



WILLIAMSON
COLLEGE of the TRADES
— Founded 1888 —



Williamson College of the Trades
Annual Security and Fire Safety Report
2020

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Preparation of the Annual Report

Williamson College of the Trades is committed to providing for the safety and security of students, faculty, staff, and visitors to its facilities. Many programs and services have been designed to ensure that a peaceful learning environment is maintained at all times. There are approximately 300 students and 100 full- and part-time employees who comprise the Williamson campus community. Their common bond is a commitment to student success.

The offices of the Senior Vice President/Chief of Staff and Dean of Students publish this report in compliance with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The report informs current and prospective Williamson College employees, students, parents, and visitors about campus security policies, measures to prevent and respond to crimes and emergencies, and the occurrence of crime on our campus.

The report provides the statistics for the previous three years of reported crimes that occurred on campus. The report is available October 1st of each year and notification is made to all current students and employees through their College email account and the College's Student Information Management System (SIS). An electronic copy of the report is made available to all students and employees through the College's SIS and to prospective students through the College website (www.williamson.edu). A paper copy of this report can be obtained by contacting the office of the Dean of Students at (610) 566-1776, extension 316.

The annual crime and fire statistics provided in this report are collected from both College and local law enforcement sources. The College sources includes the offices of the Dean of Students, Director of Residence Life, Health Services, Student Activities, Athletics, Counseling, Title IX Coordinator and the Vice President of Plans and Operations, which includes campus security personnel. Local law enforcement sources include the Pennsylvania State Police.

Campus Safety & Security

The Williamson Campus

Williamson's 220-acre campus is located in Delaware County, Pennsylvania, two miles west of Media and fourteen miles west of Philadelphia, near the intersection of US 1 and PA 352. All College buildings, to include residence halls, are located on its privately-owned property. PA 352 is the only publicly-owned property adjacent to the campus.

Campus Safety & Security: Personnel

The College has trained personnel classified as *Campus Security Authorities*, in accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Personnel include but are not limited to the Senior Vice President/Chief of Staff, Vice President of Plans and Operations (to include campus security responsible for monitoring the entrance to the College campus), Dean of Students, Director of Residence Life, Dormitory

Managers, and the Athletic Director (to include coaches and other personnel with responsibility for athletic teams).

Pastoral and Professional Counselors, as defined by federal law, who act in such capacities, have been advised that, while they are not obligated to report crimes for the purpose of compiling these statistics, they are encouraged, when deemed appropriate, to inform those they are counseling of their ability to report any crimes on a voluntary, confidential basis for inclusion in the annual statistics.

Crime statistics are maintained by the Dean of Students and are collected from Campus Security Authorities and the Pennsylvania State Police with jurisdiction of the public property adjacent to the College campus.

Campus Safety and Security Contact Numbers

- EMERGENCY: 911 or (610) 566-1776
- Non-Emergency Contact Number:
 - Dean of Students Office: (610) 566-1776, extension 316
 - Senior Vice President/Chief of Staff: (610) 566-1776, extension 252
- Vice President of Plans and Operations: (610) 566-1776, extension 415
- Director of Residential Life: (610) 566-1776, extension 413
- Title IX Coordinator: (610) 566-1776, extension 252
- Human Resources: (610) 566-1776, extension 252 or 224
- Security: (610) 566-1776, extension 444 or (610) 308-9973
- State Police (Non-Emergency): (484) 840-1000

The College's Relationship to Local Law Enforcement

The College's *Campus Security Authorities* responds to complaints on campus and coordinates investigations with outside agencies as necessary. The College annually seeks statistical information from local police and files a yearly statistical crime report with the Pennsylvania State Police. As outlined within the Student Handbook, College Catalog, and Title IX policy, the College strongly encourages students and employees to report criminal activity immediately to Campus Security Authorities, who assist in reporting crimes to the local police if requested by the victim.

It is also Williamson's policy to communicate on a frequent and ongoing basis with local police officials with respect to any crimes engaged in by students at non-campus locations. Williamson does not operate any off-campus housing or non-campus student organization facilities, but many employees live in the communities surrounding the College. Local police

routinely communicate with the Dean of Students Office regarding criminal activity in the surrounding area.

Emergency Response and Evacuation

Events that require a campus-wide emergency response are identified by senior administration in consultation with local police and other pertinent officials as needed. Williamson has developed an Emergency Action Guide to provide guidance to College employees and students in addressing campus emergency situations and any immediate after-effects. The first priority considered in the Emergency Action Guide is the impact of emergency situations on students and campus safety. The guide addresses specific emergency scenarios, but also can be used as a resource for any type of emergency, including those that may involve guests and members of the public who may be on campus. Posted in every classroom, building, office, dormitory, and College residence, the emergency plans outlined within the guide are tested annually through a variety of announced and unannounced drills and exercises managed by the Vice President of Plans and Operations in coordination with the Dean of Students and Director of Residential Life.

Timely warnings and communication are critical when there is an immediate threat to the health and safety of students, employees, and visitors on campus. The College relies on its emergency notification system, which includes multiple types of warning and communication devices, such as: text alert, email, intercom, audible external sirens, flashing lights, fire alarms, and public address systems located throughout campus. The College will, without delay, and considering the safety of the community, determine the content of the notification and initiate the appropriate notification system, unless issuing a notification will, in the professional judgment of administration, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Because information can change very quickly in an emergency, the College emphasizes that it is important for everyone to heed messages and warnings issued by police, emergency service providers, and administration.

Reporting Missing Students

The College has adopted a missing student notification policy. Students are required to provide the administration with confidential contact information for a person to be notified by the College in the event the student is officially reported as missing. Registering this contact information occurs each year during new and returning Student Registration. Students desiring to change or update their contact information mid-year, should see the Registrar's Office.

Contact information is confidential, accessible only to authorized campus officials and law enforcement personnel and may not be disclosed outside of a missing person investigation.

The College directs that all reports of students missing for 24 hours be made to the Office of the Dean of Students. After investigating the missing person report, if it is determined that the student is indeed missing and has been missing for 24 or more hours, and regardless of whether the student identified a contact person, is above the age of 18, or is an emancipated minor, the Dean of Students notifies the State Police Department (and, if known, the appropriate law enforcement agency in the jurisdiction where the student went missing) and the student's missing

person contact no later than 24 hours after such determination. In addition, if the student is under 18 years old and is not emancipated, the student's parent or guardian are notified.

