

PHILADELPHIA COLLEGE OF OSTEOPATHIC MEDICINE



2013 ANNUAL SECURITY AND FIRE SAFETY REPORT

Safety and Security

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 at 625 Old Peachtree Road in Suwanee, Georgia, was established.

Three Philadelphia Health Care Centers 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.

Population on Campus

The Philadelphia College of Osteopathic Medicine's Main Campus site is a community of 2,000 students and over 500 employees. The Georgia Campus is comprised of approximately 400 students and 50 employees. There are no residence halls on either campus; students are required to arrange for their own living accommodations nearby.

Employee and Student Policies

The College has strict policies banning the use of alcohol and illegal drugs by students and employees while on campus. Alcoholic beverages are not served on the premises to any group or individual. Alcohol and drug abuse is an infraction of the College's policies and procedures for students and employees, which may lead to suspension. Students or employees convicted of crimes are not automatically terminated, but the nature of the offense and its relationship to the safety of other students or employees is taken into account. Falsification of employment applicant information will result in termination upon discovery.

Security - Organization and Duties

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 Chief of Plant Operations. The Main Campus maintains a complement of 1 in house Security Lieutenant and 9 in house Sergeants and 15 contract security personnel while the Georgia Campus has 1 in house Security Lieutenant, 5 in house Security Sergeants and also staff with contract security personnel.

Officers, once hired, are required to receive instruction, provided by the Director of Security and Public

Safety and Security Lieutenant, in the areas of legal authority, liability issues, fire prevention and control, evacuation procedures, investigation and departmental procedures.

Security Operations

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 works with local law enforcement authorities to gather information on criminal activity and to assess potential risks which may exist on or near the each campus. Perpetrators are reported accordingly.

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.

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.

Criminal activities and emergency situations are to be reported to the Security Department when they are observed. 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.

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.

Security rounds are made and log/records are kept within each building.

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.

P.E.N.S.

Philadelphia College of Osteopathic Medicine has implemented a new 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.

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 2016).

Please enter your Novell login name as your username. (e.g. JaneSm),
<http://www.e2campus.com/my/pcom/signup.htm>

All information is secure and confidential.

Crimes Can Be Reported to Police

In the event of a crime, students are strongly encouraged to contact PCOM security or, in extreme cases, to directly contact the local Police Department. PCOM security department records all reported crimes that occur on campus. As required by the College and University Security Act of Pennsylvania, the College submits a crime report annually to the state police.

Reporting Criminal Activity in Progress

Though the seriousness of the situation and the urgency of response must be determined by the caller, do not hesitate to request maximum and immediate help by calling 911. Criminal activity may also be reported by calling the following:

Philadelphia Police 911

Gwinnett County Police 911

Pennsylvania State Police 911

PCOM Security and Public Safety 6911 Philadelphia Campuses

PCOM Security and Public Safety 2911 Georgia Campus

Reporting Completed Acts of Criminal Activity

Incidents of personal assault/injury, theft, vandalism, accidents, etc., should be reported by calling 911 if

immediate medical or safety concerns need to be met. Otherwise, notify Campus Security and Public Safety to file a report. The college will either handle the situation internally or will inform the local Police Department and request their assistance. The victim of the crime will be informed of the college's action and may always pursue direct police involvement.

A crime is "reported" when a victim or witness brings it to the attention of the local police or a campus public safety authority. The Clery Act defines campus security authorities to include an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

In accord with Pennsylvania's College and University Information Act (Act 73) of 1988, PCOM submits an annual report of campus crime to the state police. In accordance with the federal Student Right to Know and Campus Security Act of 1990, PCOM will submit, upon request, a copy of this report to the Secretary of the U.S. Department of Education. Crime statistics for the most recent three-year period follow.

