Villanova University strives to be a caring and welcoming community, rooted in the principles of Veritas, Unitas, Caritas—Truth, Unity, Love. For the University, part of this effort is making sure that our campus is a safe place for our students and employees to live, work and learn.

The Department of Public Safety (Public Safety) employs both police and security officers. University Police Officers have full arrest powers and several defensive weapons, including firearms. Public Safety currently has 25 sworn Police Officers, along with approximately 52 non-sworn Public Safety Officers. Public Safety prides itself on community engagement, educational programming and communication to support its overarching goal of a safe and secure campus.

Villanova’s Department of Public Safety has been an accredited police agency since 2019 by the Pennsylvania Law Enforcement Accreditation Commission (PLEAC), an accrediting body for police departments in the Commonwealth of Pennsylvania. Accreditation helps to ensure that the policies and methods by which Public Safety operates are consistent with the best practices in the University campus police and security arena.

In this Report you will find valuable information about the University’s safety and security policies, crime statistics, emergency procedures, and fire safety policies and statistics, as well as the many resources available through Public Safety. Additional safety and security information can be found on the Public Safety website: www.villanova.edu/publicsafety, which I encourage you to visit. If you prefer speaking with someone, you can always reach Public Safety by phone at (610) 519-5800 for general inquiries.

Thank you for taking the time to review the information included in this Report. By working together, we can all make Villanova’s campus a safer place.

Sincerely,

David G. Tedjeske
Director of Public Safety & Chief of Police
Villanova University Department of Public Safety:
Who We Are and What We Do

Villanova University has devoted significant resources to providing a safe campus for its community members. The Department of Public Safety, located in Garey Hall, is responsible for providing law enforcement services and for maintaining the security and safety of the campus community. The Department of Public Safety consists of approximately 75 Officers, including both sworn Police Officers and non-sworn Public Safety Officers who provide on-campus coverage 24 hours a day, seven days a week. To provide the greatest breadth of coverage, the Officers patrol the campus on foot, on bicycle and in vehicles.

Emergency call boxes are located throughout the campus and parking lot areas in order to provide emergency assistance to the Villanova community. Call boxes offer a direct link to Public Safety to report an emergency, such as a suspicious person or circumstance, a medical emergency, or to request a safety escort. See the map at the end of this brochure for the call box locations.

Villanova University’s Police Officers have law enforcement authority and responsibility for enforcing Federal and State laws, University Policies and for making arrests. Villanova Police Officers have the responsibility and authority for patrolling the Campus Area and responding to calls for service, including reported crimes, as defined in a Memorandum of Understanding (MOU) with the Radnor Township Police Department and the Villanova University Police Department described below.

Villanova non-sworn Public Safety Officers do not have arrest authority and have no legal authority upon which to enforce criminal laws; however, they do have the authority to enforce University Policies. The University supports and encourages the making of prompt, accurate reports to the University. Both Villanova University’s sworn Police Officers and non-sworn Public Safety Officers are well-trained professionals. The Police Officers are certified Officers in the Commonwealth of Pennsylvania and are held to the same training and credentialing requirements as any other Police Officer in the Commonwealth. Shift supervisors are either certified Police Officers or certified EMTs. Both Police Officers and Public Safety Officers receive on-going training from both internal and external entities and in the form of in-service training.

The MOU between the Radnor Township Police Department and the Villanova University Police Department addresses agreements between the Departments regarding the provision of law enforcement services on campus and in the surrounding area. The MOU addresses various topics including, but not limited to: the physical jurisdiction of the Departments; procedures and responsibility for responding to and investigating various specific crimes; procedures for requesting assistance from the other Department; and guidelines for other administrative processes.

The MOU also addresses the physical jurisdiction of the Villanova Police Officers which includes Villanova enforcing the laws of the Commonwealth of Pennsylvania on all non-dedicated roadways in the Campus Area, including all intersections except for the following public streets (including sidewalks within the legal rights of way) upon which Radnor Police possess enforcement responsibility: County Line Road, Lancaster Avenue, Spring Mill Road/Route 320 and Ithan Avenue. Villanova Police may exercise jurisdiction outside of the Campus Area, including the streets identified above, under numerous conditions and will turn the case over to the Radnor Township Police Department as soon as possible in such instances.

Villanova sworn Police Officers and non-sworn Public Safety Officers have jurisdiction to conduct security and safety patrols on campus property as well as on streets which are adjacent to or adjoining campus property. Officers address violations of University Policy, monitor parking and traffic on campus, prepare written reports, investigate suspicious circumstances, address immediate safety hazards and exclude trespassers when appropriate.

The Villanova Department of Public Safety maintains a good working relationship with the Radnor Township Police Department and other surrounding Police Departments. These Departments meet regularly to discuss issues of common concern and to identify areas where they may be helpful to each other in the performance of their jobs.

Residence Halls
In 2022, the University housed approximately 5,000 undergraduates in 31 campus facilities. Accommodations ranged from traditional residence halls to halls with apartment units. First-year students were assigned housing and roommates by the Office for Residence Life. Upper-class students participated in a housing selection process and chose their room assignment and could also select roommates. Changes in room assignments were made based on reasonable request, as space permitted.

Access to Residence Halls
Students living in residence halls are provided with card access to operate the lock on their own room door. Key access is available as an emergency backup. Outside main entrances to all residence halls, except for Friar Hall, Dobbin Hall, Austin Hall, Corr and St. Mary’s, are locked 24 hours a day, seven days a week with access controlled by a computerized card access (Wildcard) system. Windows are equipped with locks operable by room occupants. The residential portions of Friar Hall, Dobbin Hall (formerly Chapter Hall), Austin Hall, St. Mary’s and Corr Halls are locked and controlled through the Wildcard system 24 hours a day, seven days a week. However, the outside entrances to these buildings are unlocked to accommodate access to office space, instructional facilities, dining facilities and recreational facilities.

An on-campus restaurant, the Refectory, is located on the ground floor of Friar Hall and is open to the public. An exterior door to Dobbin Hall is unlocked during business hours for access to a walk-in IT support center for students, faculty and staff. Some exterior doors are designated as “exit only” or “emergency exit only” and are locked to the outside.

Security of Residence Halls
University sworn Police Officers and non-sworn Public Safety Officers patrol the exterior and interior of all campus residence halls as part of the normal patrols. In addition, CCTV cameras are installed throughout the campus in both interior and exterior locations. CCTV cameras and card access systems are viewable centrally by Public Safety Dispatchers as well as by Officers at three other fixed post locations throughout the campus. The University encourages resident students to report crimes, unsafe conditions, and suspicious behavior by contacting the Department of Public Safety.

University policies, safety and security measures and behavioral expectations are made available to all students on the University’s website. These topics are also discussed during residence hall floor meetings as well as in ad hoc educational programs and as particular circumstances require. Access to residence halls is restricted via the card access system. Students who receive permission to remain in residence during low occupancy periods are required to register with the Office for Residence Life. All invited guests are expected to share the same responsibility for the community as do its members. Even so, resident students are personally responsible for the behavior of, or damage caused by their guests. Resident students will be held strictly accountable for violations of University policy by their guests.

Security of and Access to the University’s Academic and Administrative Facilities
The University has the capability via the Wildcard system to control access to many buildings and entrance gates on campus. Like most card key systems, the Wildcard system is an access control system, not a security system. The Wildcard system regulates access by allowing only designated users access into a given area and creates an access log. Students are strongly discouraged from propping exterior doors to residence halls. Villanova is a private institution. University academic or administrative activities are given first priority for the use of Villanova’s facilities, with second priority given to programs of University groups.

If others wish to use University facilities, prior registration through the appropriate University administrative offices is required. The University allows residents of the nearby community to use certain University facilities, including athletic facilities and fitness centers in the Davis Center, upon registration and payment of a small annual fee. Guests are generally not required to show identification when using academic or administrative facilities; however, the University reserves the right to ask for identification from anyone present on Villanova’s property. Permission for guests and visitors to be present on campus grounds and buildings is a revocable
Communicating About Security Matters

Villanova University encourages accurate and prompt reporting of all crimes and emergencies to the Villanova University Department of Public Safety or appropriate police agency including when the victim elects not to, or is unable to, make such a report. Other campus offices to whom crimes may be reported include the Dean of Students Office and the Title IX Coordinator; however, those offices should not be used to report emergency situations where an immediate response may be required. The reporting of crimes to the Department of Public Safety aids in providing timely warning notices to the community, when appropriate, and to ensure inclusion of reportable incidents in the annual crime statistics. In addition, the Department of Public Safety will assist victims with making reports to the appropriate police department, if the crime occurred outside the jurisdiction where Villanova Police Officers can respond to and document the crime.

The Department of Public Safety provides a variety of services to the University community, including:

- Proactive patrols of all buildings and campus grounds
- On-campus safety escort service, which provides vehicle or walking escorts to visitors and campus community members (call (610) 519-4444)
- Response to medical and other emergencies
- Courtesy transports to the Student Health Center or local hospital
- Emergency mass notification using the NOVA Alert system, which is used to send emergency notification alerts to cell phones and email accounts
- Fire and intrusion alarm monitoring and response
- Security patrols in and around selected residence halls
- Crime prevention programs
- Courtesy vehicle jump-starts and lockout assistance
- Lost and found
- Special event coverage

Additional safety tips and information regarding the services provided by the Department of Public Safety are available on its website at: www.villanova.edu/policesafety

Voluntary and Anonymous Reporting—Sexual Misconduct

Reports of all cases of alleged violations of the University Sexual Misconduct Policy may be accessed in full at: https://villanova.policetech.com/docview/?docid=199846

A summary of those options is below.

If a Complainant reports an incident of sexual misconduct and chooses not to file a formal complaint, supportive measures will remain available to the Complainant. In such cases, the University must weigh the Complainant’s choice against its obligation to provide a safe, non-discriminatory environment for all students and employees, including the Complainant. Although rare, there may be times when the University cannot honor a Complainant’s request and the Title IX Coordinator may determine that filing a formal complaint is necessary in order to provide a safe, non-discriminatory environment for all community members.

When weighing such a request by the Complainant, the Title IX Coordinator or Deputy Title IX Coordinator(s) will consider a range of factors, including but not limited to, the following:

- The risk that the Respondent will commit additional acts of sexual or other violence, such as:
  - a pattern of alleged sexual misconduct by the same Respondent;
  - whether the Respondent has a history of arrests or records from a prior school indicating a history of sexual and/or physical violence;
  - whether the Respondent threatened further sexual violence or other violence against the Complainant or others;
  - whether the sexual violence was committed by multiple perpetrators;
  - whether the Complainant’s allegations involved force, use of weapons or similar factors;
  - whether the Complainant is a minor;
  - whether the University possesses other means to obtain relevant evidence of the alleged sexual violence (e.g., security cameras, eye-witnesses or physical evidence);
  - whether the Complainant’s report reveals a pattern of perpetration (e.g., alcohol or other drug facilitated sexual violence) at a given location or by a particular group.

Reporting Criminal Actions or Other Emergencies on Campus

Students, faculty, staff and visitors are encouraged to report all crimes and emergencies to the Department of Public Safety, by calling 4444 or 9-4444 from an on-campus telephone or (610) 519-4444 from an outside telephone or cell phone. Public Safety Dispatchers are available at these telephone numbers 24 hours a day, seven days a week to answer calls. The University’s safety app, Nova Safe, may also be used to report emergencies. When contacting Public Safety through the app, the Dispatcher is able to see the caller’s GPS location, name and any other information the caller chooses to make available to Public Safety. For more information about Nova Safe please go to: https://www1.villanova.edu/villanova/units/networkphonesconnect/VillanovaMobileApps/nova-safe.html

In response to a report, the Department of Public Safety will dispatch an Officer(s) to the caller’s location to file an incident report or ask the victim to report to Public Safety to file an incident report. All reported crimes investigated by the University may become a matter of public record. Public Safety incident reports involving violations of Villanova University’s policies are forwarded to the appropriate office for follow up. In the case of a medical, fire or other emergency, the Department of Public Safety requests assistance from outside emergency response personnel as needed.