If a student has been determined to be missing for more than 24 hours, in addition to the above notifications, specific procedures to follow include: contacting the student's Dormitory Manager, checking with emergency health care providers, and taking such other investigative actions as are appropriate under the circumstances. The College implements these procedures in less than 24 hours if circumstances warrant a faster implementation.

Security Awareness and Crime Prevention

Each calendar year during employee in-service and student orientation/registration, employees and students are informed about: College security policies and services offered; methods for maintaining personal safety and dormitory security; and crime on campus and in the surrounding neighborhoods. Additionally, throughout the academic year, students receive presentations on sexual assault and dating violence, domestic violence, suicide prevention, substance and alcohol abuse, relationships with local law enforcement, and personal safety.

Beyond these presentations, Williamson also offers online tools such as its *You at College* application, which provides both students and employees information on a variety of safety and awareness topics, including on- and off-campus resources. These tools not only raise student awareness, but also promote relevant discussions.

Building Security

Although most buildings are secured after normal business hours, several remain open in the evening to facilitate student activities or academic work. These buildings are secured by staff at the conclusion of evening activities, typically by 10:00 pm. Afterwards, routine checks are made by security personnel to ensure that buildings remain secure. Malfunctioning locks doors/windows, lighting, or other security devices are reported to campus maintenance immediately and repaired on a priority basis.

Campus Housing

In addition to general security provided by a security officer at the main gate, on-campus student housing facilities are directly secured by card access control; Dormitory Managers – professional staff members – reside in each dormitory. Room assignments and changes are made by the Director of Residence Life and all rooms have same-sex living arrangements. Residents have access to their assigned dormitory through their assigned electronic access card. Visitors to a dormitory must sign-in with the main gate security officer and the relevant Dormitory Manager, with no visitors allowed after 10:00 pm. A campus Emergency Action Guide is provided on every dormitory floor. Training presentations and exercise drills are held for the residents throughout the year on a variety of safety, security, and residence life issues. Dormitory Managers patrol their assigned facility during the evening hours and take attendance of their student residents each night.

Residents are allowed to have visitors, who must follow Residence Life policies. Visitation policies can be found in the Student Handbook, available to each student on the College SIS and website.

Security Surveillance Cameras on Campus

The College employs a variety of surveillance camera across the campus as a crime prevention strategy and aid in the protection of public safety and personal property. Responsibility for determining the appropriateness of installing authorized security cameras on campus and for disseminating and implementing this policy, is delegated to the Campus Security Authorities and approved by the Senior Vice President/Chief of Staff.

Security camera use on campus for non-instructional purposes is focused solely on the protection of individuals, equipment and facilities; the monitoring of public areas, building entrances and exits; and the investigation of criminal activity. All recording or monitoring of the activities of individuals or groups by College security cameras is conducted in a manner consistent with existing institutional policies. All recording or monitoring of public areas for security and safety purposes is limited exclusively to practices that do not violate the standard of a reasonable expectation of privacy as defined by law. Recorded images made by security cameras are archived for the College in a secure location for a specific predetermined period of time and is accessible only to authorized Campus Security Authorities and/or appropriate law enforcement agencies on an as-needed basis. Upon expiration of the predetermined time period for storage, all recorded images are destroyed, unless the images are being used as part of an ongoing investigation of criminal or disciplinary activity. The alteration of previously recorded images is strictly prohibited. Any persons who tamper with or destroy video security equipment are subject to criminal proceedings and/or campus judicial action.

Reporting Crimes

Students and employees are encouraged to report criminal acts and suspicious activities immediately so that administration and local police can take steps to protect members of the campus community. If an individual sees a crime occur on campus, they are encouraged to report it to any member of the College Security Authority as identified earlier in this report, or by dialing 9-1-1, or (610) 566-1776 from any telephone.

Alternately, students and employees can report a crime anonymously by completing an online form available on the Williamson *Community and Public Safety* webpage at (<https://www.williamson.edu/about/community-and-public-safety/>). It is noted, however, that the College may not be able to provide absolute confidentiality due to the need to protect the safety of the person making the report or others who may be at risk. Additionally, local law enforcement officials may be able to obtain information through legal investigative processes. Nevertheless, the College attempts to handle such confidential information with discretion and due regard for the privacy of the person making the report. While the College encourages everyone to report crimes and other emergencies immediately to administration, we recognize that some may wish to report to other individuals or offices.

Child Abuse Reporting and Minors on Campus

All Williamson faculty and staff who come into direct contact with a child as part of their employment are mandated reporters, which means that they have a legal duty to report suspected child abuse, regardless of when or where the alleged abuse occurred. In addition, all Williamson students and volunteers who accept responsibility for a child as an integral part of a program, activity, or service sponsored by the College are also mandated reporters. Instances of suspected child abuse must be reported to the Senior Vice President/Chief of Staff. The College provides detailed information as to who must report, what must be reported, and how and when to report suspected child abuse. This policy underscores the College's commitment to the protection and safety of minors who visit our campus.

Crime Reports and Records

In addition to timely warnings, the administration recognizes its responsibility to publish crime statistics for the most recent three-year period, and to make these statistics available to the College community, which is alerted through email and the College's SIS how to access the annual report. The annual report is made available pursuant to Act 73, "College and University Security Act," Public Law 101-542, Title 11, Crime Awareness and Campus Safety. Students and employees may file complaints regarding compliance with this Act, in writing, to the Senior Vice President/Chief of Staff.

Reports of crime on College property are investigated by the Campus Security Authority and charges are filed with local law enforcement as needed. Assistance from the Pennsylvania State Police may be requested in the event that the crime is beyond the investigative capacity of the Campus Security Authority. The office of the Dean of Students maintains records of students and non-students who have been charged with criminal offenses. These records are maintained in compliance with the Criminal History Information Act.

Crime and Fire Log

The office of the Dean of Students maintains a daily Crime and Fire Incident Report Log containing a list of reported criminal incidents, the time and location the incidents occurred, and the disposition of criminal charges filed. The log also contains information about reported fires and fire alarms, and their time and location. The log is available for review upon request during normal business hours. However, it must be noted that certain information may be withheld to protect a victim or the integrity of a criminal investigation in progress.

