

FALL 2020

ANNUAL SECURITY & FIRE SAFETY REPORTS



CALDWELL
UNIVERSITY

ANNUAL SECURITY REPORT

ALCOHOL AND DRUG POLICIES

Caldwell University upholds the laws of the Federal Government and Title 24 of the Statutes of New Jersey, which prohibit the unlawful manufacture, distribution, dispensation, possession or use of controlled substances. This includes marijuana; cocaine or other hallucinogen and narcotic drugs; as well as alcohol. Security and staff have the right to conduct bag searches. The Office of Campus Safety and Security will enforce New Jersey underage drinking laws.

The illegal consumption, possession, use, and sale of any narcotic or unlawful drug will be grounds for disciplinary action and is prohibited at Caldwell University. The Office of Campus Safety and Security will enforce Federal and New Jersey drug laws.

Caldwell University is committed to creating an environment free of drug and alcohol abuse. Federal Law requires Caldwell University to notify faculty, students and staff information about the institution's compliance with the Drug Free Schools and Communities Act. <https://www.caldwell.edu/counseling-center/substance-awareness/>

Additional details of policies including disciplinary regulations and procedures are published in the Student Handbook. www.caldwell.edu/cbook

Staff and faculty of Caldwell University can view this information at Volume 2 of the Policy Manual located on the University portal page.

STUDENT/EMPLOYEE RESPONSIBILITY

The campus security system at Caldwell University must be supported with the cooperation of students and employees in order to remain effective. Office and room doors should be locked when unattended, particularly if computers or valuable personal property are accessible. At night, students and employees should walk or park in lighted areas. Cars should be locked at all times, with any valuables locked in the trunk. Any suspicious persons or unusual activity should be reported to the Security Guard House adjacent to the main parking lot at (973) 618-3286 / (973) 618-3289 (24/7) or to the Office of Campus Safety and Security in room 119 in the Student Center at (973) 618-3291.

Information concerning registered sex offenders may be obtained through the N.J. sex offender internet registry Web site: <http://www.njsp.org/sex-offender-registry/index.shtml> or through the Essex County Prosecutor's Office, Megan's Law Unit.

A SAFE AND SECURE CAMPUS

Caldwell University understands the importance of a safe and secure environment and strives to maintain a campus security system that provides protection for students, faculty and administrative employees.

The Vice-President for Operations is primarily responsible for providing the program of campus security. This responsibility is carried out with the assistance and cooperation

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of the Vice-President for Student Life, the Executive Director of Campus Safety and Security, the Assistant Dean of Residence Life, and the Director of Plant Operations. Campus security staff is provided through a contract with G4S Security, which assigns unarmed security officers to the campus on a 24 hour/7 day a week basis for access control in residence halls and general campus vehicle and foot patrols, tracked by numerous SecurTrax (computerized record verification) stations.

EMERGENCY REPORTING PROCEDURES

Students or employees should report criminal activity or emergencies to the following offices using phones at various locations in campus buildings:

Serious Emergency: 9-1-1

Campus Switchboard (24/7) – Residence Hall: (973) 618-3289

Campus Security Guard House: (973) 618-3286

Campus Safety Office: (973) 618-3291 or (973) 618-3259

Caldwell Police Department: (973) 226-2600 or 9-1-1

Caldwell Fire Department: (973) 226-1890 or 9-1-1

For Ambulance/Medical Emergency: (973) 226-2600 or 9-1-1

Office of the Vice President for Operations: (973) 618-3341

Office of the Vice President for Student Life: (973) 618-3248

If required, the Caldwell Police Department will be contacted by the above offices to respond and take appropriate action. Students and employees should report criminal offenses to the Caldwell University, Office of Campus Safety and Security, for assessment for a Timely Warning Notice and for inclusion in the annual statistical disclosure.

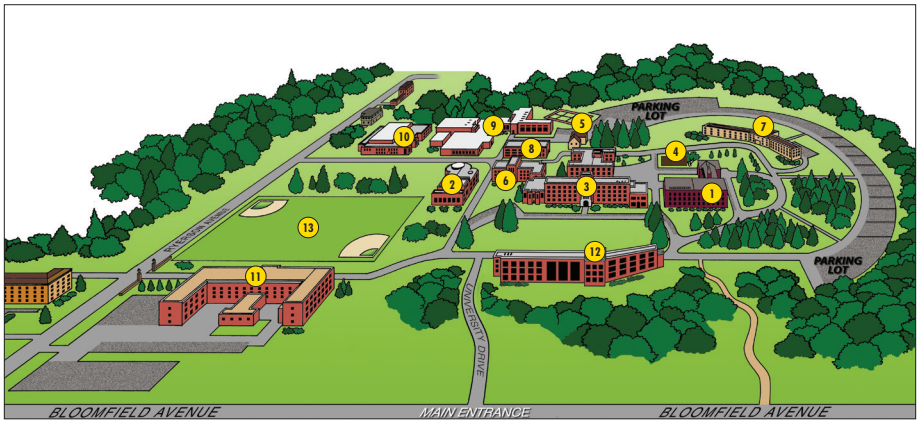
Students, faculty, staff, community members, and guests are encouraged to accurately report all crimes and public safety incidents in a timely manner to Caldwell University's Office of Campus Safety and Security.

CAMPUS ADDRESSES:

(On Campus) 120 Bloomfield Avenue, Caldwell, NJ, 07006

(Non-Campus) 6 Provost Square, Units C and D, Caldwell, NJ, 07006

CAMPUS MAP



Please use Bloomfield Avenue entrance.

Map Key:

- | | | |
|-------------------------------------|--|--|
| 1 Motherhouse | 6 Werner Hall | 11 Mother Joseph Residence Hall/
Center for Autism and
Applied Behavior Analysis |
| 2 Jennings Library/Alumni Theatre | 7 St. Catherine Convent/Health Care Facility | 12 Dominican Hall |
| 3 Rosary Hall/Aquinas Hall | 8 Albertus Magnus Hall/Raymond Hall | 13 Athletic Field |
| 4 Mount St. Dominic Athletic Center | 9 Student Center/Visceglia Hall | |
| 5 Siena House/Angelica Hall | 10 Newman Center | |

ANONYMOUS REPORTING

Anyone can leave an anonymous/confidential message on the Executive Director of Campus Safety and Security's office phone at (973) 618-3259 regarding a crime, substance abuse, or emotional incident or issue that will be followed up by the appropriate office.

