense, not less than 10 years imprisonment and not more than life and/or a fine of not less than four million dollars for an individual (where death or serious injury occurs, not less than life imprisonment). Penalties are doubled in many cases for the manufacture, sale or distribution of larger amounts of Schedule I and II drugs.

5. The federal penalty for the manufacture, distribution or sale of Schedule III, IV and V drugs of any quantity is:

**Schedule III Drug:**

not more than five years imprisonment and/or a \$250,000.00 fine for a first offense; penalty is doubled for a second offense.

**Schedule IV Drug:**

not more than three years imprisonment and/or a \$250,000.00 fine for a first offense; penalty is doubled for a second offense.

**Schedule V Drug:**

not more than one year imprisonment and/or a \$100,000.00 fine; penalty is doubled for a second offense.

6. Federal law provides separate penalties for the manufacture, sale or distribution Of marijuana, hashish, or their derivatives. Penalties vary according to the quantity involved, the existence of a prior offense, and whether death or serious injury results. For a first offense involving small amounts (less than 50 kilograms of marijuana; less than 10 kilograms of hashish), the penalty includes not more than five years imprisonment and/or a \$250,000.00 fine for an individual. Penalties are doubled for second offenses. For larger quantities (between 50-100 kilograms marijuana; between 10-100 kilograms hashish), the penalty includes not more than 20 years imprisonment and/or a fine of one million dollars. Penalties are

increased for second offenses. Where death or serious injury results, penalties are increased to include not less than 20 years imprisonment and not more than life for a first-time offender; not less than life for a second-time offender.

7. In addition to the manufacture, distribution or sale of controlled substances, federal law prohibits unauthorized possession of controlled substances. Penalties for simple possession include up to one year imprisonment and/or at least a \$1,000.00 fine (but less than \$10,000.00) for a first offense; up to two years imprisonment and/or at least a \$2,500.00 fine (but less than \$250,000.00) for a second offense; up to three years imprisonment and/or at least a \$5,000.00 fine (but less than \$250,000.00) for subsequent offenses. Special sentencing provisions apply to the possession of crack cocaine.

8. Special federal penalties apply to the sale or distribution of controlled substances to persons under age 21 or within 1,000 feet of school, college or university property.

**NOTE:** Neumann students who are charged for a violation of federal, state, or local laws regarding drug/alcohol issues, may be subject to sanctions for likewise violating Neumann's Code of Conduct.

### **Summaries of Major Health Risks**

The following are summaries of the major health risks of and common symptoms associated with alcohol and other drug use and abuse. This is not a complete listing but an overview. Each individual will experience the effects of alcohol and other drugs in a slightly different way given his or her tolerance, body size, family history, gender, and other physical and psychological factors. Abuse of alcohol and other drugs can lead to chemical dependency and can be harmful during pregnancy.

#### **Alcohol**

**Health Risks:** Alcohol in moderate amounts causes dizziness, dulling of the senses, impairment of coordination, reflexes, memory and judgment. Increased amounts of alcohol produce staggering, slurred speech, double vision, mood changes and, possibly, unconsciousness. Larger amounts result in death. Alcohol causes damage to the liver, heart and pancreas. It also may lead to malnutrition, stomach irritation, lowered resistance to disease and irreversible brain or nervous system damage.

**Symptoms:** Glazed eyes, obvious odor, pale and dry skin, broken blood vessels in facial area, slowed motor coordination and enlarged stomach.

#### **Marijuana**

**Health Risks:** Marijuana use leads to a substantial increase in heart rate. It impairs or reduces short-term memory and comprehension, and motivation and cognition are altered. With extended use it can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the menstrual cycle and possibly causes birth defects.

**Symptoms:** Someone who uses marijuana may laugh inappropriately and have bloodshot eyes, dry mouth and throat, and a tell-tale odor of the drug, a poor sense of timing and increased appetite.

### **Cocaine and Crack**

**Health Risks:** Cocaine and its derivative crack produce dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. They may also cause insomnia, loss of appetite, tactile hallucinations, paranoia, seizure and death.

**Symptoms:** Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a depression, a running or bleeding nose and sustained depression.

### **Barbiturates**

**Health Risks:** In small doses, barbiturates produce calmness, relaxed muscles and lowered anxiety. Larger doses cause slurred speech, staggering gait and altered perception. Very large doses taken in combination with other central nervous system depressants (e.g., alcohol) cause respiratory depression, coma and sometimes death.