Weapons Policy

No student is permitted to possess weapons on College property, even if such weapons are legally registered. Failure to comply with this policy results in disciplinary action up to and including dismissal.

Higher Education Opportunity Act (HEOA) Victim Notification

The College 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 as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Policy on Students or Employees with Criminal Records

Colleges, like society as a whole, encompass a widely diverse population. It is possible that some members of this population have committed past crimes of which the College may or may not be aware. Background investigations are conducted, as a matter of College policy, for all new faculty and staff hires. Although background checks are not performed on student applicants, the College's application requires prospective students to disclose whether they have ever been convicted of a misdemeanor, felony, or other crime. If an applicant discloses a criminal conviction, the College's Admissions Panel gives it careful consideration in the admissions decision. Once enrolled, students are subject to a background check.

When information concerning criminal conduct is brought to the College's attention, it is given appropriate consideration. Pursuant to the College's Drug-Free Workplace Policy, any employee who is convicted under a criminal statute for a violation is subject to disciplinary action to include suspension and possible termination of employment. When the College becomes aware of currently enrolled students who are charged with and/or convicted of a criminal offense, they are subject to the College's disciplinary process which will likely result in dismissal.

Sexual Harassment

Williamson College of the Trades seeks to foster and maintain a community of mutual respect and concern for all of its members. There can be no greater violation of the terms of that community, or of the essential dignity of any member of it, than an act of sexual harassment. Under the new 2020 Title IX legislation from the U.S. Department of Education, *Sexual Harassment*, by definition also includes sexual assault, dating violence, domestic violence, and stalking as defined by the Cleary Act. These acts constitute the deepest affront to College standards and are prohibited.

Definitions

There are numerous terms used in the College's policies and procedures. Employees and students are also encouraged to review the College's Title IX Policy Manual available through the College's SIS or website at (www.williamson.edu/about/community-and-public-safety/#sexualmisconduct).

Sexual Harassment

Sexual Harassment is defined as conduct on the basis of sex that satisfies one of the following conditions:

- An employee of the college (*recipient*) conditioning the provision of an aid, benefit, or service of the college based on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a college program or activity; or
- Sexual Assault, Dating Violence, Domestic Violence or Stalking as defined under the Clery Act:

Sexual Assault (20 U.S.C. 1092(f)(6)(A)(v)) is defined as any forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation (FBI). The FBI definition is “any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.”

Dating Violence (34 U.S.C. 12291(a)(10)) is defined as violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

Domestic Violence (34 U.S.C. 12291(a)(8)) 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 the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking (34 U.S.C. 12291(a)(30)) is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

Complainant

A complainant is defined as an individual who is alleged to be the victim of conduct that could constitute sexual harassment. However, it must be noted that any third party as well as the complainant may report sexual harassment.

Consent

An explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision. Consent is informed, voluntary, and actively given. Consent exists when all parties exchange mutually understandable affirmative words or actions indicating their agreement to participate voluntarily in sexual activity. The following further clarifies the meaning of consent:

- Each participant in a sexual encounter must obtain consent for all sexual activities. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- Consent consists of an outward demonstration indicating that a person has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- If at any time it is reasonably apparent that either party is hesitant, confused, or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.
- Consent may be withdrawn by either party at any time. Once withdrawal of consent has been expressed through words or actions, sexual activity must cease.
- A person who is physically incapacitated from alcohol or another drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically impaired, is considered unable to give consent. For example, a person who is asleep or passed out cannot give consent.
- People with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates consent to engage in sexual activity.

Mandatory Reporting

Given the importance of ensuring a person's equal access to a college program or activity and the seriousness of an alleged act of sexual harassment, Williamson considers all employees *mandatory reporters* in exercising its Title IX policy. As a mandatory reporter, employees must report an act of sexual harassment or allegation of sexual harassment to the Title IX Coordinator listed below:

Title IX Coordinator: Dr. Todd Zachary
Williamson College of the Trades, Rowan Hall
106 S. New Middletown Road, Media PA 19063
Phone: (610) 566-1776; ext. 252 or cell (267) 240-7116
Email: tzachary@williamson.edu

Respondent

A respondent is defined as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Retaliation

Attempts or acts to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment, or intent to prevent or require participation in the college's Title IX grievance process. Employees or students alleging an instance of retaliation should promptly report it to the Title IX Coordinator listed below:

Title IX Coordinator: Dr. Todd Zachary
Williamson College of the Trades, Rowan Hall
106 S. New Middletown Road, Media PA 19063
Phone: (610) 566-1776; ext. 252 or cell (267) 240-7116
Email: tzachary@williamson.edu

Alcohol and Other Drugs:

Sexual Harassment, in all its forms, is never excused because a person is intoxicated or impaired by alcohol or other drugs and does not diminish one's responsibility to obtain consent. Alcohol and other drugs impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. The use of alcohol or other drugs can limit a person's ability to freely, affirmatively, and clearly give consent and can create an atmosphere of confusion over whether or not consent has been freely, affirmatively, and clearly sought or given. The perspective of a reasonable person will be the basis for determining whether a Respondent should have been aware of the extent to which the use of alcohol or other drugs impacted a Complainant's ability to give consent.

Consent and Coercion:

Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision. Consent is informed, voluntary, and actively given. Consent exists when all parties exchange mutually understandable affirmative words or actions indicating their agreement to participate voluntarily in sexual activity.

Consent must be freely given. Consent is not freely given if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would compromise someone's ability to exercise their own free will to choose whether or not to have sexual contact.

Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm or severe and/or pervasive emotional intimidation, which (a) places a person in fear of immediate or future harm or physical injury or (b) causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity.

Coercion also includes administering a drug, intoxicant, or similar substance that impairs the person's ability to give consent.

Title IX Staff

Williamson's Title IX Staff oversee the College's compliance with Federal Title IX legislation.

Title IX Coordinator: Dr. Todd Zachary
Williamson College of the Trades, Rowan Hall
106 S. New Middletown Road, Media PA 19063
Phone: (610) 566-1776; ext. 252 or cell (267) 240-7116
Email: tzachary@williamson.edu

Title IX Decision Maker: Mr. Tom Wisneski
Williamson College of the Trades, Rowan Hall
106 S. New Middletown Road, Media PA 19063
Phone: (610) 566-1776, ext. 231
Email: twisneski@williamson.edu

Title IX Investigator: Mrs. Nancy Catania
Williamson College of the Trades, Rowan Hall
106 S. New Middletown Road, Media PA 19063
Phone #: (610) 566-1776, extension 224
Email: ncatania@williamson.edu

For additional information, please reference the College's Title IX Policy Manual available through the College's SIS or website at (www.williamson.edu/about/community-and-public-safety/#sexualmisconduct).

