SAINT CHARLES BORROMEO SEMINARY

Saint Charles Seminary has a rich history spanning more than 175 years. Founded in 1832 by Most Reverend Francis Kenrick, third Bishop of Philadelphia, the initial location of the Seminary was at the home of Bishop Kenrick on Fifth Street in Philadelphia.

Circumstances required the relocation of the Seminary to the northwest corner of Fifth and Pine Streets, then to Saint Mary’s Rectory on Fourth Street, and eventually to the corner of Eighteenth and Race Streets in Philadelphia. In 1863 Archbishop James F. Wood made the first of three purchases of the property that today comprises the campus of Overbrook. Saint Charles Borromeo Seminary currently occupies seventy-five acres in the Township of Lower Merion and is comprised of nineteen buildings, measuring 630,000 square feet and is still serving the needs of Philadelphia’s faithful. Please visit our web site at www.scs.edu for more information.

ABOUT THIS REPORT

The objective of the Department of Safety & Security is to maintain a safe and secure environment through non-intrusive safety practices that support Saint Charles Borromeo Seminary’s mission to promote the formation of the student. One of our goals is to provide information about safety programs and area criminal activity to educate and inform the campus community.

The Department of Safety and Security issues this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Follow the provided hyperlink to access the Summary of the Clery Act.

Information and statistics for crimes occurring on campus property and on public property immediately adjacent to Saint Charles Borromeo Seminary are prepared in cooperation with neighboring Police Departments.

In September of every year, all enrolled students, faculty and staff are provided notice, via our web site, where to access this report. Hard copies of the report may also be obtained at the Department of Public Safety at 100 East Wynnewood Road, Wynnewood, Pennsylvania or by calling 610-785-6238. Prospective employees may obtain a copy from the Human Resources Department with employment applications. Directions to locate the report can be found on the Saint Charles Borromeo Seminary intranet home page.
Students, faculty member, employees and visitors are requested to directly report suspected criminal activity and other emergencies on campus by calling Safety and Security at (610) 785-6238 (6238 from campus extensions).

The Department of Safety and Security encourages those with complaints of potential criminal action to communicate directly with local police authorities by dialing 9-1-1 as well as with Safety & Security. When the Department of Safety and Security receives a report, personnel are dispatched as promptly as possible to evaluate the situation and to contact local authorities as needed.

All statements are voluntarily given and will be held in the strictest of confidence by the Safety & Security Department. If you are the victim of a crime and do not want to pursue action within the campus or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Safety & Security can file a report on the details of the incident without revealing your identity.

In a police, fire, or medical emergency, the Department of Safety & Security will routinely notify local emergency responders upon receipt of the call to respond as well. Safety Officers maintain telephone communication with Lower Merion Police and Fire Dispatch and Philadelphia Police and Fire Dispatch to ensure a rapid response if needed.

The Department of Safety and Security enjoys an excellent working partnership with our neighboring police departments and share information regarding criminal activity and safety issues on-and off-campus. Neighboring Police Departments are routinely contacted to provide campus Security officials with information regarding criminal activity in the area of our campus as well as other issues affecting public safety.

When circumstances warrant, numerous efforts are made to provide timely notifications to the Saint Charles Borromeo Seminary community about campus crimes or non-campus crimes that may pose a serious or continuing threat to the campus community through informational crime bulletins, safety presentations, and Intranet alerts. Such warnings are prepared and distributed either selectively or throughout the campus.
ACCESS TO CAMPUS FACILITIES AND RESIDENCE HALLS

All buildings are secured by the Department of Security & Safety during non-working hours and on weekends per the directives of the Rector. We recognize the need for after hours and weekend access to buildings. After hours, identification cards are required to be displayed. Any employee, not normally working late or on weekends, must notify the Department of Safety & Security.

Security personnel will admit an individual or a group into a building or room after hours, on weekends and holidays only after receiving written authorization or when directed to do so from the appropriate department official prior to the date the facilities are to be used. Authorization should be written for an individual or group by the person in charge of the room, area or facility involved. The request should be signed or authorized by the Rector, Vice Rector, Vice President, Dean, Director, Department Head or his/her appointed authorized person. Holiday access scheduling is treated as weekend access.

Access to Saint Charles Borromeo Seminary housing facilities is limited to residents, escorted guests and Seminary staff. Entry is monitored on a 24-hour basis through a combination of card-key security systems, hard keys, door prop alarms, and Safety Officer Patrols. The campus grounds and facilities are maintained by the Facilities Department and patrolled by Safety Officers.

