



pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

Office of Vocational Rehabilitation

**Commonwealth Technical
Institute (CTI)
@ Hiram G. Andrews Center**

**2015
ANNUAL SECURITY
REPORT
&
ANNUAL FIRE REPORT**

Crime and Fire Statistics Representing Calendar Years 2012, 2013, 2014

**727 Goucher Street
Johnstown, PA 15906**

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Table of Contents

Introduction.....	5
Authority of the HGA Security Department.....	6
Access to the Hiram G. Andrews Center and Security of the Facility.....	6
Student Access Card Policy & Procedure.....	7
Card Agreement.....	7
Issuing Agent.....	7
Administration of Card.....	8
Unattended Cards.....	8
Lost or Stolen Card.....	8
Card Fee (if lost).....	8
Penalty and Violation of Procedure.....	8
Commonwealth Employee/Non-Commonwealth Service Provider Access Card Policy & Procedure.....	8
Card Agreement.....	8
Issuing Authority.....	9
Administration of Card Procedure.....	9
Cards for Non-Commonwealth Service Providers.....	9
Unattended Cards.....	9
Lost or Stolen Card.....	9
Penalty for Violation of Procedure.....	9
Timely Warnings/Emergency Notifications.....	9
Emergency Procedures.....	10
Emergency Phone Numbers.....	10
Emergency Alarm System.....	10
Evacuation.....	12
Fire Procedures.....	12
Tornado Procedures.....	13

Flood Procedures.....	13
Snow Procedures.....	13
Bomb Threat.....	14
Active Shooter.....	14
Medical Emergency.....	14
Power Failure.....	15
The Hiram G. Andrews Center Response to Reports of Crime.....	16
Crime Prevention Information.....	16
Personal Safety and Crime Prevention Tips.....	16
Student Right-To-Know and Campus Security Act of 1990.....	17
Weapons Policy.....	17
Hiram G. Andrews Center Drug and Alcohol Policy.....	18
Drug and Alcohol Procedure.....	18
Drugs.....	19
Alcohol.....	20
Drug and Alcohol Abuse Information.....	21
Missing Persons Policy.....	21
Sexual Assault Prevention and Response.....	22
Violence Against Women Act.....	23
Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking.....	23
Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.....	23
Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses.....	24
Sex Offender Registry and Access to Related Information.....	24
Hiram G. Andrews Centers Response to Reports of Crime or Suspicious Activity.....	25
Confidential Reporting.....	25
Preparation of the Crime Report.....	25
Campus Crime Report 2012, 2013, and 2014.....	26

Hate Crime Statistics.....	27
Clery Crime Definitions.....	28
Arson.....	29
Criminal Homicide-Murder and Non Negligent Manslaughter.....	29
Robbery.....	29
Aggravated Assault.....	29
Burglary.....	29
Motor Vehicle Theft.....	29
Weapon Law Violations.....	29
Drug Abuse Violations.....	30
Liquor Law Violations.....	30
Sex Offenses.....	30
Bias or Hate.....	31
Dating Violence.....	31
Domestic Violence.....	31
Stalking.....	31
Annual Fire Safety Report.....	32
Who to Contact in Case of a Fire.....	32
Fire Safety Precautions and Fire Systems Equipment.....	32
What to Do in Case of a Fire.....	33
Fire Safety Do's.....	33
Fire Safety Don'ts.....	33
Life Safety Equipment.....	34
Reported Campus Fires.....	34
Fire/Safety Drills.....	34

Hiram G. Andrews Security is on duty 24 hours a day, 365 days a year.

The Hiram G. Andrews Center Security Department is part of the Hiram G. Andrews Center Allied Health Division. The Security Department consists of a Chief, Security Officer II (Night Supervisor), and 9 Security Officers (Full Time Security Officer I).

All officers are certified in CPR & AED. Approximately half of our officers are trained/certified in crisis intervention. Officers work closely with the Upper Yoder Township Police to ensure cooperation and assistance when needed by our students, faculty, and staff.

The Security Department strives to provide its students, staff, and visitors with the safest and securest environment possible.

If a crime does occur on campus, it will be investigated by the Security Department and the Upper Yoder Police. The Security Department also investigates violations of the Hiram G. Andrews Center Student Code of Conduct which is distributed to all students at the beginning of each semester. These incidents are referred to the Hiram G. Andrews Disciplinary Committee.

Crime Information and Crime Statistics are available for dissemination to our students, faculty, staff and visitors at the Security Office. A campus crime log is maintained, detailing all reported incidents, and is open for review to any person.

Authority of the HGA Security Department

The Hiram G. Andrews Center Security Officers have the right to request identification of any person on Center grounds to determine whether the person has lawful business at the Hiram G. Andrews Center. Hiram G. Andrews Center Security Officers have the right to issue parking tickets to illegally parked vehicles. Parking tickets can be paid to the Center cashier at the Business Office Monday thru Friday. Hiram G. Andrews Center Security Officers do not possess the powers of arrest. Criminal incidents are referred to the local authorities that have jurisdiction on campus. There is no written memorandum of understanding between the Upper Yoder Township Police and the Hiram G. Andrews Center Security Department. The Hiram G. Andrews Center Security Office and Upper Yoder Township Police maintain a highly professional working relationship. All crime victims and witnesses are strongly encouraged to immediately report crime to the Hiram G. Andrews Center Security Office and the appropriate police agency. The Hiram G. Andrews Center Security Office can, and will, assist with contacting the local police. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

Access to the Hiram G. Andrews Center and Security of the Facility

The Hiram G. Andrews Center strives to achieve a difficult balance; both as a warm, friendly, and welcoming environment, and at the same time, one that is safe and secure for all who use our building. Access to the Hiram G. Andrews Center is a privilege extended to students, staff, and authorized guests. Student and staff members are issued door access cards. Visitors must sign in at the Center's

Main Lobby. Door access cards are used for exterior doors. The Hiram G. Andrews Center has an advanced state-of-the-art security system that allows the Security Department to monitor authorized entry, unauthorized entry, and unsecured doors. In addition to the Center's security system, the building is also monitored by the use of video surveillance. Video surveillance cameras are placed in public areas throughout the center. Even though the use of the security system and surveillance cameras has greatly enhanced the overall safety and security of the building, it cannot replace the human element of security. Security Officers and Dormitory Counselors make regular patrols of the Center and grounds to detect and deter unlawful activity. Card reader doors are physically checked on every shift to ensure magnetic locking devices, door hardware, and alarm sensors are functioning properly.