When necessary, a follow-up investigation is conducted by either the Villanova University Police or appropriate outside law enforcement agency. The University has a Memorandum of Understanding with the Radnor Township Police Department that addresses follow-up investigations to reported crimes. Information obtained through an investigation may be forwarded to the appropriate University office for follow-up if it is determined that Villanova University policies were also violated.
If none of these factors is present, the University will likely be able to respect the Complainant’s request not to file a formal complaint. However, the presence of one or more of these factors could lead the Title IX Coordinator to file a formal complaint allowing the University to investigate and, if appropriate, pursue the grievance process and/or involve the law enforcement agency with jurisdiction. In such cases, the University will inform the Complainant and will share the University’s reasoning for proceeding with a formal complaint. The Complainant may still decide whether and how much they want to be involved in any next steps. The University will only share information with those needing to know in order to conduct the investigation and facilitate the University’s response to the report of sexual misconduct.

The University may consolidate formal complaints alleging sexual misconduct against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

**Voluntary Confidential Reporting**

Villanova University cannot guarantee that the identity of the reporting person(s), the victim, or others involved in an incident will remain confidential, except for reports made to pastoral or professional counselors acting in their official capacity. Victims of crime who do not wish to pursue action within the University system or the criminal justice system are still encouraged to make a report with Public Safety. In most incidents, a formal action will not be taken without the consent of the complainant. In addition, a person’s identity will only be shared with University and/or law enforcement officials with a bona fide need to know. Crime victims’ names are not publicly disclosed except through court documents (in cases where an arrest is made).

**Professional and Pastoral Counselors**

By law, Campus “Pastoral Counselors” and Campus “Professional Counselors” (when acting as such) are not considered to be a Campus Security Authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the Professional Counselors at Villanova University are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis to the Department of Public Safety.

**PASTORAL COUNSELOR**

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a Pastoral Counselor.

**PROFESSIONAL COUNSELOR**

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of their license or certification.

**Crime Prevention and Security Awareness Programming**

One of the essential components of any successful crime prevention program is an informed public. It is the intent of Villanova University to inform students of good crime prevention and security awareness practices. Both the Office for Residence Life and the Department of Public Safety provide the University community with educational materials on safety and crime prevention in brochures and on their departmental websites. Security and safety programs, including videos and discussions, are presented to students and other interested community members by professional staff members of both departments. The Department of Public Safety offers a wide variety of security awareness and crime prevention programming for students and employees. Topics include personal safety awareness, theft prevention, sexual assault awareness, internet safety, alcohol education, Active Shooter Awareness Training, and the Rape Aggression Defense (RAD) self-defense course. Anyone interested in having a Public Safety Officer speak to their classroom or group should contact them at 610-519-5880. Public Safety works collaboratively with other offices on campus to offer programs geared towards specific groups such as residence hall students, peer educators and members of Greek organizations. (See also Sexual Assault, Sexual Harassment and Other Sexual Misconduct Prevention and Education Efforts on pages 35-37.)

During the 2022–2023 academic year, Public Safety offered approximately 25 crime prevention and security awareness programs. Topics such as active shooter preparedness, personal safety, residence hall security, and sexual assault prevention are some examples of programs offered during the prior academic year. Public Safety provides crime prevention and security awareness information during new employee orientation, which is held monthly, and will provide programming tailored to any department upon request. On average, between four and seven personal safety and crime prevention programs are offered through Public Safety on a monthly basis. All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious, involved and are advised to call the Department of Public Safety to report suspicious behavior. Any student or employee seeking information on attending crime prevention programming should contact the Department of Public Safety at (610) 519-5880.

Public Safety Officers participate in Resident Assistant (RA) training annually to ensure that RAs are fully aware of safety issues and resources available to Villanova students. Specific policy issues and problems are routinely addressed at residence hall floor meetings conducted by RAs. Public Safety Officers are available to attend floor meetings at the request of an RA to discuss safety concerns. Through these efforts, community members are encouraged to care for themselves, as well as for each other. Additional details concerning student or residence hall regulations are included in the Student Handbook (the “Blue Book”), which is available to all students on the University’s website. Additional details regarding employee policies are included in Human Resources employment policies, available to all employees on the University’s website; for faculty, there is a separate Faculty Handbook, available on the Office of the Provost website.

**Timely Warning Notices—Safety Alerts**

In order to aid in the prevention of similar crimes, the Director of Public Safety & Chief of Police or his designee, at their discretion and in consultation with responsible authorities when time permits, will develop and issue campus-wide timely warnings which are called Safety Alerts. The purpose of Safety Alerts is to notify members of the community about crimes that are believed to have occurred on or within the Clery Geography of Villanova University (on campus or on non-campus property or public property) where it is determined that the incident may pose a serious or ongoing threat to members of the University community. Safety Alerts will typically be issued for the following crimes: murder/non-negligent manslaughter, robbery, and major cases of arson. Alerts for the crimes of aggravated assault, motor vehicle theft, burglary, sexual assault, domestic violence, dating violence, stalking and other Clery crimes are considered on a case-by-case basis and depend upon a number of factors. These include the nature of the crime, the continuing danger to the campus community—such as whether the perpetrator was apprehended—and the possible risk of compromising law enforcement efforts. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Villanova community members and a Safety Alert would not be distributed. Safety Alerts in response to sexual assaults will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Department of Public Safety. Sometimes these offenses are reported long after the incident occurred; thus, there is no ability to distribute a “timely” warning notice to the community. Even though not required by law, Safety Alerts may also be posted for other crime classifications and locations, at the sole discretion of Villanova University. Safety Alerts will be distributed to the community as soon as pertinent information is available, in a manner that withholds the names of any victims as confidential and with the goal of aiding in the prevention of similar occurrences.

**INTERNET SAFETY**

The Internet is a powerful resource that connects you to people around the globe and vast information resources. Stay safe when online by following these tips:

- Avoid identity theft online. Ensure your privacy and protect your identity. Be very careful when providing your personal information. Do not give sensitive information to anyone you don’t know.
- Be sure you’re using a trusted, secure web page before providing sensitive information.
- Use complex, hard-to-guess passwords and change them often. Never give your password to anyone.
- Protect your computer from Internet compromise by maintaining up-to-date anti-virus and anti-spyware software.
- Be careful with email from anonymous senders or from someone you don’t know.

**SOCIAL NETWORKING**

Make your social network account profiles private. Do not post personal or confidential information to public Internet or social networking sites. Once the information is posted online, it is very difficult to remove it.

**INTERNET SAFETY RESOURCES**

Villanova Student Acceptable Use Policy: https://villanova.policylex.com/docsview/?docid=1&public=true

Student Life Online Social Networking: https://www.instagram.com/studentlifeuniversity/

Public Safety Alerts: www.villanova.edu/publicsafety
Communicating Safety Alerts

The Director of Public Safety & Chief of Police or his designee has primary responsibility for developing the Safety Alerts unless described otherwise in the charts below. All Safety Alerts will be sent by the Director of Public Safety & Chief of Police or his designee through the campus email system to all Villanova University’s employee email accounts. All Safety Alerts will be posted on the Department’s website for at least 30 days. Supplemental methods for disseminating Safety Alerts may include, but are not limited to, posting of flyers, use of social media and news media announcements. The method(s) used will depend on the severity, location, type of incident and the ongoing nature of the threat. A list of current Safety Alerts is available on the Department of Public Safety’s website at www.villanova.edu/publicsafety.

Villanova University is not required to issue a Safety Alert with respect to crimes reported to a pastoral or professional counselor for or crimes outside the Clery Geography of Villanova University.

Safety Advisories

When a pattern of less serious crimes occurs in a limited geographical area, which in the University’s judgment does not or for crimes outside the Clery Geography of Villanova University. Safety Advisories are distinct from Safety Alerts and, therefore, are not required to conform to the same standards or procedures as Safety Alerts, which are considered “timely warnings” under the Clery Act. Safety Advisories are targeted to specific geographical areas and are not mandated by the Clery Act. Unlike Safety Alerts, which are released in response to crimes with a heightened threat, Safety Advisories are released in response to crime trends that are not necessarily immediate threats to students, faculty, or employees. Safety Advisories are not meant to indicate imminent threats to individuals or groups, but are intended to inform members of the University community about crime trends and provide information about precautions that can be taken to ensure personal safety.

Emergency Preparedness Procedures

University Crisis Response

Villanova has an extensive Emergency Management Plan in place that includes procedures to promote a rapid response to an unanticipated emergency or threatening situation. This Plan outlines incident priorities, campus organizations and specific responsibilities of particular departments or positions. The University Emergency Management Group* is responsible for developing emergency response and continuity of operations plans for the University and its departments and personnel, as appropriate. The Department of Public Safety coordinates and provides resources and guidance for the development of these plans. The University views all incidents affecting campus safety as serious and time critical, and routinely examines the Emergency Management Plan to revise new measures to respond to various incidents as quickly and effectively as possible. When a serious incident occurs, the first responders to the scene are usually the Villanova University Department of Public Safety, the Villanova University EMS agency (VEMS), the Radnor Police Department and/or the Bryn Mawr Fire Company. These agencies respond and work together to manage the incident. Depending on the nature of the incident, other Villanova University Departments and other local emergency response agencies or State or Federal agencies could also be involved in responding to the incident.

If a situation arises on or around campus that could potentially threaten the health or safety of University community members, senior officials of the University and members of Public Safety are immediately summoned as part of Villanova’s crisis response procedure. University Police Officers and Public Safety Officers, supervisors and administrators are trained in crisis response and have the authority to take immediate action in response to an imminent crisis, using the Emergency Management Plan and departmental procedures as a guideline. These actions may include:

- Deployment of additional University Police Officers and Public Safety Officers
- Summation of Local, County or State emergency responders, including emergency management officials
- Enhanced patrol of the campus
- Closing of roads and entrances onto campus
- Securing of campus buildings and residence halls
- Evacuation of campus buildings and residence halls
- Release of updates to the campus community through the University’s communication channels
- Coordination with other local agencies and agencies or State or Federal agencies could also be involved in responding to the incident.

In the event of an emergency on or off campus, the University community’s physical and emotional well-being is critically important. Villanova provides full-service counseling services to students through the University Counseling Center, located in the Health Services Building, as well as access to Campus Ministry staff, who are trained to provide crisis and grief counseling. Further information about these resources can be found at https://www1.villanova.edu/university/student-life/health-services/counseling-center.html OR https://www.villanova.edu/university/student-life/health-services.html

Full-time employees can take advantage of counseling services offered through Health Advocate, the University’s Employee Assistance Program, at 866-799-2728 or https://www.healthadvocate.com.

Emergency Communication and Support

All emergencies should be immediately reported to Public Safety by calling 610-519-4444. Villanova has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: report of a violent individual with a deadly weapon; bomb/explosives (threat); severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

In the event of an emergency, Villanova University will provide immediate notifications to the appropriate segment(s) of the University community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors. An effective University-wide communications process is vital to provide the greatest safety possible for the University community. As part of its Emergency Management Plan, the University has adopted a formalized procedure for issuing emergency alerts to the campus community. When on-duty Public Safety officers become aware of a situation that may warrant issuing of an emergency alert, the on-duty Public Safety Supervisor confirms there is a significant emergency. In situations where an imminent threat is present, the Public Safety Supervisor or his designee has the authority and ability to issue an alert without further consultation with any other University official. The Public Safety Supervisor develops the content of the notification message and determines the appropriate segment(s) of the campus community who will receive the notification. A threat is imminent when the need for action is instant, overwhelming and leaves no moment for deliberation. Such situations would include, but are not limited to, a hazardous materials incident requiring sheltering in place or evacuation, an active shooter on or near campus, or a shooting incident on or near the campus.
Depending on the size and scope of an incident or emergency, Villanova University may establish an Emergency Call Center, where members of the University community and public can call for information about the incident. The Emergency Call Center can be ready to help the University respond to an issue or crisis 24/7, 365 days a year; can simultaneously activate 20 geographically dispersed call centers; and can handle up to 3,000 calls per hour.

In situations lacking the presence of an imminent threat, the Public Safety Supervisor should contact the Director of Public Safety & Chief of Police or his designee. The Director of Public Safety & Chief of Police or his designee consults with the Executive Vice President and/or other members of the Emergency Management Group prior to an alert being issued. The University, based on the judgments of members of the Public Safety Department and/or the University Emergency Management Group, will endeavor to immediately notify the campus community (or appropriate segments) upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. If time permits, the Department of Public Safety and Office of University Communication and Marketing will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the Villanova Community or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population.

