MESSAGE FROM THE PRESIDENT

Dear Members of the Duquesne University Community,

At Duquesne University, the safety and security of students, faculty, staff and visitors to our campus is of paramount importance. Charged with this vital responsibility are members of our Public Safety Department, which includes 32 state-certified police officers, nine highly trained security officers and nine support staff. This dedicated team directs emergency response and law enforcement efforts; it also develops plans and programs for crime prevention and safety awareness.

I’m proud to report that Duquesne’s Public Safety Department is accredited by the Pennsylvania Chiefs of Police Association, a distinction held by only five other universities in the state. The rigorous accreditation process ensures that our department members have the extensive training and exceptional qualifications necessary to safeguard our campus.

Please take time to read through this annual report, which outlines Duquesne’s policies, procedures and programs related to campus security and fire safety. In partnership with Public Safety, we can help keep our campus, and all members of the Duquesne community safe, thanks to the efforts of this first-class team.

Sincerely,

Ken Gormley,
President

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ANNUAL SECURITY REPORT

This annual security report is completed by the Department of Public Safety to be in compliance with the Pennsylvania College & University Security Information Act (May 26, 1988, P.L. 448, No. 73; and PA Leos. Serv. Act 1994-87) and with the U.S. Student Right to Know & Campus Security Act (Public Law 101-542). Each institution of higher education in the Commonwealth of Pennsylvania is required to annually publish specific data relating to the number and per capita rate of certain types of crimes reported to have occurred at the institution, and the security measures that are in place to reduce the risk of criminal victimization for members of the community. Additionally, this report addresses requirements of the Jeanne Clery Disclosure of Campus Security Act.

In compliance with these requirements, Duquesne University is pleased to present the following information to all students, employees and applicants to the University.

DEPARTMENT OF PUBLIC SAFETY
MISSION STATEMENT

The Duquesne University Department of Public Safety exists to serve and protect the University community and the environment that sustains and encourages moral and intellectual growth. We facilitate this goal by anticipating and preventing unsafe conditions and protecting individuals from the imprudent or illegal acts of others.

To do this, we seek out educated and motivated men and women and train them to function as University Police Officers. Our commitment is to improve the quality of life on campus. Conflict resolution is our primary goal, accomplished through mutual cooperation and understanding, or when necessary, through imposition of administrative or legal sanctions. Inherent in the application of these sanctions is that such actions shall be ethical, constitutional and humanistic.
SAFETY: A CAMPUS-WIDE EFFORT

At Duquesne University, safety is a campus-wide effort uniting the work of many departments, including the Department of Public Safety, the Office of Residence Life and the Department of Environmental Health and Safety. Together, these University departments strive to maintain a safe environment for all students, faculty, staff and visitors.

Department of Public Safety: Security and Law Enforcement

The Department of Public Safety is responsible for security and law enforcement on campus. The department employs 32 sworn police officers, nine non-sworn security officers and nine non-sworn support staff.

University Police Authority & Training

University police officers are vested with all the powers, authority and responsibilities of any police officer in the Commonwealth. This authority encompasses property owned or operated by the University, including immediate adjacent public streets and property. The authority is derived from the Statute, 22 Pa. C.S. #50, Section 501 of the Act of November 15, 1972, P.L. 1063 No. 271, known as Act 501. Duquesne University’s police officers, upon the recommendation of the University, are appointed by a judge of the Court of Common Pleas of Allegheny County.

Police officers must successfully complete 758 hours of initial training at an approved police academy. The training curriculum is as mandated by the Pennsylvania Municipal Police Officers Education and Training Commission, and includes topics such as criminal law and procedures, patrol and investigation practices and techniques, firearms, human values and problems, first aid and physical training. An array of in-service training programs is presented to update and enhance the professional skills of the officers.

The use of weapons by University police personnel is governed by state law and by departmental regulation: members shall use their firearms only to protect their lives or the life of another when there is a clear and immediate danger to life, or to prevent grievous injury to themselves or another when a clear and present danger exists.

Relationship with State and Local Agencies

The Department of Public Safety cooperates fully with local and state law enforcement agencies in cases involving both on-campus and off-campus jurisdictions, and when the resources of another agency can be used to facilitate the resolution of an investigation. In addition to these cooperative efforts, criminal incidents are reported to state and local police agencies by the Department of Public Safety at such times and in such forms as required by law. Students involved in incidents off campus will be assisted in any way possible by the appropriate campus agency. An ongoing dialogue is maintained between the department and local law enforcement agencies to disseminate information of pertinence to current investigations. There is no written memorandum of understanding between the Duquesne University Police and Municipal or State Police agencies. The University has no off-campus housing or student organizations that require monitoring by local police agencies.

As Duquesne University’s campus is completely encompassed within the City of Pittsburgh, the Pittsburgh Bureau of Police have jurisdiction throughout the campus. The University police will request an investigation to be conducted by the Pittsburgh Bureau of Police for any incident of death or homicide, arson involving death, serious injury or extensive loss of property, the presence of any explosives/bomb making materials, and the sex crimes of Rape and Involuntary Sexual Intercourse. The role of the Duquesne University Department of Public Safety will be to secure the scene and provide whatever assistance the Pittsburgh Police may require during the investigation of these enumerated crimes.

The Duquesne University Department of Public Safety also works cooperatively with the various law enforcement agencies of the seven colleges and universities within the metropolitan area and is an active member of the University Crime Watch Coalition in Pittsburgh. Although we work closely with these other agencies, no written memorandum of understanding exists with these agencies.

The Duquesne University Department of Public Safety has been accredited by the Pennsylvania Chiefs of Police Association since 2009, meeting or exceeding the numerous professional standards set by this organization. There are approximately 1,117 police agencies in Pennsylvania and only 107 have received this accreditation, only six of which have been campus police agencies.

Security of and Access to Campus Facilities

Academic Buildings and Campus Facilities

During business hours, Duquesne University is open to students, parents, employees, contractors, guests and invitees. In keeping with the liberal pursuit of higher education, the campus promotes the freedom of movement within the campus. Being a private institution, however, University Officials retain the right to limit or exclude the access of any person that violates the policies or procedures of the University or local, state or federal laws.

The hours that academic buildings are open is determined by the Deans and Provost. Non-academic building hours are determined by the various department heads that use the particular building. Facilities will be secured according to schedules developed by the department responsible for the facility.

During non-business hours, access to all University (non-residential) facilities is by card access system monitored by the Department of Public Safety. Card access is only granted to specific individuals by the department chairs or department heads for their authorized building(s).

Department of Public Safety personnel have card access to all University buildings.
Office of Residence Life: Living Learning Centers

Through a combination of the latest technology, sound policies and highly trained staff, the University ensures the safety of its residents while still allowing for their independence. The Office of Residence Life employs eight full-time professional Resident Directors, five Assistant Resident Directors, 19 full-time desk staff, 96 Resident Assistants, 16 part-time Night Aides and 75 Student Aides.

Residence Life Staff – Continuous Training

Resident Assistants undergo an intensive one-week training period prior to the start of each academic year; this training includes a review of all University security policies and procedures related to the Living Learning Centers. Regular in-service training and staff development programs are conducted throughout the year to consolidate and enhance staff's knowledge. All other personnel are trained by the Resident Director of the building to which they are assigned at the start of their employment, along with an ongoing program of training and supervision.

At the beginning of each academic term and every time that it is deemed necessary, Resident Assistants conduct floor meetings to review security enforcement, policies and procedures. These meetings are conducted in cooperation with the University Public Safety Department and other law enforcement/public safety agencies.

Safety Measures in the Living Learning Centers

• Security Devices

The main entrance to each Living Learning Center employs a card access system and is monitored by Residence Life personnel 24 hours per day. The main entrance to each Living Learning Center is locked from 1 a.m. until 6 a.m. each day and can be accessed only by residents of that building. All other entrances are locked and alarms are provided. Cameras monitor the public areas of the Living Learning Centers. The door of each student's room has a standard heavy duty dormitory-function entrance lock set, and the windows of each room have locks.

• Guest Visitation

Guests must be signed in by a resident of the Living Learning Center they are visiting and must be escorted by their host at all times while in the building. Guests are required to present proper identification to the Desk Attendant when they are signed in, and may reclaim their identification only when they are signed out at the end of their visit. Guests not associated with Duquesne are subject to the same rules and regulations as Duquesne resident students.

Department of Environmental Health and Safety: Protection of Life, Property and the Environment

The Environmental Health and Safety Department's (EHS) primary mission is the protection of life, property and the environment on all properties of the University. It is the department's responsibility to be aware of all present and proposed local, state and federal laws and regulations as well as professional standards and codes. EHS assists the University to meet these requirements by developing programs to be implemented by campus personnel and students. EHS abides by the University Environmental Health and Safety Policy (The Administrative Policy, TAP #29). For more information about EHS's responsibilities and policies, visit: duq.edu/ehs.

Environmental Health & Safety Laws

EHS tracks developments in environmental health and safety laws and regulations, and determines which of those requirements apply to campus activities. EHS collaborates with faculty and staff to assure safety in Duquesne's science laboratories and the University community; helping the University meet these requirements by developing programs to be implemented by campus personnel, by direct services, or by a combination of these means. EHS is also responsible for all aspects of Fire Safety, including evacuation drills and exercises.

Science Laboratories

EHS is also responsible for safety in Duquesne's science laboratories. EHS focuses on the safe handling, use, storage and disposal of laboratory wastes and other hazardous substances. This is accomplished through training, laboratory inspections, safety committees and open communication with the employees.

Safety Leadership at Duquesne

Workplace safety leadership at Duquesne strives to include staff at all levels with representation reflecting the University's diversity.

Labor Management Safety Committee

This committee consists of representatives from EHS, Faculty, Grounds, Housekeeping, Maintenance, Parking, Public Safety and Residence Life. The committee meets monthly and its mission is to identify and address environmental and procedural safety concerns campus wide.