Access to individual dorm rooms is gained through a locking exterior door. Only residents of dorm rooms and authorized Hiram G. Andrews Center staff have key access to each dorm room. Safety procedures/safety awareness is discussed with students at new student orientations and student town meetings.

The Hiram G. Andrews Center Safety Committee meets on a regular basis to discuss safety and security related issues and to follow-up with previously discussed issues. All students, staff and visitors may report any safety concern to the Chief of Security, (814) 254-0434, or the Facility Maintenance Manager, (814) 254-0526.

Student Access Card Policy & Procedure

The following Hiram G. Andrews Center (HGAC) Access Card Policy & Procedure is to provide appropriate access for an HGAC student, while at the same time, establishing procedure to ensure that the security of campus facilities and property are not compromised. The access cards are for exterior doors of the building.

I. Card Agreement

Each student of HGAC that is issued a card agrees that he/she will:

- Maintain personal possession of the card
- Not allow unauthorized use of the card as described in the new student orientation and in the Student Code of Conduct.
- Immediately report a lost or stolen card to the Security Department
- Not duplicate or alter the card
- Return the card at the end of his/her stay at HGAC
- Proper entrance/exit to the building must be made through a card reader door
- Sign a user agreement stating that they have read and understand this policy

II. Issuing Agent

The ultimate authority for determining those individuals who are authorized to receive specific cards lies with the Center Director or designee of HGAC. The Security Department, as the Center Director designee, will have responsibility for the day-to-day administration of the access card policy and procedure.

III. Administration of Card

The Security Office will be the point of issue and return of all cards.

IV. Unattended Cards

Each card issued must, at all times, remain in the possession of the person to whom it was issued. Individuals must not leave cards unattended or lend them to others. Anyone who finds a card must return it to the Security Department immediately.

V. Lost or Stolen Card

Any person who loses a card, or has reason to believe he/she may have lost a card, must immediately notify the Security Department to ensure that the card security is not compromised.

VI. Card Fee (if lost)

Loss of an access card could result in a fee for replacement of the card. Should the card be located and returned to the Security Department, the fee will not be refunded. The returned card will no longer be activated. Failure to pay for the lost card may result in HGAC withholding diploma, statement of training, transcript or not permitting the student to return to HGAC.

VII. Penalty and Violation of Procedure

The HGAC Access Card Policy and Procedure applies to all students. Any violation of the procedure may be grounds for Disciplinary Committee action. It shall be the responsibility of each student to return all access cards prior to discharging from the Center.

Commonwealth Employee/Non-Commonwealth Service Provider Access Card Policy & Procedure

The following Hiram G. Andrews Center (HGAC) Access Card Policy & Procedure is instituted to provide appropriate access for HGAC employees and Non-Commonwealth service providers, while at the same time, establishing a procedure to ensure that the security of campus facilities and property are not compromised. The access cards, which are covered by this policy, are the official cards for exterior doors of the buildings.

I. Card Agreement

Each HGAC employee and Non-Commonwealth service provider that is issued a card agrees that he/she will:

- Maintain personal possession of the card
- Not allow unauthorized use of the card
- Immediately report a lost or stolen card to the Security Department
- Not duplicate or alter the card

- Return the card at the end of his/her employment with HGAC
- Proper entrance / exit to the building must be made through a card reader door
- Sign a user agreement stating that they have read and understand this policy

II. Issuing Authority

The ultimate authority for determining those individuals who are authorized to receive specific cards lies with the Center Director or designee. The Security Department, as the Center Director designee, will have responsibility for the day-to-day administration of the card control procedure.

III. Administration of Card Procedure

All requests for cards must be made through a Center Manager. The Manager must justify an individual's need for access into each area for which the card is requested. The Security Office will be the point of issue and return of all access cards.

IV. Cards for Non-Commonwealth Service Providers

Non-Commonwealth service providers must return all cards issued to them at the end of each specific period of employment. If an individual returns to work at HGAC, a new card will be issued. It is the responsibility of the Department Manager to ensure that this policy is understood and adhered to by all HGAC employees and Non-Commonwealth service providers.

V. Unattended Cards

Each card issued must, at all times, remain in the possession of the person to whom it was issued. Individuals must not leave cards on their desks or lend them to others. Any person who finds a card must return it to the Security Department as soon as possible.

VI. Lost or Stolen Card

Any person who loses a card or has reason to believe he/she may have lost a card must immediately notify the Security Department to ensure that the card security is not compromised. They must immediately notify their Manager.

VII. Penalty for Violation of Procedure

The HGAC Access Card Policy and Procedure applies to all HGAC employees and Non-Commonwealth service providers. Any violation of these procedures may be grounds for administration disciplinary action. It shall be the responsibility of each employee to return his/her access card to their department head at the termination of their employment.

Timely Warnings/Emergency Notifications

In the event that a situation arises, either on campus or in the surrounding area, which in the judgment of the Hiram G. Andrews Chief of Security, Hiram G. Andrews Fire Marshall, or Hiram G. Andrews Administrative Staff, constitutes an ongoing, continuing, threat, a campus wide "timely warning" will

be issued. The warning will be posted in the Hiram G. Andrews Center lobby on the student message board, and message boards in dormitory hallways. Warnings may also be disseminated via the Centers public address system. In an effort to disseminate emergency information to the larger community and our students who are off-campus, the local media will be notified immediately. The Hiram G. Andrews Center conducts building evacuations, on a regular basis, that cover a wide array of evacuation scenarios.

Anyone with information warranting a timely warning should contact the Hiram G. Andrews Center Security Department in person or by phone (814 254-0434).

All timely warning information will be shared with the local authorities in attempts to better serve the campus and surrounding areas.

