

MOORE COLLEGE of ART & DESIGN

SECURITY AND FIRE SAFETY REPORT

Updated October 1, 2011

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and The College and University Security Act of 1988, Moore College of Art and Design reports annually to its current and prospective students and employees, policies/procedures, and statistics for the previous three years pertaining to *reported crimes that have occurred on-campus and on public property within, or immediately adjacent to and accessible from the campus.*

This report is prepared annually in cooperation with the local law enforcement agencies surrounding our campus, the Director of Operations, and the Student Services Office. The Director of Operations serves as the liaison between the College and local law enforcement agencies for collecting crime statistics. Each year in September the Director of Operations makes a request to local law enforcement for crime statistics to include in this report.

Each year, an e-mail notification is sent to all faculty, staff, and students that provides access to this report. Copies of the report may also be obtained from the Student Services Office—Stahl Hall 1st floor—or from the Admissions Office—1st floor Sarah Peter Hall. This report is also available on the College's website at: http://www.moore.edu/student_life/transportation_safety

The information contained in this booklet is a supplement to what exists already in the Student Handbook. Anyone interested in more detailed information on policies and practices should contact personnel in Student Services and ask for a copy of the Student Handbook. The Handbook is also posted on the College's website: http://www.moore.edu/student_life/student_handbook

COLLEGE POPULATION

For the 2010-2011 academic year, Moore enrolled 474 full and part-time students pursuing a Bachelor of Fine Arts (BFA) degree and 37 students pursuing a Master of Fine Arts (MFA) degree as of September 8, 2010, the end of the drop/add period. There is space for up to 199 students to live in college-sponsored housing. In addition to the BFA students, 456 individuals enrolled in courses through Continuing Education during the 2010-2011 academic year. The College offers a program known as Young Artists Workshop for K-12 students on Saturdays during the academic year and during on weekdays in July; these participants are not included in the numbers above.

Moore College of Art & Design employs 115 faculty members for the BFA and MFA programs, 64 faculty for Continuing Education, 74 faculty for the Young Artist Workshop, and 64 full and part-time staff members. In addition, the College contracts with approximately 25 individuals on an as-needed basis to be models for courses such as life-drawing. The institution also contracts for food service, housekeeping, and security through outside vendors. Combined together, these vendors employ about 40 individuals at any one point in time.

RESPONSIBILITY FOR SECURITY

All members of the Moore College community—students, faculty, and staff—share responsibility for safety and security. Administratively, the Director of Operations oversees the safety and security initiatives at the institution. The Director of Operations reports to the Vice President for Finance and Administration, and serves as the liaison with the company that provides security services at Moore; currently the school contracts with McGinn Security, a locally owned and operated business with over 30 years experience in the industry. In working to maintain a safe and secure campus, the Director of Operations collaborates with Student Services staff members and, in particular, with the Director of Residence Life.

The security guards working at Moore are unarmed and do not have police powers. Their primary responsibility is to make sure that access to College buildings is limited to students, faculty, and staff and escorted guests of the aforementioned individuals. In the event of an emergency or criminal act, the security personnel contact College staff and/or the city police as deemed necessary. The security guards receive training by McGinn Security as well as on-the-job training at Moore. McGinn Security completes background checks of the security officers, including investigating the driving records for those individuals who drive the College shuttle.

There is 24-hour security coverage when the College is in session. In Sartain Residence Hall there is a guard 24 hours, seven days per week. In Wilson Hall, which is contiguous to Sarah Peter Hall and Stahl Residence Hall, a security guard is stationed at the front desk 24 hours per day, seven days per week. There is also a rover guard who patrols the school buildings and takes members of the College community to their destination off-campus within a set radius from the institution. The College is served by a total of 9 security persons during a 24-hour period. Additional details regarding shuttle and rover guard service can be found in the Student Handbook on pages 9-10.