Reporting Sexual Harassment

Should an incident of Sexual Harassment occur, the College has a comprehensive reporting and support program in place so that a person does not need to face the effects of such an incident alone. The first concern is for the safety, health, and well-being of those affected. Confidential and non-confidential (yet private) options for support and reporting are available for all parties involved. The College strongly encourages reporting of the incident to the Title IX Coordinator, a Camp Security Authority and/or to law enforcement. Students can make these reports with the assistance of the College Counselor, available 24/7, who can provide immediate assistance or support to any student or employee who has experienced an act of sexual harassment.

Off-campus resources include:

Community Resources:

- Delaware County Mobile Crisis Unit- Project REACH: 610-352-4703

- Delaware County Sexual Assault Hotline: 610-566-4342
- Delaware County Domestic Violence Hotline: 610-565-4590 or 610-565-6272
- Riddle Memorial Hospital: 484-580-1000 or 866-CALL-MLH
- Crozer Chester Hospital: 610-447-2000
- Philadelphia Mobile Crisis Unit: 215-685-6440
- Philadelphia Sexual Assault Hotline: 215-985-3333
- Philadelphia Domestic Violence Hotline: 1-866-SAFE-014
- Philadelphia Sexual Assault Response Center: 215-425-1625
- Pennsylvania Child Abuse Reporting Line: 1-800-932-0313

National Hotlines (Note: National hotlines will provide local resources for callers.):

- Suicide Prevention Lifeline: 1-800-273-8255
- Sexual Assault Hotline: 1-800-656-4673
- Domestic Violence: 1-800-799-7233

Websites:

- RAINN- Rape Abuse Incest National Network (www.rainn.org)
- PCAR-Pennsylvania Coalition Against Rape (www.pcar.org)
- The Domestic Abuse Project of Delaware County (<http://www.dapdc.org>)
- Suicide and Crisis Prevention (<http://suicidepreventionlifeline.org>)
- Pennsylvania Office of the Attorney General (<https://www.attorneygeneral.gov>)

Orders of Protection

Williamson complies with Pennsylvania law in recognizing orders of protection. Any person who obtains an order of protection from Pennsylvania or any reciprocal state should provide a copy to the Dean of Students and the Title IX Coordinator. A Complainant may then meet the Dean of Students to develop a safety action plan, which is a plan for the victim to reduce risk of harm while on campus. This plan may include, but is not limited to: escorts, special parking arrangements, or changing classroom location, etc. The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). All accommodations or protective measures will be maintained as private to the extent that maintaining such privacy would not impair the ability of the College to provide them. The College will complete publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).

Rights of the Complainant

The Complainant will be entitled to exercise the following procedural rights when pursuing a complaint against another student or employee for an alleged violation:

- The right to choose whether or not to participate in a Title IX proceedings;
- The right to notification of Title IX proceedings and of prompt time frames anticipated for major stages of the complaint process;
- The right to notice of the factual allegations based on any response by the Respondent;
- The right to a prompt and impartial response and resolution of the complaint;
- The right to present relevant statements, materials and witnesses during the proceedings;
- The right to review all written statements and materials presented at the proceedings;
- The right to notification of the outcome of the complaint as set forth herein;
- The right to have an Advisor;
- The right to be free from retaliation for filing a complaint or participating in the College's investigation and factfinding process; and
- The right of appeal consistent with the provisions of this policy.

Rights of the Respondent

The Respondent will be entitled to exercise the following procedural rights when pursuing a complaint against them:

- The right to choose whether or not to participate in the proceedings, with the understanding that findings and sanctions may be imposed with or without such participation;
- The right to notice of the allegation that a violation has taken place;
- The right to notification of proceedings related to the complaint and of prompt time frames anticipated for major stages of the complaint process;
- The right to notice of the factual allegations which form the basis for the complaint;
- The right to a prompt and impartial response and resolution of complaints;
- The right to have the College or Complainant bear the burden of proof by a preponderance of the evidence;
- The right to present relevant statements, materials and witnesses during the proceedings;
- The right to review all written statements and materials presented at the proceedings;
- The right to notification of any finding of responsibility;
- The right to have an Advisor;
- The right to be free from retaliation for participating in the College's investigation and fact-finding process; and
- The right of appeal consistent with the provisions of this policy.

The Grievance Process

Williamson's grievance process fully complies with all Federal Title IX and state legislation in addressing reports of Sexual Harassment. The process ensures a fair and impartial resolution, while providing supportive measures to all parties. All students and employees receive training each year regarding the College's grievance process and are encouraged to review its Title IX Policy Manual available through the College's SIS or website at (www.williamson.edu/about/community-and-public-safety/#sexualmisconduct). Specific questions regarding Williamson's Title IX program should be directed to the Title IX Coordinator. Contact information is provided below:

Title IX Coordinator: Dr. Todd Zachary
Williamson College of the Trades, Rowan Hall
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Phone: (610) 566-1776; ext. 252 or cell (267) 240-7116
Email: tzachary@williamson.edu

Sex Offender Registration and Related Information

The "Campus Sex Crimes Prevention Act" provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The act requires sex offenders, already required to register in a state, to provide notice of each institution of higher education in that state at which he/she is employed, carries on a vocation, or is a student. This registration is to be made available to law enforcement agencies with jurisdiction where the institutions of higher education are located. Institutions of higher education are required to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained.

The Act amends The Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that FERPA does not prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. Persons seeking to obtain sex offender registration information may contact:

- Pennsylvania State Police at (484) 840-1000
- Pennsylvania State Police Megan's Law at www.pameganslaw.state.pa.us

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

Sexual Harassment Education

Williamson College of the Trades is committed to the prevention of sexual assault, sexual harassment and other sexual misconduct. Throughout the year, programs designed to promote a healthy campus culture and strategies to prevent sexual violence are presented through a variety of campus resources including new and returning Student Orientations, new employee onboarding and annual professional development training, Title IX presentations and marketing materials, and

a variety of lectures and presentations by on- and off-campus organizations. Prevention programs stress the added risks involved when the use of alcohol and/or illegal drugs is present.

