

**Department of Campus Security and Public Safety
Annual Jeanne Clery Disclosure of Campus Security
Policy/Crime Statistics Act and Fire Safety Report
2010-2011**

Security and Public Safety Department

Philadelphia College of Osteopathic Medicine

**Philadelphia Campus
4190 City Avenue
Philadelphia, 19127**

**Georgia Campus
625 Old Peachtree Road
Suwanee, GA 30024**

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The Jeanne Clery Disclosure of Campus Security and Public Safety Policy, Campus Policy/Crime Statistics Act and Fire Safety

In accordance with the guidelines established by the U.S. Department of Education, and pursuant to federal law, identified as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998," all currently enrolled students, campus employees and all prospective students and prospective employees are entitled to request and receive a copy of the Philadelphia College of Osteopathic Medicine Annual Campus Security Report.

The report contains crime statistics about certain specified crimes/incidents that have been reported to the Security and Public Safety Department and other College officials over the past three years and which have occurred either on-campus, in off-campus buildings or property owned or controlled by the College, or on public property adjacent to campus.

The report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims' assistance programs, student discipline, campus resources, community safety alerts, crime prevention, access to campus facilities/properties as well as personal safety tips. The report encourages the reporting of all crime occurrences. The report tells how and to whom to report crimes, especially sexual assault crimes.

Copies of this report may be obtained in person from the Security and Public Safety Department or on page 16-18 of this document.

Clery Act Overview

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998," commonly referred to as the "Clery Act," requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community.

The College provides crime information and statistics to the public in a variety of ways. In addition to the Clery Act, the College provides to the Pennsylvania State Police crime statistics that are classified pursuant to the Uniform Crime Reporting (UCR) Program administered by the FBI. These statistics are reflected in the **Philadelphia College of Osteopathic Medicine (PCOM), Security and Public Safety Department Annual Report and Crime Statistics.**

Background

The current Clery Act is the latest iteration of a law first passed by Congress in 1990 as part of the Higher Education Act, "The Student Right-To-Know and Campus Security Act of 1990." This law, and regulations adopted by the Department of Education implementing the law, has been subject to evolution over the past 11 years.

The 1998 amendments, among other things, renamed the "Student Right-to-Know and Campus Security Act" as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." The 1998 amendments, which became effective October 1, 1998, expanded the campus responsibilities for recording crime statistics, the number of people from whom colleges must collect statistics, and revised reporting methods and deadlines. The Department of Education regulations implementing the 1998 amendments to the Clery Act were adopted November 1, 1999, and became effective July 1, 2000. The 1999 regulations define and clarify reporting obligations for various geographic locations, clarify the responsibilities of counselors, add new categories of crimes to be reported and new policies to be disclosed, clarify how to compile and describe crime statistics, change the date for disclosure of the Annual Security Report to October 1, and require certain institutions (including the **Philadelphia College of Osteopathic Medicine (PCOM), campuses**) to maintain a publicly available crime log.

SAFETY & SECURITY
PHILADELPHIA COLLEGE OF OSTEOPATHIC MEDICINE

Philadelphia College of Osteopathic Medicine (PCOM), in compliance with the federal Student Right to Know and Campus Security Act of 1990, is pleased to provide security information to any requester at our Main Campus in Philadelphia and/or our Georgia Campus. Student applicants for admission, newly hired employees, students, full- and part-time employees, and medical professionals are especially invited to share this data.

Founded in 1899, PCOM has been located in six sites from Center City Philadelphia westward. The present location, 4170 City Avenue, has been the home of our Main Campus since 1968. In 2004, GA-PCOM, located in Suwanee, Georgia, was established.

Both campuses are protected by a staff of security personnel and electronic surveillance. Manned posts throughout each campus ensure 24-hour protection. In addition, the College conducts fire drills as part of its public safety responsibilities.

The Philadelphia College of Osteopathic Medicine's Main Campus site is a community of 2,300 students and over 500 employees. The Georgia Campus is comprised of approximately 300 students and 75 employees. There are no residence halls on either campus; students are required to arrange for their own living accommodations nearby.