To report a crime, here is a list of Moore College employees who are considered Campus Security Authorities:

- Resident Directors and Resident Assistants
- Director of Residence Life
- Director of Operations
- Co-Directors for Continuing Education
- Dean of Students
- Academic Dean
- Vice President for Finance and Administration
- President

Additionally, crimes or other emergencies can be reported to McGinn Security personnel:

- Report in person to Wilson Hall or Sartain Hall front desk

- Dial extension 0 (zero) from a college phone to contact the Wilson Hall front desk
- Dial 911, but also please contact the Wilson/Sartain Hall front desk so they can appropriately direct Emergency Personnel

Incident reports are maintained in paper or electronic form by the Director of Operations and Student Services. If an Incident report needs to be written and filed, please contact the Front desk of Wilson or Sartain Hall, Director of Operations, or a Student Services Staff member (Resident Assistant, Resident Director, Student Services Coordinator, Director of Student Activities & Facility Rentals, Director of Residence Life, or the Dean of Students) for access to the Incident Report document.

Daily crime logs are maintained by a collaborative effort between the Director of Operations and Student Services.

PROVISIONS FOR CAMPUS SAFETY & SECURITY

Moore makes decisions regarding the campus and its buildings to promote a safe and secure environment for all members of the College community. The key elements in this regard are:

- Well lit areas both inside and around College buildings;
- Emergency egress from buildings, while at the same time limiting access into the buildings;
- Landscaping that does not obscure windows or doors, restricts the ability to enter College property through windows, etc., and is difficult to hide behind;
- Locking mechanisms on windows and doors throughout the school;
- An infrared security beam installed on the perimeter of Sartain Hall.

The institution does utilize security cameras to monitor the campus.

Any member of the College community who has a suggestion for changes to further enhance safety and security on-campus should see the Director of Operations, who will research the suggestion and implement the suggestion, if appropriate.

The College makes the community aware of safety considerations and provides crime-alert, or emergency notification information. This is done by:

- Postings on appropriate bulletin boards.
- Alerts to all student, faculty, and staff e-mail addresses.
- “Emergency notification system” is available to send text message alerts to those who have signed up to participate. To sign up for this service, please go to this link of the College’s website - <http://moore.edu/site/Emergency%20Notification>.
- A self-defense/“street smarts” workshop is a part of each semester’s orientation program for new students. At this program, students learn by listening, watching, and performing self-defense techniques.
- Residential students are made aware of security and safety information through hall meetings.

Prospective students are not asked to disclose any prior criminal record to the College. The Admissions Office requires applicants to provide at least one recommendation in support of their candidacy to enroll at the College. If a current student develops a criminal record while at the College, she may be subject to disciplinary proceedings at the institution.

All new staff members are subject to a background check. If an employee develops a criminal record, he or she is subject to review by the College.

COLLEGE POLICIES

The Student Handbook contains policies on the following matters:

- Access to institutional facilities and programs by students, employees, guests and other individuals
- Possession, use, and sale of alcoholic beverages

- Possession, use, and sale of illegal drugs and paraphernalia
- Identification of and admission of guests in student housing
- Housing of guests and others not assigned to student housing or not regularly affiliated with the institution

If you need a copy of the Student Handbook, please see the Student Services Office, the College website or Self Service.

DRUG AND ALCOHOL POLICY

The illegal and/or abusive use of drugs and alcohol by members of the College community adversely affects the quality of campus life and the mission of the College and is, therefore, prohibited, whether it occurs on or off campus. Specifically, College policy prohibits the possession, use or sale of drug paraphernalia, cocaine and its derivatives, marijuana, barbiturates, amphetamines, hallucinogens or other addictive or illegal substances and the illicit use of prescription drugs in any form. College policy also prohibits underage students from possessing or consuming alcoholic beverages on College premises. Moore College of Art & Design is a “dry campus,” which means alcohol is not permitted in college-supervised housing. Alcohol awareness is briefly addressed in a presentation by Student Services during orientation. More alcohol awareness information is presented to resident students during the first floor meeting presented by Resident Assistants.

Students are expected to attend drug and alcohol awareness programs that the College sponsors in order to be as well informed as possible about both the health hazards associated with drug and alcohol use and constructive means for avoiding these addictions. Informational materials, educational programs, counseling services, referrals and disciplinary actions are all a part of the College’s prevention program. Employees are also provided with an Employee Assistance Program (information can be obtained through Human Resources).

The Student Handbook provides information about the internal disciplinary system in regards to alleged violations involving drugs and alcohol (page 18-19). The Handbook also contains information about Pennsylvania state laws regarding drugs and alcohol (pages 18-19).