Notices about the College's Title IX resources are posted in residence halls and other campus buildings. Additionally, all students and employees have access throughout the year to the College's SIS, website, and interactive online applications, such as *You at College*, that not only provide both preventative and risk reduction strategies, but also outline the College's policy (e.g. Title IX Policy and Annual Security and Safety Report, Student Handbook, etc.) in addressing these issues on campus. The College employs a comprehensive strategy to end sexual harassment in all its forms. that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the Commonwealth of Pennsylvania and/or using the definition of consent found in the Sexual Assault, Sexual Harassment and Other Sexual Misconduct Policy if state law does not define consent;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding conditions that facilitate violence, overcoming barriers to intervening, and identifying safe and effective intervention options.
- Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

How to be a Pro-Social Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be a pro-social bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/ employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.

- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

No person is EVER to blame for experiencing sexual harassment or other sexual misconduct. These acts not only impact their victims, but also the campus community. For these reasons, the College engages in risk reduction strategies, emphasizing the collective responsibility of our campus community to reduce the risk of sexual harassment and other sexual misconduct within our community. As a part of that effort, every student and employee are required to complete sexual violence prevention education, which includes bystander intervention which empowers community members to take a role in preventing and interrupting incidents of sexual assault, sexual harassment and other sexual misconduct.

Risk reduction involves changing or modifying behaviors and actions in order to possibly prevent sexual violence on an individual level. Risk reduction is intended to increase empowerment in order to promote safety. While being equipped with, and using, strategies to reduce risk for yourself and others is an active way to address sexual violence on campus, only perpetrators are responsible for their actions.

The following are some risk reduction strategies which are drawn from Rape Abuse and Incest National Network (RAINN) (www.rainn.org), the nation's largest anti-sexual assault organization:

Increasing On- and Off-Campus Safety

The following tips may reduce your risk for many different types of crimes, including sexual violence:

- Know your resources. Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, and key administrative offices. Know who the College Title IX Coordinator staff is.
- Stay alert. When you are moving around on or off campus, be aware of your surroundings and walk with a purpose. Consider inviting a friend to join you. If you are alone, only use headphones in one ear to stay aware of your surroundings.
- Be careful about posting your location. Many social media sites use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.
- Think about Plan B. Spend some time thinking about back-up plans for potentially sticky situations. Make sure your phone is charged; but if your phone dies, try to have a few numbers memorized to get help. Do you have emergency cash in case you can't use a credit card?

Safety in Social Settings

It is possible to relax and have a good time while still making safety a priority. Consider these tips for staying safe and looking out for your friends in social settings.

- Make a plan. If you are going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Do not leave someone stranded in an unfamiliar or unsafe situation.
- Do not leave your drink unattended and watch out for your friends' drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It is not always possible to know if something has been added to your or someone's drink.
- Remember you are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.
- Be a good friend. Trust your instincts. If you notice something that doesn't feel right, it probably isn't.

Drugs and Alcohol

Williamson College of the Trades complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. These Federal laws mandate that the College notify all students and employees of its policies, and of the sanctions that are applied for violations of these policies, relating to the possession, use, and/or distribution of illicit (illegal) drugs and alcohol. These policies have been developed to meet our obligations to students and employees.

Alcohol

The possession, distribution, manufacture, or consumption of alcohol is not permitted at the College, nor at any College-sponsored or -sanctioned event. For students, violation of this standard, whether on- or off-campus and regardless of whether the student is of legal drinking age, is strictly prohibited and results in immediate dismissal. (Additional information on this policy can be found in the Student Handbook.) In addition to any punishment imposed by the College, any student or employee suspected of violating any federal, state, or local law proscribing the use, possession, distribution, or manufacture of alcohol, will be referred to the appropriate law enforcement agency.

Illicit Drugs

In order to promote its fundamental mission, the College has adopted a zero-tolerance policy for the use, possession, distribution, or manufacture of illicit or illegal drugs by any student

or employee on campus, off campus, or while attending any school-sponsored or -sanctioned event. Such actions result in the student being dismissed and the employee being discharged. If there is a reasonable suspicion that the College's drug free policy has been violated, the College reserves the right to require a drug test from a student or employee. Williamson also conducts periodic random drug testing of its student body. Failure to submit to a drug test is a violation of the College's disciplinary policy and results in dismissal.

Health Risks Associated with Illicit or Illegal Drugs or Alcohol

Medical studies indicate that users of illicit or illegal drugs or alcohol can suffer from a wide range of medical and psychological problems. Those problems can be as mild as depression or as severe as permanent brain damage or death. At the very least, use of these substances can impair one's ability to learn and function in society and may promote poor study habits, lack of concentration, and loss of self-esteem. Additional information on the health risks associated with the use of alcohol and illicit or illegal drugs is available through the College's Health Services and online through the College's website, or the Higher Education Center for Alcohol and Other Drug Prevention (<https://www.nsvrc.org/organizations/143>)

Drug or Alcohol Counseling, Treatment, and Rehabilitation Programs

The College recommends the following resources for those wishing to address substance abuse issues:

Substance Abuse Treatment Locator (<http://www.findtreatment.samhsa.gov/>)

Phone: 1-800-662-HELP

This Substance Abuse and Mental Health Services Administration (SAMHSA) website and toll-free phone line help individuals locate drug and alcohol abuse treatment programs in their communities.

AlcoholScreening.org (www.alcoholscreening.org)

This free, confidential website lets individuals privately assess their own drinking habits and receive personalized feedback to help them determine if they need help to change those habits. Individuals can also find out about facilities in their communities that offer drug and alcohol abuse treatment and consultations with qualified health professionals regarding alcohol problems.

Al-Anon/Alateen (www.al-anon.org)

Phone: 888-4AL-ANON

Al-Anon provides information on the effects of alcohol abuse and refers friends and families of alcohol abusers to nearby support groups. Al-Anon's purpose is to help families and friends of alcoholics recover from the effects of living with a relative or friend with a drinking problem. Alateen is the organization's program for young people whose lives have been affected by someone else's drinking.

Alcoholics Anonymous (AA) (www.aa.org)

Phone: 212-870-3400

AA offers a way to stop drinking to individuals who feel they have a problem with alcohol. AA groups are located in most cities and rural communities throughout the country. Individuals can look up “Alcoholics Anonymous” in a local telephone directory for a contact in their area.