Lab Safety Committee

This committee consists of representatives from Biology, Chemistry, Pharmacy, Physics, Physical Therapy, Instrumentation, Research, EHS and Facilities Management. The committee meets quarterly and its mission is to review lab safety activity and related safety policies related to chemical, biological and radioactive materials.

University Safety Committee

This committee is represented by leaders in EHS, Public Safety, Facilities Management, Student Life, Office of Marketing and Communications, Research, Legal Counsel, Risk Management and Business Management. It meets twice a year and its mission is to direct, oversee and coordinate all safety efforts on campus.
Visitor & Guest Arrangements
With the exception of certain events which are open to the general public and advertised as such, the University’s facilities and programs are generally intended for the use and benefit of the students and employees of the University. Visitors and guests seeking to utilize University facilities are expected to make prior arrangements with the appropriate University office, and their privilege to use these facilities is determined by the University regulations then in effect. Visitors and guests to the University’s residential facilities must be registered and escorted by their host while in the residence facilities.

Code Blue phones are located at the following areas:
- Bluff Street near Rooney Field
- Locust Circle near Gumberg Library
- Shingiss Street at Rockwell Hall
- Gibbon Street at Magee Street
- Locust Street at McAnulty Drive near Rangos School of Health Sciences
- Fisher Hall Sky Walk
- Forbes Avenue Parking Lot
- Power Center at Forbes Avenue

Safety Escort Service
In order to ensure peace of mind when it is necessary to walk alone, any student, staff or faculty can request a personal safety escort from Public Safety to or from his or her car, residence hall, academic building or office. To request a safety escort, dial 6002 from an on-campus phone or call 412.396.6002 from an off-campus phone or cell phone.

Security Cameras
Public Safety operates a number of 24-hour security cameras throughout campus to assist in crime prevention.

Card Access System
A card access system is currently being used in all academic buildings on campus as well as all of the Living Learning Centers. It is designed to give access to authorized persons and to document the date and time the card was used as well as the location used.

Code Blue Emergency Service
The Code Blue is a stand-alone interactive voice security station with integrated area lighting and interactive voice technology. The system is designed so that when the single button is pushed, the unit will automatically and immediately contact Campus Police. Simultaneously, this activation will automatically activate the blue light flashing at no less than 60 times per minute. Immediately after establishing the phone connection with the Campus Police, the communications device will send a signal to the Campus Police indicating the location of the activated station. Once the system is activated, it allows you to have hands free communication directly with the Campus Police.

November 2015 Turkey Drive
Counseling Center Services
The University Counseling Center provides free and confidential counseling services to Duquesne students. Counseling is confidential, and may be short-term or long-term depending on the person’s needs. Please contact the Counseling Center at x6204 or visit duq.edu/counseling for detailed information on their services.

Spiritan Campus Ministry
Spiritan Campus Ministers are trained professionals, lay and ordained men and women, who are available to serve the needs of Duquesne students, faculty and staff, especially concerning faith, relationships and life issues. Please contact the Spiritan Campus Ministry staff at x6020 or visit duq.edu/campus-ministry. Pastoral counseling is coordinated with the University Counseling Center.

DU CARES
Duquesne University is committed to the principles of the Drug-Free Schools and Communities Act and provides educational awareness and prevention programs to both students and employees, as well as enforcement of all laws regarding drugs and alcohol. It is our belief that the improper or illegal use of drugs or alcohol causes health risks, may contribute to accidental death, subjects the person to the risk of sexual victimization or other crimes, impairs clear thinking, and is not conducive to learning in an orderly, safe campus environment. The Department of Public Safety offers a Drug and Alcohol Abuse Awareness program, while a more intensive program of services are presented by DU Cares. Please call x5834 or visit duq.edu/cares for detailed information about DU Cares. Employees may use the Employee Assistance Program for drug or alcohol issues; help is available 24 hours a day, every day. Please call 1.800.327.7272.

Safety Tips
There are a number of simple and effective actions that everyone can take to minimize their risk of becoming a victim. These include:

- NEVER leave your purse, computer, books or other valuables unattended – even for just a moment.
- ALWAYS lock your residence hall door and your car door; never leave valuables in plain sight.
- Don’t walk alone at night and avoid short cuts or isolated areas.
- Stay away from isolated ATM locations.
- Have your keys ready as you approach your car or residence.
- If you suspect you are being followed, go to the nearest business and ask someone to call the police.
- Use the buddy system at parties or events. Avoid excessive use of alcohol.
- Always be aware of your surroundings and follow your gut instincts; if your intuition tells you that you are at risk, try to leave the situation quickly.

Campus Community Risk Team (CCRT)
The mission of the CCRT is to prevent violence on campus. Any member of the campus community may report their concern of the behavior of a person which may be potentially dangerous or alarming. This permits the team to share their expertise and experience with the goal of identifying and preventing a potentially dangerous situation from occurring in the future.

Emergency Medical Services
Duquesne University students have access to excellent emergency medical services. All uniformed officers in the Department of Public Safety are CPR, AED and First Aid certified, several being CPR and AED instructors. All police vehicles, residence halls and academic buildings are equipped with AEDs. Duquesne University Health Service is staffed with professional health care personnel to handle routine medical issues. Emergency medical calls are answered by police officers and Pittsburgh Fire Department first responders; if the medical emergency is of a severe nature, the Pittsburgh Emergency Medical Service (EMS) paramedics quickly respond to campus. Emergency medical care is immediately available 24 hours a day, seven days a week on campus. Additionally, Duquesne University is blessed to have a Level 1 Trauma Center and Comprehensive Burn Center (UPMC Mercy Hospital) immediately adjacent to our campus, located at Locust and Stevenson Streets.
Missing Student Emergency Contact Policy

In keeping with federal law, 20 U.S.C.§ 1092j, the Office of Residence Life will initiate the following missing student notification policy. This policy is designated for those students living on campus. In the event of a report of a missing student, Residence Life staff will also work directly with the Duquesne University 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.

1. Each student residing in the Living Learning Centers has the opportunity to list an Emergency Contact by completing an Emergency Information Card. Students will be encouraged to notify the Emergency Contact that he or she has been designated as such. This information is maintained by and accessible to the Office of Residence Life staff who will implement this policy.

2. If it is determined that a student is missing, the University will implement the Missing Student Protocol. An attempt to notify the listed Emergency Contact will be made if a student is missing for 24 hours and the Duquesne University Police will be notified for all missing person reports.

3. At any point during the student’s enrollment, he or she may choose to register or change confidential contact information with the University by notifying the Office of Residence Life. This information is confidential but may be released to the Duquesne University Police and staff as necessary to carry out the purposes of this policy.

Missing Student Protocol

1. Residence Life staff will immediately contact the University Police and the Executive Vice President for Student Life when a student is reported missing.

2. When the Office of Residence Life is notified that a student may be missing, appropriate steps will be taken to locate the student. These steps include, but are not limited to:
   - Attempt to make contact with student via email, cell phone, visit to room.
   - Seek information from Resident Assistant, roommate, floor-mates and friends
   - Verify student DU Card use within last 24 hours.
   - Verify student meal plan use within last 24 hours
   - Contact Academic Advisor to determine class attendance.
   - Contact coaches, Greek or other student activity advisors, etc., as appropriate.

3. Exchange information with University Police regarding our respective investigations.

4. The Office of Residence Life will be responsible for notifying the appropriate emergency contacts within 24 hours as established above when a student is determined missing. The parents or guardians of students under the age of 18 and not emancipated will be notified.

5. The Duquesne University Police Department will be responsible for filing all related missing person reports with other agencies as may be required.

6. The Office of Residence Life staff will serve as support personnel when a student is determined missing and make appropriate contacts within the University. Offices to be notified include: Resident Director, Executive Vice President for Student Life, University Police, Dean and/or Academic Advisor, Office of Marketing and Communications and any other offices relevant to the missing student.
Potential outcomes of sexual assault, including sexual violence. Included is a discussion of ‘consent’, and drug and alcohol-facilitated violence. This program discusses what constitutes other forcible and non-forcible sex offenses.

Rape Awareness and Prevention
This program focuses on lifestyle choices that can reduce a person’s risk of being sexually victimized. It is designed to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. This program discusses what constitutes ‘consent’, and drug and alcohol-facilitated sexual violence. Included is a discussion of potential outcomes of sexual assault, including physical and emotional harm, and the importance of medical treatment and evidence collection. This program also provides information on how a victim of sexual violence may report incidents to campus authorities and law enforcement. Information on resources available to assist a victim in the healing and recovery process is also offered. A component of this program includes bystander intervention as a means of prevention.

Drug and Alcohol Abuse Awareness
This program addresses risks associated with the use of alcohol and other drugs. Lifestyle choices and available resources are discussed. A component of this program includes bystander intervention as a means of prevention.

Rape Aggression Defense System (RAD)
RAD consists of a 12-hour program that teaches awareness, prevention, risk reduction and avoidance while progressing to the basics of a more hands-on defensive training. Certified RAD instructors teach defensive concepts and techniques against various types of assault by utilizing effective and proven self-defense and martial arts tactics. A component of this program includes bystander intervention as a means of prevention.

Self-Defense Awareness and Familiarization Exchange Program (SAFE)
This two-hour program is similar to the RAD system, but can accommodate individuals unable to commit to a 12-hour program. A component of this program includes bystander intervention as a means of prevention.

Traveling Alone Safety Program
This program assists travelers in developing skills to minimize the appearance of vulnerability when traveling alone.

Operation Identification Program
This nationally recognized theft prevention program is offered free to all members of the University community by Duquesne University’s Crime Prevention Unit. Students and employees are encouraged to mark personal property by engraving a unique identifying number on valuables. Engravers can be borrowed from Public Safety by calling 412.396.6002. Public Safety will maintain records of the engraved items.