REPORTING CRIMES AND EMERGENCIES

Any member of the College community who is aware of a criminal act, a violation of school policies, or an emergency should promptly contact one of the following individuals: a security guard, a Resident Assistant, a Resident Director, Director of Residence Life, the Director of Operations, either of the Co-Directors for Continuing Education, Dean of Students, Academic Dean, the Vice President for Finance and Administration, or the President. The student, faculty, or staff member is asked to file an incident report, and, when appropriate, local authorities are contacted and the individual is encouraged to file a criminal report with the police. The Director of Operations and/or members of the Student Services staff investigate all incident reports and take appropriate follow-up measures.

The College is required by law to provide annual statistics to the Commonwealth of Pennsylvania regarding incidences of crime. The Director of Operations compiles the annual report with assistance from the Student Services staff and local law enforcement agencies.

ADDRESSING CRIMINAL ACTIVITY OFF CAMPUS

The College concerns itself primarily with misconduct that occurs on College grounds or at college-sponsored events. However, the College may become aware of misconduct occurring off-campus that is detrimental to the College’s interests or to other students or dangerous to the student herself or illegal, including misconduct on-line, such as inappropriate use of campus network systems, or misconduct occurring in cyber communications. (See pg 5–6 in the Administrative Services and College Resources section for the policies governing the use of student@moore.edu.) In such cases, the Dean of Students or the Director of Residence Life will determine whether the College should pursue disciplinary action against the students allegedly involved in such behavior.

EMERGENCY PREPAREDNESS PLAN

It is the intent of Moore College of Art & Design to assure its students, faculty, staff and employees a safe and healthy environment. Accordingly, an emergency preparedness plan has been developed to provide mechanisms to help minimize injury to persons and damage to property in the event of fire or other emergency situations. This plan serves as a reference for College personnel. It presents a summary of emergency procedures and guidelines to follow for the most commonly encountered emergencies.

Faculty members, staff and administrators have direct responsibility for implementing emergency procedures in their respective buildings or areas. In addition, each laboratory is required to have specific guidelines prepared and maintained.

The plan can be accessed through the Vice-President of Finance and Administration, the Academic Dean, and the Dean of Students. The plan was last updated April 6, 2010.

All College buildings participate in one unannounced evacuation drill a semester to practice evacuation procedures.

CONFIDENTIAL REPORTING PROCEDURES

If a member of the College community is the victim of a crime and does not want to pursue action within the College system or the criminal justice system, that person may still want to consider making a confidential report. With permission, the Director of Residence Life can file a report on the details of the incident without revealing the identity of the individual. The purpose of this confidential report is to comply with a person's wish to keep the matter confidential, while taking steps to ensure the future safety of others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The Director of Health Services and the Director of Counseling Services are not considered to be Campus Security Authorities. It is up to their professional discretion to report crimes to staff who are Campus Security Authorities.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Operations, the Dean of Students and/or the Vice-President for Finance and Administration constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the College e-mail system and the emergency notification system (via text) to students, faculty, and staff. To sign up for this service, please go to this link of the college's website - <http://moore.edu/site/Emergency%20Notification>. In addition, signs will be posted on bulletin boards throughout the College. Anyone with information warranting a timely warning should report the circumstances to the Director of Operations and/or the Dean of Students. The College has a working relationship with local law enforcement agencies to alert the College about crimes that have been reported that warrant timely warnings or emergency responses. The College does not have a written memorandum of understanding with the local police.

Without delay, the College will take into account the safety of the community, determine the content of the notification, and initiate the notification system. The only reason why an emergency notification would not be issued immediately is because doing so would compromise: assisting the victim, containing or responding to the emergency, or otherwise mitigate the emergency. Timely warnings are issued by the Vice-President of Finance and Administration and/or the Dean of Students.

SEXUAL ASSAULT

A student who believes she may have experienced sexual assault is encouraged to seek medical care and supportive counseling as soon as possible. The following resources are available.

