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Important Phone Numbers

**EMERGENCY: **CALL 911

Luzerne County Communication Center: 911

*What is a 911 emergency?*

It’s any situation that requires an immediate police, fire, or medical response to preserve life or property. These can include:

- an assault or immediate danger of assault
- someone choking
- a crime in progress
- a drowning
- a fight
- a fire
- a serious injury or illness
- a situation involving weapons

**Important Numbers for Non-emergencies:**

Wilkes Public Safety: (570) 408-4999
Wilkes-Barre Police Department: (570) 826-8106
Wilkes-Barre Fire Department: (570) 208-4257

**Wilkes University Support Services**

General Information: (570) 408-2349
Public Safety Manager: (570) 408-4984

**Other University Offices**

Health Services: (570) 408-4730
Student Affairs: (570) 408-4100
Resident Life: (570) 408-4350
Admissions: (570) 408-4400

**Local Hospitals**

General Hospital: (570) 829-8111
Geisinger North Hospital: (570) 826-7300
Geisinger South Hospital: (570) 826-3100
Wilkes University Department of Public Safety

The Department of Public Safety is led by a manager that reports to the Vice President of Finance and General Counsel. The administrative offices and Public Safety desk are located on the ground floor of 148 South Main Street, Wilkes-Barre. The Department of Public Safety provides 24/7 uniformed services and patrol operations.

The Department of Public Safety consists of a Manager, 14 non-sworn full-time officers, and 1 part-time officer. Public Safety Officers make regular patrols of the University grounds and buildings by foot, bicycle, and vehicle.

All Public Safety Officers are appraised of, and enforce, the policies governing Wilkes University. Each officer is trained in basic emergency medical procedures, first aid, and cardiopulmonary resuscitation within one year from the date of hire.

During operating hours, medical assistance is available through the University Health Services Office. Professionally trained medical technicians are provided by Wilkes-Barre and Edwardsville Fire and Ambulance Departments if the need arises.

Law Enforcement Authority & Interagency Cooperation

Wilkes Public Safety Officers attend mandatory in-service training sessions. Wilkes Public Safety Officers have completed Pennsylvania ACT 235 certification, but do not carry firearms or possess the power of arrest. Wilkes Public Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Wilkes University. Wilkes Public Safety Officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff through the University Controller’s Office. Criminal incidents are referred to the local police who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Department of Public Safety and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Although there is no memorandum of understanding between Wilkes University and other local law enforcement agencies, the Department of Public Safety maintains a close working relationship with the Wilkes-Barre Police Department (WBPD) and the Edwardsville Borough Police Department (EBPD). The Public Safety Manager works with the investigative staff at WBPD/EBPD when incidents arise that require joint efforts, resources, crime related reports and exchanges of information, as deemed necessary. We rely on these relationships to pass critical crime information between one another.
The Campus Security Act & Legal Requirements

The Campus Security Act requires colleges and universities to:

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

Preparation and Disclosure of Crime Statistics

The Department of Public Safety publishes and distributes this annual report, in compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime and Fire Statistics Act. The full text of this report can be located on our website at www.wilkes.edu/pages/177.asp. You will also be able to connect to our site via the Wilkes University Home page at www.wilkes.edu. This report is prepared in conjunction with many other departments at Wilkes University.

In addition to Federal and State compliance, this report serves several other purposes:

- Shows how the University reports, investigates and handles crime and fire emergency situations on or near University property;
- Advises the University community of the many University resources that are available to assist it in emergencies;
- Provides tips to mitigate threats to the safety of the University community;
- Provides other safety and security information to the University community so that informed decisions may be made.

This report is also available in hard copy upon request, during normal business hours, at the Department of Public Safety, 148 South Main Street; the Office of Admissions, Chase Hall, Reception Area; and the Office of Student Affairs, Passan Hall, Reception Area.

Each year, an email and MyWilkes Portal notification are made to all enrolled students, faculty, and staff that provide the website to access this report. All prospective employees may obtain a copy from Human Resources by calling (570) 408-4117.
Please note, crime classifications for which colleges and universities must provide statistics differ under state and federal law. As such, statistics for certain classifications may appear to be different. Crime Statistics reported under the Jeanne Clery Act include:

- Criminal Homicide
  - Murder
  - Non-negligent manslaughter
- Sex offenses
  - Forcible
    - Rape
    - Sodomy
    - Sexual Assault with an object
    - Fondling
  - Non-forcible
    - Incest
    - Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

*Arrests and Referrals for Disciplinary Actions must be reported to the Dept. of Public Safety for the following:*

- Violations of Liquor Laws
- Violations of Drug Laws
- Illegal Weapons Possession

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the preceding section, and for other crimes involving bodily injury to any person in which the victim is selected because of the actual or perceived race, gender, sexual orientation, ethnicity, or disability of the victim. Hate Crimes are any of the above-mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias.

The following statistics are provided in compliance under federal law with the specific time periods, classifications, geographic categories, and arrest data. (Please note that incidents shown in the On-Campus Residential category are also included in the statistics shown in the Campus category).
Crime Summary & Statistics

January 1, 2012 through December 31, 2012

Incidents shown in the On-Campus Residential category are also included in the statistics shown in the On-Campus category.

<table>
<thead>
<tr>
<th>Crime Classification</th>
<th>Campus</th>
<th>On-Campus Residential</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forcible</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>8</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor-Law Violation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrests</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>32</td>
</tr>
<tr>
<td>Disciplinary Referrals</td>
<td>85</td>
<td>77</td>
<td>0</td>
<td>32</td>
</tr>
<tr>
<td>Drug-Related Violations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
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<tr>
<td>Disciplinary Referrals</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disciplinary Referrals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

There were no hate crimes, as defined by applicable federal law, reported at Wilkes University in 2012.