The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system to the appropriate segments of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate an emergency. The University will endeavor to make such notification sufficiently specific so as to enable recipients to take an appropriate response to the threat.

The communication tools may include some or all of the following methods:

- **Building Fire Alarm Systems**: Used to notify occupants of a building of the need to evacuate.
- **Villanova Website**: Critical information is posted on the Department of Public Safety homepage and may be viewed both internally (students, faculty and staff) and externally (parents, alumni and other constituents). Through this website, found at www.villanova.edu/publicsafety, the University will provide updates to the community as needed.
- **Email**: Broadcast emails are sent to Villanova students, faculty and staff, as well as alumni, if appropriate.
- **Telephone**: Broadcast voicemails may be sent to faculty and staff and can be accessed both on and off campus through individual voicemail accounts; emergency phones are located in every wing and on every floor in all residence halls. Critical information is posted on the Villanova Emergency Hotline, (610) 519-4505; this information is accessible to any constituent, including parents.
- **Personal Interaction and Connection**: Public Safety personnel and other University staff may make personal contact or have face to face communication with people in buildings on campus.

Students and University employees can register for NOVA Alert and can check the website for information and updates. To sign up for NOVA Alert, log into the My Nova portal and search “Nova Alert” for the Nova Alert sign-up page. The Nova Alert system allows users to provide two cell phone numbers for receiving text messages as well as six voice phone numbers, two email addresses, and one TTY device. Students, faculty and staff can also update their cell phone and Nova Alert information through the My Nova portal. The Office of University Communication and Marketing, in consultation with the Emergency Management Group, is responsible for developing and disseminating emergency information to the surrounding community.

The methods used to communicate to the surrounding community may include press releases to local media outlets, announcements made on the University website and email messages to local neighborhood groups and associations. Follow-up information for immediate notification to the community may be distributed using some or all the systems (except fire alarms) listed on page 11.

In situations where the University has issued an emergency notification pursuant to its procedures, a Safety Alert (timely warning) is not required even if the situation would otherwise require a Safety Alert.

**Primary Communication Methods**

**Primary Communication Methods**

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**Off-Campus Emergencies**

Public Safety officials receive text message alerts from the Delaware County Office of Emergency Management regarding incidents in Delaware County that could immediately impact the safety of the Villanova University community. When appropriate, the Department of Public Safety notifies the University community of off-campus threats that could also represent a serious or continuing threat to students, employees and visitors.

**Emergency and Evacuation Procedures**

The emergency evacuation procedures are tested at least twice each year. Students and employees are encouraged to learn the locations of the emergency exits in buildings in order to be better prepared in the event of an emergency evacuation is needed. Department of Public Safety staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Villanova University, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

Villanova’s emergency and evacuation procedures can be found at: [https://www1.villanova.edu/content/dam/Villanova/publicsafety/documents/Villanova_Emergency_Guidebook.pdf](https://www1.villanova.edu/content/dam/Villanova/publicsafety/documents/Villanova_Emergency_Guidebook.pdf) and [https://www1.villanova.edu/content/university/publicsafety/emergency-procedures.html](https://www1.villanova.edu/content/university/publicsafety/emergency-procedures.html)

The following is a brief description of these procedures:

**BUILDING EVACUATION**

All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized University official such as Public Safety or Police Officers.

If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.

Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. DO NOT use elevators. Know more than one way to exit buildings. Each building has a designated evacuation location which is reviewed during fire drills. Report to this location. If you do not know the designated location, remain at least three hundred (300) feet outside of the building and wait further instructions. Do not leave the area so that first responders can account for all building occupants. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders.
Consider the pros and cons of each:

Determine all of your evacuation options and prioritize them.

Those in your network.

abilities and communicate your capabilities and limitations to

person as they may not always be available. Assess your own

Establish a personal network consisting of people who are

Be prepared to give clear and concise information on how best

assistance during an evacuation. Some people who may need

that may be needed during emergency evacuations.

Evaluate your need to identify yourself as someone who requires

assistance during an evacuation. Some people who may need

have no visible disability.

Be prepared to give clear and concise information on how best
to assist you. If you have any difficulty speaking, consider using a

carry-with-you preprinted message.

Establish a personal network consisting of people who are

regularly in the same area as you. Do not depend on any one

person as they may not always be available. Assess your own

abilities and communicate your capabilities and limitations to

those in your network.

Determine all of your evacuation options and prioritize them.

Consider the pros and cons of each:

• Be carried—You have a chance to get out but you and/or

your helpers may be injured in the process.

• Evacuation chairs—Evacuation chairs are safer than being

carried before getting help from rescue personnel.

• Areas of Refuge—Areas of refuge are fire resistant spaces

where people unable to use stairs can call for help by way of

two-way communication devices. An area of refuge is a

good option if you feel that you may be injured if you

evacuate using the stairs; however, they are typically not

available in older buildings and you may be overcome by

smoke before getting help from rescue personnel.

• Use of elevators—Elevators are useful in non-fire

emergencies; however, they are shut down automatically if

the fire alarm is activated. The elevator shaft can also

become a chimney for smoke and the power can go out,

leaving the elevator stuck between floors.

Large-scale evacuation

If evacuation of part or all of the campus is necessary, monitor

NOVA Alert, email and the University website for additional

information.

Those in need of transportation will be directed to areas to await

transport to an off-campus site.

Evacuation procedures for people with disabilities

Pre-Planning is important. If you need assistance evacuating in an emergency, you should pre-plan and contact the

Office of Disability Services at (800) 519-4025. Disability Services

works with the Department of Public Safety regarding the

living arrangements and class schedules of students with

disabilities. Employees with disabilities should contact the Public

Safety Office directly for assistance in pre-planning assistance

that may be needed during emergency evacuations.

Evaluate your need to identify yourself as someone who requires

assistance during an evacuation. Some people who may need

have no visible disability.

Be prepared to give clear and concise information on how best
to assist you. If you have any difficulty speaking, consider using a

carry-with-you preprinted message.

Establish a personal network consisting of people who are

regularly in the same area as you. Do not depend on any one

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• Use of elevators—Elevators are useful in non-fire

emergencies; however, they are shut down automatically if

the fire alarm is activated. The elevator shaft can also

become a chimney for smoke and the power can go out,

leaving the elevator stuck between floors.

Evacuation people with disabilities

Attempt to rescue persons with disabilities during an evacuation

only when a person with a physical disability is in immediate
danger and cannot wait for professional assistance.

If the building has an Area of Refuge, assist the person with a
disability to that area. If possible, at least one person should wait
with the person with a disability. For buildings that do not have

an Area of Refuge, the person should be moved to the nearest

starwell, or to a room with the door shut which is well clear of

any hazardous area.

Ask others leaving the building to notify emergency responders

that a person with a physical disability needs assistance in

evacuating. Give the specific location.

If waiting for rescue is not an option, two physically capable
 occupants of the building should be invited to volunteer to assist

a person with a disability in evacuating. Ask how the person

with a disability can best be assisted or moved, and whether

they require any special considerations or items that need to

come with the person. Keep in mind that you may need to clear

debri in order to safely evacuate.

Do not use elevators unless told to do so by emergency

responders.

Shelter-in-place

Shelter-in-Place is designed to keep you safe while indoors if
dangerous environmental conditions exist, such as extreme

weather or a hazardous materials release.

If a Shelter-in-Place is ordered:

• if outside, seek shelter in the nearest building, preferably in

an interior room with few windows.

• Allow access to others seeking shelter. Remember: a

Shelter-in-Place order means there are dangerous

environmental conditions but NOT any known threat of

violent behavior. Allowing others into the building will not

jeopardize your safety.

• Close all exterior doors, windows and any other openings to

the outside.

• Avoid overcrowding by selecting several rooms if necessary.

• Monitor NOVA Alert and email for updates and further

instructions.

• Report any emergency or unusual condition to Public Safety.

• Do not leave the building until receiving the “all clear” from

a Police Officer, Public Safety Officer, NOVA Alert, email or

website communication.

Assessment of emergency plans

The University, in conjunction with other emergency

agencies, conducts regularly scheduled drills, exercises and

appropriate follow-through activities designed for

assessment and evaluation of emergency plans and

capabilities. These tests, which may be announced or

unannounced, are designed to assess and evaluate the

emergency plans and capabilities of the institution. These

include table-top exercises, field exercises and tests of the

emergency notification systems on campus.

Emergency response and evacuation procedures are tested on an annual basis. Each test is documented by the

Department of Public Safety, including the date, time and

whether it was announced or unannounced, including a
description of the exercise. A summary of emergency

response and evacuation procedures are published in email

in conjunction with at least one test per calendar year that

meets all of the requirements of the Higher Education

Opportunity Act.
The University's Relationship With Local Police

Villanova's Department of Public Safety responds to complaints on campus and coordinates investigations with outside agencies as necessary. The Department has entered into a Memorandum of Understanding (MOU) with the Radnor Township Police Department regarding the response and investigation of criminal incidents. The University annually seeks statistical information from local police and files a yearly statistical crime report with the Pennsylvania State Police. Under its Student Crime Reporting Policy, as set forth in the Student Handbook, the University strongly encourages students and employees to report criminal activity immediately to the Department of Public Safety, which will assist in reporting crimes to the local police if requested by the victim.

Drug and Alcohol Policy

The University's Department of Public Safety employs both sworn Police Officers and non-sworn Public Safety Officers. Through its sworn Police Officers, the University's Department of Public Safety is responsible for the enforcement of Local and State underage drinking laws and enforcement of Federal and State drug laws and can arrest individuals for violations of Local and State laws regarding alcohol and drugs. In addition, both Police and Public Safety Officers enforce the Code of Student Conduct, and violations will be referred to the Dean of Students Office for potential action. The policies and sanctions are set forth more fully in the Code of Student Conduct, available online in the Student Handbook. https://studenthandbook.villanova.edu/

Drugs

The use of narcotics, dangerous drugs and controlled substances without a prescription on University premises, as elsewhere, is illegal. Villanova University prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of any drug by any of its employees or students in its workplace, on its premises, or as part of any of its activities. The University may also, under appropriate circumstances in the University's discretion, discipline its employees or students in response to the unlawful manufacture, distribution, dispensation, sale, possession or use of any drug outside its workplace or off its campus premises.

Alcohol

The possession, use, sale or furnishing of alcohol on Villanova University's campus is governed by Pennsylvania State law, and the enforcement of these laws is at the discretion of the University and local police. The University's Department of Public Safety and Resident Assistants refer students suspected of violations to the Dean of Students Office for disciplinary action. Villanova University policies permit the lawful keeping and consumption, in moderation, of alcoholic beverages on its property or property under its control by persons of legal drinking age (21 years or older). Students who are 21 years of age or older are permitted by the University to possess and consume a moderate amount of certain types of alcohol in their own residence hall rooms/apartments (and in another on-campus residence hall room/apartment where at least one resident has attained the age of 21) and designated areas in other University facilities. Alcohol with 15% or greater alcohol by volume is prohibited in University residence halls, regardless of age. Legal-aged students are also permitted to allow legal-aged guests to possess and consume a moderate amount of certain types of alcohol in their residence hall room/apartment provided the legal-aged resident is present and assures compliance with all University policies as outlined in the Code of Student Conduct.