- Resident Assistants and Resident Directors can provide the student with informal counseling.
- The Director of Counseling Services is available to discuss any incidents with students that could be sexual assault as well as to offer appropriate emotional/psychological support.
- The Director of Health Services will provide the student with medical care and help with making decisions.
- The physicians at PennCare Rittenhouse, to whom the College refers its students for medical services, may also provide the student with medical care.
- The Emergency Room of the Thomas Jefferson University Hospital (10th and Walnut Streets) provides medical care. Since Jefferson Hospital is funded by the City, the first visit for sexual assault is free. (See Health Services in the Administrative Services and College Resources section of the Handbook for details about other types of emergency room visits.) However, Jefferson Hospital is required to involve the police. The student would have to be interviewed at the hospital by police officers. WOAR (Women Organized Against Rape) volunteer counselors are usually available to offer support during the interview. Staff in Student Services, including the Director of Counseling Services and the Director of Health Services, are available to accompany the student to the hospital. If at all possible, the student should refrain from bathing or changing clothing prior to going to the hospital in order to preserve physical evidence, if criminal charges are likely or possible.
- The WOAR hotline (215-985-3333) provides anonymous counseling and can help students who are reluctant to go to the hospital or see a physician.
- If the student seeks support from either the College's Director of Health Services or the Director of Counseling Services and wishes to keep the incident confidential, either staff member will abide by the student's decision.
- See below under Handling Sexual Assault in Off-site College Programs for details about procedures for the student to follow if a sexual assault occurs in an off-site, college-sponsored program.

If the student elects to file a report with the College beyond seeking medical/counseling support, the following support and procedures are in place.

- The student will be informed of her option to contact local authorities to pursue legal or civil action.
- Should the student elect to file an incident report with the Dean of Students, depending on the nature of that report and the student's wishes, the Dean may pursue it as a violation of the College's Student Code of Conduct and/or the College's Sexual Harassment Policy. If it is determined that a judicial hearing will take place, the Dean will follow the procedures outlined under Judicial System and Redress for Students in the Student Handbook (pgs.21-22)—with the exception that the alleged violator and the student filing the report—the survivor—will both be informed of the resolution of any judicial hearing.
- All incident reports of sexual assault filed with the College will be investigated. If the student filing—the survivor—requests confidentiality, information about the incident will be given only to College personnel that need access in order to conduct an inquiry and to the College's President.
- Once an incident report has been filed, the College will include information that does not identify the survivor in the crime statistics that the College files yearly in accordance with the Jeanne Clery Act.
- The College will make changes in the student survivor's living and/or academic situation following a sexual assault, if the survivor requests these changes and if they are reasonably available.

Third Party Response to Sexual Assault: The College encourages students who, as third parties, have become aware of a serious allegation of sexual assault to report it to the Director of Counseling Services, the Director of Health Services, the Dean of Students or, if the alleged assault occurred during an off-site college-sponsored program or college-related trip, to the faculty/staff

member in charge. The College recognizes that there is ambiguity in urging students as third parties to report allegations of sexual assault while at the same time supporting the survivor's right to confidentiality. Staff members or faculty will keep this ambiguity in mind when receiving a report about an alleged sexual assault, as they take relevant steps in response to the report, including offering support to the survivor.

Even if the survivor requests that College personnel do not reveal her name, all College personnel (except the Director of Health Services and the Director of Counseling Services) are still required to treat the incident as a crisis under the College's Crisis Policy (see page 14 in the Student Handbook) and to report the incident to the appropriate personnel. If the survivor does not want her name disclosed, the report will be made without her name. College personnel must report allegations of sexual assault to the Dean of Students, if the alleged survivor is a BFA or a MFA student; to the Director of Continuing Education, if the alleged survivor is a YAW or CE student; to the Academic Dean, if the alleged survivor is a faculty member; or to the Vice President of Finance and Administration, if the alleged survivor is a staff member. As noted above, under Additional College Responses to Sexual Assault, all incident reports will be investigated, and the President will be notified of all reports of sexual assault.

Further details about support for students who have been sexually assaulted can be found in Student Services.

Internal Judicial Committee hearings are held on the Moore College of Art & Design campus and will be closed to all but those involved (witnesses, alleged violator, committee members, and an advisor so designated by the alleged violator). The College's judicial system is outlined in the Student Handbook, starting on page 21. It is not possible to list all potential sanctions following the final determination of a Student/College/Administrative committee, because every case is unique. A list of potential sanctions for violating the Student Code of Conduct can be found in the Student Handbook on page 22.

