The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Chapter 3 of the Pennsylvania Uniform Crime Reporting Act require post secondary institutions of higher education to publish specific policies and safety information, as well as crime and fire statistics for faculty, staff, students, and prospective students and employees. This brochure goes beyond state and federal low, offering safety tips and other information to benefit everyone in the Pitt Titusville community.

This newsletter provides information on campus facilities, safety personnel, and other staff persons involved in campus safety, campus communications, and University policies. It also focuses on University housing, housing policy and residence hall security measures. (Annual crime statistics for 2009 through 2010 are provided on the insert.)

It is the commitment of the University of Pittsburgh at Titusville to provide a safe environment for all members of the campus community, and your input and suggestions are encouraged.

The Campus...

APPEARANCE AND SAFETY COINCIDE

The University takes pride in providing an attractive campus, clean in appearance, well-groomed and with well-maintained buildings. But safety is equally important.

UPT has installed and maintains exterior lighting on all of its buildings, sidewalk, and parking areas to keep the entire campus well lit. The campus has also installed a CCTV system (closed circuit television) to monitor public areas. While maintaining an attractive campus, grounds crews keep shrubs and hedges of traveled areas cut low. Four emergency call boxes are located at various exterior locations on campus.

Evacuation plans have been developed and posted for each building.

On any routine University workday, maintenance personnel, as part of their jobs, provide inspection of the entire campus and its buildings to locate and correct health, safety, or maintenance problems. In addition, the campus police also tour the grounds and report any safety and security problems to the appropriate department which responds to correct these problems promptly.

Students as well as faculty and staff may also call Maintenance (827-5610) or Campus Police (827-4488) to report any problems. Resident students can fill out a Maintenance Request describing any hazard or maintenance problem that needs to be corrected or repaired at http://www.upt.pitt.edu/site/business/work_order.aspx

Vital Statistics
Fall 2011 Enrollment
386 Full-time
62 Part-time
(all undergraduate)
On Campus Residents
228
Non-Student Employees
110

Responsible Partners

This publication is a joint effort between the Office of Campus Police, Office of Student Affairs which include the Department of Judicial Affairs, Student Life, and Department of Athletics, and is fully coordinated by the Vice President of Academic Affairs, Dr. David Fitz.

Accessing Campus Crime Log

The UPT Police Department prepares a daily log of all reported incidents. This log contains the nature, time, and general location of each crime, as well as its disposition, if known. The log may be viewed at the Campus Police Office located in Spruce Hall, room 105.

Local Transportation

The Crawford Area Transportation Authority (CATA) operates local buses for transportation in the Titusville area including a bus stop on Spruce Street outside Spruce Residence Hall. The CATA Bus will transport students, faculty, and staff to the downtown area and outside of Titusville to a large retail center. The schedule and routes can be viewed at; http://catabus.org/wp/buEducation for Safety, Awareness, Wellness

Education for Safety, Awareness, Wellness

Each year, the University distributes to all students, faculty and staff, information about the dangers of drug and alcohol abuse and available drug and alcohol education programs and counseling services. The Office of Counseling and Student Development, in cooperation with the University Health Center, presents programs throughout the academic year promoting awareness of drug and alcohol abuse. The-
Education for Safety, Awareness, Wellness, Cont.

se efforts strive to educate people about the causes and symptoms as well as the prevention of substance abuse. The University also works closely with outside referral agencies in providing additional counseling and treatment services.

Throughout the academic year a number of steps are taken to educate students and the campus community about the issues of sexual assault.

Early in each fall term, programs are presented concerning sexual issues and drugs and alcohol. The purpose of the presentations are to provide comprehensive information which is of vital importance to all college students.

Freshman Studies, a one credit course, is available to all freshmen. The course covers a variety of issues that pertain to college life adjustments. One session specifically focuses on rape issues, dating violence, sexual attitudes, and gender issues.

Other educational efforts include the following:

- Providing specific information and programs for faculty and staff, as well as specific protocol setting forth guidelines on how to respond to reported incidents.
- Annual Wellness Fair.
- Providing periodic educational programs to promote awareness and to discuss students’ concerns about sexual assault.
- Making available educational literature that includes definitions of rape and sexual assault, options and services available to victims, possible penalties for assailants, and suggestions on how to avoid high-risk situations.