The University policies prohibit:

• Students who are under the age of 21 from possessing, consuming, purchasing, attempting to purchase or transporting alcoholic beverages on or off the campus and from permitting anyone (except current roommates who have attained the legal age) from possessing or consuming alcoholic beverages in their on-campus residence hall rooms/apartments.
• The intentional and knowing selling or intentional and knowing furnishing of alcoholic beverages to persons under the age of 21 or to persons obviously inebriated on property owned or controlled by the University or as part of any of its activities.
• The consumption of alcoholic beverages by any University employee where the consumption adversely affects job performance and/or endangers the physical well-being of other persons and/or oneself. This includes employees who report for work under the influence of alcohol.
• The consumption of alcoholic beverages by any University employee during his/her normal working hours regardless of the effect on job performance unless the consumption occurs in the course of an authorized business or special University function that includes alcoholic beverages or the consumption is otherwise approved by the University.
• The consumption of alcoholic beverages or possession of open containers of alcoholic beverages in public places, including hallways, lounges, buildings, outdoor spaces or anywhere on University grounds without authorization from appropriate University officials.
• With respect to students, beer kegs in any condition, beer balls, any similar type of common source and their equivalents in volume of beer and/or alcohol content in the residence halls or on campus without authorization; or the use or possession of paraphernalia specifically associated with the consumption of alcohol (e.g., funnels, beer pong tables, any item associated with drinking games, etc.).
• With respect to students, the use or possession of grain alcohol, caffeinated alcoholic energy drinks, powdered alcohol, alcoholic punch, gelatin shots or alcohol with 15% or greater alcohol by volume in the residence halls or on campus.
• Driving on campus or in the local community while under the influence of alcohol, or illegal drugs or controlled substances.
• Students or student organizations from organizing non-University sponsored events (e.g., ticket parties or list parties) that result in underage drinking, misbehavior or criminal activity, regardless of whether the non-University sponsored event is hosted at a third-party vendor.
In addition, to the extent that the Villanova community serves society by developing and sustaining this environment, and confidently expects its membership to comport themselves in a manner that assures continuity and enhancement of the University, the University reserves the right to exercise discretion in taking disciplinary action against employees or students involved in drug-related activity.

Students with substance misuse concerns may obtain information and seek support services from the Dean of Students Office, Campus Ministry, the Office of Health Promotion and the University Counseling Center. All incoming freshmen are required to satisfactorily complete an online alcohol education program "Students2GO" for College and all students have the option to complete an online prescription drug course every academic year.

Information and support services for University employees with substance misuse concerns are available from the Human Resources Department, the University’s Employee Assistance Program, the Office of Health Promotion and the Villanova Center for Campus Ministry. The University contracts with Health Advocate for the delivery of the EAP/Work/Life services to full-time University employees.

In compliance with the Drug Free Schools and Communities Act, Villanova University publishes information regarding the University prevention programs related to drug and alcohol misuse which include standards of conduct that prohibit the unlawful possession, use and distribution of alcohol and illegal drugs on campus and at institution-associated activities; sanctions for violations of federal, state and local laws and University policy; a description of health risks associated with alcohol and other drug use and misuse; and a description of available counseling, treatment, rehabilitation and/or re-entry programs for University students and employees. A complete description of these topics, as provided in the University’s annual notification to students, is available online at https://villanova.policytech.com/docs/view/?docid=14888&public=true or visit the websites for the departments listed above, which are accessible through the University’s main website at: www.villanova.edu

Weapons Policy

Villanova University Police Officers carry firearms in their official capacity. Officers are also equipped with pepper spray, a collapsible baton and handcuffs. Non-sworn Public Safety Officers do not carry firearms or any other weapon. Outside law enforcement personnel carrying handguns or other weapons may do so within the scope of their authority. No other persons are permitted to possess weapons on University property, even if such weapons are legally registered and regardless of whether an individual has a permit to carry a concealed firearm.

Sexual Misconduct

Villanova University seeks to foster and maintain a community of mutual respect and concern for all its members. There can be no greater violation of the terms of that community, or of the essential dignity of an individual, than an act of sexual assault, sexual harassment, dating violence, domestic violence, stalking or other sexual misconduct described in the University Sexual Misconduct Policy (https://villanova.policytech.com/docview/?docid=13936&public=true). Villanova University prohibits the occurrence of violence, sexual misconduct, and/or sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the University community. Toward that end, Villanova University issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, when such incidents are followed when such incidents are reported to a University official.

By Policy, sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence and stalking, as those terms are defined by applicable Federal and State law. These acts constitute the deepest affront to University standards and are prohibited. Villanova University issues this statement of policy to inform the campus community of our programs to address sexual misconduct as well as the procedures for institutional action in these cases regardless of whether the incident occurs on or off campus. See link for full policy. https://villanova.policytech.com/docview/?docid=1596&public=true

Definitions

There are numerous terms used by Villanova University in our Policy and Procedures.

SEXUAL ASSAULT—Having or attempting to have sexual intercourse or sexual contact with another person without consent. This includes sexual conduct that a reasonable person would consider to be achieved by the use or threat of force or coercion, where a person does not consent to the sexual act, or where a person is incapable of giving consent because of their age or their mental, emotional, or physical incapacity. Sexual assault includes rape, fondling, incest and statutory sexual assault, defined as follows:

RAPE—Attempted or Actual Penetration(s): Causing or attempting to cause non-consensual penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ of another person.

FONDLING—Non-Consensual Sexual Contact: The non-consensual touching of the private body parts of another for the purpose of sexual gratification. This can include causing the other to touch the Respondent’s private body parts.

INCEST—Is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

STATUTORY RAPE (STATUTORY SEXUAL ASSAULT)—Statutory sexual assault is sexual intercourse with a person who is under the statutory age of consent. In Pennsylvania, individuals under 15 years of age can never consent to intercourse; individuals younger than 16 years of age involved in an act of intercourse with a partner more than 4 years their senior.

SEXUAL EXPLOITATION—Sexual exploitation is an act or omission to act that involves taking non-consensual, or abusive sexual advantage of another, either for personal advantage or to benefit or advantage anyone other than the Complainant. Examples of sexual exploitation include but are not limited to the following:

- Creating images, photography, video, written, or audio recording of sexual activity, undressing and/or nudity or distribution of such without the knowledge and consent of all parties involved.
- Engaging in sexual extortion by threatening to distribute real or perceived images, photography, video, written, or audio recordings of sexual activity, undressing, and/or nudity, in exchange for anything of value;
- Violating another’s privacy by observing or facilitating observation of sexual activity, undressing, and/or nudity of another person without the knowledge and consent of that person;
- Engaging in sexual behavior while knowingly exposing another individual to a sexually-transmitted infection (STI) or human immunodeficiency virus (HIV) without full and appropriate disclosure to the other person of all health and safety risks;
- Engaging in or attempting to engage others in any sexual behavior in exchange for something of value;
- Intentionally, knowingly, or surreptitiously providing drugs or alcohol to a person for the purpose of sexual exploitation;
- Exposing another person to sexually explicit or explicit material without the person’s advance knowledge and consent.

STALKING—Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear for their safety, or the safety of others, or suffer substantial emotional distress. The course of conduct means two or more instances including but not limited to unwelcome acts in which an individual directly, indirectly or through third parties, by any action, method, device, or means, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person’s property. This includes forms of harassment, such as a pattern of stalking in which electronic media such as the internet, social networks, blogs, cell phones, text, or other similar devices or forms of contact are used to pursue, harass, or make unwelcome contact with another person. Substantial emotional distress means significant mental suffering or anguish.

SEXUAL HARASSMENT—Sexual harassment is unwelcome conduct of a sexual nature whether verbal, non-verbal, graphic, physical, electronic, or otherwise including but not limited to:

- Sexual Adultery
- Non-consensual kissing
- Requests for sexual favors
- Quid pro quo—employee explicitly or implicitly conditions the terms of their employment or benefits on providing or not providing favorable or advantageous treatment to a person
- Harassment—unwelcome conduct directed at a specific person that would cause a reasonable person to fear for their safety, or the safety of others, or suffer substantial emotional distress

DATING VIOLENCE—Dating Violence is an act of violence or the threat of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship is determined based upon the length of the relationship, the type of the relationship and the frequency of interaction between the parties. Dating violence includes physical and/or psychologically abusive behavior that arises in the form of a direct violent act, or indirectly as acts that expressly or implicitly threaten violence. Dating Violence also occurs when one partner attempts to maintain power and control over the other, both verbally and in one or more forms of abuse, including sexual, physical, verbal, financial or emotional abuse.

DOMESTIC VIOLENCE—Domestic Violence is an act of violence or threat of violence committed by a current or former spouse or intimate partner with whom the Complainant shares a child, in the past year. Domestic Violence also includes a crime of violence against a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner. It includes violence committed against the Complainant under domestic or family violence laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth Complainant who is protected from that person’s acts by the domestic or family violence laws of the Commonwealth of Pennsylvania. Includes physically, sexually and/or psychologically abusive behavior that arises in the form of a direct violent act, or indirectly as acts that expressly or implicitly threaten violence. Domestic Violence also occurs when one partner attempts to maintain power and control over the other through one or more forms of abuse, including sexual, physical, verbal, financial or emotional abuse.

SEXUAL MISCONDUCT—The term Sexual Misconduct is a comprehensive term that encompasses any unwelcome conduct of a sexual nature and includes dating violence, domestic violence, sexual assault, sexual exploitation, sexual and gender-based harassment and stalking.

RETAILATION—Retaliation includes, but is not limited to: Intimidation, intimidation, and a form of retribution against any individual for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because they have made a report or complaint of sexual misconduct or participated or refused to participate in criminal proceedings or University processes under this policy. Retaliation may be committed by any person or group of people, not just a Respondent or Complainant. It may be committed against the Complainant, Respondent, or person or group of people involved in the investigation and/or resolution of an allegation of sexual misconduct. Retaliation could occur before, during or after an investigation, University proceedings, and/or resolution.

ADVISOR OF CHOICE—Parties participating as a Complainant or Respondent in the process may select a person other than an advocate to that party, free of cost, for the purpose of conducting cross-examination. The advisor is not an advocate and any
The following further clarifies the meaning of consent:

Consent is the voluntary, informed, and freely given agreement by words or actions that clearly indicates consent to engage in sexual activity. Consent must be given at all times during the sexual activity. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.

If at any time it is reasonably apparent that either party is hesitant, confused, or unsure, both parties should stop and discuss what, if any, consent is present before continuing sexual activity.

Disclosures—Disclosure occurs when a person shares with another individual that they have experienced sexual misconduct. Making a disclosure is not the same as filing a formal complaint. (See the full Policy for more information.)

Force—Force is the use or threat of physical violence or intimidation to overcome a person’s freedom of will to decide whether to engage in sexual contact.

FORMAL COMPLAINT—A formal complaint is a written submission of allegations of sexual misconduct by one person to another person. The University will investigate the allegation of sexual misconduct.

INCAPACITATION—Incapacitation is the inability, temporarily or permanently, to give consent, because the person is under the influence of alcohol or other drugs, suffers from physical injury of themselves or another person, or (b) causes a person to engage in sexual activity in which they would not otherwise choose to engage. When someone makes clear that they do not want to engage in sexual activity, that person has the right to stop, or that they do not want to go past a certain point of sexual activity, continued pressure beyond that point can be coercive.

CONSENT—Consent is an explicit, voluntary, and mutually agreed upon agreement in which all parties are capable of making a decision. Consent is voluntary, informed, and freely given agreement to participate in agreed-upon sexual acts. Consent can be given by words or actions, as long as those words or actions clearly indicate to the other party that they agree to engage in sexual activity. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. Consent is considered unable to give consent. For example, a person who is asleep or passed out cannot give consent.

Response to Consent—Engagement in a previous or current intimate relationship does not necessarily give continuing consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates consent to engage in sexual activity. Consent to one form of sexual activity does not imply or constitute consent to engage in all or other forms of sexual activity.

RESPONSIBLE EMPLOYEE—All employees (except for confidential resources) are Responsible Employees, meaning that they are required to report any and all incidents of sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator and that the University will investigate the alleged sexual misconduct.

RESPONSIBLE RESOURCE—All employees (except for confidential resources) are Responsible Resources, meaning that they are required to provide assistance to a person who has experienced sexual misconduct. A member of the SARC may also be the Complainant.

The person who is reported to have committed the alleged sexual misconduct is the Respondent. The Respondent is responible to the Allegation of Sexual Misconduct Occurs—Accessing University Resources for Help and Support

The University has resources available for individuals who have experienced sexual misconduct. The University will provide access to resources and services as appropriate and as reasonably available to involved individuals without cost. These resources and services are intended to provide members of the University community with timely warnings under the Clery Act, a Federal campus crime statistics disclosure law. The University has established a Senior Deputy Title IX Coordinator, when needed, including receiving reports of all sexual misconduct; discussing complaints with the Complainant and/or the Respondent the availability of supportive measures, and providing information regarding the University’s policies and procedures. The Deputy Title IX Coordinators are knowledgeable and/or experienced regarding matters that apply to matters of sexual misconduct, as well as University policy and procedure. The list of Deputy Title IX Coordinators can be found in the Title IX Notice of Non-Discrimination Policy in Appendix B of the full Policy.