All satellite facilities reported no reported Clery Crimes in 2012.
## Campus Crime Report

**January 1, 2011 through December 31, 2011**

Incidents shown in the On-Campus Residential category are also included in the statistics shown in the Campus category.

<table>
<thead>
<tr>
<th>Crime Classification</th>
<th>Campus</th>
<th>On-Campus Residential</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forcible</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor-Law Violation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrests</td>
<td>13</td>
<td>2</td>
<td>0</td>
<td>39</td>
</tr>
<tr>
<td>Disciplinary Referrals</td>
<td>88</td>
<td>74</td>
<td>0</td>
<td>46</td>
</tr>
<tr>
<td>Drug-Related Violations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrests</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disciplinary Referrals</td>
<td>22</td>
<td>22</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disciplinary Referrals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

There were no hate crimes, as defined by applicable federal law, reported at Wilkes University in 2011.

All satellite facilities reported no reported Clery Crimes in 2011.

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## Campus Crime Report

**January 1, 2010 through December 31, 2010**

Incidents shown in the On-Campus Residential category are also included in the statistics shown in the Campus category.

<table>
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<tbody>
<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Burglary</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
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<tr>
<td>Liquor-Law Violation</td>
<td></td>
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<tr>
<td>Arrests</td>
<td>7</td>
<td>2</td>
<td>0</td>
<td>28</td>
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<tr>
<td>Disciplinary Referrals</td>
<td>62</td>
<td>43</td>
<td>0</td>
<td>39</td>
</tr>
<tr>
<td>Drug-Related Violations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disciplinary Referrals</td>
<td>8</td>
<td>8</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disciplinary Referrals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

There were no hate crimes, as defined by applicable federal law, reported at Wilkes University in 2010.

All satellite facilities reported no reported Clery Crimes in 2010.
The Clery Act defines:

**Campus** – “any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution and is owned by the institution but controlled by another person, is used by students, and supports the institutional purposes, such as a food or other retail vendor.”

**On-Campus Residential** – a sub-category of Campus that reflects the number of on-campus incidents that occur “in dormitories or other residential facilities for students on campus.”

**Non-Campus** – “any building or property owned or controlled by a student organization recognized by the institution; and any building or property, other than a branch campus, owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonable contiguous geographic area of the institution.”

**Public Property** – “all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.”

### Crime Log

The Department of Public Safety maintains a combined Daily Crime and Fire Log of all incidents reported. This includes all crimes, fire-related incidents (including fire alarms), and other serious incidents that occur on Wilkes University campus, and also including areas jointly patrolled by Wilkes Public Safety and the Wilkes-Barre Police Department, non-campus buildings, and public property immediately adjacent to campus property.

The Daily Crime and Fire Log includes the incident type, the date incident is reported, date and time of occurrence, general location of the incident, and the incident disposition. The Department of Public Safety posts specific incidents in the Daily Crime and Fire Log within two (2) business days of receiving an incident report, and reserves the right to exclude from the Log, as permitted by law, in certain circumstances.

The most current 60 days of information is available for public inspection at the Public Safety Office, 148 South Main Street, Wilkes-Barre (570) 408-4999.
Notice of Annual Report

The safety and security of the Wilkes University Community is the primary focus of the Department of Public Safety. The annual security and fire safety compliance document is available on the Department of Public Safety website at http://www.wilkes.edu/pages/318.asp.

If you wish to receive a copy of the Annual Security and Fire Safety Report, you may acquire one, in person, from the Department of Public Safety Office at 148 South Main Street, Wilkes-Barre, PA, 18766. You may also request a copy mailed to you by calling (570) 408-4999.

The website and booklet contain information regarding campus safety and security, crime prevention, fire safety, crime reporting policies, disciplinary procedures, and other matters related to safety and security on the campus of Wilkes University. Both also contain crime statistics for the three previous calendar years, concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Wilkes University; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law, and is provided by the Wilkes University Department of Public Safety.
Incident Reporting and Response

How to Report a Crime or Emergency

The Department of Public Safety is designated as the University office responsible for policing, security, and emergency response at the University.

Whether you are a victim or a witness, you have the responsibility to report crime. If a crime occurs on or around campus, report it immediately to the police.

- Emergencies: call 911
- Non-emergencies: call (570) 408-4999

Emergency callboxes are located strategically throughout the campus, residence halls and in parking structures to report crimes in progress, suspicious persons, medical emergencies or concerns about your personal safety. These phones will connect you with the Public Safety communications center (dispatch) at Wilkes University.

In addition, you may report a crime to the following areas:

- Student Housing (570) 408-4353
- Directors of Athletics (570) 408-4038
- Dean of Students (570) 408-4103
- Health Services Center (570) 408-4734
- Human Resources (570) 408-4631

Response to Calls

A dispatcher is available 24 hours a day to answer your call. In response to a call, Public Safety will take the required action: dispatching a Public Safety Officer, contacting Wilkes-Barre Police, or asking the victim to report to the Public Safety Office to file an incident report.

All Public Safety incident reports involving University students are forwarded to the Offices of Student Affairs and Residence Life for review and potential action by the University Judicial Council.