The Department of Security and Public Safety is located in the Medical Office Building on our Main Campus and at the front desk in our Georgia Campus. The Director of Security and Public Safety is responsible for departmental administration and reports directly to the Director of Plant Operations. The Main Campus maintains a complement of 5 in house Security Sergeants and 21 full-time contract security personnel while the Georgia Campus has 3 in house Security Sergeants and 6 contract security personnel. Officers, once hired, are required to receive instruction, provided by the Director of Security and Public Safety, in the areas of legal authority, liability issues, fire prevention and control, evacuation procedures, investigation and departmental procedures.

Campus Policy Authority & Jurisdiction

All Philadelphia College of Osteopathic Medicine security personnel maintain order on campus by educating the campus community on security concerns and by enforcing College procedures. Security personnel do not have arrest powers, but consult with police authorities when arrests are warranted. The Department of Security and Public Safety works with local law enforcement authorities to gather information on criminal activity and to assess potential risks which may exist on or near each campus. Perpetrators are reported accordingly.

Crime Log

The security department records all reported crimes that occur on each campus. These records are kept in the office of Security & Public Safety. At any time students, faculty, and staff members can request to view these log/records.

Timely Warnings and Crime Alerts

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Security and Public Safety Department, constitutes an ongoing or continuing threat, a campus "timely warning" will be issued. Systems for issuing warnings include the PA system, the emergency notification system (P.E.N.S.), postings, direct distribution of flyers, text messages, emails to students, faculty, staff and on the PCOM website. PCOM also shares warnings from local police departments if the campus area may be impacted.

Emergency Mass Notification System (P.E.N.S.)

Philadelphia College of Osteopathic Medicine utilizes the emergency notification system (P.E.N.S.) that will inform students, faculty and staff in the event of an emergency through phone text-messaging or e-mail. The system uses e2Campus, a web-based, mass notification system that allows College administrators to send alerts instantly and simultaneously to students, faculty and staff's cell phone or e-mail simultaneously. Providing this information is the best way to ensure that you will be reached in the event of an emergency. If you haven't registered, please take a few minutes now to register or update your contact information.

Access P.E.N.S. by clicking on the link below to create or update an account.

1. Students, please select an opt-out date closest to your graduation date. Faculty and staff, please select the furthest possible date (e.g. Dec 31 2011).
2. Please enter your Novell login name as your username.
(e.g. JaneSm)

<http://www.e2campus.com/my/pcom/signup.htm>

Student Crime Reporting

In the event of a crime, students are strongly encouraged to contact security by calling **Philadelphia, 215-871-6351 (or 6911 from any on-campus telephone), Georgia, 678-225-7451 (or 2911 from any on-campus telephone)**. Criminal activities will be investigated, and local law enforcement authorities will be notified as necessary. Alleged perpetrators will be apprehended and detained until the arrival of law enforcement personnel.

In more urgent situations, students are advised to contact the police by dialing 911.

Confidential Crime Reporting

To report a crime anonymously please call (215)871-6355, ask to make an anonymous report.

Weapons Policy

Security personnel are not permitted to carry lethal or non-lethal weapons while on duty. Only appropriate government law officers are permitted to enter the campus armed. Others who carry weapons on campus will be required to relinquish them until their departure.

Access

All students and employees are issued an identification badge which they are encouraged to wear at all times. Visitors and out-patients are required to sign in at all times on Saturdays and Sundays and at specific locations between the hours of 5pm and 7am, Monday through Friday. Entry to campus facilities, other than authorized visitor/guest areas, is restricted unless clearance has been granted by individual administrators or by the Department of Security.

Escort Service

At any time students and employees may call campus security and request escort service from any campus building to the parking area. To request escort services call security directly at

x6351 (Main Campus) or x7451 (Georgia Campus) and a guard will come to your location as soon as possible.