DISCLOSURE—It is important that all parties involved in the Title IX processes are free from conflicts of interest and/or potential bias. Concerns or bias or a potential conflict of interest should be raised with the Title IX Coordinator. The Title IX Coordinator coordinates supportive measures, ensures that the investigation, appeal process, and final resolution process are free from conflicts of interest and/or potential bias. Concerns or bias or a potential conflict of interest should be raised with the Title IX Coordinator.

SUPPORTIVE MEASURES—Supportive measures cannot fundamentally alter the University’s policies. More information about Supportive Measures can be found in the full Policy.

TITLE IX CASE MANAGER—The Title IX Case Manager is a University employee who serves as a neutral point of contact for the reporting and responding parties of sexual misconduct. The Title IX Case Manager is responsible for receiving reports from community members and ensuring that all parties receive adequate information, support, and resources. The Title IX Case Manager also serves as a Senior Deputy Title IX Coordinator.

The Title IX Coordinator oversees the University’s complaint, investigation, and resolution process for matters arising under Title IX, its implementing regulations, and other applicable federal and state laws. The Title IX Coordinator is a University employee who is responsible for the prompt and equitable resolution of all reports, investigations, and informal and formal resolutions under this policy. The Title IX Coordinator maintains records consistent with applicable law and University policy to track any trends or patterns of sexual misconduct, evaluate the scope of the issue and formulate appropriate campus wide responses. The Title IX Coordinator coordinates supportive measures, ensures that the investigation, appeal process, and final resolution process are free from conflicts of interest and/or potential bias. Concerns or bias or a potential conflict of interest should be raised with the Title IX Coordinator. The Title IX Coordinator is a University employee who is responsible for the prompt and equitable resolution of all reports, investigations, and informal and formal resolutions under this policy.
team is available Monday through Friday, 9 a.m. to 5 p.m. An individual does not have to decide whether to request any specific action by the University at the time the report is made, nor is there a time limit on reporting. Villanova is committed to supporting the rights of a reporting person or complainant to make an informed choice among options and services available both on and off campus.

Medical Treatment and Preservation of Evidence

The University encourages people who have experienced sexual misconduct to seek immediate medical treatment and to make a prompt report to law enforcement in order to address immediate safety and health concerns, allow for the preservation of evidence, and initiate a prompt investigative and remedial response. The medical exam is also important in order to properly collect and preserve evidence. There is a limited window of time (typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence for proof of a criminal offense. In the event of a report immediately following an incident of sexual assault, the person is encouraged to not shower, bathe, douche, brush teeth, drink or change clothing prior to seeking medical treatment. Similarly, any clothing or bedding should remain untouched pending collection by law enforcement. Whether or not a person has chosen how to proceed at the time of the medical examination, taking the steps to gather evidence will preserve the full range of options to seek resolution through the pursuit of a criminal investigation or the University’s complaint processes.

Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving: text messages, social media posts, other communications, pictures, phone logs or other documents. This evidence could be useful to investigators, police, or University decision-makers. The preservation of this type of evidence is important and may assist in obtaining a protection order and/or proving that a criminal offense, such as dating violence, domestic violence or stalking, has occurred.

Please note that under Pennsylvania law, a medical provider may be required to notify law enforcement of a reported sexual assault under most circumstances. Although the medical provider will provide information to law enforcement, the reporting person may decline to speak with a law enforcement officer or participate in a criminal prosecution.

Bryn Mawr Hospital offers medical treatment and collection of evidence. In Pennsylvania, evidence may be collected even if the individual chooses not to make a report to law enforcement. In addition, victims can undergo a “Jane Doe” or “John Doe” rape examination at Bryn Mawr Hospital to collect evidence without having their identity disclosed to the police.

Procedures the University Will Follow When Sexual Misconduct is Reported

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence and stalking. These include, but are not limited to informing people about: their right to file criminal charges; the availability of on and/or off campus counseling, health, mental health, victim advocacy, legal, visa, immigration, and other services; and additional remedies to prevent contact between a Complainant and Respondent. These remedies can include academic, living, employment and transportation arrangements and protective orders, if reasonably available. The University will make such accommodations, if the Complainant requests them and if on and/or off campus arrangements are available. The person chooses not to report to law enforcement. Students and employees should contact the Title IX Coordinator, Title IX Investigator and/or a Deputy Title IX Coordinator.

Confidential Counseling and Support

Students or employees wishing to obtain confidential assistance or access to services without making a report to the University may do so by speaking with professionals who are obligated by law to maintain confidentiality. These professionals are: counselors in the University Counseling Center, members of the clergy who are serving as Pastoral Counseling representatives of the Employee Assistance Program. See chart on pages 22–23 for contact information. Nurses and Nurse Practitioners at the Student Health Center may talk with an individual privately and generally only to report that an incident occurred without revealing any personally identifying information about the reporting person.

Please note that the University also has a Faculty Ombuds who, except in certain required instances such as immediate threat of serious harm, is not required to report instances of sexual misconduct to the Title IX Coordinator.

Reports made to other employees must be shared with the Title IX Coordinator, which may prompt a University investigation and steps to address the safety and security of the University community. For additional information about confidentiality, the Sexual Misconduct Policy for additional information about confidentiality.

Making a Report

Any person may report an incident of sexual misconduct and has several reporting options. Complaints may be pursued through the criminal process, through the University grievance process, through both, or through none. See charts on pages 22–23 for contact information for the Department of Public Safety and/or Title IX Coordinator or Deputy Title IX Coordinators. University personnel will assist the reporting person in notifying those authorities upon the person’s request. The victim may also decline to notify law enforcement as well as campus authorities.

When a student or employee reports to the University that they have experienced sexual misconduct, whether the incident occurred on or off campus, the University will provide the student or employee a written explanation of their rights and options. When an incident of sexual misconduct is reported, the University may designate an investigator of its choosing.

Administrative investigations of sexual misconduct formal complaints involving a student: The Title IX Investigator or their designee will typically oversee the administrative investigation of sexual misconduct formal complaints where the Respondent is a current student.

Administrative investigations of sexual misconduct formal complaints involving a University employee: Human Resources and/or the Title IX Investigator or their designee will typically oversee the investigation of sexual misconduct formal complaints involving a Respondent who is a current University employee (faculty or staff).

Criminal investigations: The Director of Public Safety & Safety of Police or their designee oversees the criminal investigation of all sexual misconduct reports conducted by the Department, regardless of the Respondent’s affiliation with the University. However, pursuant to the MOU with the Radnor Township Police Department, reported cases of rape where the offender’s identity is not known to the victim are investigated by the Radnor Township Police Department.

For administrative (non-criminal) investigations, the University will provide to a party whose participation is invited or expected, written notice of the date, time, location, known participants and purpose of all hearings, investigative interviews, or other meetings, with reasonably sufficient time for that party to prepare to participate.

Normally, investigations will include live interviews with the parties, and witnesses, and collecting relevant documentation, electronic, or other available evidence. Students, faculty and staff deemed relevant to the matter may be asked to participate in an investigation, and when asked, they are expected to find time to meet and share information with the investigator.

A criminal investigation may also include the collection of physical and/or forensic evidence which could be shared with the administrative investigator and included in the Investigative Report.

Evidence Review

Prior to the conclusion of the administrative investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation, that is directly related to the allegations raised in a formal complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and culpability or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

Both parties will have the opportunity to meaningfully respond to the evidence. Parties and advisors are not permitted to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the University’s grievance process.

Parties are not prohibited from discussing the allegations under investigation with others including with a caregiver, friend, other source of emotional support, an advocacy organization, or their advisor; however, parties may not discuss or disseminate the allegations or information obtained through the evidence review in a manner that constitutes retaliation under the Policy. The parties will have ten (10) business days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties’ written responses before completing an Investigative Report. In their written responses to the evidence, the parties may offer additional comment or feedback on the facts as gathered, clarify information previously shared, suggest additional witnesses, or identify any other relevant information or evidence to assure the thoroughness, sufficiency, and reliability of the investigation.

Investigative Report

Following the conclusion of the Evidence Review period, the investigator will produce a written investigative report that fairly summarizes the relevant information that was gathered during the investigation. The report will include both incriminatory and exculpatory information. The investigator will circulate the parties access to the Investigative Report at least ten (10) business days prior to any hearing for each party’s review and written response. The investigator will share all evidence gathered during the investigation with the parties, and written responses from the parties, with the University authorities empowered to act on violations of University policy.
### ON-CAMPUS RESOURCES

**NO – Campus and Community Resources, Confidential and Non-Confidential, for Sexual Misconduct**

**Resource**
- **TITLE IX COORDINATOR**
  - Ms. Ryan Rat
  - Contact: 610-519-4805
  - Location: 207 Tolentine Hall
  - Confidential?

**Title IX Case Manager & Senior Deputy Title IX Coordinator**
- Ms. Shannon Barnett
- Contact: 610-519-4004

**PUBLIC SAFETY**
- Director: David Tedjeske
- Contact: 610-519-4444
  - Emergency: 610-519-5800
  - Non-Emergency: 610-519-4028

**SECURITY & ASSAULT RESOURCES**
- Coordinator(s): Various
- Contact: 484-343-0238
- Location: Various

**RESPONDENT RESOURCE COORDINATOR(S) [SARC]**
- Contact: 610-519-4807

**STUDENT HEALTH CENTER**
- Contact: 610-519-4590

**UNIVERSITY COUNSELING CENTER**
- Contact: 610-519-4355

**URLL CRISIS HELP & TELEHEALTH COUNSELING**
- Contact: 833-945-1556

**RESIDENCE LIFE/RECEPTIONS**
- Contact: 610-519-4156

**CAMPUS MINISTRY and CLERGY MEMBERS**
- Contact: 610-519-3045

**DEAN OF STUDENTS**
- Contact: 610-519-4300

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Address</th>
<th>Role</th>
<th>Office Location</th>
<th>Confidential*</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE IX COORDINATOR</td>
<td>610-519-4805 <a href="mailto:ryan.rat@villanova.edu">ryan.rat@villanova.edu</a></td>
<td>Ms. Ryan Rat</td>
<td>207 Tolentine Hall</td>
<td>NO</td>
<td>Normal business hours (Monday-Friday: 9 a.m. - 5 p.m.)</td>
</tr>
<tr>
<td>TITLE IX Case Manager &amp; Senior Deputy Title IX Coordinator</td>
<td>610-519-4004 <a href="mailto:shannon.barnett@villanova.edu">shannon.barnett@villanova.edu</a></td>
<td>Ms. Shannon Barnett</td>
<td>207 Tolentine Hall</td>
<td>NO</td>
<td>Normal business hours (Monday-Friday: 9 a.m. - 5 p.m.)</td>
</tr>
<tr>
<td>PUBLIC SAFETY</td>
<td><a href="mailto:david.tedjeske@villanova.edu">david.tedjeske@villanova.edu</a></td>
<td>David Tedjeske</td>
<td>207 Tolentine Hall</td>
<td>NO</td>
<td>24/7</td>
</tr>
<tr>
<td>SEXUAL ASSAULT RESOURCES</td>
<td>484-343-0238</td>
<td>833-945-1556</td>
<td>Various</td>
<td>NO</td>
<td>Normal business hours (Monday-Friday: 9 a.m. - 5 p.m.)</td>
</tr>
<tr>
<td>RESPONSIDENT RESOURCE COORDINATOR(S) [SARC]</td>
<td>610-519-4807</td>
<td>610-519-4590</td>
<td>207 Tolentine Hall</td>
<td>NO</td>
<td>Normal business hours (Monday-Friday: 9 a.m. - 5 p.m.)</td>
</tr>
<tr>
<td>UNIVERSITY COUNSELING CENTER</td>
<td>610-519-4355</td>
<td>610-519-4590</td>
<td>Various</td>
<td>YES</td>
<td>Normal business hours and after hours – Contact Student Health Center</td>
</tr>
<tr>
<td>URLL CRISIS HELP &amp; TELEHEALTH COUNSELING</td>
<td>833-945-1556</td>
<td>833-945-1556</td>
<td>Various</td>
<td>YES</td>
<td>24/7</td>
</tr>
<tr>
<td>RESIDENCE LIFE/RECEPTIONS</td>
<td>610-519-4156</td>
<td>610-519-4156</td>
<td>Various</td>
<td>NO</td>
<td>24/7 (through RA and profession on-call)</td>
</tr>
<tr>
<td>CAMPUS MINISTRY and CLERGY MEMBERS</td>
<td>610-519-3045</td>
<td><a href="mailto:cm@villanova.edu">cm@villanova.edu</a></td>
<td>Various</td>
<td>YES</td>
<td>Normal business hours (Monday-Friday: 9 a.m. - 5 p.m.)</td>
</tr>
<tr>
<td>DEAN OF STUDENTS</td>
<td>610-519-4300</td>
<td><a href="mailto:tgm@villanova.edu">tgm@villanova.edu</a></td>
<td>207 Tolentine Hall</td>
<td>NO</td>
<td>Normal business hours (Monday-Friday: 9 a.m. - 5 p.m.)</td>
</tr>
</tbody>
</table>