OFFENSES	2011	2012	2013
PCOM MAIN CAMPUS			
Larceny - Theft	01	15	12
Assault	00	00	01
Burglary	01	00	00
Motor Vehicle Theft	00	01	00
Robbery	00	00	00
Vandalism	00	05	00
Sex Offenses	00	00	00
Disorderly Conduct	00	00	00
Hate Crimes	00	00	00
Trespassing	00	00	00
All Other Offense	02	02	00

CAMBRIA HEALTH CARE CENTER

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

LANCASTER HEALTH CARE 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

ROXBOROUGH HEALTH CARE 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	01

SULLIVAN HEALTH CARE 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

PCOM GEORGIA CAMPUS

Larceny - Theft	00	08	07
Assault	00	01	00
Burglary	00	02	00
Motor Vehicle Theft	00	00	00
Robbery	00	00	00
Vandalism	00	00	00
Sex Offenses	00	00	00
Disorderly Conduct	05	01	00
Hate Crimes	00	00	00
Trespassing	00	00	00
All Other Offenses	00	00	00

Daily Crime Logs

In compliance with the Clery Act, the Department of Public Safety maintains a daily log of all crimes reported to Public Safety, whether occurring on campus, on a non-campus building or property, on public property or within the patrol jurisdiction of the Public Safety Department.

Philadelphia College of Osteopathic Medicine, Department of Security and Public Safety maintains a daily crime log that contains specific information pertaining to any and all crimes that occur within the college jurisdiction that are reported. The daily crime log may be viewed at Rowland Hall, Suite #232. Certain information may be withheld from the crime log under specified circumstances, primarily information that would be jeopardizing the success of an investigation or the safety of a person in the investigation. Security and Public Safety

Department makes the crime log for the most recent 60-day period open to public inspection during normal business hours, while crime logs containing material more than 60 days old are retained for seven years for public inspection upon two days' notice.

Missing Student

If a member of the College community has reason to believe that a student is missing, contact Security and Public Safety **immediately**. **Security and Public Safety** will generate a missing person report and initiate an investigation.

After investigating the missing person report, should Security and Public Safety determine that the student is missing and has been missing for more than 24 hours, Security and Public Safety will notify the local Police Department.

Population on Campus

The college comprises 1475 medical students in classes, clinical rotations and post-doctoral rotations leading to a Doctor of Osteopathic Medicine degree. In addition to the D.O. degree, PCOM also offers advanced graduate degrees in biomedical sciences, psychology, organizational development and leadership (ODL) and physician assistant studies as well as forensic medicine. Approximately half are on campus at any given time. Full-time employees number 500. There are no residence halls on campus; students are required to arrange for their own living accommodations nearby.

Employee and Student Policies

The College has strict policies banning the use of alcohol and illegal drugs by students and employees while on campus. Effective March 15, 1986, alcoholic beverages are not served on the premises to any group or individual. Alcohol and drug abuse is an infraction of PCOM policies and procedures for students and employees, which may lead to suspension. Students or employees convicted of crimes are not automatically terminated, but the nature of the offense and its relationship to the safety of other students or employees is taken into account. Falsification of employment applicant information will result in termination upon discovery.

Philadelphia Police 911

Gwinnett County Police 911

Pennsylvania State Police 911

PCOM Security and Public Safety 6911 Philadelphia Campuses

PCOM Security and Public Safety 2911 Georgia Campus

Sexual Misconduct

Sexual Misconduct, as defined by this Policy, comprises a broad range of behaviors that will not be tolerated at Philadelphia College of Osteopathic Medicine (PCOM). For the purposes of this Policy, Sexual Misconduct includes, but is not limited to: 1.) Sexual Harassment, 2.) Non-Consensual Sexual Contact, 3.) Non-Consensual Sexual Intercourse [or attempts to commit the same] and/or 4.) Sexual Exploitation, as more fully defined in Section III. The College is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. Creating a safe environment is the responsibility of all members of the College community, guests, patients and visitors. This Policy has been developed to reaffirm these principles, to provide a mechanism for reporting claims and to provide recourse for those individuals whose rights have been violated. The intention of this Policy is to define community expectations and to establish a mechanism for investigating allegations and responding to violations.