Child Safety Seat Inspection
Police officers specifically trained in the correct installation and use of infant/child safety seats will conduct inspections and instruct on proper use and application.

First Aid/CPR/AED Classes
The Department of Public Safety has four American Red Cross First Aid/CPR Instructors on staff. All interested parties should contact Deputy Chief Lee Speer at x4935.

Workplace Violence Program
This program features a video and discussion to help prepare staff and faculty on what to expect during a workplace violence incident and what they can do to help our students in such a situation. A similar version is presented for students which includes ‘hands-on’ demonstrations of options to consider in protecting themselves in such a situation.

Vacation Safety
This presentation offers relevant information to prevent loss or injury while on vacation.

Child Safety Programs
Children of members of the University community can benefit from a variety of safety programs, such as Halloween Safety, Bicycle Safety, fingerprinting for family identification records and issuance of personal photo identification cards.

Relationship Violence Program
This new program will define and discuss three aspects of relationship violence: domestic violence, dating violence and stalking. Recognition of signs of abusive behavior and how to avoid potential violence or abuse, will be presented. Information on Pennsylvania’s ‘Protection From Abuse’ (PFA) Orders, Sexual Violence Protection (SVP) Orders, Protection From Intimidation (PFI) Orders, and student protective orders under the Office of Student Conduct will be discussed, as well as possible criminal or disciplinary sanctions. A component of this program includes bystander intervention as a means of prevention.

There is a minimal charge for First Aid/CPR/AED Certification.

For complete descriptions of each topic, please visit duq.edu/public-safety. To schedule a program or inquire about a topic not on the list, please contact the Crime Prevention Unit at 412.396.6002 and ask for Deputy Chief Lee Speer.
Compliant to the Clery Act, the University must disclose the following policies and practices:

**Reporting a Crime**

**Main Campus**

Members of the University community are urged to immediately notify the Department of Public Safety of any criminal activity or other emergency that occurs on campus. Department of Public Safety personnel will respond quickly and initiate whatever action is necessary to resolve the emergency, including the activation of off-campus police, fire or medical agencies when appropriate. A special 24-hour emergency number, 412.396.COPS (2677), has been designated and advertised throughout the campus community, in addition to the city’s 911.

**Confidential Crime Reporting**

To encourage the prompt reporting of all crimes, it is University policy to honor the requests of witnesses and victims who wish to keep their identity confidential, to the degree permitted by the various laws governing university investigations. The purpose of a confidential report is to take some steps to ensure the future safety of the reporting person and others while protecting her/his identity. The University can use such information to keep accurate records about the number of incidents, look for patterns concerning location or methods of operation, and alert the campus community to potential danger. If a victim wishes to file a confidential report, they may contact one of the following campus officials that are designated as “Campus Security Authorities”: the Vice President of Student Life, Director of Residence Life, Title IX Coordinator, professional counselors within the University Counseling Center, Director of Greek Life, Office of Student Conduct Director, Athletic Department Director, Student Health Service Director, and the Deans of the various schools of the University. Because of the serious nature of allegations of sexual misconduct and the potential impact on the broader campus community, confidentiality cannot be guaranteed. However, when requested, confidentiality will be protected to the greatest extent possible in keeping with the obligation to conduct a thorough investigation and providing a safe environment for the entire campus community.

Completely confidential reports may only be made to two groups of Campus Security Authorities at Duquesne University: Pastoral Counselors and Professional Mental Health Counselors, and only when they are functioning within their role as a counselor.

Campus Security Authorities are trained in their responsibilities to report statistical crime information to the Department of Public Safety, and to alert Public Safety in circumstances when an Emergency Notification or Timely Warning must be issued. The University will not permit retaliation against anyone who, in good faith, brings a complaint of acts of aggression, harassment or violence or serves as a witness in the investigation of a complaint of campus violence.

**Timely Warning Notices**

It is the policy of Duquesne University to provide timely information of criminal events to our students and employees. We do so through one or more of three primary methods: emergency notifications, timely warnings or public safety advisories.

**Emergency Notifications**

The most serious crime or situation that can occur at Duquesne University is one which is an immediate threat to the health and safety of students, employees and visitors to the campus — in the event of an immediate life-threatening emergency having potential to endanger others in the DU community. Such a life threatening emergency may manifest itself as a gunman on campus, an explosion in a building, a poisonous gas release in a building, or even a natural threat such as a tornado. It is the duty of the Department of Public Safety to confirm the threat and attempt to reduce this immediate threat to life by giving warning to the campus of such threat as quickly as possible. It will be issued by Duquesne University, without delay, unless issuing such notification will in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In such an emergency, the decision to issue a DU Alert is the responsibility of the most senior police officer present on campus during such emergency. Notification will begin as quickly as possible and may use one or all of these methods:

- DU EMERGENCY ALERT
- Outdoor Warning Siren System
- Mass e-mail, Blackboard, DU Daily and the University website
- Campus Hotline: x1700 from campus phone or 412.396.1700. *(Recorded message regarding cancellations, delays or emergency issues)*
- Local/Regional radio, television
- PA System built into siren control of each police vehicle
- “Bullhorn”: handheld PA devices or by personal communication
DU EMERGENCY ALERT

A DU Emergency Alert is a message notification from the DU Department of Public Safety using an automated notification system to advise you of a life threatening emergency, disaster or major interruption of the campus operations so that you can self-evaluate your safety at your location to enable you to avoid or escape danger. Follow-up information will be provided to update you on the emergency as it becomes available. This system will be utilized in addition to Duquesne’s other emergency mass communication methods.

You must subscribe to the DU Emergency Alert in order to receive such notifications; all students and employees are highly encouraged to subscribe. Subscription is easy. Please sign up at duq.edu/multipass.

Individuals must subscribe to the DU Emergency Alert system to receive an alert via the following methods:
- DU Emergency Alert • Mobile devices
- DU Emergency Alert • Text messages (SMS)
- DU Emergency Alert • Calls to non-Duquesne phone numbers
  (“land line” only, i.e. a home phone)

OUTSIDE WARNING SYSTEM

The University has an Outside Warning System for immediate notification in the event of an emergency. The Outside Warning System emits a tone and a voice message announcing the nature of the emergency. The system is intended to warn people outside campus buildings of a life threatening emergency or disaster. They may not be heard throughout the entire campus and inside buildings. This system is tested at least once per semester.

TIMELY WARNINGS

Special notices are issued by the Department of Public Safety in a timely manner to publicize violent crimes or perceived patterns of crime in a particular area, to warn of criminal activity, to heighten awareness of crime prevention, and help prevent recurrences. Campus wide warnings are made by various methods, including e-mails, text messages or posting alerts on bulletin boards, doorways, entrances or other areas of high visibility throughout campus. Timely warnings are issued for the ‘Clery’ crimes of homicide, manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, illegal weapons crimes and hate crimes. The issuance of a ‘Timely Warning’ is a group process by which the Director of Public Safety with the Assistant Vice President of Office of Marketing and Communications develop the warning and receive the approval to issue the warning from the President of the University. Names of victims and witnesses are confidential, and will not be provided in a Timely Warning, DU Alert or Public Safety Advisory.

PUBLIC SAFETY ADVISORIES

Special notices may be issued by the Department of Public Safety to alert the campus community, or affected segments of the community, to incidents of or perceived patterns of other criminal offenses not necessarily covered by the Clery requirements, such as thefts or panhandling. Such advisories may be given campus-wide or to only affected areas, such as a particular building or garage.

Daily Crime Log

The Department of Public Safety maintains a log of all criminal incidents reported to the department. The daily crime log includes the date and time the report was received, the date and time the incident occurred, the nature of the offense, the location of the offense and the disposition if available. The daily crime log is available for public inspection at the Department of Public Safety business office during normal business hours.

PUBLIC RECORD OF SEX OFFENDER

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Duquesne University Department of Public Safety is providing a link to the Pennsylvania State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation or is a student. In the Commonwealth of Pennsylvania, convicted sex offenders must register with the Pennsylvania State Police Sex Offender. Information provided by the Pennsylvania State Police under Section 1407 (j) of Title 42 U.S Code, concerning registered sex offenders subject to community notification, may be obtained in the office of the Duquesne University Department of Public Safety or at the Pennsylvania State Police website www.pameganslaw.state.pa.us/.
Weapons Policy

All members of the campus community are prohibited from possessing or carrying weapons of any kind while on University property, regardless of whether they are licensed to carry the weapon or not. Such prohibition extends to individuals having weapons in briefcases, purses, tool boxes, personal vehicles, or other personal property or effects.

The only exceptions to this policy are:

A. Firearms in the possession of University police officers;
B. Firearms in the possession of on-duty law enforcement officers;
C. Legal chemical dispensing devices that are sold commercially for personal protection.

University sanctions will be imposed on offenders as appropriate and, in addition, criminal charges may be filed.

For the purposes of this policy, “weapons” include (a) firearms, such as handguns, shotguns, rifles, pellet guns, machine guns, stun guns, tasers or electronic stun weapons; (b) explosives, such as bombs, grenades, blasting caps or other containers containing explosive substances; and (c) other equipment, material, and devices that, in the manner they are used could ordinarily be used, or are readily capable of causing serious bodily injury. The items described in clause (c) include, but not limited to, knives (except small personal pocket knives with folding blades that are less than three (3) inches long), brass knuckles, clubs or chains.

Criminal History

It is the procedure of the University that all new employees must undergo a pre-employment screening process that has certain minimum elements and additional aspects depending on the nature of the duties involved. This procedure applies to all new hires as full-time administration, staff and faculty employed by the University. Students who hold full-time employment at the University must undergo the same prescreening process. The application for admission to Duquesne University does request information concerning any previous criminal conviction. The University recognizes its responsibility to ensure the safety of the campus community and will evaluate enrolled students’ status in the event of their criminal conviction in public court.