SECURITY AND FACILITIES MAINTENANCE

Security personnel regularly test the emergency phones and submit work orders for repair, recommend the trimming of shrubbery for safety reasons and conduct periodic lighting surveys. Officers report the need for replacement of lights and any other physical hazards they observe. Periodic crime prevention surveys are conducted when problems occur or upon the physical changes of office space and equipment when requested by an administrator. Many offices, labs, computer rooms and other areas of campus have alarms. Lighting improvements are constantly being evaluated with improvements being suggested.

ENFORCEMENT AUTHORITY OF CAMPUS SECURITY

The members of the Safety & Security Department share a primary objective to help provide a safe and secure environment through preventive patrol, emergency response, problem solving, and safety related activities. The Office of Safety & Security, located in the center of the House of the College Division coordinates security for the Saint Charles Borromeo Seminary. Regular foot and vehicular patrols on campus are conducted 24-hours a day. All officers undergo continued training to upgrade their skills and have been trained in first aid and CPR and are authorized to enforce all campus regulations. The Department of Safety & Security is a non-sworn proprietary organization. Personnel do not have powers of arrest and thus rely upon local law enforcement when the need arises.

Criminal incidents are referred to the local police who have jurisdiction on the campus. We encourage anyone who is a victim of a crime or a witness to a crime on or near campus to report it both to local law enforcement and to the Department of Safety and Security.
The cooperation and involvement of students, faculty and staff in a campus safety program is essential. The entire Seminary community can and should assume responsibility for their own personal safety and the security of their personal belongings by taking, common sense precautions.

Dorm rooms should be locked at night and whenever the room is unoccupied. Doors, especially fire and exterior doors, must never be propped open since they present a serious fire hazard. Valuable items such as computers, stereos, cameras and electronic equipment should be marked with engraving instruments provided by the Department of Safety and Security. Bicycles should be registered and secured with a sturdy lock.

Motor vehicles should be locked at all times and valuables that must be kept in the car should be secured in the trunk or covered from outside view if there is no trunk. It is important to report promptly any suspicious persons, activities or unusual incidents.

PARTNERSHIP WITH LOCAL LAW ENFORCEMENT

Saint Charles Borromeo Seminary enjoys a professional working relationship with the Lower Merion and Philadelphia Police Departments and other law enforcement agencies. The Department of Safety and Security solicits and shares information regarding criminal activity on and off-campus with our neighboring Police Departments on a regular basis as well as interacts on issues of campus and neighborhood safety. The Lower Merion Police Department provides the Saint Charles Borromeo Seminary with statistical information for crimes reported on public property adjacent to campus upon request.

REPORT CRIMES PROMPTLY

Any student, faculty member, employee or visitor is strongly encouraged to report suspected criminal activities and other emergencies on campus by calling Safety and Security at (610) 785-6238 (6238 from campus extensions). Please promptly report all criminal incidents and medical emergencies to us. The Department of Safety and Security encourages those with complaints of potential criminal action or life threatening emergencies to communicate directly with local police authorities as well as with security by dialing 9-1-1 and then extension 6238. Upon receipt of a call, Security personnel are dispatched as promptly as possible to evaluate the situation and to contact local authorities if needed. The Department of Safety and Security is the main emergency reporting center for the Saint Charles Borromeo Seminary. In case of an emergency, community members should use the following numbers and procedures:
All residence hall telephones, exterior residence hall telephones, pay telephones, elevator telephones, and college extensions throughout the campus can be used for emergency purposes.

Student residence telephones are available to all students. There are campus telephones available for emergency use. These telephones can be used to report a criminal incident, a fire, or any other type of emergency.

**EMERGENCY NOTIFICATION SYSTEM**

The Seminar-e Alert & Notification System is an electronic messaging system using high-speed computers to send instant alerts directly to voluntary participants of the campus community. Depending on the particular circumstances of a crime or a critical incident, Saint Charles Borromeo Seminary is authorized to transmit a message to a subscriber’s phone, pager, fax, Blackberry or e-mail giving information about the emergency and precautions to take. The Seminar-e Alert & Notification System provides real-time updates, instructions on where to go, what or what not to do, who to contact and other important information in case of a crisis.