RESPONSE TO REPORTS

Individuals are available at (973) 619-3289 or (973) 618-3286 24-hours a day to answer your calls. In response to a call, Caldwell University will take the required action, either dispatching a security officer or asking the victim to report to Caldwell University's Office of Campus Safety and Security to file an incident report. All Caldwell University incident reports are forwarded to the Executive Director of Campus Safety and Security for review and referral to the Office of Student Life for potential action, as appropriate. Caldwell University will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Student Life. If assistance is required from the Caldwell Police Department or the Caldwell Fire Department, the Office Campus Safety and Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including security officers, will offer the victim a wide variety of services.

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During daytime weekday hours, a security officer is assigned for general campus vehicle/foot patrol and enforcement of parking regulations. Radio contact with security officers is controlled through the university switchboard and Facilities office weekdays and the residence halls' reception desks, nights and weekends.

ACCESS TO CAMPUS BUILDINGS

Campus buildings (exclusive of the residence halls) are opened at app. 6:30 a.m. by G4S Security and/or the Facilities staff and closed by midnight by G4S Security. Building checks are conducted at regular intervals each night by security staff.

The reception desks inside the front entrance of all three residence halls (when buildings are open): Rosary Hall, Mother Joseph Residence Hall and Dominican Hall, are staffed at all times by a university employee, G4S Security Officers, or student assistant/student workers when occupied. Additional security and supervision is provided by the Assistant Dean of Residence Life who lives locally and his/her assistant who lives in Dominican Hall. Round-the-clock supervision is made possible through assistance from other university administrators and resident assistants living on campus. G4S Security staff conduct regular patrols of the interior and exterior of the buildings. Access to residence hall living areas is controlled by an ID key card system monitored from the reception desks. Visitors must be escorted to residence hall rooms and must leave valid government photo identification at the desk. All visitors must wear "visitor" ID badges. Security officers will pick up unclaimed identification at 1:00 a.m. (2:00 a.m. on weekends) and escort visitors out of the residence halls. All residence halls are equipped with a digital video surveillance system. All visitors to the residence halls must be pre-approved and registered in the All-Star Identification visitor management system and show a valid photo government ID.

SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES

Caldwell University maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. Caldwell University works closely with Facilities management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security.

STANDARD OPERATING PROCEDURES

G4S Security provides uniformed, unarmed, qualified security officers to Caldwell University who are professionally trained in the appropriate and accepted procedures and policies.

The security force provides a safe and secure environment for the students, faculty, employees and visitors by responding appropriately to emergency situations and reporting fires, intrusions, natural disasters, accidents and medical crises to the appropriate authorities. G4S Security personnel are on duty 24 hours a day to provide



campus security, access control, security checks and patrols, and enforcement of parking regulations. G4S Security officers are authorized to enforce university policies and procedures.

Security officer jurisdiction is limited to the property of Caldwell University's campus and grounds. Security officers do not have the authority to make arrests, but are authorized to detain persons involved in criminal activity until the Caldwell Police Department responds. The university receives excellent cooperation and support from the Caldwell Police Department. In addition to prompt response to emergencies on campus, Caldwell police officers conduct routine vehicle patrols at various times, both day and night. A good working relationship is maintained through interaction with Office of Student Life personnel, the Office of Campus Safety and Security, and G4S Security staff. Caldwell University does have a Memorandum of Understanding (MOU) with the Borough of Caldwell Police Department regarding the investigation of alleged criminal incidents and they will respond and investigate all such matters.

CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS

The Office of Campus Safety and Security, in concert with the Counseling Center, the Title IX Coordinators, and the Residence Assistant training program, presents a variety of crime prevention and security awareness education programs designed to raise consciousness and communicate to the student body the importance of safety. Through the Freshman Orientation Program, students are informed about safety on campus and crime awareness.

Since many offenses and crimes are committed under the influence of alcohol and/or drugs, the following workshops are offered to students by the Student Assistance Program:

- Resident Assistants receive training from the Counseling Center about the effects of alcohol/drugs on behavior and their frequent connection to violent behavior and careless actions.

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- Resident Assistants meet with the resident students and review the necessity of safety within the residence halls and campus. Severe fines and possible dismissal from the residence halls are imposed for propping open doors and committing other safety violations that may jeopardize the safety of the residents.
- In accordance with the policies of the National Association of Intercollegiate Athletes, all athletes must attend a workshop given by the Counseling Center about the hazards of alcohol and substance abuse.
- Freshmen are also required to attend as part of their Freshman Seminar Program, a mandatory online substance abuse training program.

The Caldwell University Office of Campus Safety and Security, the Counseling Center and the Residence Assistant training program offers educational programs each month. These programs address topics such as personal safety, alcohol and drug abuse awareness and sexual assault prevention. As part of the security awareness programs, students and employees are encouraged to be responsible for their own security and the security of others. Caldwell University conducts monthly education to all resident students on these topics. In total, the university conducts at least 15 education and/or trainings on these topics.

MISSING PERSONS POLICY

If a member of the Caldwell University Community has reason to believe that a student is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of the Office of Campus Safety and Security and the Office of Student Life. Caldwell University community members should file missing persons' reports to the Office of Campus Safety and Security if an individual has been missing for 24 hours. Any such reports will be made immediately to the Executive Director of the Office of Campus Safety and Security or designee and the Assistant Dean of Residence Life (if a resident student), who will be responsible for carrying out this process. The receiving departments will conduct a preliminary investigation in order to verify the complaint and to determine the circumstances that exist relating to the reported missing student. Friends and roommates will be questioned, class schedules checked, and swipe card and video verification records examined. If the student's absence is verified, the incident will be reported and shared between departments and local law enforcement agencies. University departments will continue the investigation to attempt to locate the missing student.

All resident students may provide, on a voluntary basis, contact information in the event that the student would be reported officially missing during his or her tenure at the university. Residential students are notified of the availability of these forms during move in orientation at either "All Resident" or wing meetings. Forms for this can be obtained throughout the year from the Office of Campus Safety and Security or the Office of Residence Life. If students provide a missing person contact, Caldwell University will notify that person within 24 hours of determining that they have been missing for 24 hours. Missing person contact information will be registered confidentially, and that this

information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Caldwell University will inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

Any student under the age of 18 year's old who is not emancipated and reported missing will have their parent or guardian notified and any other designated contact person. For more information on Missing Persons Policy and Procedure, see the Safety Web page at www.caldwell.edu/safety.