**Symptoms:** A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, inattentive or have slowed reactions.

### **Amphetamines**

**Health Risks:** Amphetamine use causes increased heart and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever and heart failure.

**Symptoms:** An individual using amphetamines might begin to lose weight, have periods of excessive sweating, and appear restless, anxious, moody and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

### **Hallucinogens (including PCP, LSD, Mescaline, Peyote, Psilocybin)**

**Health Risks:** PCP, or angel dust, interrupts the part of the brain that controls the intellect and impulsive behavior. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors.

**Symptoms:** Someone using PCP might appear moody, aggressive or violent. Such an individual may become paranoid and experience hallucinations and have time and body movements slowed. LSD users may experience loss of appetite, sleeplessness, confusion, anxiety and panic. Flashbacks may also occur.

### **Narcotics (including Heroin, Codeine, Morphine, Opium, Percodan)**

**Health Risks:** Because these narcotics are generally injected, the use of contaminated needles may result in AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin and convulsions. An overdose may result in a coma or even death.

**Symptoms:** Some signs of narcotic use are euphoria, drowsiness, constricted pupils and nausea. Other symptoms include itchy skin, needle or “track” marks on the arms and legs, nodding, loss of sex drive and appetite. When withdrawing from the drug, sweating, cramps and nausea occur.

**Responsibility:** The Dean of Students is responsible for administration of sanctions related to this policy, except that the Vice President for Enrollment and Student Affairs and/or the President are responsible for issues relating to dismissal of students.

### **Medical Transports**

The Department of Campus Safety may provide transportation for Neumann University students to Riddle Memorial Hospital. A transportation request is coordinated through Health Services or a member of the Residence Life staff.

### **Questions Regarding Alcohol and Drugs**

Students who have questions or concerns about alcohol or other drugs are encouraged to use the Counseling Center for Wellness who can be reached at X4541 from any campus phone or (610) 358-4541 from an off campus phone or cell phone.

### **Missing Persons Policy**

In accordance with the Higher Education Opportunity Act of 2008, the following procedure has been established to investigate when, based on the facts and circumstances known to Neumann, a resident student is determined to be missing.

### **Procedures for Designation of a Confidential Contact**

At the beginning of each semester during the registration process, each resident student has the option to designate a confidential contact by submitting a form to the Dean of Students. The form can be obtained by contacting the Dean of Students. This person will be contacted within 24 hours of the time that a student is considered missing. Law enforcement officials (including Campus Safety) also will be notified of a student’s absence no later than 24 hours after the student has been deemed missing, and will follow their own investigation procedures.

If a student who is under the age of 18 and not emancipated is determined to be missing, Neumann is required to notify a custodial parent or guardian within 24 hours of the time that a student is considered missing.

To assist with the administration of this policy, students are encouraged to keep fellow students, residence life staff, and/or their confidential contact informed of their whereabouts and, in particular, when they will not be returning to their residence overnight. There is a log kept at each campus safety desk in each building of the Living and Learning Center Complex and Off-Site Annex.

## **Notification Procedure**

Any individual on campus who has information that a resident student may be missing should notify the Department of Campus Safety as soon as possible. The Department of Campus Safety will conduct a preliminary investigation and obtain all necessary information (including, but not limited to, the person's description, clothes last worn, where the student might be, with whom the student might be, a description of the student's vehicle or the vehicle in which the student was last seen, information about the physical and mental well-being of the student, the student's class schedule, and a current photograph of the student).

The Department of Campus Safety may also request assistance from Residence Life Staff or others to assist in a search for the student.

If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person, the Department of Campus Safety will contact the appropriate local law enforcement agency to report the student as a missing person.

No later than 24 hours after determining that a resident student is missing, the Dean of Students will notify the emergency contact (for students at least 18 years of age) or the parent/guardian (for students under the age of 18 and who are not emancipated) that the student is believed to be missing.

## **Campus Communications**

In cases involving missing persons, local law enforcement agencies will handle all communications to the media regarding missing students. All inquiries to Neumann regarding missing students, or information provided to any individual at Neumann regarding a missing student, shall be referred to the Department of Campus Safety, which shall refer such inquiries and information to law enforcement authorities. Any media requests to Neumann shall be referred to the Executive Director of Marketing and Communications, who shall consult with the Department of Campus Safety.