Office of Campus Police

The responsibility for safety on the UPT campus falls within the Office of Business Affairs, specifically the Office of Campus Police. That department employs six full-time officers, two Part-time Officers, persons hired for their individual skills and previous experience in police work or other security related positions.

All campus police officers are required to be certified in First Aid, CPR, and AED training. In addition, prior to assuming their positions, officers receive additional training in confrontation skills, counseling and communications skills, drug and alcohol awareness, investigative techniques, human relations sensitivity training, and orientation in campus rules and regulations.

The campus police law officers’ job responsibilities include enforcement, investigation of reported crimes and infractions, providing escort services across campus as requested, lockup and security checks for all University facilities, providing emergency response in appropriate situations, and providing liaison services with other police agencies.

All Office of Campus Police Officers at UPT are Act 120 trained and certified under the Commonwealth’s Municipal Police Officers’ Education and Training Commission (MPOETC), and are armed and empowered to make arrests. They are also in close communication with the Titusville City Police and the Pennsylvania State Police, both of whom are readily available to respond to situations as requested. Local police agencies may also assist in investigating campus crimes that involve violence against individuals or property thefts.

The Office of Campus Police is responsible for complying with Chapter 3 of the Pennsylvania Uniform Crime Reporting Act and the federal Jeanne Clery Act. If you have a question or concern regarding these acts, please contact Dr. David Fitz, Office of Academic Business Affairs, P.O. Box 287, Titusville, PA 16354. (Phone: 814-827-4473)

If you believe the University is not in compliance with state or federal reporting requirements, please contact Dr. Fitz, Office of Academic Business Affairs, P.O. Box 287, Titusville, PA 16354. (Phone: 814-827-4473)

Officers provide coverage 7 days a week, 24 hours a day. To report a crime or emergency situation, or to seek any type of officer assistance, please call 827-4488 or go directly to the Campus Police Office on the 1st floor of Spruce Hall, Room 105. Immediate assistance can also be obtained by contacting a member of the residence life staff. A resident assistant is on duty from 9:00 p.m. to 11:00 p.m. Sun-Thu. and 10:00 p.m. to 2:00 a.m. Friday and Saturday. A residence life professional staff member is on 24-hour duty each weekend. All members of the University community are encouraged to report crimes promptly to Campus Police or to other appropriate
1. Provide a safe and private environment for the victim.
   It is critical to see that the victim is in a place where he/she feels comfortable, safe, secure and has privacy. Sensitivity and confidentiality are of prime importance. Keep crowds away; however, a best friend/roommate may add to the sense of security for the victim.

2. Contact Campus Police, the RA, or Graduate Resident Director.
   Assure the victim that the Student Affairs Staff member will protect the student’s confidentiality and is there to provide support for the victim. Student Affairs Staff will notify the Interim Director of Student Affairs to help meet their needs during this time of crisis. The Director will assist with arrangements for alternate housing, if the victim feels their safety is in jeopardy, and will be the University representative in discussions with parents and/or significant others when the victim so requests. The Director will be a liaison for the victim with appropriate services and will also initiate a follow-up inquiry to ascertain if the student has received appropriate psychological, medical, or general support attention.

3. Encourage the victim to try to preserve all physical evidence.
   Do not destroy or disturb any items that may be important for physical evidence. The victim should not shower, bathe, douche, rinse mouth, throw out clothing, towels, sheets, etc. This evidence may be necessary to pursue criminal charges if requested. The victim may or may not choose to press charges, but preserving physical evidence will give them that option.

4. Encourage the victim to seek medical treatment.
   To receive proper assessment and treatment of any physical injuries he/she may have sustained. To determine the risk of sexually transmitted diseases or pregnancy and take preventative measures. To gather evidence in the event the victim chooses to prosecute.

5. Encourage victim to report the crime.
   Reporting an incident is distinct from choosing to prosecute. When a report is filed, the victim is not obligated to pursue legal proceedings or University disciplinary action. A victim advocate is available to accompany the victim when filing a report.

6. Encourage the victim to talk with a trained counselor.
   The counselor will maintain strict confidentiality, help explain their options, give them information, provide emotional support, and serve as a victim advocate.

   • Contact for residence hall changes: 814-827-4440.
   • Contact for course schedule changes: academic advisor or VP for Academic Affairs.
   • For assistance with course schedule or disability accommodations, contact the Office of Student Affairs at (814) 827-4460.