American Council on Alcoholism (www.aca-usa.org)

Phone: 800-527-5344

This service provides referrals to alcoholism treatment programs nationwide and distributes written materials on alcohol abuse problems.

Cocaine Anonymous (www.ca.org)

Phone: 800-347-8998

Cocaine Anonymous provides support for people dependent on cocaine and other mind-altering substances. Callers are referred to local helplines.

Narcotics Anonymous (www.na.org)

Phone: 818-700-0700

Narcotics Anonymous is a nonprofit fellowship or society of men and women for whom drugs had become a major problem and who meet regularly to help each other abstain from the use of illegal or illicit drugs.

Nar-Anon (www.nar-anon.org)

Phone: 800-477-6291

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else’s addiction. As a Twelve-Step Program, they offer their help by sharing their experience, strength, and hope. The only requirement for membership is that there be a problem of addiction in a relative or friend.

Legal Sanctions

*Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance
(33588 Federal Register/Vol. 55, No. 159 Thursday, August 16, 1990/Rules and Regulations*

21 U.S.C. 844(a)

- 1st conviction: Up to 1-year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years, and fined at least \$2,500 but not more than \$250,000, or both.
- Special sentencing provision for possession of crack cocaine: At least 5 years in prison (mandatory), not to exceed 20 years, and fined up to \$250,000, or both, if:
 - 1st conviction and the amount of crack possessed exceeds 5 grams;
 - 2nd crack conviction and the amount of crack possessed exceeds 3 grams;
 - 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7): Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (*See special sentencing provisions regarding crack*)

21 U.S.C. 881(a)(4): Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844(a): Civil fine of up to \$10,000 (*pending adoption of final regulations*)

21 U.S.C. 862(a)(b): Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g): Ineligible to receive or purchase a firearm. Miscellaneous Revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

Pennsylvania State Statutes

Underage Drinking

- It is illegal for anyone under the age of 21 to possess, purchase, transport, or consume an alcoholic beverage. It is also illegal to lie about your age or provide false identification in order to obtain an alcoholic beverage. Penalties can include: a) Fine up to \$500 for first offense and up to \$1,000 for second or subsequent offense; b) Incarceration in jail for up to 90 days; c) Loss of driver privilege 90 days for first offense, 1 year for second offense, and 2 years for any subsequent offense.

Public Drunkenness

- It is illegal to appear in any public place manifestly under the influence of alcohol or a controlled substance to a degree that you may endanger yourself or other persons or property or annoy others in your vicinity. Penalties can include: a) Fine up to \$500 for first offense and up to \$1,000 for second or subsequent offense; b) Incarceration in jail for up to 90 days.

Driving Under the Influence of Alcohol

- It is illegal to operate a motor vehicle while your level of blood alcohol is .08% or greater, or .02% or greater if you are under the age of 21. There are three levels of intoxication limits used for sentencing. General impairment up to .099%, high rate .10 to .159%, and highest rate is any level above a .160%. In addition, anyone operating a motor vehicle under the influence of any schedule I, II, or III drug, not prescribed by a physician, will be considered a DUI driver.

- There are no set limits on the amount of controlled substance in the body. Penalties can include: a) Fine \$500-\$5,000 for first offense, \$750-\$5,000 for second offense, and \$1,500-\$10,000 for any subsequent offense; b) Incarceration in jail 2 days to 6 months for first offense, 30 days to 6 months for second offense, and 90 days to 5 years for subsequent offense; c) Loss of driver privilege for 1 year for first or second offense and 18 months for subsequent offense.

Selling or Furnishing Alcohol to Minors

- It is illegal for anyone to furnish or provide alcohol to minor under the age of 21; penalties can include: a) Fine of \$1,000-\$2,500 for first offense and \$2,500 for the second or subsequent offense; b) Incarceration in jail up to 1 year.

Possession of Marijuana

- It is illegal to possess marijuana, a Schedule I drug, in any form; it may result in the arrest on a misdemeanor charge. Penalties can include: a) Fine up to \$500 and up to 30 days incarceration in jail for possession of less than 30 grams; b) Fine up to \$5,000 and up to 1-year incarceration in jail for possession of more than 30 grams.

Possession of Drug Paraphernalia

- It is illegal for a person to possess with the intent to use, drug paraphernalia for packaging, manufacturing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. Fines and incarceration in jail vary depending on the scheduled drug and amount of paraphernalia.

Other Controlled Substances

- It is illegal to possess, manufacture, sell, or distribute of any scheduled drug. Fines and incarceration in jail vary depending on the scheduled drug or the amount of drug involved.

Synthetic Marijuana

- It is illegal to possess, manufacture, sell, or distribute synthetic marijuana. Synthetic marijuana may be referred to as Spice, K2, Demon, Wicked, Magic, Voodoo Spice, or other similar names. Fines and incarceration in jail vary.

Williamson College of the Trades Crime Statistics for Federal Reporting Purposes: 2017 - 2019

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the release of statistics for certain criminal incidents, arrests and disciplinary referrals on campus to all students and employees. The law requires that these statistics be shown in specific geographic categories. The following statistics are provided in compliance with the specific time periods, crime classifications, geographic categories, and arrest data mandated by federal law. Please note that these statistics use federal crime classifications, which vary from the crime classifications under state law, which are also published in this brochure. The statistics reported below reflect the number of incidents reported to the College's Campus Security Authorities. They do not indicate actual criminal prosecution or student disciplinary action, or the outcome of either.