Wilkes University community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in a timely manner. Crimes should be reported to the Department of Public Safety, the Office of Student Affairs, or the Office of Residence Life to ensure inclusion in the annual crime statistics, and to aid in providing timely warning notices to the community, when appropriate.
**Campus Security Authorities (CSA)**

A Campus Security Authority (CSA) is an individual who is an official of the institution that has significant responsibility for student and campus activities, including but not limited to:

1. Student Housing
2. Student Discipline
3. Campus Judicial Proceedings
4. Directors of Athletics and team coaches
5. Faculty Advisor to a student group
6. Dean of Students overseeing Student Housing, a Student Center or student extracurricular activities
7. Student Resident Assistant (RA) or a Graduate Assistant (RD) who monitors access to resident halls
8. Physicians in the Health Services Center

**What is the role of a CSA?**

CSAs are required to report all crimes reported to them, on a timely basis, to the Department of Public Safety. However, under the Clery Act, CSAs are only obligated to report Clery Act qualifying crimes which occurred on campus, in public areas bordering campus and in certain non-campus buildings owned or controlled (leased) by the University. If the reported crime is made in good faith, meaning that there is reasonable basis for believing that the information is not rumor or hearsay, then the crime is Clery reportable. CSAs should only report those crimes that have not been previously reported to the Department of Public Safety or another University CSA. The intent of including non-law enforcement personnel in the CSA role is to acknowledge that some community members and students in particular, may be hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

**Who is not a CSA?**

The following non-CSA positions / functions include but are not limited to: faculty member without responsibility for student and campus activity beyond the classroom; physicians/nurses in Student Health who only provide care for students; clerical or administrative support staff; cafeteria staff; facilities maintenance staff; information technology staff, licensed mental health or pastoral counselors, when acting within the scope of their license or certificate; and other like functions.

In accordance with the Clery Act regulations, Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. Campus Counseling is a part of the Health and Wellness Services, and provides on-campus, confidential assessment and counseling for Wilkes University students that are experiencing personal problems. The counselors are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics.
Accurate and Prompt Crime Reporting

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Department of Public Safety in a timely and accurate manner.

Crimes reported to the Department of Public Safety will be included within the annual crime statistics (if they occurred within the university’s defined Clery boundaries) and may be used to aid in the provision of timely warnings or safety advisories to the university community.

Crimes reported to the Department of Public Safety that fall outside the department’s jurisdiction will be referred to the appropriate law enforcement entity.

Voluntary Crime Reporting

Wilkes University encourages all members of the University Community to report crime to the Department of Public Safety. You may wish to remain anonymous by not releasing your name, or not desiring to pursue action through the University judicial board or crime justice system. With your request, the Department of Public Safety will file a report on the details of the incident without revealing your identity. The purpose of this confidential report is to respect your desire to keep the incident confidential, while taking steps to ensure the safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and included in the annual crimes statistics for the institution.
Campus Security Policies & Procedures

All policies and procedures in this report are maintained in the Undergraduate and Graduate Student Handbooks. The Student Handbook is designed to provide Wilkes students with an overview of the University — its people, programs, policies, and procedures. The Handbook and other University publications provide significant information all students should know, and students are responsible for the information and regulations outlined within. The Student Handbook is published by the Office of Student Affairs.

Timely Warnings Policy

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President of Student Affairs, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the university email system, and posted on the MyWilkes portal, to students, faculty, and staff, under “Urgent News.”

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Public Safety may also post an electronic text message notification via the e2Campus system, providing the university community with more immediate notification. In such instances, a copy of the notice is posted on each residence hall and all main access points to campus academic and office buildings. The University will post and continually update information on the MyWilkes portal and the Wilkes InfoLINE (866) 660-6781.

Anyone with information warranting a timely warning should report the circumstances to the Public Safety Office, by phone (570) 408-4999 or in person at 148 South Main Street, UCOM parking garage, ground floor.

Building Security and Access Policy

During normal business hours, Wilkes University (excluding residence halls) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all university facilities is by key, if issued, limited access card swipe, or by admittance via the Department of Public Safety or Residence Life staff. In the case of periods of extended closing, the University will admit only those with prior written approval to all facilities. Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock and swipe card access will be suspended for all resident students without prior approved access. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Henry Student Center, Dorthy Dickson Darte Center, Farley Library, Marts Center, and the Recreational Athletic Center (R.A.C.) inside the University Center on Main building. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility and the Department of Public Safety.
Emergencies may necessitate changes or alterations to posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Members of the Department of Public Safety, Student Affairs, Facilities Services, and Student Government tour the campus, once a year, to ascertain factors which will enhance or improve campus safety and security. Additionally, throughout the calendar year, the management of Public Safety, Facilities Services, and Student Affairs meet weekly to discuss issues of pressing concern.

Residence Hall Facilities

Wilkes University has housing facilities to accommodate 879 under-graduate students. There are single rooms, doubles, triples, and quads available. There are no accommodations for graduate students or married couples.

The following residence halls are co-ed facilities:
   Evans Hall
   Rifkin Hall
   Catlin Hall
   Roth Hall
   Sturdevant Hall
   Schiowitz Hall
   Sullivan Hall
   Waller Hall North
   Waller Hall South
   University Towers
   Ross Hall

Doane and Weiss Halls are single-sex female residence halls. Sterling Hall is a single-sex male residence hall.

Members of the Resident Assistance staff, a member of Student Affairs staff, and a member of the Campus Support Services management staff are on duty each day of the week the University is in session during the academic year to respond to any emergency or unusual incident.