Drug Policy

It is the policy of PCOM to maintain a drug-free workplace. Illegal possession, use, manufacture, or distribution of drugs or narcotics constitutes unacceptable conduct and is subject to disciplinary procedures of the College.

Missing Persons

Anyone concerned about a student's well being should contact the Department of Security and Public Safety who will work in coordination with Student Affairs. The Student Affairs Office will contact the student at their next scheduled class, if they are attending class. A message that a specific person contacted the college concerned about their well being will be relayed to the student. If the student is contacted, the student will be encouraged to contact the person making the inquiry about their well being. If there is a major concern on the part of the individual making the inquiry, he/she will be encouraged to contact their local police department.

Sexual Assault Policy

Philadelphia College of Osteopathic Medicine (PCOM) is committed to an environment conducive to the academic, professional and personal development of students, faculty and staff without the fear of sexual assault. The College prohibits and will not tolerate sexual assaults by an employee, student or other individual present on College premises. College premises are defined as property the College owns, leases or has permission to occupy for the purpose of a College-sponsored program.

In accordance with the University Security Information Act 73 and the federal Higher Education Act (20 U.S.C. 1092), PCOM has provided procedures to be followed should a sexual assault occur. In addition, PCOM will report sexual assault crime statistics as required by the law. A victim of sexual assault may bring charges through the local police department, PCOM disciplinary system or both. **All students, faculty and staff are encouraged to report sexual assault incidents to the local police department. The decision to notify police rests solely with the victim.** A sexual assault victim is also encouraged to receive immediate attention by an emergency room physician or gynecologist. Because of the extent of evidence legally required in cases of sexual assault, a prompt and thorough examination is necessary to assess and treat any sustained injuries. This examination will also include obtaining physical specimens, testing for sexually transmitted diseases and establishing the risk of pregnancy. It is imperative any

evidence of the assault be preserved. Such evidence may include clothing, pieces of hair, body fluids and objects that may contain fingerprints. The victim of sexual assault will be assisted by the College, if the victim so requests, with referrals to community counseling agencies; and with the filing of criminal charges. In addition, students may request a change in academic situation after an alleged sexual assault and such changes will be made if they are reasonably available.

Campus Sex Crimes Prevention Act

Effective October 28, 2002 the Campus Sex Crimes Prevention Act requires that each state provide information regarding registered sex offenders to the local law enforcement agency that has jurisdiction where an institution of higher education is located. The local law enforcement agency is then to promptly share this information with the institution of higher education. You may obtain information about registered sex offenders who may be enrolled or employed by Philadelphia College of Osteopathic Medicine (PCOM), by contacting the local law enforcement agency with jurisdiction over a campus location. You can also access the following site for information <http://www.pameganslaw.state.pa.us>

Fire Safety

All PCOM owned buildings utilize a state of the art sprinkler system. Furthermore, all buildings are linked to a central fire alarm system which triggers an alarm in the Department of Security and Public Safety when activated. When an alarm is activated the Security and Public Safety Dispatcher will immediately dispatch an officer and the Facilities Services Duty Person to confirm the fire and location. Upon verification of a fire or other emergency the duty dispatcher will notify the Philadelphia/Gwinnett County Fire Department of the fire,(or emergency), the fire location and the campus entrance closest to the fire.

In the event of a fire, a report shall be made immediately by calling **Philadelphia, 215-871-6351 (or 6911 from any on-campus telephone), Georgia, 678-225-7451 (or 2911 from any on-campus telephone).**

The Institutional Environmental Health and Safety Committee perform monthly fire and safety checks of each campus, both inside the buildings and on the grounds. Safety violations trigger an immediate request for corrective action.

Campus Emergency Response & Evacuation Procedures

The Emergency Response Plan is designed to maximize human survival and preservation of property, minimize danger, and restore normal operations of the College. The Plan is set in operation whenever a natural or induced emergency, affecting the College, beyond the capacity to be handled by normal, established measures.