*Confidential* means the person who reported the incident to Public Safety or the Title IX Coordinator, except in some cases, as an incident without identifying information (as comply with Geyer reporting requirements in some States). Other resources are private, unless the reporting person states that they are interested only with University employees who are involved in the investigation or resolution of such incidents as required by law.
Supportive Measures
Following a report of sexual misconduct, the University will offer and provide non-disciplinary, non-punitive individualized services as appropriate and reasonably available to involved parties. Supportive measures are designed to:
• protect the safety of all parties and campus community;
• deter further acts of misconduct;
• and restore or preserve equal access to Villanova’s education program or activity without unreasonably burdening the other party.
Supportive measures are available to a Complainant or Respondent without fee or charge regardless of whether a formal complaint is filed or a report to a police department is made.
The University may impose (and a person may request) additional supportive measures that can be tailored to achieve the goals of the University’s Sexual Misconduct Policy, even if not specifically listed below as long as they do not have the effect of fundamentally alter University policies. The range of supportive measures includes, but is not limited to:

NO CONTACT ORDER—The Complainant or Respondent may request, or the University may impose, communication and contact restrictions to prevent further potentially harmful interaction. These communication and contact restrictions generally preclude in person, telephone, electronic or third-party communication.
A person may also seek a protection/anti-harassment order from the local court of the Commonwealth of Pennsylvania. This is a civil proceeding independent of the University. If a court order is issued the University will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court.
CAMPUS SAFETY ESCORT—The University may provide campus safety escorts to involved parties and will endeavor to honor reasonable requests for campus safety escorts.

ACADEMIC, EMPLOYMENT, LIVING, OR TRANSPORTATION ARRANGEMENTS—Complainants and Respondents may request reasonable changes in their own academic, employment, living or transportation arrangements after a report of sexual misconduct. Upon request, the University will inform the Complainant or Respondent of the options and will grant the request if such changes are reasonably available. In some instances, the University may initiate changes in a party’s academic, employment or living arrangements based on its own determination that such changes are necessary and will not unreasonably burden the other party.
EMOTIONAL OR MENTAL HEALTH SUPPORT—The University will assist in providing counseling services through the University Counseling Center (for students), Uwii Telehealth Counseling (for students), Health Advocate (for employees) and will assist in providing a referral to off-campus support agencies.
EMERGENCY REMOVAL OR ADMINISTRATIVE LEAVE—
To provide for the safety of any person or the broader campus community, or for any other lawful purpose, the University may remove a Respondent from a Villanova education program or activity on an emergency basis. The University will undertake an individualized safety and risk analysis to determine whether an immediate threat to the physical health or safety of any community member or other individual arising from the allegation of sexual misconduct justifies the removal. The University will provide the Respondent with written notice of any removal and an opportunity to challenge the removal as outlined in the Sexual Misconduct Policy.
Further, Villanova University complies with Pennsylvania law in recognizing orders of protection. Any person who obtains an order of protection from Pennsylvania or any reciprocal state should provide a copy to the Department of Public Safety and the Title IX Coordinator. A Complainant may meet with Public Safety to develop a safety action plan, which is a plan for Public Safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements or changing classroom location, etc. The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).
All accommodations or protective measures will be maintained as private to the extent that maintaining such privacy would not impair the ability of the University to provide them. Villanova University will maintain statistics for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 U.S.C. 1395 (a) (20).
Whether or not a report results in a formal complaint and investigation, the University will remain ever mindful of the well-being of those involved and take ongoing steps to provide supportive measures and prevent retaliation. The University will assign action to assist those involved consistent with their wishes, to the extent possible. A variety of supportive measures are available to those involved as outlined above and in the Sexual Misconduct Policy.

Resolution of Formal Complaints

Special Procedures For Sexual Misconduct Proceedings

Villanova University’s special procedures for sexual misconduct proceedings involving students (non-law), law students, faculty and staff are set forth in more detail as outlined in the linked documents shown in the chart at the top page 25.
These procedures are designed to provide for a prompt, fair and impartial response, for the resolution of such complaints and remedies for the reporting person in the event an incident of sexual misconduct is determined to have occurred.
As outlined in the full Sexual Misconduct Policy, when a formal complaint is made, a written Notice of Allegations will be sent to the Complainant(s) and Respondent(s). Such notice will occur as soon as practicable after Villanova receives a completed complaint, absent extenuating circumstances. An investigation by a trained investigator will commence as set forth in the Sexual Misconduct Policy and the parties will be provided with options for informal resolution as outlined in the Sexual Misconduct Policy and formal resolution as outlined below.
At the conclusion of the investigation, the investigator will share all evidence submitted during the investigation, the Investigative Report, and any responses with the appropriate University office as identified in the applicable Special Procedures outlined above. Upon receipt of the Investigative Report, the University will designate the appropriate University official (“Official”) who will serve as the primary point of contact for Complainants, Respondents, and their advisors during the Formal Resolution process. The Official will oversee the implementation of the formal resolution procedures and issue sanctions if the Respondent is found responsible or admits responsibility for violations of policy.
The Complainant and Respondent will meet with the Official separately to discuss next steps in the formal resolution process and review the relevant Procedural Rights. This meeting will take place promptly after the matter has been referred to the Official. If a Complainant or Respondent fail to respond to notice of a meeting with the Official, the resolution process may proceed in their absence.
If a Respondent chooses to withdraw or resign from the University subsequent to the filing of a formal complaint, the University may elect to continue with the grievance procedures in their absence and make reasonable steps to restrict access to campus and/or University programs, place appropriate holds on student records, or other appropriate steps.
If the Complainant and/or the Respondent intend to have their Advisor (as defined below) accompany them to any meetings with the Official, they must provide the name and contact information of the Advisor to the Official at least three (3) business days prior to the initial meeting. If the same Advisor accompanies the party to subsequent meetings, additional notices are not required. Any Advisor may be communicated in advance of any scheduled meetings.
The University does not permit unauthorized observers, as determined by the University, to attend or participate in any meetings, hearings or other proceedings as part of the resolution process. Additionally, unauthorized recording of any such meetings and/or proceedings is strictly prohibited.

Procedural Rights
I. Rights of the Respondent
1. The right to choose whether or not to participate in the grievance procedures, with the understanding that findings may be made and sanctions/discipline corrective action may be imposed with or without such participation;
2. The right to notice of the allegations;
3. The right to notification of the grievance procedures;
4. The right to review all directly related evidence and the investigative report;
5. The right to a prompt and impartial response and resolution of complaints;
6. The right to be presumed not responsible until found otherwise;
7. The right to have the University bear the burden of proof by a preponderance of the evidence;
8. The right to present relevant statements, materials and witnesses during grievance procedures;
9. The right to have an Advisor of choice throughout the process or appointed by the University, free of charge, for the purposes of conducting cross-examination of the other party and witnesses during a hearing;
10. The right to have available at the hearing all relevant evidence and the investigative report;
11. The right to have an Advisor conduct live cross-examination of any witnesses and/or the Complainant;
12. The right to written notification of:
   a. any finding of responsibility;
   b. findings of fact supporting the determination;
   c. statement of and rationale for the result as to each allegation;
   d. any disciplinary sanctions/discipline/corrective action imposed;
   e. any remedies provided to the Complainant;
13. The right to be free from retaliation regardless of participation in the University’s grievance process; and
14. The right of appeal consistent with these Special Procedures.
II. Rights of the Complainant
1. The right to choose whether or not to participate in grievance procedures, with the understanding that findings may be made with or without such participation;
2. The right to notice of the allegations;
3. The right to notification of the grievance procedures;
4. The right to review all directly related evidence and the investigative report;
5. The right to a prompt and impartial response and resolution of the complaint;
6. The right to have the University bear the burden of proof by a preponderance of the evidence.

7. The right to statements, decisions, materials and witnesses during the grievance procedures.

8. The right to have an Advisor of choice throughout the process or appointed by the University, free of charge, for the purpose of conducting cross-examination of the other party and witnesses during a formal hearing.

9. The right to have available at the hearing all relevant evidence and the investigatory report.

10. The right to have an Advisor conduct live cross-examination on any issue relevant to the case and/or the Respondent.

11. The right to written notification of: a. any finding of responsibility; b. findings of fact supporting the determination; c. statement of and rationale for the result as to each allegation; d. any disciplinary sanctions/discipline/corrective action imposed.

12. The right to be free from retaliation for filing a complaint or participating in the University’s grievance process; and

13. The right of appeal consistent with the provisions of these Special Procedures.

**Informal Resolution**

The informal resolution (IR) process is a voluntary, structured process involving the Complainant and Respondent (and their advisors, as applicable) following the filing of a formal complaint and prior to a formal hearing. The University’s investigation into the Formal Complaint may continue during the informal resolution process. While the informal resolution process is intended to be flexible and provide a full range of possible outcomes, the University must maintain prompt timeframes for resolution of formal complaints. At any time after the filing of a formal complaint and prior to a formal hearing, either the Complainant or Respondent may provide written notification to the Title IX Coordinator requesting informal resolution in lieu of formal resolution. The parties are not required to attempt informal resolution, and informal resolution is not appropriate for all types of alleged conduct. Informal resolution is not permitted for any complaint of sexual misconduct made by a student against an employee, in all other cases, the University shall determine if the matter is eligible for informal resolution. Factors that the University may weigh in considering the eligibility of a formal complaint for informal resolution include, but are not limited to: a pattern of alleged sexual misconduct by the same Respondent; whether the Respondent has a history of arrests or records indicating a history of sexual and/or physical violence; whether the allegations involve, use of weapons or similar factors, or; whether there is an ongoing threat of harm or safety to the Villanova community. The determination that a matter is not eligible for informal resolution is not subject to appeal.

If the University has determined the matter is eligible for informal resolution, and both parties consent to the process in writing, the matter will be referred to the appropriate University official or third party engaged by the University to facilitate the process. All informal resolution decisions and agreements will go through the facilitator. Both parties and the facilitator will have an opportunity to offer proposals to become part of the final agreement. The informal resolution process does not require either parties to confront each other in the same room. The parties may consult with an advisor before and during the informal resolution process, and the advisor may accompany the Complainant or Respondent to any meetings in connection with the process.