EMERGENCY PREPAREDNESS

Caldwell University recognizes the need to be prepared for critical incidents. The Office of Campus Safety and Security, Student Life and Facilities Departments, in conjunction with the Emergency Response and Behavioral Intervention Team (BIT), work together to ensure the university is doing all it can to prepare for, prevent, respond to, and recover from emergency situations. In conjunction with local first responders, such as the Caldwell Police, Caldwell Fire Department, and West Essex First Aid Squad, the university is well-prepared to respond to a full range of critical incidents. In the event an emergency is confirmed, the Executive Director of Campus Safety and Security or his/her designee will be contacted to initiate an emergency notification.

The Caldwell University Emergency Response Plan includes information regarding shelter-in-place and evacuation guidelines. In conjunction with other emergency agencies, the university conducts numerous emergency response exercises each year, to include table top and field exercises. Regular testing of the Emergency Notification System is also conducted. These tests are designed to assess and evaluate the emergency response plans and capabilities of the institution. These tests may be announced or unannounced. Caldwell University's G4S Safety Officers have received training in Incident Command System (ICS). General information about the emergency response and evacuation procedures are publicized each year as part of the university's Clery Act compliance efforts and is available on the Caldwell University Residence Life website: <http://www.caldwell.edu/residence-life/policies>.

EMERGENCY NOTIFICATION

The university has an annual contract with Blackboard ConnectEd, an emergency mass notification system that allows authorized university officials to send news and instructions to campus and community members through landline and cellular phones, text messaging, and e-mails within minutes of a critical incident. The purpose of these messages is to alert, inform, and reassure the community during emergencies. The university can also send "All Campus" voicemail and e-mail to campus phone extensions and e-mail accounts. Messages are broadcast as soon as the situation is assessed, unless emergency responders determine it will compromise efforts to assist affected parties or mitigate the emergency. The Executive Director of Campus Safety



and Security or designee receives information from various offices/departments on campus, such as the Emergency Response and Behavioral Intervention Team. Caldwell University uses this system to immediately notify the campus community that a dangerous situation or emergency exists involving an immediate threat to the health or safety of students, employees, or visitors on campus and when immediate action is required by the recipient.

If the Executive Director of Campus Safety and Security or designee confirms (with the assistance of key campus administrators, local first responders or the National Weather Service) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Caldwell University community, the Executive Director of Campus Safety and Security or designee will collaborate with the Executive Director of Media Relations or administrators to determine the content of the message. The Executive Director of Campus Safety and Security or designee will use some or all of the systems described below to communicate the threat to the Caldwell University community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The Executive Director of Campus Safety and Security or designee will, without delay and taking into account the safety of the community, determine and confirm the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities and first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Initial and follow up information pertaining to a significant emergency or dangerous situation on campus will be sent using some or all of the systems listed above, as deemed appropriate.

System to Use	Primary Message Sender	Backup Message Sender	Authority for Approving & Sending Messages	Primary Message Sender	Backup Message Sender
PRIMARY <ul style="list-style-type: none"> • Blackboard • Text Messaging • Voicemail • E-mail Messaging 	Safety Executive Director	Safety Administrative Assistant	President, Cabinet or Emergency Response Team	Safety Executive Director	Safety Administrative Assistant/ Designee
SECONDARY <ul style="list-style-type: none"> • University Web site • "All Campus" E-mail and Voicemail • Face to Face 	Safety Executive Director	Safety Administrative Assistant	President, Cabinet or Emergency Response Team	Safety Executive Director	Safety Administrative Assistant/ Designee

TO REGISTER:

Current students, faculty, and staff:

Students, staff and faculty can register their contact information through the university's Web site (current students, parents, faculty & staff) or directly at:

<https://caldwellen.bbcportal.com>



Members of the Larger Community:

The systems below are available to members of the larger community who are interested in receiving notification information regarding emergencies on campus.

Text 07006 to 888777 to link to the Caldwell Police emergency notification – they are connected to the university notification system.



Receive alerts from the Caldwell Police
 Text **07006** to **888777** for mobile alerts

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EMERGENCY EVACUATION

Prior to Evacuation:

Communication should be accomplished in person, through telecommunications, or through the use of runners.

- A high visibility vest and/or other appropriate equipment/materials may be located in the Facility offices.
- The Facility Leader, their alternate, or their designee (i.e. Administrative Assistant) should bring out this equipment.
- The Building Safety Team should gather to await assignments in the EAA (describe location).
- The Facility Leader, their alternate, or their designee should make assignments as needed.
- A facility occupant should call 911 to report the emergency.

During the Evacuation:

- When an alert is made, everyone must evacuate. Staff members that have been issued emergency equipment should take that equipment with them prior to exiting the area. If staff members are known to be out of the area, their equipment should be gathered up and taken outside during the evacuation. The Facility leader, their alternate, or their designee should bring out the high visibility vest and/or other equipment/materials.
- On the way out, check on others who might have disabilities or other special needs.
- Help them as much as is reasonable and safe.
- Once outside of the building, all staff should report to the EAA (describe location).
- A Primary Event Manager may be established and they may put on the vest.
- The remaining staff should be assigned an area entrance/exit to monitor.
- Each facility may have multiple exit areas.
- Entrances/exits should be covered as well as possible given the staff present at the time.
- Staff assigned to an area entrance should attempt to:
 - Keep people at a safe distance from the area;
 - Keep others from entering the area prior to the all-clear;
 - Monitor the status of the event.

EMERGENCY PHONES

These two-way call boxes (blue-light) are located at four locations on campus (Security Guard House; front of Werner Hall; front of Rosary Hall; beside Mount Saint Dominic Academy parking lot gazebo). They allow an individual in need of assistance to speak directly with a live person connected by walkie-talkie with the Office of Campus Safety and Security. The communications officer will dispatch the appropriate response to the caller.

CAMPUS ESCORT PROGRAM

If, for some reason, a student feels unsafe, the Caldwell University Office of Campus Safety and Security officers can provide a walking or driving escort on campus 24/7 a day by calling 973-618-3286/3289.

THE CAMPUS SECURITY ACT, LEGAL REQUIREMENTS

The Campus Security Act requires universities to:

- Produce an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus public areas immediately adjacent to or running through the campus and certain non-campus facilities and remote classrooms. The statistics must be gathered from Campus Safety and Security, police, other local law enforcement, and other university officials who have “significant responsibility for student and campus activities”;
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”;
- Disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”

The Caldwell University Office of Campus Safety and Security is responsible for preparing and distributing this report. We work with many other departments and agencies, such as the Offices of the Vice President for Operations and the Vice President for Student Life, the Counseling Center and the Borough of Caldwell Police Department, as well as other law enforcement agencies, to compile the information and statistics.