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On-Campus Disciplinary Action (In Cases of Sexual Assault)

The Office of Counseling and Student Development will assist survivors of Sexual Assault by providing support, and in notifying authorities, changing academic course schedules and campus living arrangements if desired. Survivors are encouraged to report sexual assaults to the campus police at x4488, or to Titusville City Police at 911 if the assault occurred off campus. Survivors have the right to refuse to press charges even if they file a report. If the alleged assailant is a Pitt student, the survivor has the option of filing a complaint against the assailant for violation of Student Code of Conduct. This complaint may be resolved through an administrative meeting or a hearing.

1. The accused shall be provided a preliminary hearing with a University judicial hearing officer.
   a) Charges against the accused are explained and evidence reviewed.
   b) The accused is given an opportunity to plead guilty or innocent of the charge.
   c) If the plea is guilty, arrangements are made for a subsequent meeting to inform the accused of specific sanctions to be imposed. Pending imposition of

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EXISTING COUNSELING, MENTAL HEALTH OR STUDENT SERVICES FOR VICTIMS.

On Campus
Counseling and Student Development Office
Student Union, Room 218
827-4465
Health Center
Student Union, Room 219
827-4467

Off Campus
YWCA Housing /Supportive Services
201 North Franklin Street
(814)827-9777
PPC Violence Free Network
208 W. Spring St.
(814)827-3472
St. James House
Woman’s & Children’s Shelter
814-827-2746
sanctions, the accused is placed on interim suspension from residence halls (if a resident) and made persona non grata in all university housing areas.

d) If the plea is innocent the accused is informed that the charges shall be referred to the Campus Judicial Board for adjudication.

e) The accused is informed of the possible sanctions that might be imposed in the event of a guilty verdict. In addition, he/she is advised to refer to the Student Code of Conduct for specific rights of students in a judicial proceeding.

f) Pending formal hearing, the accused shall be placed on interim suspension from the residence halls (if a resident) and made persona non grata in all university residence areas.

2. The accuser shall be notified of the results of the preliminary hearing and, if the plea is guilty, the nature of sanctions imposed. If the plea is not guilty, the accuser shall be informed of the time, place and procedure for the formal disciplinary hearing and of his/her role and rights in that proceeding.

3. Following completion of disciplinary proceedings, both the accused and accuser shall be informed of the outcome of those proceedings and the nature and scope of any disciplinary sanctions imposed.

OPTIONS OF NOTIFYING PROPER LAW ENFORCEMENT AUTHORITIES

• Reporting a sexual assault is an important part of ending violence; however, the decision to report rests with the victim.

• The Office of Campus Police and the Student Affairs staff are available to assist the victim in filing a criminal complaint if the victim so chooses.

Filing a criminal complaint does not presume innocence or mandate prosecution.

Community Response/Active Threat Incident

Purpose: Recommended safety measures for ongoing and immediate life threatening incidents involving hostile suspects.

Remember, when in doubt always call Campus Police at x4488 or contact 911.

Secure Immediate Area:

• Lock and barricade doors
• Turn off lights
• Close blinds/curtains
• Block windows

Police Response:

• Remember that police will act first to neutralize the threat.
• Police will then evacuate victims and tend to the injured.
• Police will conduct an investigation and assure that counseling is available.

Crime Alerts

In the event of a reported crime, the chief of police at each campus is responsible for 1) determining whether a Crime Alert is required, 2) preparing the content of the Crime Alert, 3) distributing the Crime Alert as promptly as reasonably possible to aid in the prevention of similar occurrences.

DETERMINATION - A crime alert will be issued when a serious, unresolved crime is committed on or adjacent to campus and the crime creates a threat of immediate physical harm to faculty, staff, or students, and the likelihood of repetition is such that a report is necessary to aid in the prevention of similar occurrences. Crime Alerts will not be issued if, in the professional judgment of the chief of police, the crime is not considered to create a threat to the campus community.

CONTENT - Crime Alerts describe the alleged actor(s), the nature, date, time, and location of the crime, and the type of precautions that individuals should take to prevent similar occurrences.