Alcohol and Drug Policies

Duquesne University is committed to the Drug-Free Schools and Communities Act. All matters relating to alcohol are governed by the Pennsylvania Crimes Code and related statutes. No person under 21 years of age is permitted to purchase, consume, transport or possess an alcoholic beverage. Students 21 years or older may keep or consume alcoholic beverages within their individual residence hall rooms, or at social functions on campus where permission to dispense and consume such beverages is granted by the University. All violations of the University alcohol policy may be subject to criminal prosecution as well as to University disciplinary sanctions. Likewise, the University strictly adheres to the federal and state laws which govern the possession, distribution or consumption of drugs or other controlled substances. Students illegally possessing, distributing or using such drugs or controlled substances will be subject to criminal prosecution as well as to University disciplinary sanctions.

Drug-Free and Alcohol-Free Working and Learning Environment Policy

A. PREAMBLE

Duquesne University, in keeping with the Mission Statement of the University, is committed to the maintenance of a drug and alcohol free working and learning environment in accordance with the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

B. POLICY

Employees are expected and required to report to work on time and in an appropriate physical condition for work. It is the intent of the University to provide a healthful, safe and secure work environment free of drugs and alcohol abuse. Students are expected and required to report for classes on time and in an appropriate physical condition to learn. It is the intent of the University to provide a healthful, safe, and secure learning environment free of drugs and alcohol abuse.

The unlawful manufacture, distribution, possession, or unlawful use of a controlled substance or alcohol on University premises or while conducting University business off University premises, is absolutely prohibited. Any University employee determined to have violated this policy is subject to disciplinary action including, but not limited to a warning, written reprimand, suspension, dismissal, and/or mandatory participation in and successful completion of a drug abuse assistance or rehabilitation program approved by an appropriate health or law enforcement agency. Likewise, a student found in violation of this policy will be subject to such disciplinary actions as described in the Code of Student Rights and Responsibilities up to and including expulsion.

The University recognizes drug dependency and alcoholism as illnesses and major health problems. The University also recognizes drug abuse as a potential health, safety and security problem. Employees or students needing help in dealing with such problems are encouraged to seek assistance through University Health Service and their health insurance plans as appropriate. Conscientious efforts by employees and students to seek help will not affect University status and will be kept in strictest confidence.

Employees are required, as a condition of employment, to abide by this policy and report any conviction under a criminal drug or alcohol statute for violations occurring on or off the University premises while conducting University business. A report of a conviction must be made within 5 working days after the conviction as required by the Drug-Free Work Act of 1988, and by this policy. Failure to comply with this policy and its notice requirement may jeopardize continued research funding to the University and will be considered grounds for dismissal.

C. PROCEDURES

1. EMPLOYEES

This part of the procedure establishes the University’s responsibility and position toward all employees in the maintenance of this policy:
The Office of Human Resource Management will be responsible for advising all new employees during their orientation of the University policy concerning the maintenance of a drug-free work environment. This will apply to students employed by the University through regular employment or through the Student Aide College Work-Study Program. Periodically, the Office will reaffirm the University’s commitment through special mailings or notices in University campus publications.

The Office of Human Resource Management, in cooperation with University Health Service and the Office of Sponsored Research, will maintain technical compliance with the Act by establishing procedures and programs which will include, but are not limited to:

a. Establishment of a drug-free awareness program for employees to inform them about:
   1. The dangers of drug and alcohol abuse in the workplace.
   2. The employer’s policy of maintaining a drug-free workplace.
   3. Any available drug and alcohol counseling, rehabilitation and employee assistance programs.
   4. The penalties that may be imposed upon employees for drug and alcohol abuse.

b. Ascertain that all grant recipients and/or employees working under a grant receive a copy of the University’s statement concerning drug and alcohol abuse.

c. Notify each employee of a grant that, as a condition of employment on such grant or contract, the employee will (a) abide by the terms of the statement and (b) notify the University of any criminal drug or alcohol statute violation occurring in the workplace no later than five days after such conviction.

d. Take appropriate personnel action up to and including termination, against employees who inform the University of a conviction or require such employees to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.

e. Develop other appropriate measures as necessary from time to time to ensure compliance with the Act or similar additional legislation or regulations pertaining to a working environment free of drugs and alcohol abuse.

The University, in its benefits planning and development, will endeavor to provide enhanced benefit provisions to accommodate the drug counseling, rehabilitation and assistance portions of this policy, thereby assuring greater voluntary participation in these areas by reducing the financial burden on employees.

2. STUDENTS

This part of the procedure establishes the University’s responsibility and position toward all students in the maintenance of this policy: The Division of Student Life, in conjunction with University Health Service, will be responsible for advising all students of policies concerning the “Drug-Free Schools and Communities Act Amendments of 1989,” and more specifically will distribute the following:

a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students.

b. A description of the applicable legal sanctions under local, state and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.

c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

d. A description of any drug and alcohol counseling, treatment or rehabilitation programs that are available to students.

e. A statement that Duquesne will impose sanctions on students (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion.

Each employee and student is ultimately responsible for the maintenance of a drug and alcohol free working and learning environment through voluntary adherence to this policy. Questions concerning the interpretation or implementation of this policy should be directed to the appropriate Divisional Vice President or the Director of Human Resource Management.

**Prevention Programs**

Duquesne University has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

These various aspects of the program include:

**Alcohol and Drug Education:** DU Cares Program, Employee Assistance Program, Health Service, Freshmen Development & Disability Services.

**Counseling Services:** University Counseling Center, Health Service, Employee Assistance Program.

**Referral Services:** DU Cares Program, Health Service, Employee Assistance Program.

**University Disciplinary Actions:** Office of Student Conduct, Human Resources Department

**New Students and Employees**

Duquesne University has developed a primary prevention program aimed specifically at new students and new employees, to address the issues of drug and alcohol abuse, and sexual assault, relationship violence, stalking and bystander intervention. New students are required to participate in on-line training of the policies, programs, services and sanctions related to sexual assault, relationship violence and stalking. All newly hired employees must participate in a similar program on these topics during their “New Hire Orientation Program” offered by the Human Resource Department.
THE OFFICE OF FRESHMAN DEVELOPMENT AND DISABILITY SERVICES PROVIDES THE FOLLOWING LIVE PROGRAM:

• Calibrating Your Moral Compass
  This program is presented to all new incoming students during Freshman Orientation. It is a primary prevention program which covers the topics of sexual assault, relationship violence, dating relationships, the inappropriate use of drugs and alcohol, and good decision making.

Sexual Violence and Relationship Violence Policy

The Mission Statement of Duquesne University emphasizes a profound concern for moral and spiritual values. This concern is underscored in the in TAP #31 University Policy on Gender Discrimination and Sexual Misconduct which serves to protect the right of each member of the University community from sexual violence and relationship violence. Sexual violence and relationship violence are violations of the Student Code (students) and The Administrative Policies (Faculty and Staff). All students are responsible for their own actions and are expected to maintain high standards of moral and ethical behavior as well as to comply with local, state and federal laws. Sexual violence is a violation of the Student Code.

Sexual violence involves the physical contact of a sexual nature which is against one’s will or without one’s consent. This includes, but is not limited to:

• nonconsensual sexual intercourse or penetration (vaginal, oral or anal) by any means;
• nonconsensual sexual contact (any touching of intimate body parts with any body part or object without consent);
• sexual contact with a person while knowing or having reason to know that the person is incapacitated by any means including alcohol or other drugs.

Sexual violence can be perpetrated by a stranger or acquaintance. Both men and women can be victims or perpetrators.

Relationship violence consists of the following behaviors:
1. Domestic violence – includes a variety of criminal offenses committed against the victim by the victim’s current or former spouse, current or former cohabitant, or a person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

2. Dating violence – includes offenses committed against a victim who has been in a romantic or intimate relationship with the victim. Such a relationship shall be gauged by its length, type and frequency of interaction. Like domestic violence, it is not a specific offense, but rather covers a broad variety of crimes committed against a victim during a dating relationship with the perpetrator.

3. Stalking – is a course of conduct directed at a specific person that would cause a reasonable person to fear for his, her, or others’ safety, or to suffer substantial emotional distress.

Incidents of stalking can also occur outside of the context of a relationship; these cases of ‘stranger stalking’ are considered just as serious and are investigated by Public Safety. Stalking can also include cases of ‘cyber stalking’ through the use of computer internet or other social media.

Victims of sexual violence and relationship violence may experience feelings of confusion, disbelief, shock, guilt, shame, self-blame, resentment, anger and fear. Persons who experience the violence and trauma of sexual violence or relationship violence are victims, but they are also encouraged to be survivors in the sense of being persons with dignity and power who rise above the assault.

This book provides information and resources to help clarify and address the issues of sexual violence and relationship violence. This policy, which complies with the Higher Education Reauthorization Amendment Act and the Violence Against Women Act, ensures consistent procedures and provides coordination of University and community resources for victims of sexual violence or relationship violence. The intention of the University is to increase awareness and prevention of sexual violence and relationship violence, and to provide assistance for survivors and their families. The Department of Public Safety will provide written information to victims of their rights as crime victims, and of resources available to assist them. These rights and services are available to the Duquesne Community whether the offense occurred on- or off-campus.

EDUCATIONAL PROGRAMMING

The University sponsors a variety of educational programs that seek to raise awareness of sexual violence or relationship violence issues and maximize the possibility of prevention. Programs are offered by Health Service and the University Counseling Center upon request. Self-defense classes including RAD (Rape Aggressive Defense) and SAFE (Self-Defense Awareness and Familiarization Exchange Program). Educational/Awareness classes including ‘Rape Awareness and Prevention’ and ‘Relationship Violence Awareness and Prevention’ are also offered by the Department of Public Safety. These programs include information on Bystander Intervention as a means of crime prevention.

Additionally, ongoing campaigns are conducted throughout the year to increase awareness of sexual violence and relationship violence.