Emergency Procedures

The procedures contained in this document are designed to ensure that our environment is as safe as possible. The following pages describe the approach to conditions that may arise in the event of emergencies such as tornadoes, fires, and power outages. It is most important that these procedures be followed, as they are designed to protect persons and property. You are encouraged to use this document to follow the designed emergency plan dictated by the condition or situation. Post event assessments will be conducted as well as debriefing sessions to address any concerns identified during any emergency situation.

In the event of a disaster, all management and supervisory staff are to report to the Director's Office to implement emergency plans.

EMERGENCY PHONE NUMBERS

Police/Fire/Ambulance	9 - 911 or 9 - 1-800-281-1680
Upper Yoder Police	814- 255-6227
Upper Yoder Fire Dept.	814-288-7008
Greg Tunstall –HGAC Fire Marshall	814 -254-0526
Red Cross	814-255-1550
Cambria County EMA	814-472-2050

EMERGENCY ALARM SYSTEM

EVACUATION

General Provisions for All Shifts:

When the alarm sounds, students, staff, and tenants will first determine the location of the alarm by immediately checking the Fire Bell Codes posted throughout the Center. During an alarm, the affected area must be evacuated.

Entire Building Evacuation: Continuous intermittent sounding of the fire buzzer and flashing of the emergency strobe lights indicate that the entire facility should be evacuated.

Partial Building Evacuation: In the case of a partial building evacuation, the fire buzzer will sound and repeat a numeric code for each specific area designated on the fire bell code postings.

The following must be done when an evacuation is necessary:

1. Close all windows and doors.
2. Turn off as many electrical systems as possible without critically delaying exit from the affected area.
3. Exit calmly and proceed to your designated waiting area. Do not run. Do not open or exit through fire doors once they close. Use alternate exits in your area if your path is blocked by fire or debris.
5. Do not enter the building or your area until the all clear is given by HGAC designated staff.
6. Do not linger once the alarm sounds and maintain radio silence.

Specific Evacuation Duties (8:00 a.m. to 4:00 p.m.)

Boiler House: Staff checks annunciator panel or remote annunciator to determine exact location of alarm. Staff radios this information to all staff via 2-way radio. If available, remaining staff respond to the site. The HGAC Fire Marshall/designee is notified if an actual alarm.

Security: Staff checks annunciator panel or remote annunciator to determine exact location of alarm. All on-site officers immediately proceed to the location of the alarm. This information is then relayed to the Boiler House staff after the site has been examined whether it is a false or an actual alarm. Security staff announces the “all clear”.

Specific Evacuation Duties (4:00 p.m. to 8:00 a.m.)

Boiler House: Staff checks annunciator panel or remote annunciator to determine exact location of alarm. Staff radios this information to all staff via 2-way radio. If

available, remaining staff respond to the site. The HGAC Fire Marshall/designee is notified if an actual alarm.

Security: Staff checks annunciator panel or remote annunciator to determine exact location of alarm. All on-site officers immediately proceed to the location of the alarm. This information is then relayed to the Boiler House staff after the site has been examined whether it is a false or an actual alarm. Security staff announces the “all clear”.

EMERGENCY ALARM SYSTEM

EVACUATION

Specific Evacuation Duties (4:00 p.m. to 8:00 a.m.)

All Staff: The appropriate HGAC staff except one therapeutic recreation worker who is in the Recreation area with students will proceed to the alarm location to assist with evacuation.

FIRE PROCEDURES

Each department has specific evacuation plans designating specific waiting areas and assignments. Assigned personnel have areas of responsibility to include the floor chief, searchers, exit guards, and monitors.

Floor Chief: Takes immediate charge of all occupants in the section and is responsible for enforcing evacuation duties and assuring that all rules and procedures are observed.

Exit Guards: Under direction of the Floor Chief, they make sure that room evacuations are conducted in an orderly, expedient fashion without crowding. One Guard is stationed on the room side of the exit and properly opens the exit door after the first alarm code signal is sounded. This guard assures that the evacuation door remains open and clear from obstructions or crowding. Additional Guards will follow at the rear of the exit column to assist stragglers and to expedite a quick, orderly exodus from the building.

Searchers: Ideally, these duties should be assumed by at least one man and one woman who, upon hearing the fire code signal, immediately begin searching all rooms for occupants. The Searchers assist any staff or student who has a visual impairment, faints, or who becomes hysterical in order to get them out of the building without jeopardizing the safety of themselves or other people in the section. After evacuating a room, the Searchers leave the area as soon as possible after closing all windows and doors in order to eliminate drafts.

Monitors: Once evacuated safely, the Monitor escorts everyone away from the building to the designated safe waiting area. The Monitor assures that the evacuees remain calm and orderly while exiting to the safe area. Upon instruction, the Monitor ushers everyone back to the building in the same calm, orderly fashion.

TORNADO PROCEDURES

Definitions:

Tornado Watch: Weather conditions are conducive to the occurrence of a tornado.

Tornado Warning: A tornado has been sighted or one is moving in this direction.

In the event of a tornado watch or warning, the Emergency Plan of Operation will go into effect. All guidelines will be followed by personnel during the emergency.

The Director is authorized to declare the emergency situation or the Deputy Director in the event the Director is unavailable. All designated staff will report to the Director's Office for their work station assignment.

FLOOD PROCEDURES

Definitions:

Flash Flood Watch: Is issued when weather conditions are favorable for very heavy rain and flash flooding. A watch does not mean that flooding is actually occurring; only that conditions have created or will create a significant risk for it. If flooding actually does occur, a flood warning and urgent action should be taken.

Flash Flood Warning: Is issued when flooding in a certain area is imminent or occurring.

In the event of a flood watch or warning, the Emergency Plan of Operation will go into effect. All guidelines will be followed by personnel during the emergency.

The Director is authorized to declare the emergency situation or the Deputy Director in the event the Director is unavailable. All designated staff will report to the Director's Office for their work station assignment.

SNOW PROCEDURES

The Snow Removal Plan #600-08 of the Hiram G. Andrews Center Operations Manual will be followed by staff for removal of snow during the winter season. Areas are outlined and the sequence will be followed for parking lot and sidewalk snow removal.

Staff are reminded to wear appropriate footwear for the season; stay clear of areas not plowed or shoveled; and be aware of icy patches.