**REPORTS OF MISSING STUDENTS: POLICIES & RESPONSE**

Each student has the option to identify an individual to be contacted by Seminary officials not later than 24 hours after the time that the student is determined missing in accordance with official notification procedures established by the Saint Charles Borromeo Seminary. The parent or guardian of a student under 18 years of age will be notified, not later 24 hours after the time that the student is determined to be missing, in accordance with established procedures.

The term *missing student* shall refer to any Saint Charles Borromeo Seminary student living on campus who is reported missing from his residence. All reports of missing or suspected missing resident students should be reported to the Safety & Security Department at 610-785-6263. Reports concerning missing commuters and off-campus students should be referred directly to the Police Department having appropriate jurisdiction. The Campus Safety Office will assist internal authorities with these investigations as needed. The purpose of this policy is to establish procedures to be followed if a missing person complaint is made to the Campus Safety office. If a complaint is made to this office, comply with the following:
• Person receiving the complaint will immediately dispatch a Safety Officer to the location of the complaint.
• The responding officer will gather all essential information about the person (description, clothes last worn, where subject might be, who they might be with, vehicle description, etc.) An up to date photograph may also be obtained to aid in the search.
• The responding officer will also gather information about the physical and mental well being of the individual.
• Appropriate campus staff will be notified to aid in the search for the individual.
• A quick, but thorough search will be conducted in all campus buildings and exterior areas.
• When appropriate, class schedules will be obtained and a search of classrooms will be conducted.

If the above actions are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing, (i.e. call from parents, guardians) the investigation will be turned over to the appropriate local law enforcement agency. At this time, Law Enforcement authorities will be in charge of the investigation and the Safety & Security Department as well as any other members or employees of the Seminary community will assist in any way necessary.

The Rector or his designee will be responsible for communicating with the family or relatives of the missing student. All media inquiries will be directed to the Office of the Rector and the release of information to the news media or any other outside agency will be made through this Office only. All releases will respect the privacy of the missing student and witnesses and will be made in consultation with law enforcement authorities to determine if the information released will hinder their investigation.

In consultation with the Director of Campus Safety and Security and local law enforcement, the Rector will determine if an actual or potential threat to the Saint Charles Borromeo Seminary community exists. Should such a threat present a clear and present danger, the Rector, or his designee, will provide information through e-mail, web postings, emergency notification systems, news releases or any other type of messaging system to advise the affected parties of the occurrence and measures to be taken.

**FIRE SAFETY**

Saint Charles Borromeo Seminary is equipped with a fire safety system that is monitored 24 hours a day, seven days a week by Safety & Security Officers. Upon activation of an alarm, the officer notifies the local fire department and then notifies the Security Director.

Upon notification, an officer is dispatched to the scene to assist the first responders in securing the area in question and to aid in the evacuation of the occupants from the facility, if warranted. In addition, each residence hall room is equipped with a battery-operated smoke detector. Fire extinguishers are strategically located throughout the buildings and pull stations are prominently located and marked.

Emergency procedures, which include fire drill regulations, are distributed to all students. Each student is responsible for knowing them and keeping them posted. Fire drills are conducted in accordance with local fire codes and ordinances with a report and an evaluation given to the Safety Committee and the Vice President of Finance & Operations. Periodic inspections are also made to ensure fire extinguishers; emergency lighting, exit signs, and other fire system equipment are in compliance with the NFPA codes.
Fire safety regulations require that cooking equipment with exposed heating elements, such as popcorn poppers, hot pots, and coffee pots be used in kitchen areas only and never left unattended. No candles, incense, oil lamps, or other types of open flames are allowed in the residence halls.

Residence Halls as well as students’ rooms are subject to inspection to ensure that regulations are met. Students found in violation must immediately correct the situation. If the situation remains uncorrected, the Safety & Security Office personnel will take appropriate action and the respective Deans of Students will be notified. Violations of fire safety regulations will be adjudicated by the Deans of Men and may result in sanctions issued by the Rector or his designee.