Crime Statistics: Clery Act Data Reported to College Administration												
Offenses	Calendar Year 2019				Calendar Year 2018				Calendar Year 2017			
	On Campus	Residence Halls	Public Property	Non-Campus	On Campus	Residence Halls	Public Property	Non-Campus	On Campus	Residence Halls	Public Property	Non-Campus
Murder/Non-Negligent	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	6	6	0	0	3	1	1	0	5	5	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Arrests												
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	1	0	0	0	1	0
Alcohol	0	0	0	0	0	0	0	0	0	0	1	0
Referrals												
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	3	0	0	0	0	0	0	0	4	0	0	0
Alcohol	1	0	0	0	5	3	0	0	1	1	0	0

Crime Statistics: Cleary Act Data Reported to College Administration

	Calendar Year 2019				Calendar Year 2018				Calendar Year 2017			
Hate Crimes												
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	1	0	0	0	0	0
Total	10	6	0	0	8	4	3	0	10	6	2	0

***Williamson College of the Trades Crime Statistics
for Pennsylvania Reporting Purposes: 2017 - 2019***

Crime Statistics: Pennsylvania Uniform Crime Report Act									
Part I Offenses	Calendar Year 2019			Calendar Year 2018			Calendar Year 2017		
	On Campus			On Campus			On Campus		
	Actual Offenses	Crime Rate	Arrest Data	Actual Offenses	Crime Rate	Arrest Data	Actual Offenses	Crime Rate	Arrest Data
Criminal Homicide									
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Forcible Rape									
Rape by Force	0	0	0	0	0	0	0	0	0
Assault to Rape - Attempts	0	0	0	0	0	0	0	0	0
Robbery									
Firearm	0	0	0	0	0	0	0	0	0
Knife or Cutting Instrument	0	0	0	0	0	0	0	0	0
Other Dangerous Weapon	0	0	0	0	0	0	0	0	0
Strong Arm (Hands, Feet, etc.)	0	0	0	0	0	0	0	0	0
Assault									
Firearm	0	0	0	0	0	0	0	0	0
Knife or Cutting Instrument	0	0	0	0	0	0	0	0	0
Other Dangerous Weapon	0	0	0	0	0	0	0	0	0
Strong Arm (Hands, Feet, etc.)	0	0	0	0	0	0	0	0	0
Burglary									
Forcible Entry	0	0	0	0	0	0	0	0	0
Unlawful Entry	0	0	0	0	0	0	0	0	0
Attempted Forcible Entry	0	0	0	0	0	0	0	0	0
Larceny									
Larceny Theft (excluding Motor Vehicles)	6	1,704.54	0	3	887.57	0	5	1424.50	0
Motor Vehicle Theft									
Autos	0	0	0	0	0	0	0	0	0
Trucks and Buses	0	0	0	0	0	0	0	0	0
Other Vehicles	0	0	0	0	0	0	0	0	0
Total Part I Offenses	6	1704.54	0	3	887.57	0	5	1424.50	0

Part II Offenses	Calendar Year 2019			Calendar Year 2018			Calendar Year 2017		
	On Campus			On Campus			On Campus		
	Actual Offenses	Crime Rate	Arrest Data	Actual Offenses	Crime Rate	Arrest Data	Actual Offenses	Crime Rate	Arrest Data
Assaults - Non-Aggravated	0	0	0	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0	0	0	0	0
Driving Under the Influence	0	0	0	0	0	0	0	0	0
Drunkenness	0	0	0	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0	0	0	0
Forgery and Counterfeiting	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	0	0	0
Liquor Law	0	0	0	0	0	0	0	0	0
Offenses Against Family & Children	0	0	0	0	0	0	0	0	0
Prostitution & Commercialized Vice	0	0	0	0	0	0	0	0	0
Sex Offenses (exc. Prostitution & Rape)	0	0	0	0	0	0	0	0	0
Stolen Property, Possessions, etc.	0	0	0	0	0	0	0	0	0
Vagrancy	0	0	0	0	0	0	0	0	0
Vandalism	1	284.09	0	0	0	0	0	0	0
Weapons (carrying, possession, etc.)	0	0	0	0	0	0	0	0	0
All other Offenses (exc. Traffic)	0	0	0	0	0	0	0	0	0
Drug Abuse Violations									
S - Opium-Cocaine	0	0	0	0	0	0	0	0	0
A - Marijuana	0	0	0	0	0	0	0	0	0
L - Synthetic	0	0	0	0	0	0	0	0	0
E - Other	0	0	0	0	0	0	0	0	0
Gambling									
Book Making	0	0	0	0	0	0	0	0	0
Numbers, etc.	0	0	0	0	0	0	0	0	0
Total Part II Offenses	1	284.09	0	0	0	0	0	0	0
Total Part I and Part II Offenses	7	1988.63	0	3	887.57	0	5	1424.5	0

The Pennsylvania Uniform Crime Reporting Act mandates the release of crime statistics and rates to matriculated students and employees, and, upon request, to new employees and applicants for admission. The index rate is calculated by multiplying the actual number of reported offenses by 100,000 (a theoretical population for comparison purposes) and dividing that product by the number of the College's Full Time Equivalent (FTE) students and employees. The FTE is calculated using a state required formula. The College's FTE Population was 351 in 2017, 338 in 2018, and 352 in 2019. The statistics reported above reflect the number of incidents reported to the College's Campus Security Authorities. They do not indicate actual criminal prosecution or student disciplinary action, or the outcome of either. Please note that the state crime classifications for which the College is reporting vary from the crime classifications under federal law, which are also published in this report.

Williamson College of the Trades ***Campus Fire Safety: 2019***

Williamson College of the Trades is committed to fire safety in its residence halls and elsewhere on campus. All eleven residence halls are equipped with sprinkler systems, smoke and heat detectors, fire extinguishers, emergency exit doors, and emergency lighting systems.

Fire Drills

Mandatory fire drills are typically conducted at least two times per year in Residence Halls. These drills are jointly managed and supervised by the Vice President of Plans and Operations and the Director of Residence Life. In addition, mandatory fire drills are conducted at least once each year in academic and office buildings.

Fire Safety Policies

The College's Emergency Action Guide (located in each building, classroom, office, and resident hall floor) contains various campus policies for fire safety. Additionally, the Student Handbook outlines specific safety policies for each resident hall occupant as follows:

Electrical Appliances

Because of their potential contribution to accidental fires and unsanitary health conditions and in an effort to conserve energy, the following electrical appliances are restricted or prohibited in all College residences. Students found in violation of these policies are subject to immediate confiscation and disposal of the appliance(s), and referral for disciplinary action.

- Hot plates, toaster ovens, space heaters and any appliance with an open heating element are prohibited.
- All lamps and appliances should be UL approved. Halogen lamps are prohibited.
- Extension cords/multiple-plug attachments should be UL approved, not frayed and without splices or taps. Extension cords/plugs should not be placed under carpets, tacked or stapled. Major appliances should not be plugged into extension cords.
- Plug adapters should be UL approved and not rated less than 125 volts/15 amperes. Residents should employ the prudent use of surge protectors to protect property from unexpected electrical damage.
- Heavy drawing appliances (irons, laptops, etc.) should be plugged directly into socket outlets and unplugged when not in use. Extension cords are not to be used with these items.