DISTRIBUTION - Crime Alerts are distributed to all affected administrative officers, campus presidents, deans, directors, and department heads, for dissemination to persons within their areas of responsibility. In addition, Crime Alerts will be made available at University buildings, posted on relevant University bulletin boards, displayed for at least 30 days on the University police department website at http://www.upt.pitt.edu/site/cpolice/cp_crime_alert.php and reported to the campus’ media relations office.

In the event that these communication media are unavailable, alternate posting may be made through the University’s Audix system, social media, or other modes of communication.
Missing Student Protocol

In keeping with federal law, 20 U.S.C. & 1092j, the Office of Student Affairs will initiate the following missing student notification policy. This policy is designated for students living within University housing that is overseen by the Office of Student Life. In the event of a missing student, the Office of Student Affairs will also work directly with the University of Pittsburgh at Titusville (UPT) Campus Police Department. The purpose of having a listed Emergency Contact is to be able to verify cases in which a person may not be missing but has voluntarily left his or her residence.

To report a suspicion that a student is missing, contact should be made with the student’s Residence Life Coordinator, the Office of Student Affairs or the UPT Campus Police.

1. Each student living within the residence halls has the opportunity to list an Emergency Contact by completing an Emergency Contact Form available at the Office of Student Affairs. The student should notify the Emergency Contact that he or she has been designated as an Emergency Contact. This information will be maintained in the Office of Student Affairs records that will be immediately accessible by University staff who will implement this policy. In the event of a determination that a student is missing, the University will attempt to notify the listed Emergency Contact within 24 hours. It is important to note that if an Emergency Contact is not registered, the UPT Campus Police will be notified if the student is missing.

2. At any point during a student’s enrollment, he or she may choose to register or change emergency contact information with the University by notifying the Office of Student Affairs. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

3. Residence Life staff will immediately contact UPT Campus Police when a student is reported missing.

4. The UPT Campus Police will be responsible for filing all related missing person reports with other agencies as may be required and conduct an investigation.

5. No later than 24 hours after a student is reported missing, the UPT Campus Police or its designee will be responsible for contacting the appropriate emergency contacts as established above.

6. The UPT Campus Police will notify a parent or legal guardian no later than 24 hours after a student is determined to be missing if a student is under the age of 18.

7. Residence Life staff will serve as support personnel when a student is determined missing and make appropriate contacts within the University (Counseling Center, Administrative staff, & University Police).

Can I Remain Anonymous?

The UPT Counseling Center includes a confidential reporting system that allows anonymous crime reporting. Pitt’s counselors advise student crime victims that the University forwards non-identifying information regarding that crime to the police for inclusion in the annual statistical report, and the identity of the victim remains anonymous.

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Crime Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates the manner in which crime statistics are to be collected and the format in which the statistics shall be published. In addition to incidents reported to the University of Pittsburgh at Titusville Police Department, statistics if available, include offenses that were reported to the city of Titusville Police and to University of Pittsburgh officials having significant responsibility for student and campus activities.

University of Pittsburgh officials who have contributed statistical information include, but are not limited to, deans of student life and academics, residence life staff, counseling officials, athletic coaches, student health personnel.

Statistics also include crimes committed on campus as well as crimes reported on public property areas that are contiguous to campus. In accordance with the Jeanne Clery Act, crime statistics are shown by the following geographical areas:

- On campus and within all campus buildings
- On campus residence halls or other student residential facilities
- Non-campus buildings or properties—“those properties owned or leased by the institution that are used in direct support of the institution’s educational purposes, are frequently used by students, and that are not within the same reasonably contiguous geographical area of the institution.”
- Public property—“all public property that is within the campus or immediately adjacent to and accessible from the campus.”
Notes for the 2011 Jeanne Clery Act Statistics Report (Chart I)

A. Forcible Sex Offenses include the following: Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, Forcible Fondling (Indecent Assault), and Sexual Assault (Nonforcible intercourse occurring without consent).

B. Nonforcible Sex Offenses include the following: Incest and Statutory Rape.

C. Statistics in these categories depict arrests for all liquor, drug, and weapons law violations, and include both student and non student arrests. Student arrested for these violations are automatically referred to the Office of Student Conduct.

D. Hate Crimes information includes crimes reported in Chart 1 (except liquor law, weapons, and drug violations) and any crime involving bodily injury, theft, simple assault, intimidation, or vandalism that manifests evidence that the victim was intentionally selected because of the victim’s actual or perceived Race, Religion, Sexual Orientation, Gender, Ethnicity/National Origin, or Disability. No hate crimes were reported to Pitt Police in years 2009—2011.