BOMB THREAT

The following procedures are in effect for handling bomb threats:

- A. Person receiving the phone call regarding a bomb threat:
 - 1. Keep the caller talking by utilizing the Bomb Threat Checklist
 - 3. Try to attract the attention of another staff member to call 9-911.
 - 4. After the caller hangs up, immediately:
 - Call 9-911(if this hasn't been done) and Security
 - 5. Security will notify the Director and local police. Further direction will be provided.

- B. Bomb Threat via written note or e-mail:
 - 1. Written note or e-mail will be given to the Security staff.
 - 2. Security will notify the Director and local police. Further direction will be provided.

ACTIVE SHOOTER

If an active shooter is in the building, staff should follow the guidelines set forth in the Active Shooter Response Plan #001-76 in the Hiram G. Andrews Center Operations Manual. Also staff can utilize the Active Shooter – How to Respond booklet for a quick reference.

Staff, students, and customers will have to make a quick determination to protect their own life and follow several options such as whether to evacuate, hide, or take action.

When law enforcement does arrive, remain calm and follow their instructions.

MEDICAL EMERGENCY

The following procedures are utilized for situations that may occur to customers.

Customer Incident:

- 1. Any staff or student can call an ambulance (9-911) for life threatening situations or injuries, falls, and incidents that may present potentially serious consequences.
- 2. Notify the Health Clinic, Security, and Dorm Counselor.
- 3. Notify Security and Dormitory Counselor if between hours of 11:15 p.m. and 6:45 a.m.)

4. Refer to HGAC Operations Manual Policy #100-04, Emergency Transfer to Hospital for Customers, Staff, or Visitors.
5. Appropriate personnel must fill out the M-2 Incident Report.

The following procedures are utilized for situations that may occur to staff.

Staff Incident:

1. Staff or student can call an ambulance immediately for life threatening situations or injuries.
2. Staff must notify the employee's supervisor so that appropriate documentation can be completed.
3. Staff should notify the family when requested.
4. Security staff must be notified only if an ambulance has been dispatched.
5. Refer the staff person to the local emergency room or a worker's compensation panel physician if it is a non-life threatening injury.

The following procedures are utilized for situations that may occur to visitors.

Visitor Incident:

1. Staff or student can call an ambulance immediately for life threatening situations or injuries.
2. A staff member can notify the visitor's family when requested.
4. Security staff must be notified only if an ambulance has been dispatched.
5. Refer the visitor to the local emergency room or private physician if it is a non-life threatening injury.

POWER FAILURE

A power failure or power outage is a short or long term loss of electric power to an area.

When a power failure occurs at our facility, staff, students, and customers are to stay put and remain calm. There is no need for evacuation unless directed otherwise.

Security and Maintenance staff will investigate why there is a power failure and staff will be notified via radio regarding the power failure.

Emergency generators should power on and provide power to the facility. If this does not occur, Maintenance staff will investigate this issue.

There are three copiers located in Maintenance, Education, and A Dorm areas that are equipped for a non-digital telephone to be connected to them to provide an outside line. Use of these copiers for this reason is for emergency reasons only. This is not connected to our present telephone system.

Staff, students, and customers will be on limited access as to what equipment, etc. can be operated once the emergency generators are up and running, i.e. computers should not be utilized until the power is turned back on.

The Hiram G. Andrews Centers Response to Reports of Crime

All crimes and incidents reported to Hiram G. Andrews Center staff are investigated by the Security Department. Any person suspected of a crime will be brought before the Disciplinary Committee and if found guilty will face sanctions in accordance with the Student Code of Conduct. Depending on the nature of an offense a person suspected of a crime may be referred to the local authorities and face sanctions in accordance with the Pa Crimes Code.

Crime Prevention Information

Students will receive information on crime prevention in the New Student Orientation, and student Towne Meetings. Towne Meetings are held at the beginning of each semester in the Center's Cafeteria, and it is mandatory for all students to attend. Additional information on crime prevention can be obtained, upon request from the Security office.

Personal Safety and Crime Prevention Tips

Simple precautions can reduce the likelihood that you will become the victim of a crime.

1. **BE ALERT.** Your safety depends mostly upon your own attitude and actions. Use common sense and do not place yourself in a location or situation to become a victim of crime.
2. **IF YOU OBSERVE ANY SUSPICIOUS ACTIVITY OR WISH TO REPORT ANY CRIMINAL ACT, CALL THE HGAC SECURITY DEPARTMENT AT (814) 255-8200.**
3. **IF YOU BECOME AWARE OF A CRIME, OBSERVE A SUSPICIOUS PERSON OR SITUATION OR ARE A VICTIM YOURSELF, PROMPTLY REPORT IT TO THE HGAC SECURITY DEPARTMENT AT (814) 255-8200.** Timely reports increase the likelihood that critical evidence will be obtained, stolen property will be recovered and the offender will be successfully prosecuted. This is especially important in cases involving sex offenses. A prompt report to the police will also ensure that you are made aware of all available victim support services.
4. **AVOID WALKING ALONE AT NIGHT.** Make arrangements to walk with friends or in a group. If you must travel alone at night, stay on well-lit paths and sidewalks.
5. **KEEP YOUR ROOM DOOR LOCKED AT ALL TIMES.** Locking your door with your key, wherever you reside, is an effective way to reduce theft and enhance personal safety. The vast majority of thefts occur from unlocked rooms when the occupant is gone only briefly. Do

not prop open exterior doors, and close any doors you find propped open. Propped doors are a high risk and greatly increase chances of your victimization.

6. **DO NOT LEND YOUR KEY OR KEY CARD TO ANYONE.** Loaning you key card is a violation of the HGAC Code of Conduct. Report a lost or stolen key to HGAC Security or a Dorm Counselor immediately.
7. **REPORT OBSCENE, ANNOYING, OR HARASSING PHONE CALLS OR E-MAIL MESSAGES IMMEDIATELY.** HGAC Security will investigate the incident and will involve the local police if necessary.
8. **REPORT ALL SECURITY-RELATED MAINTENANCE PROBLEMS.** Locks, doors, windows, exterior lights in need of replacement, shrubbery in need of trimming or other unsafe conditions should be reported immediately to a HGAC Security Officer, Dorm Counselor, or the Facility Maintenance Manager.
9. **IDENTIFY YOUR VALUABLES USING OPERATION ID.** Engravers are available for students to use. Record their serial numbers on the provided form. Then be sure to keep your copy in a safe place.
10. **KEEP YOUR VEHICLE LOCKED.** Lock all valuables in your trunk. If you have expensive stereo equipment, etc., consider buying an alarm system.