PROCEDURES FOR VICTIMS OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING

1. Your immediate safety and well-being are our primary concern! Call the campus police if you are on campus (412.396.2677) or dial 911 if you are off-campus so that the police can ensure you are safe. If you can’t call for the police, attempt to get to a safe place as quickly as possible – seek the help of other people around you – do not permit the aggressor to isolate you from others. The victim may alternatively choose to report directly to the Mercy Hospital Emergency Room.

2. For assistance, victims can contact the University Counseling Center, 412.396.6204; the on-call Residence Life staff member, 412.396.5888; Health Service, 412.396.1650; Spiritan Campus Ministry, 412.396.6020; or Department of Public Safety, 412.396.COPS (2677).

3. It is important to preserve all physical evidence. Victims who have been sexually assaulted SHOULD NOT bathe, shower or douche. If oral sex was involved do not brush your teeth, drink or smoke. These activities will destroy evidence. The victim should try not to change clothes before seeking
medical treatment. If possible, bring another set of clothing to the hospital as original clothes will be preserved as possible evidence. If the victim changes clothes prior to going to the hospital, she/he should take the soiled clothes in a paper bag as evidence (plastic bags destroy evidence). Victims of relationship violence should not erase text messages, emails or other social media that may contain messages directly, or indirectly, from the abusive person or stalker.

4. Victims of sexual, physical or emotional violence are encouraged to seek immediate medical treatment (Mercy Emergency Room, 412.232.8222). The victim of sexual violence should be accessed for injury or pregnancy and should be treated prophylactically for sexually transmitted infections that could result from the attack. Hospital personnel will also collect evidence in case the victim might wish to file criminal charges later. It is important to know that hospitals are required to report any injuries which are the result of a crime. This does not mean that the victim must file charges. Victims of relationship violence likewise should be assessed and treated for physical and emotional trauma by medical personnel as soon as possible. This does not mean that the victim must files charges, either in a criminal action or University disciplinary action.

5. Victim/Survivors of sexual or relationship violence are highly encouraged to have a forensic examination performed by trained medical personnel as soon as possible after the assault. This will enable important physical evidence of the crime to be preserved which can later be used to assist in the prosecution of the perpetrator; the decision as to whether to prosecute, or even file a police report can be made at a later time by the victim/survivor. Victims can choose to pursue criminal prosecution, therefore, in order to support legal charges, evidence is best collected within 72 hours after the assault. However, if necessary, evidence can be attempted to be collected up to 7-11 days after the assault. SANE (Sexual Assault Nurse Examiners) trained nurses are employed by several local hospitals to collect and preserve evidence resulting from a sexual assault/relationship violence assault, even if the victim should later decide not to pursue charges against the perpetrator. These forensic kits (commonly referred to as ‘rape kits’) will be collected by the SANE nurses and will be held for up to one year by the hospital while the victim/survivor decides whether to seek prosecution of the perpetrator.

6. Victims who wish to pursue criminal prosecution against their assailant(s) may seek assistance through the Department of Public Safety, 412.396.2677; the Pittsburgh Bureau of Police (Emergency, 911) (Sexual Assault/Domestic Violence Detectives, 412.323.7141); or the District Attorney of Allegheny County, 412.350.4406.

7. Victims who wish to pursue university administrative sanctions (either alone or in conjunction with criminal prosecution) against their assailant(s) may seek assistance through the Department of Public Safety, 412.396.2677; the Office of Student Conduct, 412.396.6642; or the Title IX Coordinator, 412.396.2560.

8. Victims have the right to refuse to take legal action even if they file a police report. Victims are under no obligation to notify law enforcement agencies or to file a police report.

9. Victims of sexual or relationship violence are encouraged to obtain counseling through the University Counseling Center, 412.396.6204, Pittsburgh Action Against Rape (PAAR), 412.765.2731, or the Center for Victims of Violent Crimes, 412.392.8582. Victims may also be able to obtain a student protective order and one of the court-issued protective orders—Protection From Abuse Order (PFA), a Sexual Violence Protection Order (SVP), or a Protection From Intimidation Order (PFI). Student protective orders are an administrative action obtained through the Office of Student Conduct applicable only to students. The Director of Human Resources is able to issue administrative orders involving employees. Protection From Abuse Orders, Sexual Violence Protection Orders, and Protection From Intimidation Orders are legal orders designed to prevent further harm or injury to the victim, issued by the Court of Common Pleas, and are enforced with criminal and civil sanctions. Although a victim may obtain a PFA, SVP or PFI without the involvement of law enforcement agencies (contact 412.350.5394/5624), the Department of Public Safety will assist you in obtaining, serving and enforcing these protective orders.

10. Victims are encouraged to contact someone they trust such as a close friend, family member, University Counseling Center or Spiritan Campus Ministry staff member to offer support through the process.

11. If the victim of sexual or relationship violence elects to pursue criminal or disciplinary action, the investigation (and disciplinary procedure) shall be conducted in a manner to protect the safety of the victim and to promote accountability. All investigations and disciplinary proceedings shall be conducted in a prompt, fair and impartial manner. Investigators and Office of Student Conduct officials shall receive annual training on investigations and issues related to sexual violence and relationship violence. The Office of Student Conduct shall base the determination of responsible/not responsible upon a preponderance of the evidence standard. Both the accused and the accuser shall have the same opportunity to have a support person or advisor at any disciplinary proceeding. Upon a final determination by the Office of Student Conduct, possible sanctions for sexual or relationship violence are included in Article V.C. of the Student Code, such sanctions to include, but not be limited to university suspension or expulsion. Living Learning Center suspension or expulsion, discretionary sanctions, loss of privilege, probation and warning. Duquesne University will simultaneously and in writing notify both the accuser and the accused of the outcome of the Office of Student Conduct disciplinary hearing, including information about appeal procedures and final results.

12. Whenever any student or employee reports to a Duquesne University ‘Campus Security Authority’ that they have been a victim of sexual or relationship violence and they are not seeking a confidential report, the Campus Security Authority shall immediately contact the Department of Public Safety and the Title IX Director; the Department of Public Safety or Title IX Director shall provide the victim with written information on Victim’s Rights, protective orders, and possible criminal and University sanctions available, as well as how to seek such sanctions.

13. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.
Emotional Support for Victims of Sexual Violence and Relationship Violence

Counseling is available for victims of sexual violence or relationship violence at the University Counseling Center (UCC). The UCC offers both crisis intervention and ongoing counseling. UCC is located in 636 Fisher Hall, and regular business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. A UCC crisis counselor is available 24 hours a day by calling the University Police at 412.396.COPS (2677) and asking to speak to the counselor on call. Depending upon the specific needs of the victim, referrals for counseling may be made to community mental health centers and to private practitioners. Counseling is also available in the community at the Center for Victims of Violent Crime 412.392.8582 and Pittsburgh Action Against Rape 1.866.END.RAPE (1.866.363.7273). Campus ministry is also an available source of emotional support and may be contacted at 412.396.2561. These community agencies offer 24-hour hotlines, crisis intervention, support counseling, group counseling, and/or legal advocacy. Victims of past sexual abuse, incest, sexual violence or relationship violence are also eligible for counseling at UCC and in the community at agencies such as Family Resources and Pittsburgh Action Against Rape.

Reporting Incidents to Legal Authorities

Victims have the option to report the incident, immediately to Duquesne’s Department of Public Safety, 412.396.COPS (2677). Reporting an incident is different from choosing to prosecute. Filing a report does not obligate the victim to continue with legal proceedings or University student conduct proceedings. The victim can choose whether or not to participate in proceedings at any point in the process. The purposes for reporting an incident are:

1. to protect yourself and others from future victimization;
2. to apprehend the assailant;
3. to in some way seek justice for the wrong done to the victim.

If a victim chooses to report the incident, one or two University police officers will take a statement from her/him regarding what happened. They will ask her/him to describe and/or identify the assailant(s). They may ask questions about what happened before and after the incident, about any witnesses and about the scene of the crime. Victims may have a support person of their choice with them during the interview. The case will be investigated by the Pittsburgh Police, assisted by the Department of Public Safety. This does not mean that the victim has to file criminal charges. Victims can request that their identity be kept confidential. If the victim decides at this time that she/he does not want to pursue action she/he may want to consider having an anonymous report made. The purpose of an anonymous report is to take some steps to ensure future safety for the victim and others while protecting her/his identity. The University can use such information to keep accurate records about the number of incidents, look for patterns of assaults regarding location, method or assailant and alert the campus community to potential danger. If a victim wishes to file an anonymous report, she/he may call the University Counseling Center at 412.396.6204.

Accommodations Available to Victims of Sexual Violence and Relationship Violence

Options and assistance are available to change academic, transportation, workplace or living arrangements for victims of sexual violence or relationship violence. At the request of the victim, changes will be made, especially if the individual(s) involved are currently assigned to the same Living Learning Center. If the victim wishes to be relocated then she/he will be given that option. The Resident Director on duty must be contacted to ensure that this procedure occurs. At the request of the victim, changes will be made in the academic environment to ensure the safety and well being of the individual(s) involved. A professional staff member involved will be responsible for initiating these changes. As the various laws concerning sexual violence and relationship violence are amended, Duquesne University will take the administrative actions necessary to modify our policies and procedures to reflect these changes. In 2013, the Violence Against Women Act was amended to require universities to provide reasonable accommodations to victims for transportation and work. Although Duquesne’s current policy has yet to formally reflect such change, as a practice Duquesne will make reasonable accommodation for change in work or transportation at the victim’s request.

Possible University Sanctions

The procedures for disciplinary action in cases of alleged sexual violence or relationship violence are those employed in all student conduct cases and are contained in Article V.A. of the Student Code. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Following an on-campus disciplinary procedure, the sanctions for sexual violence or relationship violence that may result are those applied to all student conduct cases. These sanctions are contained in Article V.C. of the Student Code. They include, without being limited to, University suspension or expulsion, Living Learning Center suspension or expulsion, discretionary sanctions, loss of privileges, probation and warning. Both the accuser and the accused will be simultaneously informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense.