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We encourage members of the university community to use this report as a guide for safe practices on and off campus. For more information, contact the Department of Campus Safety and Security at (973) 618-3259 and (973) 618-3289.

VOLUNTARY AND CONFIDENTIAL REPORTING OF CRIME AND OTHER SERIOUS INCIDENTS

Caldwell University has several methods for individuals to report crimes and other serious incidents on a voluntary and confidential basis. Reports can be made directly to the Office of Campus Safety and Security, Residence Life, Student Life, the Title IX Coordinators and Health Services. If you are the victim of a crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the office listed above can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, employees and visitors; 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 crime statistics for the institution.

Caldwell University has also identified Campus Security Authorities (CSA) who have significant responsibilities for students and student activities. "The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the campus police or security department, those allegations of Clery Act crimes that he or she receives." CSAs are responsible for reporting allegations of Clery Act, as defined by the Handbook for Campus Safety and Security Reporting, 2016. CSAs are not responsible to investigate alleged incidents.

The university does encourage pastoral and professional counselors to notify individuals they are counseling of the option to report crimes for inclusion in the annual statistical disclosure of crime statistics.

PREVENTING AND RESPONDING TO SEXUAL ASSAULT

Caldwell University is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free from all forms of harassment, exploitation, or intimidation.

Every member of the university community should be aware that the university does not tolerate sexual assault and harassment and that such behavior is prohibited both by federal and state law and by university policy. Caldwell University will take whatever action may be needed to prevent, correct, and, if necessary, discipline and/or prosecute behavior that violates this policy and the law. All forms of sexual assault and all attempts to commit such acts are regarded as serious university offenses that

are likely to result in suspension, required withdrawal, expulsion, or termination. Prosecution may take place, in accordance with New Jersey criminal law, independent of university actions. Procedures for campus disciplinary action in cases of alleged sex offense include entitlement by both the accused and accuser to have others present during a disciplinary proceeding. Additionally, both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

For the full harassment and discrimination policy, see www.caldwell.edu/cbook

CALDWELL UNIVERSITY – COORDINATED COMMUNITY RESPONSE TEAM (CCRT)

About the Grant

The mission of the United State Department of Justice, Office on Violence Against Women's Campus Program is to develop effective culturally relevant campus-based programming that builds upon strong campus and community partnerships with the goals of strengthening services for victims of sexual assault, domestic violence, dating violence, and stalking and promoting multifaceted prevention strategies within the campus community. To that end, the Campus Program provides comprehensive, responsive, and well-informed Technical Assistance to campus grantees and other colleges and universities to ensure that survivor-centered responses are holistic, while holding offenders accountable.

Student Advocacy and Prevention Awareness - Mission Statement

Envisioning a healthy and respectful future, Student Advocacy and Prevention Awareness (SAPA) leads Caldwell's efforts in providing advocacy, prevention, and response for sexual, dating, domestic, and stalking violence. With one eye set on looking and thinking ahead, SAPA delivers engaging and educational workshops, trainings, and programs to prevent gender-based violence before it can even begin. With the other eye set on survivors' needs, SAPA provides empathetic response and supportive advocacy to both survivors and secondary survivors of all forms of sexual, dating, domestic, and stalking violence. Student Advocacy and Prevention Awareness is committed to serving CU students and employees in promoting a safe, welcoming, and inclusive environment.

DEFINITIONS

Consent

Consent is clear, knowing and voluntary. It is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Incapacity invalidates consent.

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object or body part, by a person upon a person that is without consent and/or by force. Sexual contact is intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object or body part, by a person upon a person that is without consent and/or by force. Intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation, no matter how slight the penetration or contact.

Violence Against Women Act (VAWA):

Domestic violence, dating violence, and stalking are violations of the Institutional Policy Prohibiting Discrimination and Harassment. Pursuant to the Violence Against Women Reauthorization Act of 2013.

Domestic violence “includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner 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 or intimate partner, by a person similarly situated to a spouse of the victim under [New Jersey laws], or by any other person against an adult or youth victim who is protected from that persons’ acts under the domestic or family violence laws of [New Jersey].”

Dating violence “is violence committed by someone “(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.”

Stalking is “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.” Please remember that state or federal laws may have changed since the publication of this policy. NJ criminal law, N.J.S.A. 2C:12-10b, defines stalking as a crime where someone “purposely and repeatedly follows another person and engages in a course of conduct or makes a credible threat with the intent of annoying or placing that person in reasonable fear of death or bodily injury.” Legal definitions related to domestic violence are part of the New Jersey Prevention of Domestic Violence Act, N.J.S.A. 2C:25-17 et seq.

EDUCATIONAL/AWARENESS PROGRAMS

Caldwell University provides the community with awareness programs to promote the awareness of sexual harassment including sexual assault, domestic violence, dating violence and stalking. The focus of these programs are risk reduction, which means empowering victims to seek assistance, encouraging bystanders to help others, and to promote campus safety. These programs are provided by the Counseling Center, Office of Student Life, the Title IX Coordinators, Human Resources and the Office of Compliance. Training is mandatory for all incoming freshman and new employees.

Awareness and prevention programs vary each year. Primary prevention programming is designed to provide a basic understanding of the definition of sexual harassment, related campus policies, where to find support services on campus and in the local community, reporting options, and the importance of bystander intervention. Primary prevention programming includes mandatory online training for all freshmen and new employees, presentations during New Student Orientation and International Student Orientation, and distribution of written materials. It also includes mandatory Title IX training for all RAs with a special focus on bystander intervention. Bystander intervention methods are safe ways individuals can prevent or stop harm to others, including dating or domestic violence, stalking, and sexual assault.

Ongoing prevention and awareness campaigns are programs that are designed to provide additional educational opportunities for the campus community. These programs vary each year, but at a minimum, this includes an annual week of programming devoted to issues related to interpersonal violence and its victims.

REPORTING A SEXUAL ASSAULT

By reporting a sexual assault to the Office of Campus Safety and Security to (973) 618-3259/3286, the Title IX Coordinators and the police may help to prevent another assault. Reporting the incident does not mean that the survivor must proceed with the university discipline or a criminal prosecution. Immediately following an attack, the survivor should try to write down everything she or he remembers about the incident, including the physical description of the suspect(s) and any further information about the identity or location of the suspect(s). It is important to preserve evidence that may assist in proving that the alleged criminal offense occurred/ or is occurring or may be helpful in obtaining a protection order. To preserve evidence: **DO NOT BATHE, CHANGE CLOTHES, EAT OR DRINK, OR USE MOUTHWASH BEFORE THE EXAM.** Doing so may destroy evidence.