All freshmen resident students are required to attend residence hall meetings in September, at which time they are informed of all safety and security procedures and precautions as they pertain to their specific hall. Resident students are also required to attend meetings throughout the year prior to vacation periods to understand closing procedures necessary to insure that student rooms and the halls are safely secured for the vacation periods.

All students receive written materials on residence hall safety and security procedures through the Student Handbook, Guide to Residence Life Handbook, and handouts distributed from the Residence Life Office and Public Safety Office throughout the year.
Every residence hall is equipped with an Emergency Callbox at the main entrance to the hall. Also, there are 3 Emergency Callboxes on every floor of the UCoM Parking Garage. By using the touch-tone pad, you can dial the 4 digit extension of any on-campus phone. If you need the assistance from the Public Safety Office, press the red button marked HELP! or dial “4999.” In addition, there are Emergency Callbox poles that are strategically located in numerous areas around campus. These poles are directly linked to the Department of Public Safety and are accessed by pushing the red button marked HELP! There is a blue strobe light that is activated when a call is made so as to attract attention to that area. The Emergency Callboxes are tested twice a week by Public Safety Officers to make sure they are in proper working order.

Wilkes University utilizes a system of video cameras and closed circuit televisions to monitor and record activity on University property. All video monitoring and related recording conducted by the University shall be limited to locations in which a person does not have a reasonable expectation of privacy, and conducted in a manner that is professional and ethical, and that is consistent with all relevant University policies. In general, camera locations are indicated with appropriate visibility or signage. However, the University may have cause to utilize the system in the course of conducting an investigation into conduct which violates law, University policy, or otherwise poses a threat to campus security or safety, or in the course of assisting in a law enforcement investigation. Under these circumstances, there shall be no notification that locations being monitored for any of the purposes set forth above are under video surveillance. Information obtained through video monitoring and/or recording is deemed to be Confidential Information pursuant to the Wilkes University’s Confidential Information Policy, and will also be used for the following purposes:

1. To assist the University in its efforts to provide a safe and secure campus;
2. For purposes of a University investigation;
3. To ensure compliance with University procedures;
4. When necessary due to exigent circumstances, for the assistance of duly authorized law enforcement officers;
5. In conjunction with special events.

University policy states that each student is assigned a room key that will unlock only his/her room. The student is encouraged to keep his/her room door locked at all times and is told not to give the room key to anyone. All residence hall windows are lockable from the inside. Windows located on the first floor of all residence halls are equipped with heavy-duty security screens.

**Maintenance of Campus Facilities**

Wilkes University’s Facilities Department takes safety and security service needs as a high priority. The Facilities Department quickly responds to reports of inoperable doors, burned out lights, broken windows and screens, and requests from the Department of Public Safety to do such things as trim bushes for safety and security reasons.
The Department of Public Safety Office is a part of the University Service Center, and is linked to all University buildings by calling extension 4999, or ‘0,’ for assistance. This also includes over 50 emergency callboxes connected directly to the Service Center and more than 70 pan/tilt/zoom and fixed closed-circuit television (CCTV) cameras. The University Service Center logs and records all requests for service from the Wilkes Community, and is responsible for monitoring all alarms throughout campus, including burglar alarms, panic alarms, and fire alarm systems.

Department of Public Safety personnel closely monitor any security-related maintenance problems after hours until reported to and resolved by the Facilities Department.

**Alcohol and Drug Policy**

University regulations have consistently supported and recognized the concerns expressed in recent legislation regarding Drug Free Campuses and workplaces. Alcohol abuse and the use of illicit substances and drugs constitute obvious hazards to health, safety, and well-being and destroy one’s ability to function in a productive and contributory fashion. Policies have been developed and adopted by the University that strictly prohibit the use, possession and/or supplying of illicit substances not only on our property, but in the larger community as well. University regulations regarding alcohol stand to preserve the legal and responsible use of this substance on or off campus and at events sponsored by the University. Noncompliance with these regulations will most certainly result in disciplinary procedures being instituted in an effort to protect the health, safety, and well-being of all members of the community, as well as the violator of the regulations. The University will cooperate fully with law enforcement agencies in support of these regulations. It shall be unlawful for a person less than 21 years of age to attempt to purchase, consume, possess, or transport any alcohol or malt or brewed beverages within this Commonwealth. It is unlawful to sell or furnish alcoholic beverages of any kind to persons under 21 years of age. No person under 21 years of age may pass assessments that will be used in whole or in part for the purchase of alcoholic beverages.

Members of the University community are especially reminded that the laws of Pennsylvania pertaining to alcoholic beverages are applicable to the campus and, as such, the responsibility for observance of the laws of Pennsylvania remains with each individual. The University will not serve as a sanctuary from the law.

The University is opposed to the use of any illicit substances. Additionally, any misuse and/or abuse of prescription or over-the-counter medications will not be tolerated. Any drugs, or drug combination (legal or illegal), deemed by the University to be detrimental to the health and safety of community members are not allowed on campus. This would include, but is not limited to: synthetic cannaboids (synthetic marijuana), mephedrone (street name “bath salts”), and party powders. Possession of drug paraphernalia is also illegal, particularly when there is evidence of drug use. Students who are charged with possession, use, transfer, or sale of these substances will be subject to disciplinary action that may result in penalty charges, suspension, or dismissal from the University independent of any external legal action.
The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Any illegal substances that are confiscated will be turned in to the local police. The University will cooperate fully with law enforcement officers as they continue their efforts to halt the use of illicit substances.