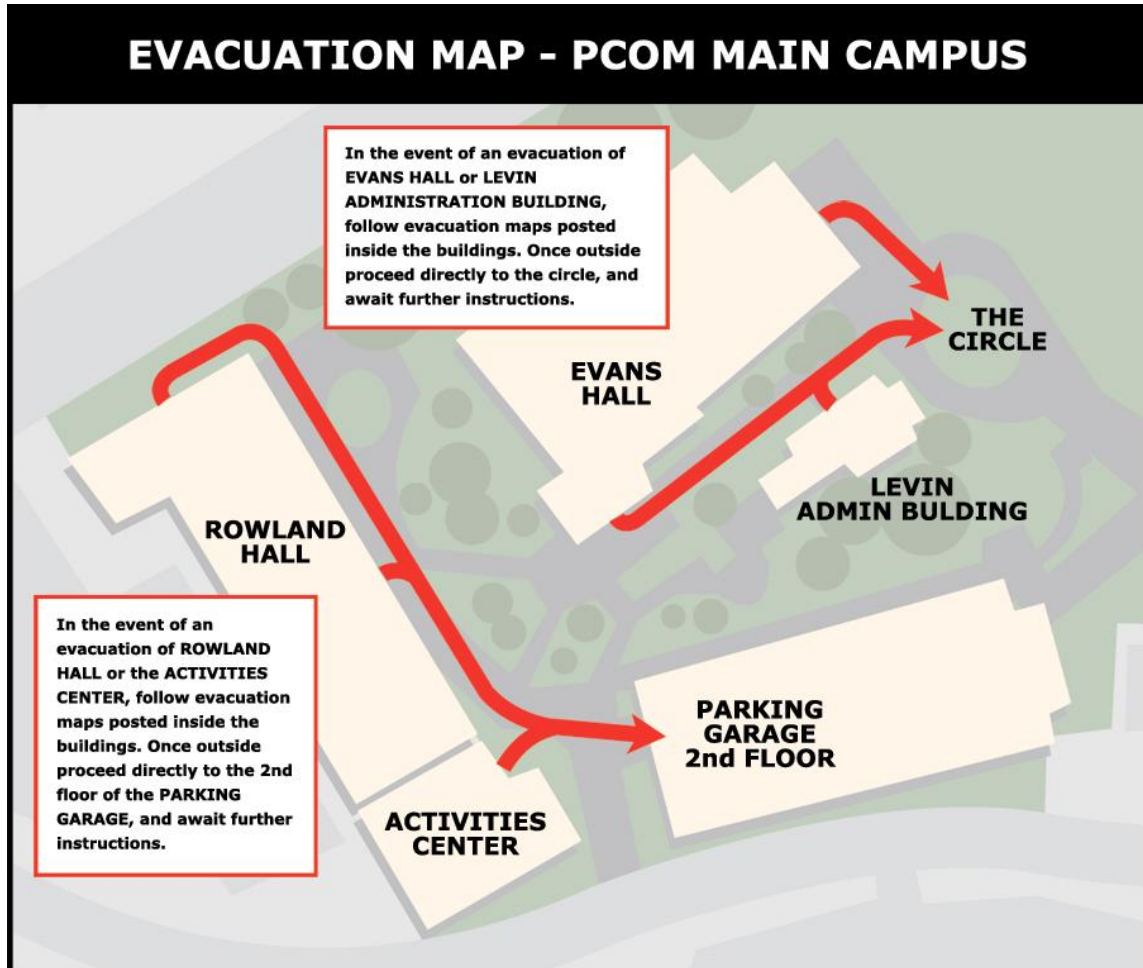
In the event of any fire or other emergency, a report shall be made immediately by calling **Philadelphia, 215-871-6351 (or 6911 from any on-campus telephone), Georgia, 678-225-7451 (or 2911 from any on-campus telephone)**. When an emergency requires the assistance of an outside agency, the Emergency Plan Coordinator or his/her designee will call the needed outside emergency organization as the situation dictates.

Where possible, after reviewing the situation with the cognizant senior official, the Emergency Plan Coordinator or his/her designee will make the determination if evacuation is necessary. If a building (or buildings) must be evacuated, the building fire alarm and paging system shall be used as the signal to evacuate.