Detective Daniel Kessler and son, Andrew. Detective Kessler and Andrew are both seniors in the Liberal Arts School. Andrew is earning a degree in History while Detective Kessler is earning his degree in Organizational Leadership.
Duquesne University Main Campus-Pittsburgh, Pa.

The Annual Security Report, and the crime statistics included therein, are compiled by the Department of Public Safety. Crime statistics are obtained from criminal incidents reported to the Department of Public Safety and those designated as Campus Security Authorities to whom incidents may be reported. Statistics are also received from the City of Pittsburgh Police Department for inclusion in the “public property” section of the Clery Act reporting form. The statistics gathered from the aforementioned sources are then recorded by the Department of Public Safety on the Federal Bureau of Investigation Uniform Crime Reporting Form and on the Clery Act Reporting Form. (Note that there are different mandates under the Clery Act and the Uniform Crime Reporting Act for the classification and statistical counting of crimes, which may result in differences in the way statistics are counted in the following charts.) The Annual Security and Fire Safety Report containing the crime/fire statistics and policy statements is posted on the Duquesne University website and printed copies are available at the Department of Public Safety. Each year an email notification is sent to all enrolled students, faculty and staff which provide the exact website link to access the Annual Security and Fire Safety Report, which contains the crime/fire statistics for the previous three years. A post card advising of this website link is also mailed via either intra-campus mail or the US Postal Service to the entire campus community.

**DUQUESNE UNIVERSITY**

**MAIN CAMPUS, PITTSBURGH, PA**

**CLERY ACT STATISTICS**

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<tr>
<td>Liquor Law Violations Referred For Disciplinary Action</td>
<td>654</td>
<td>462</td>
<td>0</td>
<td>358</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Drug Law Arrests</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Drug Law Violations Referred For Disciplinary Action</td>
<td>81</td>
<td>74</td>
<td>0</td>
<td>84</td>
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<td>0</td>
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<tr>
<td>Illegal Weapons Possession Arrests</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Illegal Weapons Possession Violations</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referred For Disciplinary Action</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Key to Hate Crimes Notations**

<table>
<thead>
<tr>
<th>Type of Bias or Prejudice</th>
<th>Race = ra</th>
<th>Gender = g</th>
<th>Religion = re</th>
<th>National Origin = no</th>
<th>Sexual Orientation = s</th>
<th>Ethnicity = e</th>
<th>Disability = d</th>
<th>Gender Identity = gi</th>
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</thead>
<tbody>
<tr>
<td>Hate Crimes - Intimidation</td>
<td>2 (ra)</td>
<td>1 (s)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Simple Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Vandalism</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>2</td>
<td>6</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*NON-CAMPUS PROPERTY: CENTER FOR PHARMACY SERVICES, 1860 CENTRE AVENUE

**CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMNS ARE INCLUDED IN THE ON CAMPUS CATEGORY.

*** CRIMES REPORTED IN THE “UNFOUNDED” COLUMN WERE INITIALLY REPORTED AS CRIMES, BUT THROUGH INVESTIGATION WERE DETERMINED TO HAVE NOT BEEN A CRIMINAL ACT.

Inquiries regarding these statistics may be directed to the Public Safety Department at 412.396.5745.
CRIMINAL OFFENSES – FBI/PA UNIFORM CRIME REPORTS (UCR)

NOTE: The FBI/PA UCR crime statistics may differ from the Clery Act crime statistics due to the difference in locations, categories and report formats.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9,171</td>
<td>9,123</td>
<td>8,900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time Equiv. Employees</td>
<td>1,857</td>
<td>1,873</td>
<td>1,802</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>11,028</td>
<td>10,996</td>
<td>10,702</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>CATEGORIES OF CRIME</th>
<th>2013 Crime Rate</th>
<th>2014 Crime Rate</th>
<th>2015 Crime Rate</th>
<th>2016 Crime Rate</th>
<th>2017 Crime Rate</th>
</tr>
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<tbody>
<tr>
<td>Part One Offenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Homicide</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>a. Murder and Nonnegligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B. Manslaughter by Negligence</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>Forcible Rape (02)</td>
<td>1</td>
<td>9.06</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>0</td>
<td>0</td>
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<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>18.18</td>
<td>1</td>
</tr>
<tr>
<td>Burglary</td>
<td>1</td>
<td>9.06</td>
<td>1</td>
<td>9.09</td>
<td>1</td>
</tr>
<tr>
<td>Larceny - Theft</td>
<td>44</td>
<td>398.98</td>
<td>31</td>
<td>281.92</td>
<td>41</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</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>
<td>0</td>
</tr>
<tr>
<td>Total - Part One Offenses</td>
<td>45</td>
<td>408.05</td>
<td>34</td>
<td>309.2</td>
<td>43</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part Two Offenses</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Assaults - Not Aggravated</td>
<td>10</td>
<td>96.78</td>
<td>12</td>
<td>109.13</td>
<td>9</td>
</tr>
<tr>
<td>Forgery &amp; Counterfeiting</td>
<td>5</td>
<td>45.34</td>
<td>9</td>
<td>81.84</td>
<td>8</td>
</tr>
<tr>
<td>Fraud</td>
<td>4</td>
<td>36.27</td>
<td>5</td>
<td>45.47</td>
<td>6</td>
</tr>
<tr>
<td>Embezzlement</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stolen Prop., Rec., Possess., Buying</td>
<td>1</td>
<td>9.06</td>
<td>1</td>
<td>9.09</td>
<td>0</td>
</tr>
<tr>
<td>Vandalism</td>
<td>9</td>
<td>81.61</td>
<td>14</td>
<td>127.31</td>
<td>11</td>
</tr>
<tr>
<td>Weapons, Carrying, Possess., etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Prostitution and Commercialized Vice (160)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Sex Offenses (except 02 and 160)</td>
<td>1</td>
<td>9.06</td>
<td>0</td>
<td>0</td>
<td>1</td>
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<tr>
<td>Drug Abuse Violations</td>
<td>31</td>
<td>281.10</td>
<td>36</td>
<td>327.39</td>
<td>35</td>
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<tr>
<td>Gambling</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Offenses against Family and Children</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Driving under the influence</td>
<td>1</td>
<td>9.06</td>
<td>1</td>
<td>9.09</td>
<td>1</td>
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<tr>
<td>Liquor Laws</td>
<td>77</td>
<td>698.22</td>
<td>63</td>
<td>572.93</td>
<td>67</td>
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<tr>
<td>Drunkenness</td>
<td>13</td>
<td>117.88</td>
<td>5</td>
<td>45.47</td>
<td>5</td>
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<tr>
<td>Disorderly Conduct</td>
<td>11</td>
<td>99.74</td>
<td>16</td>
<td>145.5</td>
<td>19</td>
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<tr>
<td>Vagrancy</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
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<tr>
<td>All Other Offense (except traffic)</td>
<td>8</td>
<td>72.54</td>
<td>13</td>
<td>118.22</td>
<td>13</td>
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<tr>
<td>Total - Part Two Offenses</td>
<td>171</td>
<td>1550.59</td>
<td>175</td>
<td>1591.48</td>
<td>174</td>
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<tr>
<td>Total</td>
<td>216</td>
<td>1958.64</td>
<td>209</td>
<td>1900.69</td>
<td>217</td>
</tr>
</tbody>
</table>

*The Crime Rate is based on incidents reported per 100,000 FTE’s. The statistics were derived using guidelines and rate formula mandated by Pennsylvania Act 1988-73, the College and University Security Act.
Annual Fire Safety Report

Duquesne University is committed to fire safety and assigns this responsibility to the personnel of the Environmental Health and Safety Office. As a result of the dedication of these professionals, Duquesne University was named to the Princeton Review’s Fire Safety Honor Roll for 2016. From a review of 1,178 colleges and universities, only 23 have received this accolade. The Higher Education Opportunity Act became law in August 2008 and requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards and all fire related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Duquesne University for the year 2015.

General Statement of Duquesne University Living Learning Centers

The Living Learning Centers at Duquesne University (Assumption Hall, St. Ann Hall, St. Martin Hall, Duquesne Towers, Vickroy Hall, Brottier Hall and Des Places) are covered with integrated fire sprinkler systems and redundant fire alarm monitoring systems which are monitored 24 hours per day, seven days per week by the Duquesne University Department of Public Safety.

<table>
<thead>
<tr>
<th>Living Learning Center</th>
<th>Year Fire System Installed</th>
<th>Fire Alarm Monitoring Done On Site (Redundant)</th>
<th>Full Sprinkler System</th>
<th>Building Fire Detection (Smoke, Heat, Ion)</th>
<th>Fire Doors Present</th>
<th>Fire Extinguishers Present</th>
<th>Evacuation Plans</th>
<th>Bedroom Smoke Detectors</th>
<th>Audible Alarm and Strobes</th>
<th>Number of Evacuation Drills (Calendar Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assumption Hall</td>
<td>2007</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Brottier Hall</td>
<td>2005</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Des Places Hall</td>
<td>2012</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
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<tr>
<td>St. Ann Hall</td>
<td>2005</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
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<tr>
<td>St. Martin Hall</td>
<td>2005</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Towers</td>
<td>*</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Vickroy Hall</td>
<td>1995</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
</tbody>
</table>

*Towers Fire System is upgraded with renovations each year.

Fire Safety Improvements and Upgrades

Duquesne University Facilities Management reviews the fire systems in the Living Learning Centers annually and implements upgrades, repairs or revisions whenever issues are identified.

Living Learning Center Fire Drills

Fire drills are held for each center once per Fall and Spring Semester and are mandatory supervised evacuations for fire. The drill is conducted by Environmental Health and Safety in conjunction with Public Safety, Facilities Management and the Office of Residence Life.