Employees are required to adhere to the University’s Drug-Free Workplace Policy which can be found at: http://www.wilkes.edu/include/aboutwilkes/hr/policies/pol702.html, which strictly prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of drugs by its employees in the workplace. Those who violate these policies may be subject to disciplinary procedures or may be required to participate in alcohol or other drug rehabilitation programs.

**Missing Student Notification and Procedures**

If any member of the Wilkes community believes that a student is missing, the Department of Public Safety should be contacted immediately at (570) 408-4999. The Department of Public Safety will generate a missing person incident report, and initiate a joint investigation with Student Affairs and Residence Life.

In accordance with the Higher Education Act of 2008, and in addition to registering a general emergency contact, all resident students have the opportunity to confidentially register an individual to be contacted in the event the student is determined missing for more than 24 hours. If the student has identified such an individual, the University will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so at the beginning of each year. This contact information will be accessible only by authorized campus officials in the offices of Residence Life, Student Affairs, and Public Safety.

After investigating a missing person report, should the Department of Public Safety determine that the student has been missing for 24 hours; the University will notify the Wilkes-Barre City Police and the student’s emergency contact no later than 24 hours after the student is determined to be missing.

If the missing student is under the age of 18 and is not an emancipated individual, the University will notify the student’s parent or legal guardian immediately after the Department of Public Safety has determined that the student has been missing for 24 hours.

**Sexual Misconduct Policy**

A comprehensive sexual misconduct policy for Wilkes University students and employees is published in the student handbook and on the MyWilkes Portal at http://www.wilkes.edu/include/aboutwilkes/hr/policies/pol728.html.

Sexual Assault in any form, including acquaintance rape, will not be tolerated at Wilkes University. Sexual assault and acquaintance rape are violations of laws of the Commonwealth as well as regulations of the University. Sexual assault and acquaintance rape are defined as any
action in which one person forces another to engage in sexual activity against his/her will or without his/her consent. Assent does not constitute consent if such assent is given by a person because of youth, mental disease, or intoxication, and is unable to make a reasonable judgment concerning the nature or harmfulness of the activity. Behavior that does not constitute assault, yet which is deplorable to the University will also, upon report, result in disciplinary action against the perpetrator. For example, the attempt to obtain sexual favors through psychological coercion is behavior that may result in disciplinary action even though that behavior is not defined as sexual assault. Offenses such as unwanted touching or actions that a reasonable person would consider intimidating or offensive such as obscene phone calls and indecent exposure are also covered under policies governing sexual misconduct.

Wilkes University offers the following programs to educate the campus community about sexual assaults and date rape. The Department of Public Safety provides sexual assault information programs to University students and employees upon request.

1. Training programs on how to recognize and appropriately report allegations of sexual harassment and sexual misconduct to those who may meet students in crisis situations or serve in an advisory or adjudicating capacity, such as resident assistants, Title IX officers, public safety officers, first-year student mentors, department supervisors, student affairs emergency on-call staff, and members of the student affairs council and judicial council.
2. An online, health-education and self-assessment program administered to all incoming first-year students, which addresses their choices related to drugs and alcohol along with the connection between alcohol/drug use and sexual violence.
3. A mandatory First-Year Student Orientation workshop on sexual harassment and violence presented by the Victim’s Resource Center of Wilkes-Barre, PA.
4. A sexual harassment and violence brochure disseminated to all first-year students.

Reporting a rape or sexual assault:

The University encourages the reporting of any sexual assaults to the proper University authorities: the Residence Life Office, the Offices of Student Affairs, Campus Counseling, University Health Services, and the Department of Public Safety. Any of the aforementioned University offices will provide for the victim of a sexual offense, if requested, assistance with contacting the Wilkes-Barre Police Department.

If you wish to report a sexual assault and want to remain anonymous, you can call the CARE line (570) 408-2273.
**Procedures to follow after a rape or sexual assault:**

There are procedures to be followed when a student or a member of the Wilkes University community is a victim of a sexual offense.

1. Get the victim to a safe place as soon as possible.
2. Try to preserve all physical evidence. The victim should not wash, use the toilet, or change clothing. This is very important and necessary to aid in the proof of sexual assault and criminal prosecution.
3. Seek immediate medical attention for the victim.
4. Contact appropriate University Personnel.

Victims will:

- Have their complaints taken seriously, subject to full and prompt investigation by both civil and University authorities;
- have access to legal assistance and representation as allowed the accused;
- have cooperation from campus personnel in the collection of evidence;
- have access to independently obtained counseling services;
- are entitled to changes in academic and living environments; and
- not be subject to pressure from University and/or police authorities.

**Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

Wilkes University will, upon request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Wilkes University will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

**Resources**

Victims of sexual offenses may utilize the services of personnel in the University Counseling Center or services available in the Wilkes-Barre Community such as the Victims Resource Center, Center for Domestic Violence or Community Counseling Services of Northeastern Pennsylvania. Wilkes will not shield members of its community from the law, nor will it intervene in any legal proceedings against members of the University community.

Regardless of criminal prosecution, the University will pursue disciplinary action when it has reason to believe the University’s regulations have been violated. Civil or criminal prosecution
in such situations may occur independently. Internal fact-finding and disciplinary procedures will follow established channels; due process and confidentiality will be respected. Students who are victims of sexual assault or who are accused of sexual assault have recourse through disciplinary channels as established by University policy.