If, at any time prior to signing a written resolution agreement, either party does not agree with the proposed terms, or no longer wishes to continue negotiations, the party may withdraw, without penalty, from the informal resolution process. If either party withdraws from the informal resolution process, the informal resolution process will end, and the matter will proceed to a hearing under the University’s formal resolution process. The University reserves the right to discontinue the informal resolution process if: information becomes available which makes the matter ineligible for informal resolution, or if the health or safety concerns that have not been adequately addressed; an acceptable resolution cannot be reached between the parties within a reasonably prompt timeframe; the facilitator believes that one or both parties are not operating in good faith; or under other appropriate circumstances. The determination to discontinue the informal resolution process is not subject to appeal. In such cases, the matter will proceed to a hearing under the University’s formal resolution process. The Facilitator and both parties must all agree to the outcome(s) of the informal resolution agreement. The facilitator will draft the agreement upon the parties’ written or verbal agreement to the negotiated outcome(s). If the parties cannot agree on a resolution agreement, and if either party refuses to sign this agreement, the IR process will be considered unsuccessful, and the matter will proceed to a hearing under the University’s formal resolution process. Once the parties sign the informal resolution agreement, the matter will be considered resolved and will not be eligible for further informal or formal resolution. A signed resolution agreement is binding on both parties and is not subject to appeal. Alleged violations of the terms of the informal resolution agreement, retaliation, or resolution violations will be considered a new and separate matter and will not reopen the original matter. Any agreed upon resolution reached by the parties is subject to the University’s final approval. This includes any resolution reached by the parties without the University’s active participation or involvement.

**Acceptance of Responsibility**

At any point following a formal complaint, a Respondent has the option to accept responsibility. Following the acceptance of responsibility, the Respondent may be sanctioned/disciplined accordingly by the Official utilizing the sanctioning considerations outlined below. Acceptance of responsibility may be rejected by the Official. The Official will provide all parties written notice of the sanction(s)/discipline/corrective action imposed. Acceptance of responsibility does not waive the right to appeal information outlined below.

**Formal Resolution**

Formal Resolution hearings are designed to determine responsibility for alleged violations. As such, the procedures are governed by University policies consistent with federal and state law.

The Official will facilitate the administrative needs of the hearing and will be present during the hearing to provide assistance.

**I. Notice and Participation**

The Official will provide the Complainant and Respondent with a written notice of the hearing. The notice will include: the specific policy violations that will be the subject of the hearing; the date, time, and location of the hearing; the name of the Hearing Decision-Maker(s); how to challenge participation by the Hearing Decision-Maker(s) on the basis of conflict of interest or bias; and information regarding procedural steps consistent with these Special Procedures and the Sexual Misconduct Policy. The Complainant and Respondent are expected to cooperate fully during the hearing. If either party fails to appear at a scheduled hearing, the hearing may proceed without them.

**ii. Consolidation Options**

In situations involving a formal complaint against multiple Respondents, where the allegations against each Respondent arise from the same facts or circumstances, the Official, in consultation with appropriate University officials, will determine whether the hearing concerning each Respondent will be conducted either separately or jointly.

In situations involving multiple formal complaints pending against the same Respondent, the University has discretion to consolidate the hearings where the incidents arise out of the same facts or circumstances. The University also has discretion, but not the obligation, to solicit and consider the input of the parties regarding consolidation of hearings. If, during the course of the hearing, further violations of University policy become apparent, the decision-maker may recommend that such alleged violations be investigated and resolved as a separate case.

**iii. Hearing Decision-Maker/Hearing Panel**

The hearing will be conducted by a fair and impartial Hearing Decision-Maker (for student cases) or Hearing Panel (for employee cases), who will conduct an objective evaluation of all relevant evidence, including documentary and expository evidence. For student cases, the Hearing Decision-Maker may be a Villanova University faculty or staff member, or an external professional, as determined by the Official. Former employees, the Hearing Decision-Maker (or the Board) is generally composed of a chair of the Board, who is normally an attorney (Chair) and trained faculty/staff members (see Special Procedures above) which include separate details regarding Board composition depending on the role of the Board (Community). Any individual serving as a Hearing Decision-Maker or Hearing Panel member will be free from conflicts of interest and bias for or against either party, and trained on the definitions of sexual misconduct, including sexual harassment, the scope of the University’s education program or activity, how to conduct a hearing, how to serve impartially, by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and how to serve as an informed and impartial decision-maker.

For Hearing Decision-Makers or Hearing Panel members will include training content provided to investigators, as well training on any technology to be used at a live hearing and on issues of real or perceived bias. The Complainant and/or the Respondent may challenge the Hearing Decision-Maker or Hearing Panel membership if they believe that an actual conflict of interest or bias exists. The party making this challenge must submit a written request to the Title IX Coordinator with specific and verifiable information or documentation. All objections must be raised within five (5) business days of receiving notification of the appointed Hearing Decision-Maker/Hearing Panel. The Title IX Coordinator will make the determination whether to replace the Hearing Decision-Maker or member of the Hearing Panel. The Complainant and Respondent may not contact the Hearing Decision-Maker/Hearing Panel members or have third parties contact the Hearing Decision-Makers/Hearing Panel members, prior to the hearing.

**iv. Hearing Procedures**

Hearing Decision-Maker or Hearing Panel members shall ask questions, run the hearing, make determinations on procedural issues, make findings of responsibility, make findings of fact supporting the determination, and determine the written Determination Regarding Responsibility including a statement of and rationale for the result as to each allegation. All hearings will be held in an appropriate venue as determined by the Official and shall be private. The Official can provide for the hearing to occur virtually with the technology that allows the parties to appear remotely from separate locations. The University does not permit unauthorized observers, as determined by the University, to attend or participate in any meetings, hearings, or other events as part of the resolution process. Additionally, unauthorized recording of any such proceedings is strictly prohibited.

The University will create and maintain a transcript of the hearing which, when complete, will be made available to the parties and their advisors. Disruptive, threatening, intimidating, or uncivil behavior by the parties or their advisors will not be tolerated. Violations will normally result in a warning being issued by the Hearing Decision-Maker, Chair of the Hearing Panel or the Official. Repeated violations may result in offending party being asked to leave the hearing and the hearing may continue in their absence.

**v. Advisors**

A Complainant and/or a Respondent participating in a Formal Resolution Hearing must be accompanied by an Advisor. This can be an individual of their choosing, or if the party does not have an Advisor or their Advisor is unavailable, a University-appointed Advisor provided free of charge for the sole purpose of facilitating cross-examination of the other party and witnesses. The Advisor, however, may not be, an adversary, an attorney, or a party’s Advisor of choice for the hearing is different from the Advisor attending previous meetings with the Official, the party must inform the Official of
the change. This notification must be in writing, a minimum of five (5) business days in advance of the hearing and include the name and contact information of the Advisor.

A party’s Advisor of choice may provide support and advice to their advisee at any meeting and/or hearing. With the exception of the advisor’s cross-examination during a hearing, they may not speak on behalf of their advisee or otherwise participate in, or in any manner delay, disrupt, or interfere with meetings and/or hearings. The Advisor will offer no testimonial evidence or answer questions on behalf of their advisee; the Advisor may not conduct direct examination of their advisee; and the advisor may not present opening or closing remarks. The Advisor, and not the Complainant or Respondent, will conduct cross-examination of any witness in compliance with the hearing’s procedures and the University’s policies and procedures.

Advisors may ask to suspend any meetings, interviews, or hearings briefly to provide consultation; the University retains the discretion to deny such requests if they are excessive, burdensome, or otherwise unreasonable. The University may remove or dismiss advisors who do not abide by the restrictions on their participation or who are otherwise disruptive. An advisor may be asked to meet with the Title IX Coordinator in advance of any meetings or hearings to receive and acknowledge the University’s overview of the policy, expectations of the role, privacy considerations, and appropriate decorum.

An advisor should plan to make themselves reasonably available for all meetings and hearings. Villanova will not normally schedule meetings or hearings on dates where the advisors for all parties are not available, provided that the advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules. Villanova’s obligations to investigate and adjudicate in a prompt timeframe applies to matters governed under the University’s Sexual Misconduct Policy and the University cannot agree to extend delays solely to accommodate the schedule of an Advisor. Villanova will not delay a meeting or hearing under the Sexual Misconduct Policy for more than five (5) business days due to the unavailability of an advisor and may offer the opportunity to obtain a different advisor or utilize one provided by Villanova. An advisor is entitled to review all information gathered in the investigation that is directly related to the allegations (as part of evidence review), to access to the investigation report, and to cross-examine the other party and all witnesses during the hearing.

vi. Presentation of Evidence at the Formal Resolution Hearing

The Complainant and the Respondent, may present:

• opening and closing statements concerning the alleged violation(s);
• relevant documentation and other evidence gathered during the investigatory process;
• relevant witnesses identified during the investigatory process.

The Respondent and the Complainant and their advisors may review all evidence and the investigative report provided to the Hearing Decision-Maker/Hearing Panel prior to the commencement of the hearing and have all evidence and the investigative report available to them during the hearing.

Formal rules of evidence shall not apply. In the Hearing Decision-Maker/Hearing Panel’s discretion, evidence, shall be permitted and shall be reliable, not unduly repetitious, and it is the sort of information on which responsible persons are accustomed to rely in the conduct of serious affairs. During the hearing, the parties and witnesses will provide information to and answer questions from the Hearing Decision-Maker/Hearing Panel. Except for cross-examination by the Advisor, the Respondent, the Complainant, the Advisors and the witnesses will direct their comments and/or questions only to the Hearing Decision-Maker/Hearing Panel. The Hearing Decision-Maker/Hearing Panel must protect all parties and witnesses, regardless of their participation in the hearing. Before any questions are answered, the Hearing Decision-Maker or Chair of the Hearing Panel will determine if the question is relevant. Questions that are determined to be irrelevant, duplicative of those already asked or harassing in nature and tone may be disallowed.

In general, the following types of evidence and questions are not relevant:

• Evidence and questions about the Complainant’s sexual predisposition or prior sexual history unless:
  • Such questions and evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or
  • The questions and evidence concern specific incidents of the Complainant’s prior sexual history with respect to the Respondent and are offered to prove consent.
• Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege.
• Any party’s medical, psychological, and similar mental health records unless the party has given voluntary, written consent.

In addition, credible evidence regarding other reports of, or findings of responsibility for, similar conduct by the Respondent may also be deemed relevant to prove motive, intent, absence of mistake, pattern or another material fact. Similarly, prior or subsequent conduct of a Complainant, even when it involves conduct that may violate University policy, may be considered when relevant.

Any party seeking admission of prior sexual history and/or evidence of a prior sexual relationship and/or evidence of evidence of prior sexual conduct, or seeking to challenge such evidence, must do so in writing; by advising the investigator during the investigatory process; and/or by advising the Official at least three (3) business days in advance of the hearing. The written notice shall set forth the evidence the party is seeking to introduce and the relevancy of such information.

The Hearing Decision-Maker or Chair of the Hearing Panel will make the determination as to the admissibility of this information or questions and will instruct all parties accordingly regarding any limit in scope or admissibility.

vii. Closing Statements and Deliberations

After all statements and materials have been presented, the Complainant and the Respondent may present final comments to the Hearing Decision-Maker/Hearing Panel. Subsequently in private, the Hearing Decision-Maker/Hearing Panel will deliberate and determine by a preponderance of the evidence whether the Respondent has violated University policy. After the Hearing Decision-Maker/Hearing Panel has reached a determination as to responsibility, the Official will determine the appropriate sanction/discipline/corrective action, as outlined below.

viii. Determination Regarding Responsibility

The Official will simultaneously provide the written Determination Regarding Responsibility to all parties.

The Determination will include:

1. Alleged violations of the Sexual Misconduct Policy, if any, the Respondent has or has not violated.
2. A description of the procedural steps taken from the filing of the formal complaint;
3. Findings of fact supporting the determination;
4. Conclusions regarding which section(s) of the Sexual Misconduct Policy, if any, the Respondent has or has not violated.
5. For each alleged violation:
   a. A statement of, and rationale for, a determination regarding responsibility;
   b. A statement of, and rationale for, any disciplinary sanctions/discipline/corrective action determined by the Official (as outlined below) imposed on the Respondent;
   c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to Villanova’s education program or activity will be provided to the Complainant; and
6. Procedures and the permitted reasons for the parties to appeal as outlined below, including the name of the Appeal Decision-Maker.

Appropriate documentation will be maintained as required to allow the University to comply with applicable law.

Sanctions

After the finding or admission of responsibility, the appropriate University Official will impose sanctions considering the following:

1. The nature of the violation and the circumstances surrounding it, including the actual or potential impact on the individuals involved and/or the community as a whole;
2. Statements made or evidence presented in the investigative report and/or hearing;
3. Prior disciplinary history of the Respondent;
4. Disciplinary precedent;
5. Students (non-Law) only—Guidelines in the Code of Student Conduct. The University official imposing sanctions may consult with other University officials as they deem appropriate.