The following statistics for 2014 regarding housing facilities are published in accordance with the Higher Education Opportunity Act (HEOA):

<table>
<thead>
<tr>
<th>Housing Facilities</th>
<th>Fires*</th>
<th>Deaths</th>
<th>Injuries**</th>
<th>Fire Drills</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Francis Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>St. John Neumann Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>St. John Vianney Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Faculty Residence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>St. Francis Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>St. John Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>St. Philip Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>St. Stephen Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>St. Thomas Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

* Causes of fires, when applicable, are listed in the following paragraphs.
** Injuries from fires requiring treatment at a medical facility

DRUG AND ALCOHOL ABUSE PREVENTION

Alcohol and other drugs should not interfere with Saint Charles Borromeo Seminary’s educational mission. Saint Charles Borromeo Seminary is committed to maintaining a safe and healthy environment for the campus community. Saint Charles Borromeo Seminary complies with the requirements of the Drug Free Workplace Act and the Higher Education Act Section 120a. All students, faculty members, staff and administrators are subject to local state and federal laws regarding the unlawful possession, distribution, or use of alcohol or illegal drugs. The unlawful manufacture, distribution, dispensing, possession or use of illegal drugs on grounds or facilities or at any sponsored event off campus are forbidden. No one may use illegal substances, or abuse legal substances, including alcohol, in a manner that impairs performance of assigned tasks.

**Alcohol**

Students are prohibited from possessing or having under their control any alcoholic beverage while on Campus grounds. Additionally, the use of alcoholic beverages by all persons while on campus must be in compliance with Commonwealth of Pennsylvania Law and is strictly limited to that person 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals less than 21 years of age are strictly prohibited. Students and staff are expected to know and comply with the Seminary’s regulations as well as federal, state and local laws relating to the use, possession, service and distribution of alcohol and other drugs. Students are encouraged to follow the link to state laws regarding alcoholic beverages.
Illegal Drugs and Drug Abuse

Violations of local ordinances or of state or federal laws regarding controlled dangerous substances by members of the Seminary community may entail Seminary disciplinary actions regardless of where such violations occur, if they are of a serious nature. The manufacture, sale or distribution of illegal drugs, any involvement in illegal drug use or traffic with minors and possession or use of the more dangerous or highly addictive drugs are all considered serious offenses and will be handled accordingly. Depending on the particular circumstances, continued association with Saint Charles Borromeo Seminary by violators of this policy may be made contingent upon satisfactory participation in a drug abuse assistance or rehabilitation program.

This policy applies to all members of the Saint Charles Borromeo Seminary community, faculty, staff, and students while on campus or while in the conduct of Seminary business away from the campus. It is also the policy of Saint Charles Borromeo Seminary, in accordance with the Drug Free Workplace Act, that all employees, as a condition of employment on projects supported out of federal funds, abide by this Seminary policy regarding controlled dangerous substances and notify the Saint Charles Borromeo Seminary within five (5) days of any criminal drug statute conviction for a violation occurring at the workplace.

All members of the Saint Charles Borromeo Seminary community should be aware that Pennsylvania state law prohibits the illegal possession, use, sale, or manufacture of controlled substances and that violators may be subject to mandatory penalties. Federal law also provides for loss of certain federal benefits (including student loans and research grants) for conviction under any criminal drug statute. Students engaging in the sale of illegal drugs will be expelled.

Students found in violation of Seminary alcohol, drug and weapons policies may be subject to academic probation, suspension or expulsion. Parents or guardians of students may be notified about any disciplinary violation involving alcohol or a controlled substance that has been committed by a student who is under twenty-one (21) years of age.

Weapons Prohibited

Students, employees and visitors are prohibited from possessing weapons or having weapons under their control or custody on the Saint Charles Borromeo Seminary campus unless such person is a law enforcement officer possessing such weapon necessary for the performance of duty. The term "weapons" should be understood to include, but is not limited to, firearms, paint guns, BB guns, air guns, slingshots, bows and arrows, swords, spears, various kinds of knives other than cooking utensils and pocket-knives, and various kinds of martial arts devices capable of being used as weapons.

Storing or possessing explosives of any type, including fireworks, chemicals or any other lethal weapon on campus is prohibited. State laws and local ordinances also govern the possession of firearms, explosives and weapons.

Sanctions

Students in violation of the Saint Charles Borromeo Seminary alcohol, drug and weapons policies may be subject to corrective action or dismissal or be required to participate fully in an approved counseling or rehabilitation program pursuant to rules stated in the Seminarian Handbook that is distributed to students and is available for public inspection in the Safety & Security Office. Saint Charles Borromeo Seminary officials may apply for appropriate legal sanctions under local, State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol that range
from probation, diversion, and/or imprisonment. Penalties for violations will be administered by
the appropriate administrative officer and in accordance with rules and procedures administered by
them.

