

## MOTOR VEHICLES ON CAMPUS

All vehicles on Campus are to be operated with extreme caution at no more than fifteen (15) miles per hour. Pedestrians have the right of way at all times and drivers are required to park in authorized spaces.



Saint Martins Chapel

## ALCOHOL & DRUG POLICY

Saint Charles Borromeo Seminary prohibits the unlawful sale, manufacture, distribution, dispensation, possession or use of any illegal drug by visitors, students or employees in the workplace, on Seminary property, or as part of any Seminary sponsored activity. No one may use illegal substances, or abuse legal substances, including alcohol, in a manner that impairs judgment or endangers the physical well being of other persons or oneself, or which leads or has the potential to lead to property damage.

Outdoor or public drinking of alcoholic beverage on premises owned, leased, or controlled by the Saint Charles Borromeo Seminary, including walkways, buildings, residential steps or porches, unenclosed patios, lawns, green spaces and the like is strictly forbidden regardless of the age of the person drinking.

Only the Rector may grant exceptions to this prohibition on an event-by-event basis and only within the approved area designated for the event.

## PLEASE LET US KNOW

Upon observing damaged doors, locks, windows, broken cement in walkways, plumbing problems, broken lighting etc., we ask all visitors to Saint Charles Borromeo Seminary to report these malfunctions to the Security and Safety Office where a work order for repair or replacement will be made.

Thank you for your cooperation in making your stay at the Seminary an enjoyable and safe experience.

## IMPORTANT CONTACT NUMBERS

Campus Department of Safety & Security  
610-785-6238  
Ext. 6238 from Campus Phones

Police, Fire, Medical Emergencies  
9-1-1

Lower Merion Police Department  
610-649-1000

Lower Merion Fire Department  
610-649-4200



SAINT CHARLES BORROME SEMINARY  
SECURITY & SAFETY SERVICES  
100 EAST WYNNEWOOD ROAD  
WYNNEWOOD, PA 19096

# Saint Charles Borromeo Seminary

## Visitor Safety on Campus



College Division (1928)

Campus safety involves a number of different aspects. From simply locking your door to protecting your possessions, to knowing an escape route in case of a fire, it always helps to plan ahead. After all, your biggest advantages in staying safe are preparation and prevention. Listed on the following pages is advice to help insure your safety on Campus.

Please report any hazardous condition or suspected criminal activity immediately to:

610-785-6238 (ext. 6238).

Thank you.

The Security & Safety Office

## FIRE SAFETY

The Seminary is equipped with a fire safety system that is monitored 24 hours a day by Safety & Security Officers. 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.

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.

Theology Division  
(circa 1846)



## SMOKE FREE ENVIRONMENT

It is the primary goal of Saint Charles Borromeo Seminary to promote a safe and healthy environment for students, faculty, staff, and visitors on campus through reducing the health risks associated with tobacco smoke. Therefore, smoking is prohibited in all campus buildings and certain other areas of the campus where non-smokers cannot avoid exposure to smoke.

Smoking is permitted generally in outside grounds and designated areas with approved smoking receptacles where discarded tobacco products must be placed.

For fire safety purposes, please completely extinguish lighted tobacco products prior to discarding tobacco products in receptacles. These smoking receptacles must not be used as refuse containers since this could create a fire hazard.

## WHEN A FIRE ALARM SOUNDS OR A FIRE IS DISCOVERED

If a fire is discovered in any college building, visitors are encouraged to call 9-1-1 and the Campus Security Department at 610-785-6238 (ext. 6238). The fire alarm emergency signal is a continuous sounding of the fire alarm. In case of a fire, each person in the residence hall or building should leave the building as quickly as possible, using available stairways and fire escapes. Please become familiar with the locations of the Fire Exits in your building and the Fire Alarm Pull Stations that are prominently labeled.

Additional fire safety regulations are as follows:

- fire or exterior doors must never be propped or left open
- smoking is only permitted in designated outside areas and away from combustible or flammable materials
- candles, incense or other open flames are prohibited
- no clothes racks, bicycles, suitcases, or other items are to be left in hallways or stairwells
- overloaded electrical outlets or drop cords are not permitted; however strip plugs with surge suppressors are allowed
- no objects are to be hung from the sprinkler heads or placed in, near or around the fire escapes or fire exits

If you get trapped, keep the door closed. Seal cracks and vents if smoke comes in. Signal for help by hanging an object in the window (bed sheet, jacket, shirt) to attract the firefighters attention. If there is a phone in the room, call 9-1-1 and report that you are trapped. Be sure to give your room number and location.

## CRIME REPORTING PROCEDURES AND RESPONSES

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 and 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 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 and can be used to report a criminal incident, a fire, or any other type of emergency.

The Department of Safety and Security enjoys an excellent working partnership with area police departments and shares information regarding criminal activity and safety issues on-and off-campus.