All new students are encouraged to attend an Orientation session presented by WOAR to have an open, honest, and educational conversation about sexual assault and protecting themselves.

POLICY STATEMENT ADDRESSING CONDUCT HEARING DISCLOSURES TO ALLEGED VICTIMES OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

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

MEGAN'S LAW

Pennsylvania's legislature has determined that public safety will be enhanced by making information about registered sex offenders available to the public through the internet. Knowledge about whether a person is a registered sex offender could be a significant factor in protecting any individual, including those in care of a group or community organization, from recidivist acts by registered sex offenders. The technology afforded by the internet makes information on registered sex offenders readily accessible to the public, enabling them to undertake appropriate remedial precautions to prevent or avoid placing potential victims at risk. Public access to information about registered sex offenders is intended solely as a means of public protection. The website for Pennsylvania Megan's Law <http://www.pameganslaw.state.pa.us/>

STUDENT HOUSING

Housing is available to full-time students enrolled in the BFA program. When space permits, housing is also available to part-time Moore students and, occasionally, to students of other institutions of higher education in the city of Philadelphia. The housing options available include:

two residence halls, one with single rooms and the other with 4-person suites. Students are not required to live on campus during their enrollment at the school.

Staffing and Duty

Three undergraduate Resident Directors staff the two residence halls (one in Sartain, two in Stahl Hall). In addition, there is an undergraduate student who works as a Resident Assistant on each floor. In total, there are eight Resident Assistants. The Director of Residence Life supervises the Resident Directors and Resident Assistants. Residence Life staff members share nighttime and weekend duty responsibilities and make rounds each night to provide assistance to the residents. There are two staff members on duty every night.

In addition to the student residence hall staff on duty, a full-time professional staff member in the Student Services Office is on-call every evening and 24 hours on the weekend.

Sign-in procedure

In both residence halls, students are required to sign out when they leave and sign in when they return. This policy exists to encourage residents to take responsibility for letting others know where they are in case of an emergency. It is not designed to allow staff to keep track of a student's whereabouts.

Visitation/Guests

Students living in College housing are able to have guests visit and stay overnight for up to 3 nights in a row. In the residence halls, there are special guest registration procedures to be followed. These are outlined in the Student Handbook.

Vacation Housing

Students in the residence halls may not occupy their rooms during break periods when the halls are closed. The residence halls do remain open during the fall break, but close for all other breaks. Students needing housing over vacation periods may be placed in special locations with security precautions in mind. Students using residence hall spaces over breaks may incur an additional charge.

MISSING PERSONS

In the event that a student is reported as missing for more than 24 hours, College staff will make inquiries about her whereabouts. If a resident signs out and does not return by the estimated time of return, the staff will make inquiries about her whereabouts 24 HOURS AFTER THAT ESTIMATED RETURN TIME, unless a truly valid reason for concern is expressed directly to a professional staff member in the Student Services Office prior to that time. Should those inquiries indicate that there is a reason to be concerned about the resident's safety, proper sign-out may be what allows staff to locate her.

If Student Services makes an inquiry about a resident who has signed out and not returned and cannot locate her, staff will notify appropriate people listed on the student's emergency contact sheet, which is kept by the Residence Life Staff. This information will not be disclosed to anyone, except law enforcement personnel to help find the missing student. If the student is under 18, a member of her family will be notified that she has not returned to the residence hall. If the Residence Life Staff does not have an emergency contact number, the police will be notified. If emergency contacts cannot be reached, the police will be notified. Police will also be notified if a student, regardless of age, has been determined to be missing.

If someone believes a student is missing and the student lives on campus, please contact a Resident Assistant, Resident Director, or the Director of Residence Life. During College business hours, go to Student Services on the first floor of Stahl Hall, or call 215-965-4040. After hours, please ask the guards at the front desks of Wilson or Sartain Halls to contact the Resident Assistant on duty. If the student does not live on campus, please contact the Dean of Students.

ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act (HEOA) includes two new safety-related requirements:

1. **Fire Log:** Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire on-campus in student housing facilities. The College complies with this rule by including all fire-related incidents in a Daily Crime and Fire Log. To view this information, please contact the Director of Operations. Requests for information older than 60 days must be directed to the Vice President for Finance and Administration. Information will be made available within two (2) business days of a request for public inspection.
2. **Annual Fire Safety Report:** Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. The College complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the Annual Security & Fire Safety Report. Information contained in this annual fire safety report includes: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliance, smoking and open flames.

If a fire occurs in any building, community members should immediately pull the nearest fire alarm. If time allows, please call ext. 0 to notify the front desk of the location of the problem. The campus fire alarm systems alert community members of potential hazards. Community members are required to heed an activated fire alarm system and evacuate a building immediately. Use the nearest available exit to evacuate the building. Community members should familiarize themselves with the exits in each building. No training is provided to students or employees in firefighting or suppression activity as it is dangerous and each community member's duty is to safely and quickly exit the building.

When a fire alarm is activated, the elevators in most buildings will automatically recall to a pre-designated fire-safe floor. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus ring to the Front Desk.

All fires in residential housing, emergency or not, should be reported to the Director of Residence Life or the Director of Operations. Fires that happen in any non-residential facilities, emergency or not, should be reported to the Director of Operations. When calling, please provide as much information as possible about the location, date, time, and cause of the fire.

FIRE PROTECTION EQUIPMENT/SYSTEMS

All residential buildings are equipped with automatic fire detection and alarm systems which are monitored by the front desk security and an outside monitoring company. Each residence hall has full sprinkler systems, meaning individual rooms and common areas have sprinklers. There are fire extinguisher devices, evacuation plans next to elevators, strobe lights, sounding alarms, and fire doors.

HEALTH AND SAFETY INSPECTIONS

The Residence Life Staff performs residential inspections at Thanksgiving break, winter break, and spring break. Residents are notified beforehand of the inspection process. The inspections are conducted to identify safety violations as well as conditions which may be detrimental to the health or well being of the wider residential community.

The inspections include a visual examination of electrical cords, sprinkler heads, smoke detectors and other life safety systems. In addition, each room is examined for the presence of prohibited

items such as candles, halogen lamps, open coiled appliances, pets, etc. Rooms are also examined for evidence of prohibited activity such as smoking in the room, tampering with life safety equipment, etc. This inspection also includes a general assessment of cleanliness of the room, including food and waste storage.

Conditions requiring further action are reported to the Director of Residence Life for follow up.

FIRE POLICIES FOR ON-CAMPUS STUDENT HOUSING FACILITIES

ELECTRICAL APPLIANCES - Because of their potential to cause accidental fires, and in an effort to conserve energy, the following electrical appliances are restricted or prohibited:

- Halogen lights are prohibited.
- Hotplates, space heaters, electric blankets, toaster ovens and all appliances with an open heating element are prohibited.
- Air conditioners, other than those installed by Moore, are prohibited. If a student needs air-conditioning as a medical necessity, she must provide a doctor's documentation, and she will be assigned a space in Stahl Hall.
- No refrigerators other than the micro-fridges provided by the College are permitted in student rooms.
- Only coffee pots with an automatic shut-off are permitted.

FIRE SAFETY - The following items are restricted or prohibited:

- Any candles, incense or open flames are prohibited.
- Tobacco, clove cigarettes, hookahs, and cigars are prohibited.
- Residential type extension cords (white or brown) are not permitted to be used in any residence hall room. Only commercial type extension cords (orange 16/3 gauge) are permitted.
- Students should not tamper with the sprinkler or fire systems in any way. Please do not hang items from the sprinkler pipes.

SMOKING - Smoking is prohibited in all areas of the residence halls. Students in Stahl Hall may smoke in the courtyard on the Cherry Street side of the Dining Hall. Students in Sartain may smoke in the smoking courtyard, which is on the Woodstock Street side of Sartain.

Evacuation procedures are outlined by Residence Life staff in the first floor meeting of the academic year. Students must leave the buildings when the fire system is sounding. Resident Assistants facilitate the exit of buildings by guiding students to the best exit. Once outside, students should look for a Resident Director to check-in. They are stationed in front of Sartain hall (across Cherry Street) and in Aviator Park for Stahl Hall. Fire drills are conducted, unannounced, once each semester (usually September and March), in each residence hall. These tests are monitored by the Director of Operations. Stahl Hall and Sartain are both equipped with fire alarms, smoke detectors, and sprinkler systems. If students do not evacuate the buildings in under three minutes, then the test is repeated.