Penalties may range from warning to permanent separation from Saint Charles Borromeo Seminary
depending on the seriousness of the infraction and the degree to which violation of the policy
adversely affects the well being of the campus community or the fulfillment of the Saint Charles
Borromeo Seminary’s educational mission.

CRIME PREVENTION & SAFETY PROGRAMS

The Department of Safety and Security has various programs offered throughout the academic year
to educate members of the campus community about safety practices. Its crime prevention
programs seek to minimize criminal opportunities whenever possible and to encourage students,
faculty and employees to assume responsibility for their own security and the security of others.

As part of the Saint Charles Borromeo Seminary Safety Awareness Program, the Department of
Safety & Security will offer sessions on topics including personal safety awareness and the
prevention of burglary, theft and vandalism. Workshops, group presentations and written materials
are provided to on-campus housing residents each semester, focusing on community responsibilities
and needs within the campus living environment. Information on safety and security is provided to
students, faculty and employees regularly through seminars, bulletins, and crime alerts, posters and
brochures.

Night Safety Escort Service
Walking escorts are available in the evening during the academic terms for community members
who have to walk the campus alone. Either students enlisted by the Safety and Security Department
or Safety and Security personnel may perform these safety escorts.

Web Page and Bulletin Topics
Throughout the year, the department posts notices under Bulletin topics available to e-mail users:
Bulletin subjects include crime prevention tips, campus crime statistics, Safety and Security
services, awareness bulletins and other safety-related topics. Crime prevention information is also

Engraving and Bicycle Registration
The engraving of serial numbers or owner-recognized numbers on items of value and the
registration of all bicycles is strongly promoted and made available free-of-charge by the
Department of Safety and Security. These identifying numbers assist with recovery of stolen
articles. To register a bicycle or to borrow an engraver, members of the Saint Charles Borromeo
Seminary community may stop by the Safety & Security Office.

Security Surveys
Security surveys are conducted to help identify security concerns in any college office or residential
area. The surveys are used to improve safety by altering design or procedures in the workplace or
living space. Trained personnel will visit the area and document recommended changes to create a
safer and more secure environment.

CPR and First Aid Training
Basic first aid and CPR training is offered to students, faculty and employees on a scheduled basis.
REPORTING OF SEXUAL ASSAULTS

The Saint Charles Borromeo Seminary recognizes that sexual assault is a serious issue and will not tolerate acts of sexual assault on campus. The administration will investigate or caused to be investigated all allegations of sexual assault and take appropriate disciplinary, criminal, or legal action, with the prior consent of the victim. As soon as possible, the victim of a sexual assault should report the incident to the Department of Safety, the local police (if off-campus), or a Seminary faculty or staff member.

A Security Officer, with the victim’s consent, will immediately refer a report of a sexual assault to the appropriate law enforcement agency. A member of the Safety & Security Department will also contact a crisis-counselor immediately if the victim so wishes. Disciplinary actions may be imposed on recognized individual students, student organizations, and/or Seminary faculty and staff found responsible for a sexual assault. Campus sanctions following disciplinary procedures depend on the outcome and may range from suspension to expulsion. The accuser and the accused are entitled to have others present during a campus disciplinary proceeding and both parties shall be informed of the outcome.

The victim should make every attempt to preserve any physical evidence of the assault. This may include a voluntary medical exam, not showering or disposing of any damaged clothing, or other items that are present after/during the assault. Victims are strongly encouraged to call law enforcement by dialing 911 after a sexual assault for crime investigation, referral or transport for medical treatment, and referral to crisis counseling and legal advocacy. After an alleged sexual assault incident occurs, Saint Charles Borromeo Seminary will assist the victim in changing academic and living situations if so requested and if such changes are reasonably available.
In accordance with federal law and regulations, institutions of higher education must advise the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. Title 42 PA C.S. 9799.1 authorizes the Pennsylvania State Police to publish and maintain a state registry of offenders and sexually violent predators on the Internet. The information provided on this website is for community safety purposes only and should not be used to threaten, intimidate or harass. Misuse of this information may lead to criminal prosecution. Follow the link provided to access the Pennsylvania State Police Megan’s Law website.