Student Right-To-Know and Campus Security Act of 1990 (Public Law 101-542)

Overview:

The Campus Security Act is a federal law that requires institutions of higher education receiving federal financial assistance to make available several key pieces of information:

- To current and prospective students, the college's graduation and/or completion rates for its full-time, degree seeking students.
- To current and prospective students, the student financial aid rates for athletes and other students (applicable only at institutions that award athletically-related student aid).
- To current students and employees, crime statistics and security policy information about the Center

The information required by the Student Right-To-Know and Campus Security Act will be reported annually to the U.S. Department of Education.

Weapons Policy

Within the Hiram G. Andrews Center, no person shall possess, use, handle, transmit, or control any object which might reasonably be considered as a weapon. While not meant to be all inclusive, examples of such objects are any gun, pistol or device designated or intended to propel a missile of any kind, explosive compounds, bowie knife, switch blade knife, ballistic knife, or any other type of knife, straight-edge razor, razor blade, spring stick, metal knuckles, black jack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a num chuck, or a fighting chain, or any disc designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of any kind.

Note: Cutting instruments and tools that are used within the learning areas, which are under the supervision of an instructor, are exempt from this policy.

Hiram G. Andrews Center Drug and Alcohol Policy

The students and staff of the Hiram G. Andrews Center are committed to an alcohol-free and drug-free environment. Illegal possession, use of, or involvement with such substances on Center grounds will not be tolerated. Students who violate local, state, federal laws, and/or the Student Code of Conduct will be subject to disciplinary action through the Hiram G. Andrews Center Judicial system.

A violation will occur when a student:

- Possesses, uses, or distributes illegal drugs and/or controlled substances
- Possesses, uses, or distributes paraphernalia containing evidence of such substances
- Drinks alcoholic beverages underage
- Possesses, uses, or distributes alcoholic beverages or non-alcoholic beverages such as O'Doul's and Coors cutter, etc
- Drinks alcoholic beverages or uses drugs while on Hiram G. Andrews Center sponsored trips

Drug and Alcohol Procedure

- I. Students who participate in underage drinking, distribute alcohol to minors, possess, use, distribute or sell illegal drugs and/or controlled substances as stated above, will be reported to the local police department.
- II. The Chief of Security or a designee will conduct an investigation of the alleged violation and present the evidence to the Disciplinary Committee for review. The Disciplinary Committee will make a determination of guilt or innocence, based on the evidence presented. If a student is found guilty of drug or alcohol offenses, the student will be discharged from the Center for no less than one full term. During this time, the student will not be permitted on Hiram G. Andrews Center grounds. Students who are found guilty of selling, or providing drugs on Center grounds will be discharged for no less than one full year.

The Hiram G. Andrews Center is committed to a drug-free campus for its students and employees. As part of that commitment, this document provides information pursuant to the *Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226)*. This act requires that as a condition of receiving funds, or any other form of financial assistance under any federal program, the school is committed to preventing the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Legal Sanctions:

In Pennsylvania, the purchase, consumption, transportation, or possession of alcoholic beverages by a person younger than 21 is punishable by a loss of driving privileges and fines of up to \$300 for the first offense and up to \$500 for subsequent offenses. (18 Pa.C.S.A. § 6308; 18 Pa.C.S.A. § 6310.4.) Misrepresentation of age to procure or have furnished alcoholic beverages for oneself is a summary offense punishable by a fine of up to \$300 for a first offense and is a misdemeanor punishable by a fine of up to \$500 for a subsequent offense. All such violations are also punishable by a loss of driving privileges. (18 Pa.C.S.A. § 6307.) Misrepresentation of the age of another for the purpose of procuring alcoholic beverages for that person is a misdemeanor punishable by a fine of not less than \$300. (18 Pa.C.S.A. § 6309.) The intentional and knowing sale or furnishing of alcoholic beverages to a person less than 21 years of age is a misdemeanor punishable by a fine of not less than \$1,000 for a first offense and \$2500 for subsequent offenses. (18 Pa.C.S.A. § 6310.1.) Manufacturing, making, altering, selling or attempting to sell a false identification card is a misdemeanor punishable by a fine of not less than \$1,000 for a first offense and not less than \$2500 for subsequent offenses. (18 Pa.C.S.A. § 6310.2.) The penalties for the unlawful possession, use, or distribution of illicit drugs are more diverse than those governing underage drinking and vary depending up the nature of the drug involved and the nature of the activity. For example, unlawful possession of 30 grams or less of marijuana or eight grams or less of hashish, for example, is a misdemeanor punishable by a term of imprisonment of up to 30 days and a fine of up to \$500 or both. (35 P.S. § 780-113[a][31] and [g].) At the other end of the scale, the manufacture, delivery, or possession with intent to manufacture or deliver heroin or other narcotics is a felony carrying a penalty punishable by a term of imprisonment of up to 15 years or a fine of up to \$250,000 or both. (75 P.S. § 780-104; 35 P.S. § 780-113[a][30] and [f][1].) A complete summary of penalties related to unlawful possession, use, or distribution of alcohol or illicit drugs can be found in the Campus Safety Office. Individuals seeking advice regarding drug- or alcohol-related laws should consult legal counsel.

The following is a brief review of the legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol:

A. Drugs

1. The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq., sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from thirty days imprisonment, \$500 fine, or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to fifteen years or \$250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a university is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.
2. The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine, or both.
3. The Vehicle Code, 75 PA, C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of thirty days.

4. The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both. Lesser quantities of controlled substance (e.g. 100 kg of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a \$2,000,000 fine, or both. The distribution of small amounts of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of one year imprisonment, a \$5,000 fine, or both, with the penalties for the second offense doubling. Probation without conviction is possible for first offenders. Distribution to persons under the age of twenty-one by persons eighteen or older carries double or triple penalties. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college.