Evacuation route maps are posted at strategic locations throughout the centers to identify the closest egress route. Students who fail to leave the center during a fire drill are disciplined in accordance with the policies described in the Residence Life Handbook.

Fire Safety Policies

The Office of Residence Life permits students to use UL approved hot pots, popcorn makers, coffeemakers or microwave ovens. Items not permitted include, but are not limited to, electric frying pans, toasters, toaster ovens, sandwich makers, grills, hot plates, immersion coils or any other non-UL approved appliances.

Smoking is not permitted in any Living Learning Center or within 25 feet of any entrance or air intake. No open flames are permitted, including burning of incense, candles or potpourri.

The fire alarm systems are internally tested on a weekly basis and a complete inspection of the fire alarm system is conducted annually by a professional outside contractor. All fire extinguishers on campus are inspected on a monthly basis.

Reporting a Fire

Students reporting a fire should contact the Department of Public Safety at 412.396.2677 (campus phone x2677). If the fire event is no longer a danger, the Resident Director or the Resident Assistant should be contacted as soon as possible and the fire event reported to the Department of Public Safety.
**FIRE EVACUATION PROCEDURES**
The policy on building evacuation from Living Learning Centers is located in the Residence Life Handbook and is discussed with students when they move into the center. In the case of fire, students are instructed to sound the nearest fire alarm and then evacuate the building. The evacuation procedures are:

- Remain calm
- Turn off equipment and appliances
- Check if your door is hot or has smoke around it. If so, stay in your room and wait for firefighters to evacuate you
- Close, but do not lock, doors and windows
- Proceed to the nearest exit. Use the stairs only, DO NOT use the elevators
- EXIT THE BUILDING QUICKLY AND IN AN ORDERLY FASHION
- Report to your gathering point and check in with your Floor Marshal/Supervisor
- DO NOT REENTER the building until after Public Safety officers have authorized reentry

**FIRE SAFETY EDUCATION AND TRAINING**
Residence Life staff and floor marshals are trained on fire safety by Residence Life Management under the supervision of Environmental Health and Safety and Public Safety at the beginning of the Fall semester and as required in the Spring and Summer semesters. Environmental Health and Safety sponsors a campaign every September, “Fire Safety Week” offering fire safety education and hands-on fire extinguisher training with a live fire; this campaign is offered to every member of the campus community; online fire safety training is also available upon request.

**FIRE FIGHTING SERVICES:**
The City of Pittsburgh Bureau of Fire provides professional firefighting service to Duquesne University. We are fortunate to have District Fire Station #4 immediately adjacent to our campus, located at Forbes Avenue and Stevenson Street. This fire station provides coverage 24 hours a day, seven days a week, and is equipped with Engine #4 and Ladder Truck #4, under the direction of a Battalion Chief.

**FIRE LOG**
The Duquesne University Department of Public Safety maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. Any entry to the log is required to be made within two business days of the receipt of the information. The fire log for the most recent 60 day period remains open for public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days after receipt of a request for public inspection.

**EMERGENCY PHONE NUMBERS**
Duquesne University Department of Public Safety
412.396.COPS (2677)
Pittsburgh Bureau of Police and Fire Emergency
911

**FIRE STATISTICS**
Duquesne University Office of Public Safety collects fire statistics of any fire that occurred in an on-campus Living Learning Center. The statistics are also published in the Annual Security Report.

<table>
<thead>
<tr>
<th>LIVING/LEARNING CENTERS</th>
<th>TOTAL FIRES</th>
<th>CAUSE OF THE FIRE</th>
<th>NUMBER OF INJURIES THAT REQUIRE TREATMENT AT A MEDICAL CENTER</th>
<th>NUMBER OF DEATHS RELATED TO THE FIRE</th>
<th>VALUE OF PROPERTY DAMAGED BY FIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assumption Hall 1347 Bluff St.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>St. Ann Hall 1325 Vickroy St.</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>St. Martin Hall 1315 Bluff St.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Duquesne Towers 1321 Vickroy St.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Vickroy Hall 1324 Vickroy St.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Brottier Hall 700 Forbes Ave.</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>Unintentional-Other</td>
<td>Unintentional-Open Flame-Candle</td>
</tr>
<tr>
<td>Des Places Hall 1330 Locust St.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
Emergency Response and Evacuation Procedures

University Statement:
In the event of an emergency, Duquesne University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Emergency Communication Methods:
Duquesne University has multiple ways of communicating the existence of an emergency to the Duquesne community. The methods described below may be used independently or collectively depending on the nature of the emergency event. Office of Marketing and Communications and/or Public Safety have responsibility for implementation of the emergency communication methods outlined below.

- **DU Alert** is the University's mass notification system. It allows University officials to deliver messages to Duquesne faculty, staff and students in the event of a serious or life threatening situation on campus. When activated, those who voluntarily registered for the DU Alert service will receive a message to each of three designated devices they have identified. These contacts can be text or voice messages to cell phones or voice messages to home phones. Note that all messages will not arrive at the same time. Text messages are predicted to be the fastest and most efficient method as they may still function in an emergency when landlines and cell phones do not. Please enroll for DU Alert at duq.edu/multipass.

- Duquesne also maintains an Outside Warning System, which is a public address system consisting of speakers strategically mounted on university buildings.

In addition to DU Alert and the Outside Warning System, Duquesne has the ability to deliver emergency messages using one or more of the following methods:

1. Mass e-mail, Blackboard, DU Daily
2. Local/Regional radio, television
3. Public Address System built into siren control of each police vehicle
4. “Bullhorn”: handheld Public Address devices carried in police vehicles
5. Ability to send broadcast voicemail over DUQ landlines
6. Ability to issue emergency message on Duquesne's 412.396.1700 call-in phone line
7. Ability to divert calls from main phone lines to a dedicated emergency line
8. 10 line phone banks located in the Public Safety conference room and Administration Building, 4th floor conference room, which in an emergency, would be operated by Public Safety and Office of Marketing and Communications personnel.

Procedures for Disseminating Emergency Information to the Larger Community:
The Office of Office of Marketing and Communications bears primary responsibility for maintaining and safeguarding the University's public image by preventing misinformation and the miscommunication of important information. All media inquiries during a crisis shall be directed to the Office of Office of Marketing and Communications to ensure consistency and accuracy in communications. The designee of the President, generally the Assistant Vice President for Office of Marketing and Communications, will serve as spokesperson or designate an appropriate spokesperson and adhere to these policies:

- To be an authoritative, reliable source of accurate information for news agencies and the public
- To issue the University's first statement/news release as soon as possible after being notified of the emergency and provide periodic updates to news agencies
- To coordinate and manage media briefings and interviews
- To coordinate with relevant departments to distribute all information to students, staff and faculty at the same time it is released to the public
- To coordinate with appropriate external public relations counterparts in other agencies
- To designate and coach additional spokespeople as the situation evolves.

When determined necessary by the Emergency Management Team and/or the University administration, parents or guardians will be contacted by the Division of Student Life staff, in consultation with Office of Marketing and Communications to explain any existing emergency and Duquesne’s response.
**Declaration of Emergency:**

Only the following University personnel have authority to declare an emergency, determine its level of significance and activate the University Emergency Operations Plan:

- University President or designee in consultation with the
- Director of Public Safety/Chief of Police, the Assistant Chief of Police or the Deputy Chief of Police
- Police Captain

Emergencies have various levels of significance and impact, they include, but are not limited to, terrorist attacks, minor or major fire, domestic water contamination, extended power outage, minor or major chemical spill, severe storms, bomb threats, hate crimes, assaults and contagious disease outbreak. Below is the description of procedures the University will use to confirm an emergency and to initiate notification.

1. The Director of Public Safety shall consult with University administration regarding the incident and the possible need for a declaration of a Campus State of Emergency.
2. The Authority to declare the significance and scope of a Campus Emergency rests with the University President or designee.
3. The declaration of an escalated emergency level automatically triggers the implementation of the Emergency Operations Plan. The Department of Public Safety will contact all Emergency Management Team members and inform them that a significant emergency has been declared by the President or designee.
4. The Emergency Operations Center (EOC) will be established as soon as possible.
5. All Emergency Management Team members must report to the identified Emergency Operations Center.
6. If an emergency of significance is declared, it may become necessary to restrict access to specific areas on campus to authorized individuals. Only those authorized individuals who have been assigned emergency response duties will be allowed to enter the area or building affected by the incident.

**Emergency Management Team:**

Personnel filling the following positions have primary responsibility for Duquesne University Emergency Response:

1. University President
2. Provost and Vice President for Academic Affairs
3. Associate Provost for Academic Affairs
4. Vice President for Management and Business
5. Vice President for Student Life
6. Vice President for Legal Affairs and General Counsel
7. Vice President for University Advancement
8. Vice President for Mission and Identity
9. Chief Marketing and Communications Officer and Associate Vice President for Office of Marketing and Communications
10. Director, Environmental Health and Safety
11. Director, Public Safety
12. Associate Legal Counsel and Director of Risk Management
13. Director, Residence Life

**Test of Procedures:**

The University tests evacuation procedures biannually. Documentation of these tests, including dates, times, description of the exercises are filed in the office of Environmental Health and Safety.

Emergency response procedures are tested once each semester through announced tests of the DU Alert System and Outdoor Warning System.

A functionality test of the DU Alert System is conducted during the Public Safety staff meetings and a functionality test of the Outdoor Warning System is conducted daily.

Police Communications Operator Rose Mary Guido and son, Austin. Austin is a senior majoring in Accounting. Rose Mary is also a senior graduating with her MBA in 2017.
Duquesne University students have the opportunity to study for one semester in Rome at Duquesne’s Italian Campus Program. An impressive group of largely Rome-based faculty, as well as an occasional visiting professor from the home campus, teach regular Duquesne University courses at the site so students can experience the richness of this environment while making normal progress toward their degree. This program is managed by Duquesne University’s Office of International Programs.