Summary Crime Statistics for 2012-13-14 are now available from the U.S Dept. of Education. Parents and students can now directly review the summary of national crime statistics for colleges and universities online by clicking here or on the banner to the right.
### CRIME ON CAMPUS | RESIDENTIAL
--- | ---
**INCIDENTS** | | 2012 | 2013 | 2014 | 2012 | 2013 | 2014
Murder | | 0 | 0 | 0 | 0 | 0 | 0
Robbery | | 0 | 0 | 0 | 0 | 0 | 0
Aggravated Assault | | 0 | 0 | 0 | 0 | 0 | 0
Motor Vehicle Theft | | 0 | 0 | 0 | 0 | 0 | 0
Burglary | | 0 | 0 | 0 | 0 | 0 | 0
Manslaughter | | 0 | 0 | 0 | 0 | 0 | 0
Arson | | 0 | 0 | 0 | 0 | 0 | 0
Sexual Offense (Forcible) | | 0 | 0 | 0 | 0 | 0 | 0
Sexual Offense (No Force) | | 0 | 0 | 0 | 0 | 0 | 0
Liquor Law Violations | | 0 | 0 | 0 | 0 | 0 | 0
Drug Abuse Violations | | 0 | 0 | 0 | 0 | 0 | 0
Weapons Possession | | 0 | 0 | 0 | 0 | 0 | 0

### ARRESTS
Liquor Law Violations | | 0 | 0 | 0 | 0 | 0 | 0
Drug Abuse Violations | | 0 | 0 | 0 | 0 | 0 | 0
Weapons Possession | | 0 | 0 | 0 | 0 | 0 | 0

### REFERRALS FOR CAMPUS DISCIPLINARY ACTION
Liquor Law Violations | | 0 | 0 | 0 | 0 | 0 | 0
Drug Abuse Violations | | 0 | 0 | 0 | 0 | 0 | 0
Weapons Possession | | 0 | 0 | 0 | 0 | 0 | 0

### CRIME PUBLIC PROPERTY | NON-CAMPUS PROPERTY
--- | ---
**INCIDENTS** | 2012 | 2013 | 2014 | 2012 | 2013 | 2014
Murder | | 0 | 0 | 0 | 0 | 0 | 0
Robbery | | 0 | 0 | 0 | 0 | 0 | 0
Aggravated Assault | | 0 | 0 | 0 | 0 | 0 | 0
Motor Vehicle Theft | | 0 | 0 | 0 | 0 | 0 | 0
Manslaughter | | 0 | 0 | 0 | 0 | 0 | 0
Arson | | 0 | 0 | 0 | 0 | 0 | 0
Sexual Offense (Forcible) | | 0 | 0 | 0 | 0 | 0 | 0
Sexual Offense (No Force) | | 0 | 0 | 0 | 0 | 0 | 0
Liquor Law Violations | | 0 | 0 | 0 | 0 | 0 | 0
Drug Abuse Violations | | 0 | 0 | 0 | 0 | 0 | 0
Weapons Possession | | 0 | 0 | 0 | 0 | 0 | 0

### ARRESTS
Liquor Law Violations | | 0 | 0 | 0 | 0 | 0 | 0
Drug Abuse Violations | | 0 | 0 | 0 | 0 | 0 | 0
Weapons Possession | | 0 | 0 | 0 | 0 | 0 | 0

### REFERRALS FOR CAMPUS DISCIPLINARY ACTION
Liquor Law Violations | | 0 | 0 | 0 | 0 | 0 | 0
Drug Abuse Violations | | 0 | 0 | 0 | 0 | 0 | 0
Weapons Possession | | 0 | 0 | 0 | 0 | 0 | 0

Campus crime statistics are listed to the left of this text and represent the previous three (3) years of the categories of crimes required to be reported by the Clery Act.

A campus crime log is open for review during normal business hours and maintained in accordance with federal requirements at the Department of Safety and Security Office.

Information and statistics for crimes occurring on campus property and on public property immediately adjacent to the Seminary are prepared in cooperation with neighboring Police Departments.