In the event of a long-term evacuation, personnel like the Vice-President for Finance and Administration, Dean of Students, local/state police, the Director of Operations, or the Director of Residence Life will be on scene and will communicate information to students regarding the developing situation or any evacuation status changes.

No fires have been reported in the residence halls between January – December 2010.

MOORE COLLEGE OF ART & DESIGN CRIME STATISTICS

By law, the College is required to make the following crime statistics available to students, faculty and staff on an annual basis. In addition, this data needs to be provided to prospective students upon request and is to be given to new employees at the time of hiring. The following statistics are based on violations of the law reported to the Director of Operations and to the Student Services Office. The statistics are based on the period of January 1 to December 31 of each year.

Crime Statistics Required by The Clery Act

Hate Crimes by Prejudice												
Murder- Non negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses-Forcible (Total)	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses-Non Forcible (Total)	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary (Total)	0	0	0	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Attempted	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0

For the above three-year reporting period, there were zero reported offenses considered hate crimes as defined by the law.

Reported crimes may involve individuals not associated with Moore College of Art and Design.

"On campus" category means the main college buildings at 20th Street and the Parkway: Wilison, Peter, and Stahl halls. Also includes Sartain Hall, located at 2039 Cherry Street.

"Residence Halls" category means Stahl Hall at 20th Street and the Parkway and Sartain Hall at 2039 Cherry Street.

"Non-campus" Moore does not have any spaces that fall in the noncampus category.

"Public" category refers to sidewalks and other public spaces adjacent to, and surrounding the college. Like Cherry Street, 20th Street, Race Street, and Lambert Street for example. Also includes Aviator Park.

**Crime Statistics Required by Pennsylvania's
Campus Crime Reporting Law**

Offense	2008	2009	2010
Aggravated Assault	0	0	0
Other Assaults	0	0	0
Arson	0	0	0
Burglary	0	0	0
Disorderly Conduct	0	0	0
Driving Under the Influence	0	0	0
Drug Abuse	1	0	3
Drunkenness	0	0	0
Embezzlement	0	0	0
Forgery/Counterfeiting	0	0	0
Fraud	0	0	0
Gambling	0	0	0
Liquor Laws	3	6	4
Motor Vehicle Theft	0	0	0
Murder	0	0	0
Offenses Against Family	0	0	0
Prostitution	0	0	0
Rape	0	0	0
Other Sex Offenses	0	0	1
Robbery	0	0	0
Theft/Larceny	0	0	0
Vagrancy	0	0	0
Vandalism	0	0	0
Above listed offenses also categorized as hate crimes	0	0	0
TOTAL	4	6	8

PA Act 180, the Uniform Crime Reporting Act, requires the release of crime statistics and rates to students and employees.

Fire Safety Systems in Moore College of Art & Design's Residence Halls

Residence Halls	Fire System, Monitored by Front Desk & Outside Company	Full Sprinkler System*	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans By Elevators	# of Evacuation Fire Drills per year	Sounding alarm	Strobe lights	Fire Doors
Sartain Hall 2039 Cherry St.	X	X	X	X	X	2	X	X	X
Stahl Hall 1916 Race St.	X	X	X	X	X	2	X	X	X

* Full Sprinkler System exists in common areas and individual rooms

Annual Fire Safety Report

Year	Residence Halls	Total Fires in each building	Fire Number	Cause of fire	Number of injuries that needed treatment at a medical facility	Number of deaths related to fire	Value of property damage caused by fire
2008	Sartain Hall 2039 Cherry St.	0	0	N/A	N/A	N/A	N/A
	Stahl Hall 1916 Race St.	0	0	N/A	N/A	N/A	N/A
2009	Sartain Hall 2039 Cherry St.	0	0	N/A	N/A	N/A	N/A
	Stahl Hall 1916 Race St.	0	0	N/A	N/A	N/A	N/A
2010	Sartain Hall 2039 Cherry St.	0	0	N/A	N/A	N/A	N/A
	Stahl Hall 1916 Race St.	0	0	N/A	N/A	N/A	N/A