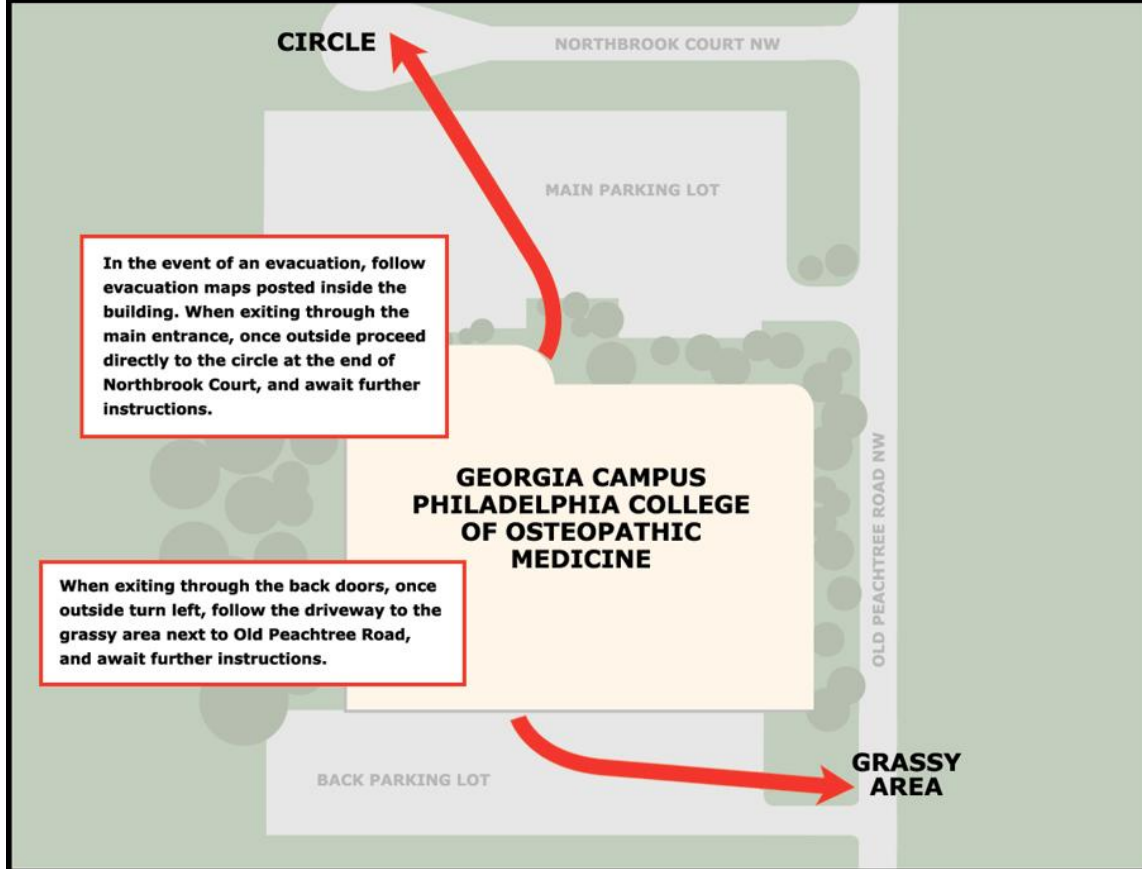
When the alarm/paging system sounds, all occupants must promptly vacate the building. The occupants shall calmly evacuate the building following the exit signs. Do not use elevators.

After evacuating the building, all evacuees must report to an assembly designated by the Security and Public Safety Department. Re-entry into an evacuated building or area is prohibited until permission is granted by the Security and Public Safety Department.

Evacuation Maps



EVACUATION MAP - GA-PCOM



SAFETY TIPS

TEACHING INDIVIDUALS PERSONAL SAFETY (T.I.P.S.) focuses on protecting the most important assets of PCOM – our people.