The accuser and the accused are entitled to the same opportunities to have others present during campus disciplinary proceedings. Consistent with Federal legislation, this statement does not mean that either party be allowed an advisor except as is in concert with University policy. It does guarantee, however, that both parties are allowed the same opportunities to have others present. Disciplinary sanctions can range from dismissal of the case to dismissal of the accused from the University. As is consistent with Federal legislation, both the victim and the accused will be informed of the outcome of the hearing.

University policies include the right of the alleged victim to freedom from encountering the alleged perpetrator in living and learning situations. The institution will change a victim’s academic and living situation after an alleged sex offense if requested by the victim, or independent of such request, if the changes are reasonably available. The Dean of Student Affairs in discharging responsibilities for the health, safety and welfare of all students will make decisions relative to such cases.

Information on Registered Sex Offenders

The Federal Campus Sex Crimes Prevention Act (CSCPA), enacted on October 28, 2000, provides for the tracking of convicted sex offenders enrolled as students at, or employed by, institutions of higher education.

The CSCPA amends the Clery Act by adding a new provision to require institutions of higher education to include a statement in their annual security reports that advises the campus community where information on registered sex offenders, provided by a State, pursuant to the federal Violent Crime Control Law Enforcement Act of 1994, may be obtained.

The CSCPA also amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, to require sex offenders who are already required to register in a State to provide notice to each institution of higher education at which the offender is employed, carries on a vocation, or is a student (and each change in enrollment or employment status at that institution of higher education). The amendment requires state law enforcement agencies (in Pennsylvania, it is the Pennsylvania State Police) to provide Wilkes University with a list of registered sex offenders who have indicated that they are enrolled, employed, or carrying on a vocation at Wilkes University.
The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000. Information on registered sexually violent offenders can also be obtained from the Pennsylvania State Police or their website at http://www.pameganslaw.state.pa.us/.

The Commonwealth of Pennsylvania requires sex offenders to register with the police in the jurisdiction in which they reside. Pennsylvania makes this information available to law enforcement agencies. This information is available to the public at the Wilkes-Barre Police Department, 15 North Washington Street, Wilkes-Barre, PA 18711, (570) 208-4207 and the Edwardsville Police Department, Borough Building, 470 Main Street, Edwardsville, PA 18704, (570) 288-8463. This information is also available at the Department of Public Safety, UCoM Garage, 148 South Main Street, Wilkes-Barre, PA 18766, (570) 408-4999.

**Criminal Activity Off-Campus**

In a city community the life-style of neighbors will vary considerably. Wilkes is located in a residential area and respect for the property, privacy, and life-style of all the University’s neighbors is expected. The University will not be responsible for the condition of non-university buildings or the actions of a landlord. Students are encouraged to see the Associate Dean of Student Affairs if serious problems arise or if the City of Wilkes-Barre needs to be involved.

The University has established regulations for those living on campus based on safety and respect for others. It is essential, therefore, for students living off campus to create a positive climate of mutual respect for their neighbors. Certainly the foremost of these regulations is that students residing off campus must live in conformity with the laws of the Commonwealth of Pennsylvania and the City of Wilkes-Barre. Similarly, conduct by off-campus students or guests visiting their apartments cannot interfere with the reasonable expectations of neighbors.

Off-campus students will, therefore, be expected to behave in such a manner that will afford their neighbors their rights as citizens and will promote positive neighbor/community/University relationships. Noise, littering, or other complaints referred to University Public Safety or the Associate Dean of Student Affairs or a delegate will be referred to the city police for disposition under the laws governing the City of Wilkes-Barre. Just as the University campus cannot be regarded as a sanctuary from the law, students who elect to live off campus cannot expect immunity from reasonable expectations of their neighbors and/or city ordinances.

Disciplinary action will be taken by the University regarding such complaints independent of criminal or civil action. Second offenses will be considered as very serious violations of University policy. Students residing in off-campus apartments need to be aware that city and state police may enter a dwelling without a search warrant if they have reason to suspect a
crime is being committed. Obviously, this can pertain to the underage consumption of alcohol. Conduct and noise interfering with the life style of off-campus students’ neighbors are unacceptable and will result in sanctions imposed through the usual University disciplinary channels. Students who elect to live off campus and who become involved in disciplinary matters need to be aware of the limitations of the range of sanctions available to the Student Affairs Cabinet. Sanctions may typically include, but are not limited to, Conditional Suspension (which precludes representing the University in any official capacity) and the loss of Wilkes University grants or University-generated aid. By electing to live in a more independent setting, students living off campus also accept the obligation to live by increased variances in life style and awareness of those residing around them.
Emergency Response Plan

Emergency preparedness is managed at Wilkes University under the guidelines established in the Emergency Action Plan (EAP).

The EAP is intended to establish policies, procedures, and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the University. The EAP describes the roles and responsibilities of departments, support units, and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of University and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

The University, through the EAP, intends to accomplish the following priorities during an emergency situation:

1. Protection of human life
2. Support of health and safety services
3. Protection of college assets
4. Maintenance of college services
5. Assessment of damages
6. Restoration of general campus operations

The EAP was developed and put into action in the spring of 2009. The EAP documents the readiness of the University Community’s response in an all-hazards approach to emergency management and provide information for emergency responders to manage a crisis event as it unfolds.

The EAP is subordinate to federal, state, or local plans during a disaster declaration by those authorities. The EAP is consistent with established practices relating to coordination of emergency response. Accordingly, the EAP incorporates the use of the Incident Command System (ICS) to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitate the flow of information between responding agencies.