5. Students who have been convicted under state or federal law involving the possession or sale of a controlled substance are ineligible for federal student aid for specific periods (ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender).

B. Alcohol

1. The Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code as well as portions of the Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 Pa., C.S.A. 6307 et seq., provide the following:

2. It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to \$300 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to \$500, and imprisonment for up to one year; for subsequent offense, suspension of driving privileges for two years, a fine up to \$500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.

3. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). "Furnish" means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.

4. It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (2) above.

5. It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to one year for any violation.

6. It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.

7. It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.

8. It is a crime to hire, request or induce any minor to purchase liquor or malt or beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.

9. Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.

10. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations. The University will cooperate with the appropriate law enforcement authorities for violations of any of the above-mentioned laws by an employee in the workplace or student.

11. The use in any advertisement of alcoholic beverages of any subject matter, language or slogan directed to minors to promote consumption of alcoholic beverages is prohibited.

12. No advertisement of alcoholic beverages shall be permitted, either directly or indirectly, in any booklet, program, book, yearbook, magazine, newspaper, periodical, brochure, circular, or other similar publication, published by, for, or on behalf of any educational institution.

Drug and Alcohol Abuse Information

Information pertaining to the dangers of drug and alcohol abuse can be obtained from the Center Health Clinic. Information can also be obtained from the HGAC D&A Counselor, HGAC Counselors and the Center Library. The Health Clinic provides regular informational sessions, to students, regarding the dangers of alcohol / drug abuse. AA meetings are held in the Center's Seminar Theater twice, monthly. Times and dates for AA can be obtained from Scott Fetterman, The Center's D&A Counselor. Center students can be transported to off-campus NA meetings at the student's request.

Missing Persons Policy

This policy has been designed to comply with the Higher Education Opportunity Act of 2008 for colleges and universities to establish a missing person policy for its on-campus residents.

Definitions. For the purpose of this policy, the following definitions apply:

A **student resident** is any student who is living at the Hiram G. Andrews Center.

A **missing person** is anyone whose absence is contrary to his/her usual pattern of behavior and it is suspected that unusual circumstances may have caused the absence. A missing person also is anyone who has been missing for 24 hours or greater.

Collection of information. Center Counselors, Security Officers and Dormitory Counselors will work together to obtain the missing person's contact information. All information will be forwarded to a Center Manager and / or On-Call Manager.

Investigation. Prior to an investigation the Upper Yoder Police Department must be contacted. Hiram G. Andrews Center Security will work with the UYPD in investigating the situation. Dormitory Counselors and other staff will assist as requested.

Notifying Security. In the event a student resident is considered to be missing, Center Staff or student will notify Security who will then contact the UYPD and Center Manager / On-Call Manager. The Center Manager / On-Call Manager will coordinate subsequent notifications.

Notifying missing person's contact on record. A Center Counselor, Center Manager, or On-Call Manager will notify the missing person's contact within 24 hours of determination that the student is missing.

Notifying parents or guardians. A Center Manager and/ or On-Call Manager will notify the parents or guardian within 24 hours of determination that the student is missing if the missing person is under 18 years of age.

Sexual Assault Prevention and Response

The Hiram G. Andrews Center educates the student community about sexual assaults and date rape through New Student Orientations and literature that can be found in the Center Library, and the Center's Counseling Department. The Counseling Department offers sexual assault education and information programs to students and employees upon request. Evening programming entitled "Awareness of Sexual Knowledge" and "Building Good Relationships" are offered through the Center's Student Services Division staff members.

If you are a victim of a sexual assault at the Hiram G. Andrews Center, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The HGAC Security Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

An assault should be reported directly to a Security Officer and/or to other staff. Filing a report with a Security Officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from Security Officers. Victims will also have the option of filing a report with the local police department. Filing a police report will:

- ❖ ensure that a victim of sexual assault receives the necessary medical treatment and tests.
- ❖ provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- ❖ assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Student Code of Conduct, or only the latter. A HGAC counselor will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available such as HGAC Counselors, HGAC Therapists, Victims Services, and Crisis Intervention. HGAC disciplinary proceedings, guidelines for cases involving sexual misconduct, are detailed in the Student Code of Conduct. The accused and the victim will each be allowed to have their counselor assist them in the disciplinary hearing process but, counselors will not directly be involved in the hearing itself. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the Student Code of Conduct pertaining to sexual misconduct could be criminally prosecuted in the state courts and may be suspended or expelled from

the Center for the first offense. Student victims have the option to change their dormitory assignment after an alleged sexual assault, if such changes are reasonably available.

Violence Against Women Act

The Violence Against Women Act (VAWA) of 2013 among other provisions amended section 485(f) of the Higher Education Act of 1965. VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking. The Hiram G. Andrews Center prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking.

Reporting incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Reports of all domestic violence, dating violence, sexual assault and stalking made to the HGAC Security Department will automatically be referred to the Hiram G. Andrews Center Title IX Coordinator who will determine the most appropriate course of action to ensure prompt and equitable response regardless of whether the complainant chooses to pursue criminal charges.

The Hiram G. Andrews Center's disciplinary process is consistent with the institution's policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the complainant and respondent. Usually, resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the complainant and respondent of the delay and the reason for the delay. Investigators and hearing board members are trained on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking may use the following contacts for assistance:

Hiram G. Andrews Center Title IX Coordinator – Bonnie Chiappini	(814) 254-0456
Hiram G. Andrews Center Assistant Title IX	(814) 254-0564

Coordinator- Jason Gies	
Hiram G. Andrews Center Security	(814) 255-8200
Upper Yoder Township Police	911 or 9-911 on HGAC Phones
Hiram G. Andrews Center Counseling Department	(814) 254-0582
Hiram G. Andrews Therapists	(814) 254-0606
Victims Services of Johnstown	(814) 535-2551
Johnstown Women’s Help Center	1-800-999-7406

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

The Hiram G. Andrews Center will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the Center against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the Hiram G. Andrews Center will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

Sex Offender Registry and Access to Related Information

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, became effective on October 28, 2002. The law 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 sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In the Commonwealth of Pennsylvania, information regarding registered sex offenders who are subject to community notification may be obtained from a community member’s respective local municipal police agency and/or the Pennsylvania State Police. PSP information concerning Megan’s Law may be viewed on the Internet at <http://www.pameganslaw.state.pa.us/>.