A counselor trained to deal with sexual assault issues in a confidential way will be available to talk to you. The counselor or the Title IX Coordinator can assist you in contacting on-campus and off-campus resources for medical, legal, or emotional support.

Interim Measures

In some circumstances, interim measures may be taken to protect the safety and well-being of students pending the final outcome of the investigation and resolution process. These include, but are not limited to, no contact orders, security escorts, room reassignments for residential students, and classroom accommodations. Potential interim measures will vary based on the circumstances.

Right to Alternative Complaint Procedures

A student's complaint of discrimination on the basis of race, color, religion, age, gender, gender orientation, national or ethnic origin or disability, including complaints of racial, sexual or other unlawful harassment, may be filed with:

Office for Civil Rights, New York Office

U.S. Department of Education
75 Park Place, 14th Floor
New York, NY 10007-2146
(212) 637-6466
Fax: (212) 264-3803
TDD: (212) 637-0478
E-mail: OCR_NewYork@ed.gov

COUNSELING SERVICES FOR STUDENTS

Students who have experienced or witnessed harassment or discrimination and wish to seek confidential counseling services, including individual and/or group sessions, should contact the Counseling Center or Colleen O'Brien of Campus Ministry (973) 618-3660. The Counseling Center can be reached at:

Counseling Center

Caldwell University
120 Bloomfield Avenue
Caldwell, NJ 07006
(973) 618-3307

*Campus Ministry is located on the second floor of Alumni Theater.

The Counseling Center can provide a current list of additional resources available both on and off campus. The Counseling Center can also provide a current copy of the "Campus Sexual Assault Victim's Bill of Rights." Institutional personnel, such as staff members from the Counseling Center will assist students, upon request, in notifying local police and/or Campus Safety.

Individuals may also report sex offenses to the Caldwell University Title IX Coordinator. This office is responsible for coordinating the institution's compliance with Title IX. The Title IX Coordinator; (973) 618-3429, on the 2nd floor of the Administration Building (Rosary Hall). The institution's sexual harassment policy, including a description of the grievance procedures can be found in the university C-Book on pg. 31

www.caldwell.edu/cbook

Additionally, Caldwell University will provide for a prompt, fair, and impartial disciplinary proceeding in cases of alleged dating violence, domestic violence, sexual assault, or stalking in which:

1. Officials are appropriately trained and do not have a conflict of interest or bias for or against the accuser or the accused;
2. The accuser and the accused have equal opportunities to have others present, including an advisor of their choice;
3. The accuser and the accused receive simultaneous notification, in writing, of the result of the proceeding and any available appeal procedures;
4. The proceeding is completed in a reasonably prompt time-frame;
5. The accuser and accused are given timely notice of meetings at which one or the other or both may be present; and
6. The accuser, the accused, and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

RESOURCES

The following on campus and off campus resources are available for victims of sex offenses.

ON CAMPUS:

Elizabeth Elices

Caldwell University, Title IX Coordinator

120 Bloomfield Avenue

Caldwell, NJ 07006

(973) 618-3429 • Fax (973) 618-3358 • eelices@caldwell.edu

Timothy Kessler-Cleary

Caldwell University, Dep. Title IX Coordinator

120 Bloomfield Avenue

Caldwell, NJ 07006

(973) 618-3484 • Fax (973) 618-3358 • tcleary@caldwell.edu

Michelle Stauss

Caldwell University, Dep. Title IX Coordinator

120 Bloomfield Avenue

Caldwell, NJ 07006

(973) 618-3669 • Fax (973) 618-3358 • mstauss@caldwell.edu

ANNUAL SECURITY REPORT

Executive Director of Campus Safety (973) 618-3259

Counseling Center* (973) 618-3307

Campus Ministry* (973) 618-3660

Vice President for Student Life

Sister Kathleen Tuite, O.P. (973) 618-3248

Asst. Dean of Residence Life & Conduct

Crystal Lopez (973) 618-3472

Assistant Director of Residence Life

Maricia Hughes (973) 618-3353

Health Services*

Cindy Striano, R.N., M.S.N. (973) 618-3319

Helpline* (Peer Counseling) (973) 618-3689

*Provide confidential services

OFF CAMPUS:

SAVE of Essex County (Rape Care Center) (877) 733-2273

The National Sexual Assault Hotline (800) 656-4673 or
(800) 601-7200

Jersey Battered Women's Services (973) 267-4763 (Morris County, NJ)

Safe House (973) 759-2154 (Bloomfield, NJ)

Rachel's Coalition (24/7) (973) 740-1233 (Livingston, NJ)

Rape/Sexual Violence (24-Hour Hotline) (800) 656-HOPE

UNIVERSITY'S POLICY DEFINITION OF SEXUAL ASSAULT

The university policy defines sexual assault as committing:

- Any sexual physical contact that involves the threat or use of force or violence, or any other form of coercion or intimidation;
- Any sexual physical contact with a person who is unable to consent due to incapacity or impairment (including being asleep or under the influence of alcohol or drugs).
 - Consent is clear, knowing and voluntary. It is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Consent to engage in sexual activity with one person

does not imply consent to engage in sexual activity with another. Incapacity invalidates consent.

- Non-consensual sexual contact is any intentional sexual touching, however slight, with any object or body part, by a person upon a person that is without consent and/or by force. Sexual contact is intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object or body part, by a person upon a person that is without consent and/or by force. Intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation, no matter how slight the penetration or contact.

For more information on sexual assault issues, please see <https://www.nsopw.gov>. In addition, Title IX informational pamphlets are available in the Office of Campus Safety.

CONTACTING OTHER LAW ENFORCEMENT AGENCIES

Students may also contact local law enforcement agencies. Members of the Office of Campus Safety and Security and the Student Life Office will assist the student in notifying the appropriate agency in the applicable jurisdiction.

CHANGING LIVING AND ACADEMIC SITUATIONS

If a Caldwell University student who is a survivor of a sexual assault or relationship violence requests a change in her or his living arrangements or academic schedule, the Office of the Vice-President for Student Life will assist the student. In conjunction with the Office of the Vice-President for Academic Affairs, these officials will make changes to a student's living or academic arrangements, as long as those changes are reasonably available.