Wilkes University cooperates with the Pennsylvania Emergency Management Agency, Luzerne County Emergency Management Agency, Wilkes-Barre Police, Wilkes-Barre Fire Department, the state-certified regional hazardous materials response team and other external responders in the development and coordination of these emergency response plans.
Emergency Notification

The Wilkes University emergency notification system allows the University to quickly notify the campus community of critical information during an emergency event.

In an effort to provide for the rapid transmission of critical information in the event of an emergency, the University utilizes e2campus to send text messages to each registered phone. Current students, faculty and staff must register a cell phone number that has a texting plan enabled. Cell phone numbers and other personal information will not be shared with anyone. When an e2campus emergency notification is sent, the University uses its website to provide current and continuous updates acting as a central reference point for accurate information. This method is useful for those both on- and off-campus.

This system will be used only for emergency communication and not for general information or advertisements. An emergency notification will only be activated for serious emergencies which are confirmed by the Department of Public and with the approval of the University’s senior leadership. E2campus is not activated if in the professional judgment of the responsible authorities such a notification would compromise efforts to resolve the emergency. Once it is determined to send the notification, the proper message is selected from several pre-scripted messages and sent to the appropriate audience. A notification can only be sent by one of several dispatchers who are trained by the Department of Public Safety.

Should the need occur to notify the City of Wilkes-Barre and the surrounding neighborhoods of an emergency at the University, the Office of Marketing and Communication will be responsible for sharing this information with appropriate city officials and neighborhoods.
Campus Crime Prevention Programs

The Department of Public Safety provides safety lectures and classes throughout the academic year. All first-year resident students are required to attend residence hall meetings in September, where they are informed of all safety, fire, and security procedures and precautions. Students are also told of crime on-campus and in the immediate surrounding neighborhoods. Crime Prevention and Sexual Assault prevention programs are offered periodically during the academic year, in cooperation with other university organizations and departments, and made available to student, staff, and faculty. Programs or special presentations can always be designed to meet the specific need of the group requesting the service.

Campus Crime Prevention Programs are sponsored by various campus groups (including, but not limited to, the Department of Public Safety, the University Health Services Office, the Office of Residence Life, and Student Development) throughout the academic year.

1. "Campus Advisory Reporting Extension" or "C.A.R.E." is a program designed to allow students to phone in anonymous information regarding safety and security concerns (e.g. potentially dangerous situations, suspected criminal activity, etc.) both on campus and in the community. If making the report from an on-campus phone, dial CARE (2273); or if making a report from an off-campus phone, dial (570) 408-CARE (2273). All calls will be fielded by a digital answering machine, which will not be able to identify the incoming caller’s extension or phone number. Each message received will be handled by the Manager of Public Safety. Additionally, each message will be logged and given its due attention and follow-up.

2. 'S.A.F.E.' (an acronym for Self-defense Awareness & Familiarization Exchange) is an unparalleled 2-hour educational awareness, crime-victim prevention program – encompassing Strategies, Techniques, Options, and Prevention – that provides teenaged & adult women with information that may reduce their risk of exposure to violence and introduces them to the physical aspects of self-defense: “Teaching that "90% of self-defense is awareness, risk reduction, and avoiding confrontation; and only 10% is physical"; and focusing on both mental and physical preparedness, 'S.A.F.E.' provides women with solid public safety-awareness information to incorporate into their everyday lives.

3. The Department of Public Safety operates a "Safe Escort Service" on campus for any member of the University Community who requires an escort from dusk until dawn. This escort may consist of a vehicle or walking escort depending on the activities at the time of the call. During busy periods, callers may experience a delay in the arrival of the escort. Escorts are provided for safety, not convenience. To request an escort,
dial the Public Safety Office at x4999. The Wilkes "Safe Escorts Service" is a service intended to provide escorts for persons who actually need an escort and do not wish to walk alone at night. It is not intended to be a "taxi" service for groups that do not wish to walk from one location to another.

4. In addition, the Public Safety Office, in conjunction with Residence Life and Health Services, conduct programs throughout the year to raise awareness of certain dangers of campus life, such as, Alcohol Awareness Week, Sexual Assault Awareness Week, and the “Take Back the Night” program.

5. The “Light Walk”. Each year, members of the Public Safety staff, Student Affairs staff, Facilities Services staff and Student Government tour the campus for the purpose of ascertaining any additional needs for outdoor lighting or other factors which will enhance campus safety and security. The items that require repairs are taken care of immediately, while new requests are prioritized based on importance and facility needs.
## Annual Fire Safety Report

### Wilkes University

**Fire Statistics**

**January 2012 - December 2012**

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### Wilkes University
### Fire Statistics
#### January 2011 - December 2011

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<th>Time</th>
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Campus Fire Safety Right to Know Act

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges/universities. Signed into law by President George W. Bush on August 14, 2008, this amendment requires post-secondary institutions to publicly display fire safety information and statistics, much as they already do with other safety statistics, such as campus theft and assault. This information provides prospective and current students of the policies, concerns, and fire safety conditions that are present at the institution in which they have applied or are enrolled.

Wilkes University
Fire Safety Systems
January 2012 - December 2012

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<tr>
<th>Residence Hall</th>
<th>Fire Alarm Monitoring Done on Site by Public Safety</th>
<th>Fire Sprinkler System</th>
<th>Smoke Detection Systems</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans</th>
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Fire Log

The Department of Public Safety maintains a combined Daily Crime and Fire Log of all incidents reported. This includes all crimes, fire-related incidents (including fire alarms), and other serious incidents that occur on Wilkes University campus, and also including areas jointly patrolled by Wilkes Public Safety and the Wilkes-Barre Police Department, non-campus buildings, and public property immediately adjacent to campus property.