Alarms

Students and employees may not disregard a fire alarm or refuse to evacuate a building in which an alarm is sounding, regardless of its nature (drill, false alarm, or actual alert). Residents who fail to evacuate a building in a voluntary and timely manner are subject to disciplinary action as outlined in the Student Handbook.

Candles/Open Flames

Candles (of any type or form, whether decorative or functional), open flames, potpourri burners, and the use of incense are all prohibited in College residence halls. Prohibited items will be confiscated and not returned. Violations may result in disciplinary action as outlined in the Student Handout.

Equipment

Tampering with or misuse of fire safety equipment (extinguishers, fire hoses, smoke detectors, alarms, sprinklers, exit signs, etc.) is considered to be exceptionally dangerous behavior in a residential community and represents a serious breach of community safety standards. Students found responsible for tampering with or misusing fire safety equipment are subject to disciplinary action as outlined in the Student Handbook. When individuals responsible for activating a false fire alarm or damaging or inappropriately discharging a fire extinguisher fail to claim direct responsibility for that behavior, cannot be identified by Residence Life staff, and are not identified by the residents of the building in which the vandalism occurred, the penalties in question may be assessed against the entire hall.

Fire Doors - Fire Doors may not be propped open.

Holiday Decorations

Due to potential fire hazards, the use of holiday decorations must adhere to the College's guidelines. No live trees, wreaths or garlands (treated or untreated) are permitted in residence halls. Decorative lights may not be hung from ceilings, nor may they obstruct doors or windows. It is against policy to leave decorative lights on when no one is present in the room to attend to them. Decorations should be flame retardant and must not be placed near or over electrical outlets nor on or near light fixtures, fire safety equipment, or radiators or heating vents/units.

Fire Emergency and Evacuation Procedures

In the event of evidence of a fire, individuals should act immediately. In the case of a controllable fire, extinguishers (located throughout the campus) should be used. Once the fire is extinguished, contact the Vice President of Plans and Operations or a member of the administrative staff. If the fire is uncontrollable, immediately initiate the fire alarm or call 911 if an alarm is not visible. If you find evidence of a fire that has been extinguished, and you are not sure whether the administration has already responded, immediately notify the Vice President of Plans and Operations or any administrative staff member.

A visible fire or the presence of smoke provides sufficient cause to evacuate a building. In the event of a fire or hazardous materials emergency within a campus building, it is necessary, as well as safest, for occupants to evacuate. College policy calls for total evacuation of the building or area affected.

A Fire Emergency exists whenever:

- A building fire evacuation alarm is sounding.
- An uncontrolled fire or imminent fire hazard occurs in any building or area of campus.
- There is the presence of smoke or the odor of burning of any material.
- There is an uncontrolled release of combustible or toxic gas or other hazardous material, or a flammable liquid spill.

Student Housing Fire Evacuation Procedures in Case of a Fire:

- The fire alarm system may be used to evacuate a building(s) if there is a potential threat to the health and safety of that segment of the community.
- Activate the building fire alarm if it is not already sounding.
- Leave the building by using the nearest exit.
- Crawl if there is smoke. Cleaner, cooler air will be near the floor. Get Low and Go.
- Before opening any doors, feel the door knob or handle. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in the room.
- Go to the nearest exit or stairway. If the nearest exit is blocked by fire, heat or smoke, go to another exit. Always use an exit stairway, not an elevator. Elevator shafts may fill with smoke or the power may fail, leaving you trapped.
- If stairway fire doors are closed, they will keep out fire and smoke and will protect you until you get outside. Close as many doors as possible as you leave. This helps to confine the fire. Total and immediate evacuation is safest.
- Only use a fire extinguisher if the fire is very small, controllable, and you know how to use it safely. Do not delay calling emergency responders or activating the building fire alarm. If you cannot put out the fire, leave immediately. Make sure the fire department is called—even if you think the fire is out.
- If you get trapped, keep the doors closed. Place cloth material (wet, if possible) around and under door(s) to prevent smoke from entering.
- Be prepared to signal your presence from a window.
- Signal for help. Hang an object at the window (jacket, shirt) to attract the fire department's attention. If there is a phone in the room, call 911. Be sure to give your room number and location. If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows if safe, wave something out the window and shout or phone for help.
- If you are on fire, stop, drop and roll, wherever you are. Rolling smothers fire.
- Cool burns. Use cool tap water on burns immediately. Don't use ointments. If skin is blistered, brown or charred, call for an ambulance.
- Be aware of obstacles. Storage of any items in the corridors, such as bicycles, chairs, desks and other items is prohibited in all exit ways, including stairwells. Blocked exits and obstacles impede evacuation, especially during dark and smoky conditions
- If you are a person with a disability (even temporarily), you should do the following:
 - Plan ahead for fire emergencies. Know your best way out

- Be aware of your own capabilities and limitations and plan your escape route accordingly.
- More detailed procedures for evacuation of campus buildings described in the College Emergency Action Guide located throughout campus.

Fire Safety Education

Fire safety education is accomplished by various methods throughout the school year. Floor plans, evacuation routes, evacuation assembly locations, drill procedures, and fire safety policies are reviewed by Dormitory Managers at the beginning of each academic year. Emergency Action Guides are posted on each floor of each residence hall.

Daily Fire Log

The office of the Dean of Students maintains a fire log for all College dormitories. The Vice President of Plans and Operations maintains a fire log for the remaining campus buildings. Fire logs contain all actual fires reported or discovered on campus for the past 60 days. Fire logs are made available upon written request.

Calendar Year 2019 Fire Statistics

Fire Statistics Calendar Year 2019					
Dormitory/Building	Total # of Fires	Date	Cause	Location	# of Fire Drills
Byers II Dormitory	0				2
Byers III Dormitory	0				2
C Cottage Dormitory	0				2
Derrickson Dormitory	0				2
Eyre Dormitory	0				2
George Dormitory	0				2
Longstreth Dormitory	0				2
Smith Dormitory	0				2
Stell Dormitory	0				2
Townsend Dormitory	0				2
Watson Dormitory	0				2
All Other buildings	0				1