E. “Note: On-Campus Residential Facilities is a subset of On-Campus property.”

F. Note: Titusville City Police were unable to separate their Crime Statistics from area adjacent to campus.”

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<th>Offense</th>
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**Notes for the 2011 Chart II of the Pennsylvania Uniform Crime Reporting Act Statistics Report**

G. Under Uniform Crime Report (UCR) Part I Crimes guidelines, the crime of Rape includes Rape, Attempted Rape, and Sexual Assault.

H. Under UCR Part I guidelines, Other Assaults include simple assault as well as harassment incidents involving a threat to assault.

I. Under UCR Part I guidelines, Sex Offenses (except Part I offenses) include Indecent Assault, Involuntary Deviate Sexual Intercourse, and Indecent Exposure.

J. All Other Offenses (except traffic) include, but are not limited to, trespass, and violation of city ordinances.

<table>
<thead>
<tr>
<th>Crime Categories</th>
<th>2011 FTE = 503</th>
<th>2010 FTE = 567</th>
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<td></td>
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<td>UCR PART II CRIMES</td>
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<td><strong>Grand Total All Offenses</strong></td>
<td>52</td>
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Environmental Health and Safety

The Department of Environmental Health and Safety (EH&S) provides guidance and direction to students, faculty, and staff at UPT. EH&S identifies hazards and risks, recommends appropriate action to ensure safe conditions, and assists the University in maintaining regulatory compliance. The Department provides training on many topics related to fire safety, safety, occupational health, and the environment. EH&S collaborates with the UPT police and administration in the development of the University’s Emergency Response Plan.

Safety Tips

Fire Safety Tips

- If you suspect a fire, pull the nearest fire alarm box in the corridor or near an exit door.
- When you hear the building’s emergency alarm, evacuate the building immediately.
- Evacuate any building on campus by following EXIT signs. Do not use elevators during emergencies unless directed by emergency response personnel.
- If you are disabled, call the UPT Counseling Center at 814-827-4465 to develop an individual emergency evacuation plan.

Tips for a Safer Campus

When Walking or Running:

- Carry a whistle or personal alarm that makes a high-pitched, penetrating sound.
- Go with someone.
- Stay away from isolated areas.
- Stay in well-lit, well-traveled areas, walking midway between curbs and buildings and away from alleys and bushes.

If You’re Being Followed:

- Cross the street or change direction.
- Keep looking back so the person knows you can’t be surprised.
- Go to a well-lit area. Enter a building—anywhere there are people.
- Notice and remember as much as possible about the person so you can give a good description.
- When arriving at a safe place, call UPT police and report the incident.

Where You Live:

- Keep your doors locked night and day.
- Don’t let in strangers.
- Never prop doors open, especially fire doors, even for a short time.

Protect Personal and University Property:

- Lock your door every time you leave.
- Engrave expensive equipment and valuables with an ID number.
- Don’t attach your Pitt ID or any other identification to your key chain.
- Don’t leave your belongings (books, gym bags, backpacks, calculators, coats, etc.) unattended in libraries, hallways, gym facilities, or classrooms.
- Don’t use an outdoor bank teller machine late at night.

Avoid Working or Studying Alone in a Building at Night:

- If you work late, keep your office door locked.
- Do not study in isolated locations.
- Lock all doors behind you when entering or exiting at night.

Protect Your Car:

- Always lock your car and take the keys.
- Lock valuables in the trunk.
- Park in well-lit areas.

If Driving:

- Have your keys ready when walking to your vehicle.
- Check the back seat before getting into a car.
- Keep doors locked while driving.
- Don’t pick up hitchhikers.
- Don’t hitchhike or accept rides from strangers.

Be Aware:

- Report suspicious activity immediately. Get to know your neighbors. Share information on suspicious circumstances.
- Don’t hesitate to call the UPT police at X4488 (on campus) or 814-827-4488 (from a non-campus phone) with any safety concerns.

Keeping You Informed

The campus community is kept informed about any and all security and safety matters through a bi-monthly campus newsletter. In addition, when the information is considered extremely important, individuals will be informed via the Emergency Notification System (ENS).