SAFETY is a concern everywhere in society, and our campus is no exception. There are many ways to promote security and avoid unsafe situations. An understanding of basic safety principles, some caution and lots of common sense are your best protection. Faculty, staff, students and visitors are encouraged to adopt an attitude of awareness, take ownership of safety and security, be determined not to become victims, look after each other.. Individually and as a community, we can make a difference in keeping PCOM a secure campus.

PERSONAL SAFETY TIPS

- ✓ Develop an attitude of awareness, know what is going on around you..
- ✓ Trust your instincts when something doesn't feel right. Report suspicious behavior.
- ✓ If you have a cell phone, keep it on and easily accessible. Have emergency numbers speed dialed into your phone.
- ✓ Walk with others when you perceive that you are going into a higher risk area or at higher risk times. Campus security will provide escort service. **Dial 6351** for this service.
- ✓ Take note of your PCOM colleagues, to help you recognize and identify possible intruders.
- ✓ Don't allow unescorted strangers into office areas, laboratories, or other less commonly used areas. Don't be afraid to ask for identification.
- ✓ If you notice a stranger in these areas, immediately call the security office **Dial 6351**.
- ✓ Be cognizant when wearing certain clothing items, expensive looking jewelry or bags that are easily snatched that they may increase your risk of being a target.
- ✓ If your office keys are lost or stolen, report it immediately. Never put building or room I.D. tags on keys.
- ✓ Let friends know your whereabouts, especially if you expect to be out late at night.

Theft is the single most common crime committed on College campuses. At PCOM, just as at other colleges and universities, theft occurs in academic and non-academic buildings, on the grounds, and from motor vehicles.

What can YOU do to prevent theft?

Observing the PERSONAL SAFETY TIPS will help deter theft. Other common sense measures you can take to protect yourself and your property:

- ✓ Use ATM machines during daylight hours. If you need to withdraw cash at night, bring someone with you.

- ✓ Keep personal valuables, such as handbags, wallets, jewelry and electronics out of plain view.
- ✓ NEVER leave personal property unattended at any time, in any campus building or setting.
- ✓ Avoid carrying large sums of cash with you.
- ✓ Don't keep your wallet or handbag under your desk or in an unlocked drawer.
- ✓ Avoid keeping cash in desk drawers. If you must, find a way to lock it up securely.
- ✓ Keep a record of your valuables and, if possible, have them engraved with an identifying number that can be traced back to you.

MOTOR VEHICLE THEFTS AND INCIDENTS

If you have an automobile on campus, the following suggestions may help decrease the opportunities for crime involving your motor vehicle:

- ✓ When parking, check that the doors and trunk are locked, and that you have your keys with you.
- ✓ Do not keep the motor running if you pull over to look for something, make a call or speak to pedestrians.
- ✓ Always have your keys in hand when returning to your vehicle, and inspect the interior of your car to make sure no one is hiding inside.
- ✓ When you stop for a red light, leave enough space between your vehicle and the one in front of you in case you have to pull away quickly to avoid a dangerous situation.
- ✓ Keep valuables out of sight. Avoid placing valuables on the front seat, and lock valuables in the trunk when your car is parked.

BICYCLE THEFT

PCOM encourages students, faculty and staff to use bicycles as a means of getting around, not only as a healthy and environmentally sound means of transportation, but because it also alleviates crowded garage and parking lots. Cyclists should observe these safety precautions:

- ✓ Always secure your bike to a bike rack (located in the lower level of the garage) with a good quality "U" bolt locking device. Never leave an unsecured bike unattended, **even for a moment**.
- ✓ Engrave an identifying number on your bike frame so that it can be traced back to you.
- ✓ Take a photo or digital image of your bike and keep a record of your bike's full description, make, model, serial or registration number.

SAFETY IS A CULTURAL COMMITMENT.

In order to have a safe and secure campus, PCOM needs to adopt a culture of awareness and preparedness. This begins when YOU take ownership of your own personal safety, as well as the safety and security of your fellow PCOM colleagues – students, employees and visitors.