INTERAGENCY COOPERATION

The Office of Campus safety and Security works closely with the Borough of Caldwell Police Department, as well as with the Office of Emergency Management and the Caldwell Fire department. We rely on these relationships for support on several levels. This arrangement gives us immediate access to mutual aid and support from these departments. Officials from these municipal agencies work at events on the university campus. The Office of Campus Safety and Security interfaces continually with local police agencies for the monitoring and recording of criminal activity including any that may have occurred at non-campus locations but are related to the Caldwell University community. This includes any criminal activity in which students engaged at non-campus locations of student organizations officially recognized by Caldwell University, including student organizations.

TIMELY WARNING NOTICES

Campus Crime/Safety Alerts

To help prevent crimes or serious incidents, the Office of Campus Safety and Security, in conjunction with other departments on campus and law enforcement, issues Campus Safety Alerts in a timely manner to notify community members about certain crimes within the core campus and at non-campus properties owned or controlled by the university. Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the Office of Campus Safety and Security so the incident can be assessed for the potential distribution of a Campus Safety Alert, if warranted.

To provide the campus community with information necessary to make informed decisions about their health and safety, the Office of Campus Safety and Security can issue a timely warning for any Clery Act crime that represents an ongoing threat to the safety of students or employees; and – issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Timely Warning Notices shall be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and with the intent to aid in the prevention of similar occurrences. Timely Warning Notices are typically issued for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: major incidents of arson, aggravated assault, murder/non-negligent manslaughter, robbery, and sex offenses. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the university. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Caldwell community members and a Timely Warning Notice would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount information known by Caldwell University. Cases involving property crimes will be assessed on a case-by-case basis and alerts will typically be sent if there is a discernible pattern of crime. The Executive Director of Campus Safety and Security or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a campus safety alert is warranted. A campus safety alert may also be posted for other crime classifications and locations, as deemed necessary. If community members report a serious crime to other university administrators, those administrators will notify the Office of Campus Safety and Security. Representatives of the university cabinet will promptly notify and collaborate with the Office of Campus Safety and Security to issue a Campus Safety Alert, if one is appropriate. Timely Warning Notices are typically written by the Executive Director

of Campus Safety and Security or designee. The Office of Campus Safety and Security usually distributes the Timely Warning Notices using the methods described below.

Distribution of Campus Safety Alerts

The Office of Campus Safety and Security distributes Campus Safety Alerts in various ways. Once the university determines that an alert will be issued, the department e-mails the announcement and posts it on the University website (www.caldwell.edu). The department can also post alerts on bulletin boards throughout campus. Timely Warnings will be provided to students and employees in a manner that is timely, that withholds the names of the victims as confidential, and that will aid in the prevention of similar occurrences. Some or all of these systems described above may be used to issue a Timely Warning to the campus community.

Emergency notifications shall be sent to the campus community using Blackboard Connect emergency mass notification system, which includes: test messages, voice calls, and emails; and University all campus emails if necessary.

DAILY CRIME LOG

The Department of Safety maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus.

The Daily Crime Log is available for public inspection at the Office of Campus safety and Security in room 119 of the Student Center during normal business hours. The Daily Crime Log includes the nature, date, time and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the log is created.

The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.

Caldwell University

Office of Campus Safety and Security
120 Bloomfield Avenue
Caldwell, New Jersey 07006-6195
(973) 618-3000

Caldwell University is an equal opportunity educational institution. Caldwell University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased because of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

FIRE SAFETY REPORT

Each year, the university submits fire statistics by type, location and year to the U.S. Department of Education. See also the university's Annual Fire Safety Report for Student Housing, which includes fire safety policy statements and statistics. Caldwell University publishes the Annual Fire Safety Report, available upon request.

Criminal Offense Definitions:

Murder and Non-Negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence is defined as the killing of another person through gross negligence.

Robbery is 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 is 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.

Burglary is the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.

Arson is 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.

A **Hate Crime** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim, based on race, religion, sexual orientation, gender, gender identity, ethnicity, national origin and disability. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

- **Sexual Orientation** is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such
- **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness

ANNUAL SECURITY REPORT

Sexual Offenses:

Rape is 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. This offense includes the rape of both males and females. Include the crime as Rape, regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent. If the victim consented, the offender did not force or threaten the victim, and the victim was under the statutory age of consent, include the crime as Statutory Rape.

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Fondling is recognized as an element of the other sex offenses. Therefore, count Fondling only if it is the only sex offense.

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

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

CRIME STATISTICS

The following statistical information is provided as required by The Crime Awareness and Campus Security Act:

Caldwell University: Criminal Offenses-2017/2018/2019

Offense (Reported By Hierarchy)	Year	Geographic Location					
		On- Campus Property	On- Campus Student Housing Facilities	Non- Campus Property	Public Property	Total	Unfounded
Murder/Non Negligent Manslaughter	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
Sex Offenses: Rape	2017	1	1	0	0	1	0
	2018	3	3	0	0	3	0
	2019	2	2	0	0	2	0
Sex Offenses: Fondling	2017	0	0	0	0	0	0
	2018	2	2	0	0	2	0
	2019	0	0	0	0	0	0

Offense (Reported By Hierarchy)	Year	Geographic Location					
		On- Campus Property	On- Campus Student Housing Facilities	Non- Campus Property	Public Property	Total	Unfounded
Sex Offenses: Incest	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
Sex Offenses: Statutory Rape	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
Robbery	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
Burglary	2017	2	0	0	0	2	0
	2018	1	0	0	0	1	0
	2019	0	0	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
Arson	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0

- There were no hate crimes reported for 2017, 2018, or 2019..
- A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

ANNUAL SECURITY REPORT

Caldwell University: Arrests and Disciplinary Referrals-2017/2018/2019

Offense (Reported By Hierarchy)	Year	Geographic Location					
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property	Total	Unfounded
Arrests: Weapons	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
Disciplinary Referrals: Weapons	2017	0	0	0	0	0	0
	2018	3	3	0	0	3	0
	2019	0	0	0	0	0	0
Arrests: Drug Abuse Violations	2017	9	2	0	0	9	0
	2018	10	1	0	1	11	0
	2019	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2017	25	25	0	0	25	0
	2018	32	22	0	0	32	0
	2019	21	21	0	0	21	0
Arrests: Liquor Law Violations	2017	0	0	0	0	0	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2017	42	42	0	0	42	0
	2018	31	29	0	0	31	0
	2019	36	36	0	0	36	0

Caldwell University: VAWA Offenses-2017/2018/2019

Offense	Year	Geographic Location					
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property	Total	Unfounded
Domestic Violence	2017	1	1	0	0	1	0
	2018	1	1	0	0	1	0
	2019	4	2	0	0	4	0
Dating Violence	2017	4	4	0	0	4	0
	2018	1	1	0	0	1	0
	2019	1	1	0	0	1	0
Stalking	2017	1	1	0	0	1	0
	2018	0	0	0	0	0	0
	2019	0	0	0	0	0	0

ANNUAL FIRE SAFETY REPORT

FIRE SAFETY ON CAMPUS

INTRODUCTION

This pamphlet serves to provide the entire Caldwell University community with necessary information for the prompt reporting of fires, the right way to respond to fire alarms, and initiation of fire safety procedures which will safeguard life and contain the fire until the fire department arrives. Keep this in a convenient place for easy access in case of an emergency.