At times, when circumstances warrant, the Campus Police Office also issues Crime Alerts and Crime Notices which describe the nature, location, and time a crime occurred, along with precautions that individuals should take to aid in the prevention of similar occurrences.

The ultimate goal at UPT is to take a proactive, not reactive, approach to the safety and security of all the members of the campus community.
Emergency Notification System (ENS)

ENS messages will be used to communicate with subscribers through voice, text, and email messages, as deemed appropriate by the campus chief of police and Emergency Executive in the event of an emergency.

1. Determination. The chief of police at each campus, in consultation with the designated campus Emergency Executive, will determine if an ENS message is deemed necessary under all of the circumstances. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, Pitt’s Emergency Notification System (ENS) will be activated without delay, unless activation will - in the professional judgment of responsible authorities - compromise efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency.

2. Content. The ENS message will contain a succinct description of the emergency and if possible advise recipients of actions to take. Template, pre-scripted ENS messages should be maintained for use in appropriate situations. In criminal cases, if an ENS message is issued, a crime alert will not be required. When appropriate, a message indicating resolution of the emergency situation will also be issued.

3. Distribution. Faculty, staff, and students may subscribe freely for this service. Each subscriber can designate up to three contact numbers and specify desired receipt of text and/or voice messages. The Emergency Notification Service is designed for use with portable devices and is only one aspect of a layered approach to notifying the University community of emergencies. Other methods of notification include building fire/emergency alarms, telephone, e-mail messaging, siren public address systems building enunciators, website announcements, radio, flyers, media releases and in-person notifications.

How do I Subscribe?
- Go to My.pitt.edu
- Click on My Resources
- Click on Emergency Notification, and follow instructions.

Note: The University does not charge a fee to subscribe to this service; however, you are responsible for any messaging fees from your mobile phone/device provider.

A Statement of Policy

It is the University’s policy to investigate fully any and all reports of criminal activity or other emergencies on campus utilizing University personnel and/or outside police agencies as needed.

When appropriate, the general University population will be informed of any and all potential security/safety hazards and advised as to proper emergency or preventative procedures.

The University of Pittsburgh at Titusville prohibits the possession or consumption of alcoholic beverages on University property by any student or visitor even if that person is 21 or older. The University also prohibits the use, possession, and distribution of narcotics, hallucinogens, or any other illegal substances, or drug paraphernalia. The use, possession, or manufacture of firearms, explosives, weapons or other dangerous articles capable of injury to persons or property are also prohibited on University property.

University facilities usage is reserved for the campus community; students, faculty, and staff. Guests may use facilities when properly registered and accompanied by the host student or University employee. Other individuals may use University facilities only in accordance with published policies and procedures for such use, or as part of a University sponsored or University approved activity or function.

Learn Residence Hall Security Procedures

When you check into a residence hall, you receive information about campus safety/residence hall security, such as:
- Whom to call in case of an emergency;
- What procedures to follow in case of a fire evacuation;
- How to mark valuables;
- Visitation, alcohol, and drug policies; and
- General campus safety, among other topics.

At your first floor meeting, which is mandatory and held by the RA, you can acquaint yourself with unique aspects of your residence hall community and the security practices to follow to make your University environment safer.

Posters promoting safety are prominently displayed throughout the residence halls. The Office of Campus Police sponsors a series of safety and security programs every year.

Security Features in Students’ Rooms

Every accommodation within the residence hall has its own lock and key. The University of Pittsburgh strongly advises that students do not attach their IDs to their keys. Residents should lock their doors and windows at all times and carry their keys with them.
Living at Pitt - Residence Hall Fire Safety

All residence halls are nonsmoking environments. Each resident’s room in student housing has a smoke detector. Smoke detectors sound an alarm within an individual room at the Town House Complex and Ball Hall, plus, each facility is protected by its own fire detection system. When the facilities fire detection system is activated, an alarm sounds alerting residents to evacuate the building. At Spruce Hall, each in-room smoke detector is directly connected to the building fire detection system. When a smoke detector alarms in any given room at Spruce Hall, the building fire alarm system will sound the alarm for evacuation of all residents. Anyone who hears a room alarm or suspects a fire should pull a building fire alarm box, located in the hallway, to summon the fire department and alert others in the building. When the fire alarm sounds, all occupants must exit the building via the nearest exit. Spruce Residence Hall is protected by a sprinkler system. The Town House Complex, which is apartment style living, is scheduled in the future to have a sprinkler system installed and interfaced with the present facility fire detection system. Corrections and improvements on residence facilities fire safety standards will be addressed as deemed necessary by the University of Pittsburgh Titusville.