Hiram G. Andrews Centers Response to Reports of Crime or Suspicious Activity

The Hiram G. Andrews Center Security Department operates 24 hours a day, 7 days a week. To report a crime, suspicious activity, or emergency you can contact the Hiram G. Andrews Center Security Department in person or utilize one of the following phone numbers:

HGAC Security (Available 24/7)	(814) 254-0434 or 255-8200 Ext. 0
HGAC Dormitory Counselors (Available 24 / 7)	(814) 254-0623 or (814) 254-0624
911 Non-Emergency	1 800-281-1680
911 Emergency (Emergency ONLY)	911
HGAC Fire Marshall – Gregory Tunstall	(814) 254-0526

The Hiram G. Andrews Center Security Department has an excellent working relationship with the local law enforcement. In many cases the local authorities can be contacted more quickly and efficiently through the Hiram G. Andrews Center Security Officers. Whenever possible, the Hiram G. Andrews Center Security Department strongly urges students and staff to contact the Security Office for assistance with communicating with the local authorities.

Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the HGAC Student Code of Conduct, or the criminal justice system, you may still want to consider making a confidential report.

With your permission, the Hiram G. Andrews Center Security Department can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to take steps to ensure the safety of yourself and others. With such information, the Hiram G. Andrews Center can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Preparation of the Crime Report

The Hiram G. Andrews Security Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Upper Yoder Township Police. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Upper Yoder Township Police, designated campus officials (including but not limited to Security Officers, Center Managers, Dormitory Counselors, Instructors, Center Nurses, Deaf Interpreters, and Recreational Staff). Each year, notification is made to all enrolled students, that the crime report is available on the Center web site (www.hgac.org). The students are notified via a letter that is placed in each student mailbox. Center Staff receive similar notification via the intranet. Copies of the report may also be obtained at the Hiram G. Andrews Security Department Main Office located at Main Lobby of the Hiram G. Andrews Center, or by calling (814) 255-0434. All prospective employees may obtain a copy from Human Resources Department located in the Centers A-Wing, or by calling (814) 255-0453, or by accessing the Centers website (www.hgac.org).

Campus Crime Report 2012, 2013, and 2014

Crimes reported to the Hiram G. Andrews Center Security Department. These reports are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act.

Offense	On Campus			**Dorms On Campus			Public Property			Unfounded Crimes
	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2014
Murder/Non negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0
*Rape	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	3
*Statutory Rape	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	0
*Fondling	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	0
*Incest	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0

2015 Annual Security and Fire Report for Reporting Years 2012, 2013, and 2014

Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Liquor Laws, Arrests	10	6	3	10	6	3	0	0	0	0
Liquor Laws, Violations Referred for Disciplinary Action	3	0	12	3	0	12	0	0	0	0
Drug Law, Arrests	0	7	3	0	7	3	0	0	0	0
Drug Law, Referred for Disciplinary Action	2	9	1	2	9	1	0	0	0	0
Illegal Weapons Possession, Arrests	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession, Referred for Disciplinary Action	0	3	4	0	3	4	0	0	0	0

*These categories were new for 2014 reporting period and were not required to be reported in this manner in 2013, where available.

**Crimes reported in the Dorms *On –Campus* Column is included in the On-Campus Category.

***These categories were new for the 2013 reporting period and were not required to be reported in this manner in 2012. (Campus Sexual Violence Elimination Act (VAWA), March 7, 2013).

This report does not reflect a crime rate, which would depict the number of reports based upon the Hiram G. Andrews Center population. While crime rates provide comparable information, the number of crimes does not. All reports conform to the definitions stipulated by the Jeanne Clery Act.

Reported in compliance with the Jeanne Clery Disclosure of Security Policy and Campus Crime Statistics Act for calendar years 2012, 2013 and 2014. In all cases, the reports of crime follow the UCR (Uniform Crime Report) hierarchy of rule. For example, if a person is arrested and judicially referred, then the report appears as an arrest.

Hate Crime Statistics

The Hiram G. Andrews Center is required to disclose the occurrence of the following hate crime when the motivation for the crime is the victim’s membership or perceived membership in a particular race, gender, sexual orientation, ethnicity, disability, national origin or gender identity:

*Murder/non-negligent manslaughter Domestic Violence

*Negligent manslaughter Dating Violence

*Forcible sex offense Stalking

*Non-forcible sex offense Larceny-theft

*Robbery Simple Assault

*Aggravated assault Intimidation

*Burglary Destruction, damage, vandalism to property

*Motor vehicle theft

* Any other crime involving bodily injury

*Arson

Hate Crime Bias

*Race

*Gender

*Religion

*National Origin

*Sexual Orientation

*Gender Identity

*Ethnicity

*Disability

A hate crime is a criminal offense committed against a person property which is motivated, in whole or in part, by the offender's bias. **Bias** is a preformed negative opinion or attitude toward a group of persons based on their

The Hiram G. Andrews experienced no reported hate crimes in 2012, 2013 or 2014.

Clery Crime Definitions

The following definitions are to be used for reporting the crimes listed in 34CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the

Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Criminal Homicide-Murder and Non negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.) This category also includes cases when the offender is aware that he or she is infected with a deadly disease and deliberately attempts to infect another with that disease by biting, spitting, or some other method.

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; house breaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses

A) 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.

1. Forcible Rape - The carnal knowledge of a 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 temporary or permanent mental or physical incapacity (or because of his/her youth). New definition January 2012 — The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.”

2. 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.

3. 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 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

4. 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 incapacity

B) Sex Offenses-Non-forcible (Unlawful, non-forcible sexual intercourse).

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

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

Bias or Hate (definition for the purpose of inclusion in Clery report)

A crime involving bodily injury where the victim was intentionally selected on the basis of actual or perceived race, religion, sexual orientation, ethnicity, gender identity, national origin or disability. Under the Violence Against Women act signed into law by President Obama on March 7, 2013, institutions are required to compile statistics for the additional crimes of domestic violence, dating violence and stalking which are reported to campus law enforcement, local police agencies or campus security authorities, commencing with this annual report.