NO PERSON SHALL CAUSE THROUGH WRITTEN OR VERBAL DIRECTION ANY DELAY IN TRANSMITTING AN ALARM OR CAUSE A DELAY IN EVACUATION OF THE BUILDING OR AREA.

PROCEDURES

WHEN YOU SEE A FIRE OR OBSERVE HEAVY SMOKE AND YOU DO NOT HEAR AN ALARM SOUNDING:

1. Use a campus phone or cell phone to contact the fire department directly at 911. Dial 0 to report it to the campus switchboard.
2. Go to the nearest pull station (if there is one in the building) and pull down the lever. This will alert the occupants of the building and activate the building's fire alarm system. Begin evacuating the building and contact the Office of Campus Safety and Security.
3. If you observe a fire or signs of a fire in another campus building or on the grounds, dial 0 on a campus phone or 911 on a campus or cell phone and then contact the Office of Campus Safety and Security.

If a member of the Caldwell University community finds evidence of a fire that has been extinguished, and the person is not sure whether the fire department has already responded, the community member should immediately notify the Office of Campus Safety and Security to investigate and document the incident.

WHEN A FIRE ALARM IS ACTIVATED IN YOUR BUILDING, YOUR IMMEDIATE AND SOLE RESPONSIBILITY SHOULD BE TO EVACUATE **AT ONCE.**

ALERT THE OTHER OCCUPANTS ON YOUR FLOOR AND PROCEED TO THE CLOSEST EXIT. STOP WHAT YOU ARE DOING AND LEAVE.

IF POLICE OR FIRE OFFICIALS ARE ON THE SCENE, FOLLOW THEIR DIRECTIONS.

Otherwise, proceed as follows:

1. Remember to keep calm, act quickly and quietly.
2. Exit the building by the nearest stairs.
3. If there is a panic and people rush for the main exit, try to keep out of the crowd and attempt to use an alternative exit.
4. When exiting the building, do not get in the way of or delay in any way those entering the building to fight the fire.



5. Because elevators may fail due to fire and heat damage, do not use the elevators. If you use an elevator, you could become trapped due to heavy smoke and flames that often exist in elevator shafts during a fire.
6. Resident Students: after exiting the building, move a distance of at least 75 feet from the building and report to the Graduate Residence Executive Director (GRD) or a Resident Assistant (RA) for your area. Once you are outside, alert Police or Fire officials about anyone physically unable to exit the building. Do not re-enter the building until you are told to do so by the Residence Life Staff, Police, or Fire officials, even if the bells or alarms stop.

HELPFUL HINTS AND ESCAPE TIPS ON EVACUATION DUE TO FIRE OR SMOKE:

1. When entering the building take note of your nearest exit and an alternate path of escape. Learn two ways out in case one is blocked with fire or smoke.
2. Pay attention to the locations of the fire alarm boxes and campus phones.
3. If your door is warm, or if the corridor is smoke filled, or if you cannot physically use the stairs, stay in your room with the door closed. Place a wet cloth or towel under the door. Dial 0 to alert safety personnel as to where you are.
4. If you are temporarily unable to exit a smoke filled building, remember that the air is usually better near the floor.
5. A temporary refuge may be sought in any room with a closed door. Preferably, pick a room with an outside window. Open the window partway. Seal cracks around the door with towels or clothing to keep the smoke from entering the room.
6. Before opening any inside door:
 - Feel the door with the back of your hand.

- If the door is hot, do not open it.
 - If the door is not hot, try to open it by applying your shoulder to it. Place one hand by the opening and slowly open the door. If the air is hot or you feel pressure through the opening, slam the door shut and stay by an open window.
7. Never break out a window unless it is absolutely necessary for your survival. By completely opening a window, you create a draft, which may cause the smoke and flames to be drawn into your room, thereby increasing the danger.
 8. Remember: stop, drop and roll. If the clothing you are wearing should catch on fire, do not attempt to run. Running accelerates the burning. Instead of running, stop, drop flat on the floor and roll your body to smother the flames.

IN CASE OF AN ALARM WHEN A PERSON WITH DIFFERING ABILITIES IS PRESENT:

1. If the person can be evacuated from the area, do so in a safe and orderly manner.
2. If the person cannot be evacuated because of wheelchair, etc., take the person to a safe place of refuge (e.g. a balcony, lower floor, etc.). In either case, immediately notify the Residence Life Staff, Office of Campus Safety and Security staff, Police or Fire Officials, so they can act on the situation.

WHAT CAN YOU DO TO PREVENT FIRES?

1. Smoking is not allowed in university buildings. Never use a wastepaper basket for disposal of smoking materials.
2. Do not overload your electrical outlets. An overloaded electrical outlet causes overheating. The use of cooking or heating equipment in your room or office can seriously overload the electrical system.
3. Never prop open a stairway or hallway door. During a fire an open stairwell or hallway door permits smoke to enter areas making escape extremely difficult, if not impossible. Keep these doors closed to protect your means of escape from smoke and heat.
4. Do not overload your area with combustibles (unnecessary piles of paper, etc.) An overabundance of combustibles in an area offers fuel to a small fire and quickly turns into a large fire.
5. If you see someone setting a fire, transmitting a false alarm, or tampering with fire protection equipment, report the incident to the Office of Campus Safety and Security or Police immediately. Don't let someone else fool around with your fire safety. **REPORT IT!**

ANNUAL SECURITY REPORT

To promote safety and security at Caldwell University and to comply with the Jeanne Clery Disclosure of Campus Security Policy, Fire Safety Report and Campus Crime Statistics Act, also known as The Clery Act, Caldwell University publishes the Annual Security Report, available upon request.