**The Campus Grounds**

The Duquesne campus is housed with the Sisters of the Holy Family of Nazareth on a beautiful and safe property west of downtown Rome and just beyond Vatican City and St. Peter’s.

- The campus is within a secure, walled property enclosing beautiful gardens and walkways. The campus is gated, requiring the use of an issued student access code to gain entry. This same access code is also required to gain entry to the residence hall. The campus also has a limited amount of security cameras.

- Duquesne University leases one multi-story building which contains the residence hall, kitchen and dining facility, classrooms, and business offices. Most classes are held ‘on-site’ throughout the historic, cultural and religious sites of Rome.

- The staff includes a Director and an Assistant Director who are on campus daily, and three Assistant Resident Directors who reside in the residence hall with the students.

**Italian Campus Annual Security Report**

Crimes are reported to the Director of the Italian Campus. Police services are provided by La Questra di Roma “Aurelio” Police Department, Via Aurelia, 660, Rome, Italy.

All policies and procedures (fire safety, student conduct, drug, alcohol, weapons, sexual violence, relationship violence, missing student, etc.) of the Main campus of Duquesne University apply to the Italian campus, and students of both campuses are held to the same high standards of conduct and expectations.

The Director of the Italian Campus is responsible for maintaining the Italian Campus daily crime log and fire log. The Clery crime statistics from the Italian Campus are obtained from criminal incidents reported to the Director of the Italian Campus and forwarded to Duquesne’s Department of Public Safety for inclusion in the Annual Security Report. Police services at the Italian Campus are provided by La Questra di Roma “Aurelio” Police Department, Via Aurelia, 660, Rome, Italy. Duquesne University does not have any security personnel located at the Italian Campus. All emergencies, including medical, crimes and fires are to be reported to the Director of the Italian Campus who shall immediately assist the student with contacting the appropriate Italian emergency officials; this will ensure that potential language barriers do not prevent the student from obtaining the proper help. Italy has an emergency three digit telephone system like the American ‘911.’ The three digit emergency telephone numbers in Rome, Italy are: Police – dial 112, Fire – dial 115, Ambulance – dial 118, or General Emergency – dial 113.

The criteria for an immediate emergency notification are the same for both the main Duquesne University campus and the Italian Campus. The Director of the Italian Campus in consultation with the Executive Director of International Programs is responsible for issuing emergency notifications and timely warnings at the Italian Campus. Emergency notification is made by mass text messaging to every student and faculty member in Rome; all members of the Duquesne University Italian Campus are required to have a cell phone available at all times while attending the campus.
### DUQUESNE UNIVERSITY

#### ITALIAN CAMPUS, ROME, ITALY

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**Note:** No crimes have been classified as “Unfounded” during the years 2013 through 2015.

**CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMNS ARE INCLUDED IN THE ON CAMPUS CATEGORY.**

### Italian Campus Fire Safety Report

Duquesne University’s Italian Campus meets or exceeds all of the requirements of the Fire Code for Rome, Italy. The facility is equipped with fire hoses and fire extinguishers on every floor, as well as smoke detectors in every room. Heat detectors are present in the kitchen area and a redundant fire alarm system is used in the building. There have been no fires reported at the Italian Campus for the previous three calendar years. Fire and emergency evacuation procedures are reviewed with the students and faculty by the Italian Campus staff upon the students’ arrival at the campus. A fire drill is conducted each semester. To report a fire in Rome, dial ‘115’.

### Important Phone Numbers

**Office of International Programs**
601 Student Union, Duquesne Campus  
412.396.6113

**Director of the Italian Campus**  
Michael Wright  
wrightm@duq.edu  
Italian Campus Daytime phone number – 011.39.06.6152.2811  
For off-hour emergency contact with the Italian Campus, contact the Assistant Resident Director on duty: Samuel Celotto, Assistant Resident Director (+39) 345.485.4439; Kelsey Sobecki, Assistant Resident Director (+39) 345.540.6514; Haldan Kirsch, Assistant Resident Director (+39) 345.543.2808  
OR Department of Public Safety at 412.396.2677.

**Important Phone Numbers while in Rome**

La Questra di Roma “Aurelio” Police - dial 112 in Emergency Department, Via Aurelia, 660, Rome, Italy  
City Police Rome Tel: (+39) 06 67691  
Central Police Station (Rome) Tel: (+39) 06 4686  
Italian Red Cross (Ambulance Emergency) Tel: (+39) 06 5510

**U.S. Embassy ROME**

Mailing address: via Vittorio Veneto 121 - 00187 Roma  
Website: italy.usembassy.gov  
Telephone (switchboard): (+39) 06-46741
Students now have the opportunity to study for a semester in Dublin, Ireland, where Duquesne University has partnered with the University College Dublin to offer an exceptional learning experience. Our students are provided housing accommodations at St. Michael's House, a spacious 1860s mansion owned by the Holy Ghost Fathers. St. Michael's House is located in the prestigious neighborhood of Donnybrook, nestled among the embassies and diplomatic residences of many countries. At Duquesne's Irish Campus, students will take one course offered by Duquesne University and up to five courses at the nearby University College Dublin alongside fellow Irish students.

**Security**
St. Michael's House is equipped with a security camera which monitors the front entrance where the students gain entry with a key; each student is also issued a key to their individual room.

All policies and procedures (fire safety, student conduct, drug, alcohol, weapons, sexual violence, relationship violence, missing student, etc.) of the Main campus of Duquesne University apply to the Dublin Campus and students of both campuses are held to the same high standards of conduct and expectations.

The Duquesne in Dublin Director is responsible for maintaining the Dublin Campus daily crime log and fire log. The Clery crime statistics from the Dublin Campus are obtained from criminal incidents reported to the Director of the Dublin Campus and forwarded to Duquesne’s Department of Public Safety for inclusion in the Annual Security Report. Duquesne University does not have any security personnel located at the Dublin Campus. All emergencies, including medical, crimes and fires are to be reported to the Director of the Dublin Campus who shall immediately assist the student with contacting the appropriate Dublin emergency officials. Ireland has an emergency three digit telephone system like the American ‘911.’ The three digit emergency telephone number in Dublin, Ireland is 999 for Police, Fire, Ambulance and General Emergency.

The criteria for an immediate emergency notification are the same for both the main Duquesne University campus and the Dublin Campus. The Director of the Dublin Campus in consultation with the Executive Director of International Programs is responsible for issuing emergency notifications and timely warnings at the Dublin Campus. Emergency notification is made by mass text messaging to every student and faculty member in Dublin; all members of the Duquesne in Dublin Campus are required to have a cell phone available at all times while attending the campus.
Note: No crimes have been classified as “Unfounded” during 2013 through 2015

Key to Hate Crimes Notations
Type of Bias or Prejudice
Race = ra Gender = g Religion = re
Sexual Orientation = s Ethnicity = e Disability = d

Irish Campus
Fire Safety Report

Duquesne University's Irish Campus meets or exceeds all of the requirements of the Fire Code for Dublin, Ireland. Water based sprinkler fire suppression systems are not mandated by the Irish Fire Code and none are present in St. Michael's House, but individual fire extinguishers are placed in strategic locations throughout the building. There is an automatic fire detection and alarm system (Type L1), including an aspirating smoke detection system, strobe lights, audible fire alarms and manual pull stations. Individual smoke detectors are present throughout the building and heat detectors are present in the kitchen. There have been no fires at St. Michael's House. A fire drill and evacuation is conducted each semester.

Important Phone Numbers
Office of International Programs
601 Student Union, Duquesne Main Campus
412.396.6113

Important Phone Numbers while in Dublin:
Donnybrook Garda Station (Police) – dial 999 or 112 in an emergency
Telephone: +353 (0)1 666.9200
#43 Donnybrook Road
Donnybrook, Dublin, Ireland

U.S. Embassy Dublin
42 Elgin Road
 Ballsbridge, Dublin 4, Ireland
Telephone: +353 (0)1 668.8777 (During Business Hours)

Director of the Dublin campus
Laura Palilla
laurapalilla@gmail.com
Dublin campus daytime phone number:
+353 (0)1 208.0940
EMERGENCY
On Campus
Duquesne University Police
412.396.COPS (2677)
Off Campus
911

MEDICAL TREATMENT
Student Health Service,
Duquesne Union Atrium, 2nd Floor
412.396.1650
Hours: Mon.-Thurs. 7:30 a.m. – 6 p.m.,
Fri. 7:30 a.m. – 5 p.m.
UPMC Mercy Hospital
Emergency Room Services 412.232.8222

OFFICE OF DISCRIMINATION
AND SEXUAL MISCONDUCT
Title IX Coordinator - Sean Weaver:
412.396.2560

OFFICE OF INTERNATIONAL
PROGRAMS
601 Student Union
Duquesne Campus
412.396.6113

POLICE (Non-Emergency)
Duquesne University Police
non-emergency 412.396.6002
Pittsburgh Police
non-emergency 412.255.2935

EMOTIONAL SUPPORT
University Counseling Center
412.396.6204
Spiritan Campus Ministry
412.396.6020
Pittsburgh Action Against Rape (PAAR)
1.866.363.7273
Center for Victims of Violent Crimes
412.392.8582

RESIDENCE LIFE OFFICERS
Office of Residence Life 412.396.5028

RESIDENT DIRECTORS
Assumption 412.396.5047
Brottier 412.396.1442
Des Places 412.396.2474
St. Ann’s 412.396.5083
St. Martin’s 412.396.5095
Towers 412.396.5089
Vickroy 412.396.4211

STUDENT CONDUCT
Director: 412.396.6642

CAMPUS COMMUNITY
RISK TEAM (CCRT)
Chair - Dr. Alexandra Gregory:
412.396.4525