Violations of this Policy can impair or limit the educational and occupational opportunities of any person at PCOM and have no place in this community. This Policy applies to all Philadelphia College of Osteopathic Medicine students, postdoctoral scholars and residents. A copy of the Philadelphia College of Osteopathic Medicine EEO Policy for employees (faculty, staff and student employees) can be obtained from the Office of Diversity and Compliance.

This Policy defines unacceptable behavior and identifies resources for persons who have experienced Sexual Misconduct. Sexual offenses are prohibited under both Pennsylvania and Georgia statutes and federal laws and may be prosecuted in the criminal justice system. Legal definitions may vary from definitions used by the PCOM community as outlined in this Policy. Pursuing a campus resolution does not preclude one from pursuing legal action now or in the future, and vice versa. Anyone can experience or be a perpetrator of Sexual Misconduct regardless of gender or sexual orientation.

Perpetrators can be anyone: a stranger, current or former intimate partner, a longtime acquaintance or new acquaintance. When the victim or perpetrator is a student, the violation falls under the rules and regulations of Title IX. Title IX (20 U.S.C. § 1681 & 34 C.F.R. Part 106 (1972)) mandates that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

Information and Assistance

The Title IX Coordinator's role is to oversee College compliance with Title IX Regulations. • The Title IX Coordinator will:

1. Serve as a resource for students wishing to report any acts of Sexual Misconduct or gender-based discrimination, i.e. violations of Title IX.
 2. Provide oversight for all Title IX complaints and identify patterns, issues or problems regarding those same complaints.
 3. Review and support the informational initiatives enabling students, staff and faculty to fully understand sexual violence and sexual harassment as forms of sexual discrimination and further educate the community about College policy and procedures.
- Contact the Title IX Coordinator:

Lisa M. McBride, Ph.D.
Chief Diversity Officer
Suite 415, Rowland Hall
215-871-6829

ANNUAL FIRE SAFETY REPORT

Emergency Fire Alarm System

All buildings on the campus are linked to a central fire alarm system which triggers an alarm in the Security and Public Safety Department when activated. When an alarm is activated Security and Public Safety Desk personnel will immediately dispatch an officer and Plant Operations Duty person to confirm the fire and location. Upon verification of a fire or other emergency the Security Desk Sergeant will notify the Philadelphia/Gwinnett County Fire Department of the fire,(or emergency), the fire location and the campus entrance closest to the fire.

Notification by telephone to the Security and Public Safety Department of a fire shall be treated as a confirmed fire.

If a Security and Public Safety Officer on duty discovers smoke, the odor of fire or an actual fire, he/she will notify the Security and Public Safety Desk via two way radio or telephone and send alarm by means of Fire Pull Station nearest discovery. The desk personnel will notify the Philadelphia/Gwinnett County Fire Department as required above.

In the event of the discovery of a fire on the common grounds, or in a non- alarmed building the person discovering the fire shall notify the Security and Public Safety Department:

- **Philadelphia - 215-871-6351 (6911 from on-campus telephones)**
- **Georgia - 678-225-7451 (2911 from on-campus telephones)**
- **Sullivan County Medical Center – PA State Police (570) 946-4610 or “911”
Milford Fire/Ambulance (570)928-8878 or “911”**

The security desk personnel will notify the Philadelphia/Gwinnett County Fire Department or Mildred Fire & Ambulance Company and the Plant Operations duty person as required above.

Pending the arrival of the Fire Department, Security and Public Safety Department personnel shall undertake only those immediate and reasonable actions in which they have been trained to evacuate the building, contain, minimize or extinguish the fire. Any attempts to shut down energized equipment, if applicable, should be performed by personnel knowledgeable of and familiar with the energy source(s).

In the event of a failure of the audible local fire alarm system during an alarm condition, Security and Public Safety Department personnel will attempt to make contact via telephone, paging system, by P.E.N.S., or in person if practical and safe, with the occupants of the

building(s) so affected to advise them of the alarm condition or emergency.