Caldwell University maintains a daily fire log, which is available during normal business hours for review by the public. The fire log is available at the Office of Campus Safety and Security is located in room 119 of the Student Center.

ANNUAL FIRE SAFETY REPORT

ANNUAL FIRE SAFETY REPORTS ON STUDENT HOUSING

FIRE STATISTICS

There have been no injuries or deaths due to fires in student housing in 2017, 2018, or 2019. One reported fire in 2018 caused property damage.

ON-CAMPUS STUDENT HOUSING AND LIFE SAFETY SYSTEMS

Caldwell University has a total of three on-campus student-housing facilities (Mother Joseph Residence Hall, Dominican Hall, and Rosary Hall). Each facility is equipped with fire detection systems, including smoke and heat detectors, and pull box stations. Each facility is fully suppressed with fire sprinklers. All fire life safety systems report to a central panel within the particular building. Alarms are monitored by a central station that reports to the university switchboard and to Facilities and Safety/Security representatives.

MANDATORY SUPERVISED FIRE EVACUATION DRILLS

Caldwell University's Office of Campus Safety and Security and the Office of Residence Life conducts a minimum of two mandatory fire evacuation drills per residence hall each semester. The fire evacuation drills are supervised by the Campus Safety Department, Office of Residence Life, Facilities, and usually a team of Resident Assistants (RAs). The fire evacuation drills are conducted by activating each individual fire alarm system in each on-campus student housing facility. One of the fire evacuation drills is conducted as a surprise and one fire evacuation drill is conducted with notice. The Caldwell Fire Department is advised prior to the drills and assists as necessary.

FIRE SAFETY POLICIES AND RULES

Caldwell University's fire safety regulations are intended to prevent injuries to members of the university community and physical damage to facilities. Rooms are inspected periodically, at random times, to assure compliance with university regulations. Because of the seriousness of the regulations that cover fire safety, Caldwell University takes disciplinary action on the first offense. Such actions may include the imposition of a fine by the Office of Residence Life. The university has the right, moreover, to require students who violate these safety rules to vacate their accommodations with no financial credit for the remainder of the semester.

Caldwell University has prohibitions for items including candles, open flames, smoking, incense, lanterns, and fireworks. For a complete list of prohibited items, and for fire safety, consult the Residence Handbook "CBook" at www.caldwell.edu/cbook. Only halogen lamps with manufacturer installed protective grating over the bulbs are permitted in the residence halls.

Residents who have fire sprinkler heads in their rooms may not hang objects on, or obstruct the sprinkler heads in any way. Any resident who tampers with any component of the fire sprinkler system will be billed for any resulting damage and may be dismissed from the residence hall.



FIRE INSPECTIONS FOR ON CAMPUS STUDENT HOUSING

Fire inspections are conducted at the start and end of each semester. When rooms are entered or searched for any reason, potential fire protection violations are always noted.

TRAINING

Caldwell University conducts training for Resident Assistants (RAs) and Graduate Resident Executive Directors (GRDs) as well as a freshman orientation. Fire safety is also covered in mandatory wing meetings for all residents.

RA and GRD Training Covers:

- Evacuation and emergency preparedness
- Prohibited items/fire Inspections
- Fire drill procedures
- Actual fire procedures
- Use of fire extinguishers

Freshman Orientation Training Covers:

- Fire inspection program
- Prohibited items
- Kitchen fire safety
- Life safety systems
- Evacuation
- Fire drill procedures
- Actual fire procedures

ANNUAL FIRE SAFETY REPORT

COOKING AND ELECTRICAL APPLIANCES

Cooking, other than the use of approved microwave ovens is prohibited in all residences that do not have a specific kitchen area (Dominican Hall). All other cooking activity is confined to wing kitchenettes. Hot pans/plates, irons, toasters, rice cookers, etc. are not permitted in student rooms. Microwaves are only permitted if leased as part of an approved Micro-fridge unit. Unauthorized items may result in their confiscation. Protective strips with surge protectors must be used with all appliances. Recent changes in New Jersey fire codes prohibit students from using extension cords in the residence hall rooms.

Power strips cannot be attached to another power strip. Final approval for all appliances is through the Resident Executive Director or his/her immediate assistant.

EVACUATION CHARTS

Evacuation charts can be found in each room and every hallway of the residence halls. Every resident student receives a copy of the evacuation charts in the resident student handbook upon move in. Evacuation charts are also available via the Safety page on the university Web site www.caldwell.edu/safety.

FUTURE IMPROVEMENTS FOR FIRE SAFETY

Caldwell University will make improvements to on campus student housing when necessary. Caldwell University does not currently have any plans for future improvements to Fire Safety Systems.

RESIDENTIAL STUDENT HOUSING FIRE REPORT (FALL 2020)

RESIDENTIAL STUDENT HOUSING FIRE REPORT

2017							
Residence Facility	Total Fires	Fire Number	Cause	Number of Injuries That Required Treatment at Medical Facility	Number of Deaths Related to Fire	Value of Property Damages Caused by Fire	Number of Fire Drills
Mother Joseph	0	0	N/A	0	0	0	5
Dominican Hall	0	0	N/A	0	0	0	5
Rosary Hall	0	0	N/A	0	0	0	6

2018							
Residence Facility	Total Fires	Fire Number	Cause	Number of Injuries That Required Treatment at Medical Facility	Number of Deaths Related to Fire	Value of Property Damages Caused by Fire	Number of Fire Drills
Mother Joseph	0	0	N/A	0	0	0	5
Dominican Hall	1	1	Faulty PTAC wall unit started to smoke/ burn, extinguished by fire department.	0	0	\$10,000	5
Rosary Hall	0	0	N/A	0	0	0	6

2019							
Residence Facility	Total Fires	Fire Number	Cause	Number of Injuries That Required Treatment at Medical Facility	Number of Deaths Related to Fire	Value of Property Damages Caused by Fire	Number of Fire Drills
Mother Joseph	0	0	N/A	0	0	0	6
Dominican Hall	1	1	N/A	0	0	0	6
Rosary Hall	0	0	N/A	0	0	0	7

CAMPUS RESIDENCE HOUSING BUILDING FIRE SAFETY INFORMATION

Residence Hall	Sprinkler System	Fire Detection/ Central Monitoring	Fire Extinguishers	Evacuation Plans & Placards	Number of Evacuation Drills (min.)
Mother Joseph	Yes	Yes	Yes	Yes	4
Dominican Hall	Yes	Yes	Yes	Yes	4
Rosary Hall	Yes	Yes	Yes	Yes	4

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