Review the personal safety tips provided in this brochure. And, take the following advice:

- ✓ Keep alert and carry yourself with confidence. Criminals often prey on the unsuspecting, the timid and the distracted.
- ✓ Locate and make mental notes of all exits and fire escapes.
- ✓ Walk the fire escapes so that you know where they exit. Learn to find the exit from your normal work area with your eyes closed. You may have to crawl on your hands and knees to get below smoke.
- ✓ NEVER leave exterior doors propped open.
- ✓ Use the escort assistance PCOM provides for your safety. You can request a guard to accompany you from any campus building to another, or the parking lot, at any time. **Call 6351**
- ✓ Always wear, or have with you, your PCOM ID badge.

SECURITY AND CRIME PREVENTION ARE EVERYONE'S RESPONSIBILITY.

Public safety officers can't be everywhere. Join in keeping the PCOM community safe.

BE ALERT.

PCOM Security and Public Safety is here to help. You can help us by watching out for suspicious persons and activity in and around the PCOM campus, and alerting us to anything of a suspicious nature.

Remember: most petty crimes are crimes of opportunity, but campus violence by intruders or students is often preceded by warnings. Vigilance and common sense go a long way to removing those opportunities. Pay attention.

IMPORTANT PHONE AND ID NUMBERS:

PCOM Security Dispatch (Philadelphia: ext. 6351)

PCOM Security Desk (Georgia: ext. 7451)

Crime Statistics

OFFENSES	2007	2008	2009
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PCOM MAIN CAMPUS			
Larceny - Theft	10	10	08
Assault	00	00	00
Burglary	00	00	00
Motor Vehicle Theft	00	00	00
Robbery	00	00	00
Vandalism	03	04	02
Sex Offenses	00	00	00
Disorderly Conduct	10	07	06
Hate Crimes	00	00	00
Trespassing	03	09	12
All Other Offenses	00	08	08
CAMBRIA HEALTH CARE CENTER			
Larceny - Theft	00	01	00
Assault	00	00	00
Burglary	00	00	00
Motor Vehicle Theft	00	00	00
Robbery	00	00	00

Vandalism	06	06	01
Sex Offenses	00	00	00
Disorderly Conduct	00	04	02
Hate Crimes	00	00	00
Trespassing	02	04	06
All Other Offenses	00	00	00
LANCASTER HEALTH CARE CENTER			
Larceny - Theft	05	01	01
Assault	00	01	00
Burglary	00	00	00
Motor Vehicle Theft	00	00	00
Robbery	00	00	00
Vandalism	01	04	00
Sex Offenses	00	00	00
Disorderly Conduct	01	01	00
Hate Crimes	00	00	00
Trespassing	00	00	00
All Other Offenses	00	00	00
ROXBOROUGH HEALTH CARE CENTER			
Larceny - Theft	01	00	02
Assault	00	00	00

Burglary	00	00	00
Motor Vehicle Theft	00	00	00
Robbery	00	01	00
Vandalism	02	01	00
Sex Offenses	00	00	00
Disorderly Conduct	03	04	00
Hate Crimes	00	00	00
Trespassing	00	00	00
All Other Offenses	00	00	00
SULLIVAN COUNTY MEDICAL CENTER			
Larceny - Theft	00	00	00
Assault	00	00	00
Burglary	00	00	00
Motor Vehicle Theft	00	00	00
Robbery	00	00	00
Vandalism	00	00	00
Sex Offenses	00	00	00
Disorderly Conduct	00	00	00
Hate Crimes	00	00	00
Trespassing	00	00	00
All Other Offenses	00	00	00
GEORGIA CAMPUS			

Larceny - Theft	00	01	02
Assault	00	00	00
Burglary	00	00	00
Motor Vehicle Theft	00	00	00
Robbery	00	00	00
Vandalism	00	00	01
Sex Offenses	00	00	00
Disorderly Conduct	06	00	02
Hate Crimes	00	00	00
Trespassing	03	01	04
All Other Offenses	00	06	00