The Daily Crime and Fire Log includes the incident type, the date incident is reported, date and time of occurrence, general location of the incident, and the incident disposition. The Department of Public Safety posts specific incidents in the Daily Crime and Fire Log within two (2) business days of receiving an incident report, and reserves the right to exclude from the Log, as permitted by law, in certain circumstances.

The most current 60 days of information is available for public inspection at the Public Safety Office, 148 South Main Street, Wilkes-Barre (570) 408-4999.

Reporting a Fire

Per Federal law, Wilkes University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Department of Public Safety may already be aware. If you find evidence of such a fire, or if you hear about such a fire, please contact one of the following:

- Public Safety Office (570) 408-4999
- Office of Residence Life (570) 408-4350

When calling, please provide as much information as possible about the location, date, time and cause of the fire.
Fire Procedures

The Department of Public Safety encourages all members of the Wilkes Community to remain calm during the event of a fire alarm, or fire-related incident. In addition, individuals are reminded:

BEFORE a fire:
1. Know the location of all fire alarm stations in your building, and how to use them.
2. Know the location of portable fire extinguishers, and how to use them.
3. Know the location of alternate exits.

UPON DISCOVERING a fire:
1. Activate the fire alarm immediately to alert all residents and/or occupants. Call 911. If the fire is small, use fire extinguishers.
2. Exit by the nearest available stairwell. Do not use elevators. Do not run.
3. Meet emergency staff and direct them to the proper building floor and section.

UPON HEARING the fire alarm:
1. Remain low to the floor if there is smoke present in the room.
2. Feel the door before attempting to open. If it is hot, do not attempt to open the door. If no heat is detected, brace against the door and slightly open the door. If heat or heavy smoke is present, close the door and stay in the room.
3. Seal cracks around the door using sheets, pieces of clothing, or whatever is available if leaving the room is not possible.
4. Open windows a few inches at the top and bottom to release smoke and bring in fresh air. Hang an object or sheet from the window to attract the emergency staff.
5. If possible, notify Public Safety (570) 408-4999 and report you are trapped. Remember to give your name and location.

IF YOU CAN’T LEAVE the room:
1. Put on shoes and coat. Take a wet towel and cover your face.
2. Close all doors as you exit. Move to the designated stairway.
3. Do not use an elevator.
4. Meet at the designated area outside the building.
5. If the designated area is blocked due to fire, heat, or smoke, find an alternate route. If an alternate route is unavailable, find a window and signal for help.
6. Return to your room if all exits are blocked. Close the door, and take action as outlined above.

Student Housing Evacuation in Case of a Fire

All University buildings are equipped with local “in-house” fire alarm systems. These systems do not alert the Wilkes-Barre Fire Department. The alarms sound inside the building and at the Public Safety Office. The Public Safety Office will then notify Wilkes-Barre Fire Department of the alarm.
If an alarm activates inside a building, all persons in that building should vacate using the closest available exit. This procedure reflects both the law and common sense. Persons failing to vacate a building when a fire alarm activates are subject to disciplinary action.

The following charges and penalties are automatically invoked for students failing to vacate a residence hall during a fire alarm:

- **First Offense**: $50 penalty charge, and referral to the Residence Life Office.
- **Second Offense**: $75 penalty charge, and possible dismissal from campus residence.

Tampering with fire extinguishers and other fire equipment, or the sounding of false alarms is a serious threat to the safety of all and is strictly prohibited. Violations of this policy will result in serious disciplinary action by the University.

The following system of charges and penalties are automatically invoked against students who tamper with fire extinguishers:

**First Offense**:
- If an *individual* is deemed responsible, $100 penalty and referral to Student Affairs Cabinet.
- If a *residence hall* is deemed responsible, $5 penalty charge per resident; minimum charge, $25.

**Second Offense**:
- If an *individual* is deemed responsible, $100 penalty and dismissal from campus residence; notification forwarded to the Wilkes-Barre Fire Chief.
- If a *residence hall* is deemed responsible; $5 penalty charge per resident; residence hall probation; notification of same to Student Affairs Cabinet.

**Electrical Devices, Open Flames, and Smoking**

Wilkes University will permit the use of some small electrical appliances as long as the circumstances are consistent with good safety and health considerations. In order that safety standards are met, all appliances containing a heating-type element must have that element fully enclosed. Both the appliance and electrical cord must have Underwriter Laboratory approval. Property and safety considerations prevent the authorization of the use of toaster ovens, electric skillets, hot plates, or appliances other than those previously mentioned in the publication. Because of the high potential for damage and fire, electric blankets, halogen lamps, and sunlamps may not be used in student rooms.

Candles, incense, or other open flame devices are prohibited in and around residence halls. Smoking is prohibited in all University-owned buildings, shuttles and vans.

Any of the aforementioned prohibited items may be confiscated by appropriate University personnel.
Fire Safety and Education Training

Mandatory fire safety education and suppression device training is held at the beginning of each academic year for all individuals involved with on-campus student housing, Public Safety, and Facilities. This training is also optionally available to all other staff and faculty of Wilkes University. In addition, all students living in on-campus student housing receive fire alarm education at the beginning of the school year during residence hall meetings. These residence hall meetings provide information on evacuation routes, outside rally points, and fire alarm equipment locations. Both educational trainings are designed to familiarize participants with fire safety systems, equipment, and University fire alarm procedures. Additional fire education training is available through the Public Safety Office upon request.