Fire drills are scheduled once per semester by the Director of Residence Life for Spruce Hall, Ball Hall, and the Town House Complex. Portable electrical appliances are allowed with the exception of ones that contain exposed heating elements. Space heaters of any type are not allowed. Candles, incense, oil lamps, and any other device which may contain an open flame is also prohibited in all residence rooms. Other fire safety devices in every residence hall at UPT include:

- Building fire alarm systems
- Fire extinguishers
- Smoke and heat detectors in common building spaces.

Students are to report any problems with these systems to the Director of Residence Life, Campus Police, or Facilities Management. Evacuation maps and directions are posted for resident students information. Report any actual or suspected fire immediately to the Campus Police at ext. 4488 (off campus 827-4488). Campus Police Officers, Residence Life Staff and Resident Assistants are trained in building emergency evacuation procedures and fire safety. Residence Life staff and resident assistants receive hands on training with scenarios in smoke filled hallways, and live fire exercises conducted by the Titusville Fire Department. RA’s conduct floor training through meetings early on in the semester in which residents are briefed on fire safety, prevention, and evacuation. Students with physical limitations should contact the UPT Counseling Office (x4465) to develop an individual emergency evacuation plan.

Comprehensive guidelines for fire safety/fire prevention, including those for emergency evacuation, electrical appliances, and no smoking or open flames can be found in the University of Pittsburgh’s Safety Manual (http://www.ehs.pitt.edu/) in the following sections: FIRE AND EMERGENCY EVACUATION PROCEDURES—EHS Guideline #02-001; FIRE SAFETY AND FIRE PREVENTION—EHS Guideline #02-002; RESIDENCE HALLS—EHS Guideline #01-009.  Fire Incidents for ON-Campus Residence Halls (3)

University of Pittsburgh at Titusville Fire Statistics

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<th></th>
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Campus Residence an Attractive Option

UPT provides housing for up to 306 full-time students. All full-time students (12 credits or more) are required to live on campus unless they are living with relatives, or are 21 years or older, or live within a 30 mile radius. Also, the Student Affairs Office can grant special exceptions to the housing requirements.

The University’s facilities include a 160-bed residence hall, a 86-bed residence hall, and the town houses which provides space for 60 students. The residence halls provide two-person rooms with a limited number of singles offered as space permits. The two residence halls are coed by floor and the town houses are coed by unit.

The residence halls are only open when classes are in session. During holiday and vacation breaks the halls are closed and residents must vacate the premises. No vacation housing is provided.

Residents are allowed to have overnight guests but must register those guests with the Campus Police staff. Overnight guests may not stay more than two nights in succession and only with the approval of all residents of the room.

The Room and Board Contract is valid for two terms. A student must remain a full-time student while in residence.

Returning students participate in a process each March to determine eligibility and the order in which they will select housing for the next year. Freshman students who respond to UPT’s offer of admission and meet all required deadlines and deposits are guaranteed housing. UPT assigns resident students based upon the information provided in their contracts and the availability of the requested accommodations.

Residence life staff process and approve room change requests, contingent upon available space.

The University of Pittsburgh at Titusville has two portable Automated External Defibrillators (AED) located in the Student Union and at Ball Hall. All Campus Police officers and Residence Life staff have been trained in the use of the devices.

Residence Hall Safety a Priority

A number of significant measures are taken to provide adequate safety and security within University residence facilities. Extensive exterior lighting has been installed on campus. In the residence halls, all rooms are key entry equipped with locks. All windows are equipped with locks and screens. Additionally, restraints are in place that limit opening of windows to six inches. Entry to the exteriors of the residence halls can only be gained by a student using his or her student ID card. All exterior entrances to the residence hall lobby’s are locked 24 hours a day, seven days a week.

Only registered guests are permitted in campus residence facilities and must be accompanied by their host at all times. Unaccompanied non-residents will be escorted from the premises. All students and visitors in the residence facilities are required to carry photo identification and must present I.D. when requested.