The definitions of Dating Violence, Domestic Violence and Stalking below are taken from the Violence Against Women Reauthorization Act and can be found at 42 United States Code Section 13925.

Dating violence

The term “dating violence” means violence committed by a person —

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

Domestic violence

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Stalking

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to — (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress

Annual Fire Safety Report

For years 2012, 2013, and 2014

Hiram G. Andrews Staff perform a minimum of two (2) full building evacuation drills annually, and random drills, in different sections of the building, on all shifts, throughout the year.

All Center Staff and student receive building evacuation and fire safety training yearly.

Sprinkler fire suppression systems have been installed in Section #10 and the DVBIC Wing of the Hiram G. Andrews Center. All areas of the Center have smoke detector systems, heat detectors, activation pull stations, dust detectors, and approximately 326 fire extinguishers are placed in the hallways throughout the Center. The Simplex Fire Alarm System is monitored and maintained 24/7 365 days a year by the Simplex Grinnell Company, Center Boiler Operators, Center Security Officers, and Maintenance Staff (8:00AM to 4:00PM, Monday thru Friday). Exits are clearly marked and evacuation routes are posted on fire safety information boards in every section of the Center.

Hindering, tampering with, removing, or discharging any fire protection equipment, including the smoke detectors, without proper cause will result in disciplinary action. Setting off a false alarm or igniting a fire within the Center will result in disciplinary action and possible criminal prosecution. In addition, failing to leave the facility when a fire alarm is activated will result in disciplinary action.

For safety reasons, the burning of candles and incense is not permitted with in the Center. Smoking of tobacco (or other similar products) is not permitted anywhere within the Center. Students are not permitted to have any appliances (i.e. refrigerator), unless the item is prescribed by a physician.

Who to Contact in Case of a Fire

In order to ensure that the proper authorities are notified of a fire, when the opportunity arises once you are safe from imminent danger, call any of the following:

Cambria County 911	911 or 9-911 from HGAC phone
HGAC Security	(814) 255-8200

Fire Safety Precautions and Fire Systems Equipment

- Keep doorways, corridors and egress paths clear and unobstructed. Make sure that all electrical appliances and cords are in good condition and UL approved. Do not overload electrical outlets. Use surge protected multi-outlet power strips and extension cords when necessary.
- Never store flammable materials in your room.
- Do not tamper with any fire system equipment such as smoke detectors, pull stations or fire extinguishers. Doing so is a criminal offense.
- Raising a false alarm is a criminal offense. It endangers the lives of the occupants and emergency personnel.

What to Do in Case of a Fire

1. Immediately pull the nearest fire alarm pull station as you exit the building.
2. When evacuating the building, be sure to feel doors for heat before opening them to be sure there is no fire danger on the other side.
3. If there is smoke in the air, stay low to the ground, especially your head, to reduce inhalation exposure. Keep on hand on the wall to prevent disorientation and crawl to the nearest exit.
4. Once away and clear from danger, call your report contact and inform them of the fire.
5. Go to your assembly area and await further instructions from emergency personnel.

Fire Safety Do's

*DO treat every fire alarm as an emergency. If the alarm sounds, exit the building immediately.

*DO become aware of your neighbors and note if they have not evacuated and tell authorities they are missing and may need assistance.

Fire Safety Don'ts

*DON'T assume that a fire alarm is a test or burned microwave popcorn. Any alarm could be the result of a dangerous fire.

*DON'T waste time collecting personal items. Take your keys and yourself to safety as soon as possible.

Life Safety Equipment

The misuse or abuse of any **life safety equipment** at the Hiram G. Andrews Center is a **serious violation** of the Student Code of Conduct.

Occupants of the Hiram G. Andrews Center are encouraged to use these extinguishers when warranted for fire safety. If you are uncertain how to properly use the extinguisher contact the HGAC Fire Marshall. If you suspect there is a problem with your extinguisher, contact the HGAC Fire Marshall or the HGAC Security Department immediately. If you have cause to discharge your extinguisher for fire control you must immediately advise the HGAC Fire Marshall or the HGAC Security Department to report the fire and use of the extinguisher.

False fire alarms and willful damaging of any life safety equipment is not only an inconvenience to fellow students but constitutes a real danger. Fire extinguishers, pull stations, alarm bells, smoke and heat detectors and alarm panels are in place for your safety. Use of these systems for other than fire emergencies; or abuse of these systems; or the intentional causing of a false fire alarm may result in a fine and possible dismissal from the Hiram G. Andrews Center.

Open fire is not permitted anywhere in the Hiram G. Andrews Center. The intentional setting of any fire will result in sanctions under the HGAC Student Code of Conduct and will be reported to the local police.

The use of extension cords and multiple outlet plug adapters is strictly prohibited. Such use must be approved by the HGAC Fire Marshall.

Reported Campus Fires (2012, 2013, and 2014):

YEAR	NUMBER	LOCATION	CAUSE	DAMAGE
2012	4	G-Dorm	Burnt food in the microwave	\$0.00 to \$100.00
		G-Dorm	Burnt food in the microwave	\$0.00 to \$100.00
		G-Dorm	Burnt food in the microwave	\$0.00 to \$100.00
		MECH ROOM -18	Burnt food in the microwave	\$0.00 to \$100.00
2013	1	H-Dorm	Burnt food in the microwave	\$0.00 to \$100.00
2014	1	H-Dorm	Burnt food in the microwave	\$0.00 to \$100.00

Fire Safety Inspection

YEAR	NUMBER	LOCATION	ORGANIZATION
2014 (04-30-2014)	1	Center Wide	Simplex Grinnell Company Complete report results are available upon request

There are no fire-related injuries or property damage to report.

There are no fire-related injuries and is no property damage to report.

Current Fire Logs and Fire Safety Inspection reports are available upon request.

Contact Gregory Tunstall –HGAC Fire Marshall for Fire Log / Fire Safety Inspection related inquires at:
(814) 254-0526