Emergency Evacuation Procedures

Fire is only one of the possible emergency conditions which could require the evacuation of a building. Chemical spills, the release of toxic or corrosive gases, civil unrest or a bomb threat are all emergencies that could create an immediate need to evacuate a building or area.

Where possible, after reviewing the situation with the knowledgeable senior official, Security and Public Safety/Plant Operations staff 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.

Individuals who use a wheel chair or are otherwise unable to descend stairs should proceed immediately to the nearest exit if they are on the ground floor, or to the nearest set of fire stairs. If unable to descend the stairs, persons with a disability should wait calmly on a fire stair landing, preferably with an able-bodied evacuee. Another able-bodied evacuee must be advised to immediately notify emergency personnel of the exact location of the handicapped individual and his/her companion.

After evacuating the building, all evacuees must report to an assembly designated by Security and Public Safety/Plant Operations Departments. Such assembly areas shall be located at least 100 yards from the emergency and in a location that will not interfere with emergency response personnel. To the extent possible, faculty members and supervisors shall account for students or staff under their charge and report any individual known or presumed to be missing to the Security and Public Safety Department shift sergeant, or the Command Center, if one has been established.

Re-entry into an evacuated building or area is prohibited until permission is granted by the Security and Public Safety Department.

Campus Fire Log 2011

Number and cause of each fire.....

Location	Date	Time	Cause / Nature
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None reported

Campus Fire Log 2012

Number and cause of each fire.....

Location Date Time Cause / Nature

None reported

Campus Fire Log 2013

Number and cause of each fire.....

Location Date Time Cause / Nature

None reported

Campus Timely Warning Notice

What Constitutes Issuance of a Campus Timely Warning Notice:

A “Campus Timely Warning Notice” is specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated-- so that campus community members can protect themselves from harm. The Clery Act defines certain specific crimes that require a timely warning notice to be issued when crimes are reported to officials with significant responsibility for student and campus activities, campus safety, or the local police and the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

Types of incidents or situations that constitute a campus timely warning being sent are:

- All Clery Act Crimes which represent a serious or continuing threat to the person and/or property of students and employees. Examples include but are not limited to:
 - Criminal Homicide
 - Sex Offenses
 - Robbery
 - Aggravated Assault
 - Burglary
 - Motor Vehicle Theft
 - Arson
 - Hate Crimes

- Emergency situations that are life threatening. Examples include, but are not limited to:
 - persons with weapons with intent to use
 - threat of violent crime

Decision to Issue Timely Warning Notice:

- The decision to issue a Campus Timely Warning Notice is made in coordination and consultation by *at least two of the following personnel from the College Emergency Response Team (CERT)*. In an extreme emergency, the notification process will be implemented at the sole discretion of PCOM’s Security and Public Safety Department, Director or Lieutenant.

Emergency Notifications

PCOM uses the P.E.N.S. Alert System as its primary Emergency Notification System to notify students and employees in a timely manner when it is determined that there is a **“significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.”** The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation. An Emergency Notification will be released as soon as reasonably possible and —without delay, unless notification will compromise efforts to assist a victim, or to contain, responds to, or otherwise mitigates the emergency. After the initial notification, follow-up information must be disseminated to the community via the mediums stated below. An Emergency Notification can be related to criminal activity that is not subject to the timely warning standard required by the A “Campus Timely Warning Notice” is specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated-- so that campus community members can protect themselves from harm. The Clery Act defines certain specific crimes that require a timely warning notice to be issued when crimes are reported to officials with significant responsibility for student and campus activities, campus safety, or the local police and the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

- Situations where serious injuries may or have occurred. Examples include, but are not limited to:
 - building collapse
 - fire
- Situations that cause major disruption to campus operations. Examples include, but are not limited to:
 - weather-related situations
 - Power outages
 - Water emergencies
 - Serious acts or threats to campus property