The residence facilities are staffed by two professional staff members and eleven resident assistants (RAs). The Residence Life staff makes rounds throughout the facilities on nights and weekends and Campus Police Officers patrol all facilities. Professional staff members are on duty every weekend. Professional staff members are on call for emergencies at all times.

The training for Campus Police officers has already been described. The RAs and professional staff also receive extensive training in First Aid, CPR, AED, confrontation skills, programming, crisis intervention, personal counseling skills and emergency procedures.

At the start of each academic term all residents gather in meetings with residence life staff to review University policies, procedures, and protocol. The resident is responsible for abiding by all housing policies and the Student Code of Conduct.

Policies and procedures are also outlined in the UPT Student Handbook accessible on line at www.upt.pitt.edu/site/activities/docs/student_handbook.pdf Additionally, workshops and floor meetings are held throughout the year to educate students regarding relevant issues and regulations such as Operation I.D. and Crime Alerts.

INDIVIDUALS WITH DISABILITIES

For accessibility/accommodation information and assistance, please contact the Disability Resources & Services Representative at the University of Pittsburgh at Titusville: Rm. 204B Student Union, 508 E. Walnut Street, Titusville, PA 16354-2087, 814-827-4460.

The Campus Police Office also provides an on campus ESCORT SERVICE in the evening for individuals requesting such a service. Persons desiring to utilize this service need only call X4488 to reach an officer.
Title IX

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations. For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, please contact the University of Pittsburgh; Office of Affirmative Action, Diversity, and Inclusion; Carol W. Mohamed, Director (and Title IX and ADA Coordinator); 412 Bellefield Hall; 315 South Bellefield Avenue; Pittsburgh, PA 15260; (412) 648-7860. With regards to the Titusville Campus, complainants may contact Ms. Colleen Motter, McKinney Hall Room 102; PO Box 287, Titusville, PA 16354; (814) 827-4408.

Student-Right-To-Know Graduation and Transfer-Out Rate Disclosure University of Pittsburgh, Titusville Campus

The Titusville Campus of the University of Pittsburgh Titusville is a two-year campus that offers a certificate program, associate degree programs, an undergraduate core curriculum, pre-professional programs, and transfer programs for students pursuing baccalaureate degrees. In accordance with federal Student Right to Know regulations, information about the University of Pittsburgh graduation rate is available by contacting the Office of Institutional Research at 412-624-6767.

Criminal Disclosure

Residence Hall students must disclose to the Office of Housing and Residence Life any felony convictions or other convictions for sexual offenses or drug distribution, sale, or manufacture. If students have any such convictions, they may not reside in University-owned housing without first obtaining permission from the Office of Housing and Residence Life. Students with such convictions must agree to assist the Office of Housing and Residence Life in conducting a background check and to adhere to any reasonable housing conditions placed on them in the sole discretion of the Office of Housing and Residence Life. Based on the nature and circumstances of past or future convictions, the student may be prevented from residing in University-owned housing.

- Under the federal Campus Sex Crimes Prevention Act, any person who is required to register with the Commonwealth as a sex offender under Pennsylvania's Megan's Law requirement must notify the state if they are employed or are enrolled as a student at a college or university. Information regarding registered sex offenders may be obtained by visiting the web site at www.pameganslaw.state.pa.us You may also contact the Titusville Police Department at 315 N. Franklin St., Titusville, PA 16354.
- The University does not ask prospective students about prior criminal records. Prospective employees are asked if they have ever pled guilty to or been convicted of a crime. The University conducts criminal background checks on prospective employees. Pitt will not offer employment to applicants if they have a criminal history that is relevant to the requirements of the position or presents a safety concern.

How do I report suspected child abuse or sexual misconduct with a child at the University?

Anyone who has reasonable cause to suspect child abuse, including but not limited to sexual abuse, that is connected in any way to the University shall report it. At a minimum, someone who suspects such child abuse shall immediately report the matter to the University police and the Chancellor or Executive Vice Chancellor. The University police shall also notify the Chancellor, the Executive Vice Chancellor and the Office of General Counsel. The Chancellor or the Executive Vice Chancellor shall notify the Pennsylvania Department of Public Welfare and any other governmental unit or person as may be required by law. Retaliation is strictly prohibited against anyone who makes a good faith report of suspected child abuse or who participates in a related investigation.