The Department of Safety and Security issues this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and to inform and educate the Seminary community about various safety policies and programs.
**Evacuation Drill Schedule for Calendar Year 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Building</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 19, 2015 (Mon)</td>
<td>College Division</td>
<td>Between 9:00 am &amp; 11:00 am</td>
</tr>
<tr>
<td>January 26, 2015 (Mon)</td>
<td>Vianney/St. Edmond</td>
<td>Between 7:00 pm &amp; 9:00 pm</td>
</tr>
<tr>
<td>February 9, 2015 (Mon)</td>
<td>Library</td>
<td>Between 9:00 am &amp; 11:00 am</td>
</tr>
<tr>
<td>February 17, 2015 (Tue)</td>
<td>Theology Division</td>
<td>Between 9:00 am &amp; 11:00 am</td>
</tr>
<tr>
<td>March 4, 2015 (Wed)</td>
<td>College Division</td>
<td>Between 7:00 pm &amp; 9:00 pm</td>
</tr>
<tr>
<td>March 18, 2015 (Wed)</td>
<td>Library</td>
<td>Between 7:00 pm &amp; 9:00 pm</td>
</tr>
<tr>
<td>March 27, 2015 (Fri)</td>
<td>Vianney/St. Edmond</td>
<td>Between 7:00 pm &amp; 9:00 pm</td>
</tr>
<tr>
<td>April 8, 2015 (Wed)</td>
<td>College Division</td>
<td>Between 9:00 am &amp; 11:00 am</td>
</tr>
<tr>
<td>April 15, 2015 (Wed)</td>
<td>Theology Division</td>
<td>Between 9:00 am &amp; 11:00 am</td>
</tr>
<tr>
<td>April 22, 2015 (Wed)</td>
<td>Library</td>
<td>Between 9:00 am &amp; 11:00 am</td>
</tr>
</tbody>
</table>

A minimum of one fire drill will be held in each academic building and each residence building per school year according to the schedule above. Classes (quizzes, exams, etc.) and other activities should be planned around this schedule. If you have something scheduled which cannot be postponed or changed, please contact the Safety & Security Office (ext. 6263) as soon as possible and we will see if there is anything we can do to accommodate your needs. However, please understand that this accommodation may not be possible in every case. Though an inconvenience, these drills are required as a minimal effort to prepare for an actual emergency.

Saint Charles Borromeo Seminary reserves the right to hold evacuation drills at any time without providing advanced notice. The cancellation of a planned fire drill will be rescheduled and the campus will be notified.

**Everyone** must evacuate a building where the fire alarm is sounding. Please, help by encouraging everyone, including reluctant faculty, students or visitors, to safely evacuate. If you have any questions, contact Safety & Security Department at ext. 6263 or via e-mail here.

*This schedule is subject to change and does not include unscheduled evacuation drills.*
When a Seminary member discovers a situation, which requires the immediate evacuation of any facility (e.g., fire, gas leak, explosion, etc.), the member shall without delay notify all persons in the building using the existing emergency alarm system and where applicable, the local fire alarm box system.

Fire alarms and fire extinguishers are located throughout the building. It shall be the responsibility of each employee with supervisory responsibility to ensure that his/her employees are familiar with the locations of these items. Any employee discovering a fire shall immediately:

- Activate the nearest fire alarm.
- Notify the Fire Department of the fire, giving the exact location of the fire if known.
- If trained and knowledgeable in the use of available fire fighting equipment, attempt to extinguish or contain the fire. Employees shall never jeopardize their personal safety attempting to extinguish or contain a fire.

**SAFETY CONSIDERATIONS**

- If you discover a fire or smoke, sound the building fire alarm. Know the location of the alarm signal stations and how they operate. The nearest alarm signals to our office area are at each exit.

- **WHEN THE EVACUATION ALARM SOUNDS, LEAVE AT ONCE.** Close the doors behind you and proceed into the fire exit and EXIT THE BUILDING.

- **DO NOT USE ELEVATORS:** If the power fails or the fire alarm is activated, the elevators will stop, causing the occupants to become trapped. Since elevator shaft ways are like chimneys, smoke could enter the elevator shaft thereby asphyxiating the occupants who are trying to evacuate the building.

- Feel the door that leads from your office to the corridor before opening it. If it is hot or smoke is seeping in, do not open. If you cannot reach the fire exit, keep the door closed and seal off any cracks. Use the telephone to call the Fire Department by dialing 9-1-1, and give the address of the building, the floor you are on, and the office number.

- If the door feels cool, open cautiously. Be prepared to close it quickly if the corridor is filled with smoke or if you feel heat pressure against the door. If the corridor is clear, proceed with the building evacuation instructions.

- If caught in smoke or heat, stay low where the air is better. Take short breaths through your nose until you reach an area of refuge.

**IMPORTANT**

Make sure the **fire exit doors are kept closed at all times** so smoke cannot enter the stair way or corridor. These exits are not to be used for any type of storage. They must remain clear and well lighted at all times. If at any time you observe fire exit doors being tied or propped open please report it immediately the Security & Safety Department.