STUDENT (NON-LAW) SANCTIONS FOR VIOLATIONS OF THE CODE OF CONDUCT

Non-Reportable Disciplinary Sanctions

The following non-reportable disciplinary sanctions provide notice to a student that their conduct is in violation of University policies, and therefore unacceptable. Continuation of similar conduct or future violations will result in more severe sanctions, which may impact a student’s disciplinary standing at the University. Non-reportable disciplinary sanctions are not disclosed to external third-parties, except when required by law.

• Conduct Notice
• Conduct Warning
• Probationary Warning

Reportable Disciplinary Sanctions

The following reportable disciplinary sanctions typically are the outcome of serious or repeated violations of the Code of Student Conduct. These sanctions may impact a student’s disciplinary standing at the University, as well as impose other restrictions and/or conditions of membership. Reportable disciplinary sanctions are disclosed to authorized external third-parties for a stated period of time; in accordance with the Student Conduct and Concern Records Policy. Typically, family/legal guardian(s) are notified when a student is issued a reportable sanction.

• Disciplinary Probation
• Disciplinary Probation with Loss of Privilege
• Suspension
• Expulsion

Housing Sanctions

• Loss of Campus Residency
• Additional Housing Measures

Additional Disciplinary Measures

• Fines
• Exclusion from University Property, University Buildings, University Events or Programs, Students Organizations, Intramural or Club Sports, and/or Extracurricular Activities for a stated period of time.
• Community Service
• Family/Legal Guardian Notification
• Statute of Limitations for the Administration of Sanctions
• Additional Educational Measures

LAW STUDENT SANCTIONS FOR VIOLATIONS OF POLICY

• Exclusion from the Law School
• Suspension from the Law School
• Reprind for misconduct in the student’s Law School academic file and/or noted on the student’s transcript
• Reprind not included in the student’s Law School academic file and not noted on the student’s transcript
• Suspension or denial of specified Law School or University privileges or offices
• Appropriate compulsory service to the Law School community or outside community
• Withholding or other treatment as appropriate
• Other Administrative Measures, as appropriate
FACULTY DISCIPLINARY ACTION FOR VIOLATIONS OF POLICY
- Other Administrative Measures, as appropriate
- Restrictions on Work, such as thesis advising, off-campus travel, students, no independent studies
- Restrictions on Communication, such as no email or other forms of communication
- Loss of rank or position
- Rescinding Awards
- Non-renewal or non-reappointment

STAFF CORRECTIVE ACTION FOR VIOLATIONS OF POLICY
- Other Administrative Measures, as appropriate
- Letter of reprimand/Warning
- Verbal warning
- Written warning
- Completion of mandatory conditions
- Suspension without pay
- Suspension with Pay
- Dismissal

APPEALS
The appropriate University official (see link to Special Procedures on page 25 which include separate details regarding how appeals are reviewed depending on the role of the Respondent) will review appeals for a new hearing or a review of sanction. This person may consult with other University officials as they deem appropriate. All decisions made by the person reviewing the appeal, including whether or not an appeal is procedurally permitted. During the appeal process Respondents may be subject to certain restrictions.

PROCEDURE TO APPEAL
The Respondent and the Complainant may request an appeal within five (5) business days from the date of notification of determination. Appeals must be submitted to the University official as outlined in the Special Procedures in writing and:
- Be from and signed by the Complainant and/or Respondent;
- Consist of a concise and complete statement no more than eight (8) single spaced pages (including attachments) utilizing 12-point font;
- Set forth the grounds for appeal.

If the appeal is not based on appropriate grounds, it will be denied. If the appeal is based on appropriate grounds, the University official will notify both parties of the filing of the appeal. Each party will be given the opportunity to review and respond, in writing, to the other party’s appeal. This response must be submitted within five (5) business days of the filing of an appeal.

APPEAL FOR REVIEW OF SANCTION
4. The sanction(s) imposed were disproportionate to the violation.

B. PROCESS TO APPEAL
As part of the written Determination of Responsibility, the Conduct Review Administrator will provide the parties with the name of the Appeal Decision Maker to whom appeals are submitted. The Respondent and the Complainant may request an appeal within seven (7) business days from the date of notification of determination and access to the hearing transcript. Appeals must be submitted to the Appeal Decision Maker in writing and:
- Be from and signed (physical or electronic) by the Complainant or Respondent;
- Consist of a concise and complete statement no more than eight (8) single spaced pages (including attachments) utilizing 12-point font;
- Set forth one or more appropriate grounds for appeal as listed above.

If the appeal does not articulate appropriate grounds for appeal, it will be denied. If both parties notified, if the appeal does articulate appropriate grounds for appeal, the Appeal Decision Maker will notify both parties of the filing of the appeal. Each party will be given the opportunity to review and respond, in writing, to the other party’s appeal. This response must be submitted within five (5) business days of an appeal. Any written response to an appeal will also be shared with the other party. No further written submissions will be permitted.

Appeal Decision Maker will promptly review the written appeal submissions and responses (if any) and any other material provided by the appeal, which may include the investigative report, hearing transcript, and the Determination of Responsibility, and notify the parties of the outcome.

APPEAL FOR REVIEW OF SANCTION
4. The sanction(s) imposed were disproportionate to the violation.

STUDENTS—GROUNDS FOR APPEAL
The Respondent and the Complainant may request an appeal based only on one or more of the following grounds:

APPEAL FOR A NEW HEARING
1. Procedural Irregularity—A material procedural defect in the original hearing that affected the outcome;
2. New Evidence—New material evidence that was not available, through no fault of the appealing party, at the time of the original hearing that could have affected the outcome; or
3. Conflict of Interest or Bias—The Title IX Coordinator or investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome.

APPEAL FOR REVIEW OF SANCTION
The parties may appeal that the sanction imposed were disproportionate to the violation.
Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

a. Identifies domestic violence, dating violence, sexual assault, sexual harassment, stalking and retaliation as prohibited conduct.

b. Uses definitions provided by the Department of Education and State law outlining behavior that constitutes domestic violence, dating violence, sexual assault, sexual harassment, stalking and retaliation as prohibited conduct.

c. Defines what behavior and actions constitute consent to sexual activity in the Commonwealth of Pennsylvania and/or using the definition of consent found in the Sexual Misconduct Policy if State law does not define consent.

d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, sexual harassment, stalking or retaliation.

Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Risk Reduction
No person is EVER to blame for experiencing sexual misconduct. There is no mistake in judgment or “poor decision” that can make a person “deserve” to be victimized by another person. Sexual misconduct impacts the victims and the campus community. For these reasons, Villanova University engages in risk reduction strategies, emphasizing the collective responsibility of our campus community to reduce the risk of sexual assault and sexual misconduct within our community.

As a part of that effort, every employee and most students are required to complete sexual violence prevention education, which includes bystander intervention which empowers community members to take a role in preventing and interrupting incidents of sexual misconduct.

Risk reduction involves changing or modifying behaviors and actions in an effort to prevent harm against an individual or group of individuals. Risk reduction is intended to increase empowerment in order to promote safety. While only perpetrators are responsible for their actions, being equipped with, and using strategies to reduce risk for yourself and others is an active way to prevent and address sexual misconduct.

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

INCREASING ON AND OFF CAMPUS SAFETY

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

Know your resources. Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the Student Health Center, Public Safety, and a local sexual assault victim service provider such as the Delaware County Victim Assistance Center (DCVAC).

Notice your emergency phone button or campus program Public Safety’s emergency number into your cell phone, and download the NovaSafe app for easy access. Download the NovaNOW app for easy access to the Sexual Assault Villanova University Resource (SAVUR) resource channel.

Stay alert. When you are moving around on or off campus, be aware of your surroundings and walk with a purpose. Consider your posting location to ensure you are not causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be a pro-social bystander. If you or someone else is in immediate danger, dial 911 (off campus) or 610-519-4444 (on campus). This could be when someone is yelling at the physical or abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble, try to notice whether they need help, and ask if they are okay.

2. Confront people who seclude, hit on, try to make out with, or need help, ask if they are okay.

3. Speak up when someone discusses plans to take sexual advantage of another person or experience with stalking.

4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

5. Refer people to or off campus resources listed in this document for support in health, counseling, or with legal assistance.

SAFETY IN SOCIAL SETTINGS

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

• Make a plan. If you are going to a party, go with people you trust and get involved in an activity or game plan to leave together. If your plans change, make to touch base with the other person in your group. Do not leave someone stranded in an unfamiliar or unsafe situation.

• Protect yourself. Do not leave your drink unattended and watch out for your drinks’ friends. If you can, if you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It is not always possible to know if something has been added to your or someone’s drink.

• Know your limits. Keep track of how many drinks you have had and be aware of your friends’ behavior. If one of you feels extremely tired or more drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.

• Create a Distraction. If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it’s okay to create a distraction. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also help a friend leave a situation that you think may be risky by making an excuse for the two of you. Some reasons you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.

• Be true to your instincts. If you notice something that doesn’t feel right, it probably isn’t.

HOW TO RESPOND IF SOMEONE IS PRESSURING YOU

Perpetrators of sexual violence often use tactics, such as guilt or intimidation, to pressure a person into something they do not want to do. It can be upsetting, frightening, or uncomfortable if you find yourself in this situation. Remember that it is not your fault that the other person is acting this way—they are responsible for their own actions.

The following tips may help you exit the situation safely:

• Remind yourself this is not your fault. You did not do anything wrong. It is the person who is pressuring you who is responsible.

• Trust your gut. Do not feel obligated to do anything you do not want to do. It does not matter why you do not want to do something. Simply not being interested is reason enough. Do only what rights you to and you are comfortable with.

• Have a code word. Develop a code with friends or family that means “I’m uncomfortable” or “I need help.” It could be a series of numbers you can text or a phrase you say out loud. This way you can communicate your concern and get help if you need it.

• Be aware of your surroundings. Know your resources. If you or someone you care about are concerned about an upcoming situation, you can

• Say whatever you need to say to get safe. If you are concerned about angering or upsetting this person, you can
The University has also adopted the Minors in Villanova when to report suspected child abuse. See: 
majors who visit our campus and provides detailed information underscores our commitment to the protection and safety of the Director of Public Safety, or the Executive Vice President. Upon making the report to DHS, a report must also be made to the Department of Human Services (DHS). All Villanova University faculty and staff who come into direct contact with a missing student’s friends, contacting the student’s Resident Assistant(s), checking with emergency health care providers and taking such other investigative actions as are appropriate under the circumstances. The University will implement these procedures in less than 24 hours if circumstances warrant a faster implementation.

Child Abuse Reporting and Minors on Campus
All Villanova University faculty and staff who come into direct contact with a child as part of their employment are mandated reporters which means that they have a duty to report suspected child abuse, regardless of where or when the alleged abuse occurred. In addition, all Villanova University students and volunteers who accept responsibility for a child as an integral part of a program, activity or service sponsored by Villanova are also mandated reporters. Instances of suspected child abuse must be reported to the Department of Human Services (DHS). Upon making the report to DHS, a report must also be made to the Director of Public Safety, or the Executive Vice President. The Villanova University Child Abuse Reporting policy underscores our commitment to the protection and safety of minors who visit our campus and includes detailed information about how to report suspected child abuse. See: https://villanova.policetech.com/docviewer/?docid=18817

Policy on Preparing the Annual Security and Fire Safety Report
The University has advised and trained individuals who are deemed “Campus Security Authorities” by the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of their duty to report all Clery Act crimes to the Department of Public Safety for inclusion in the annual disclosure of crime statistics. This includes but is not limited to the Dean of Students and the Associate Dean of Students; all other Deans; all Athletic Directors, coaches and other personnel with responsibility for athletic teams; and all persons identified as having significant responsibility for student conduct activities. By law, Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a Campus Security Authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the Professional Counselors at Villanova University are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis to the Department of Public Safety. Crime statistics are maintained by the Department of Public Safety and are collected from Campus Security Authorities, the Dean of Students Office, the Radnor Township Police Department, the Dean of Students Office for buildings owned or controlled by Villanova University and used for educational purposes in their respective jurisdictions. Each year, representatives from the Department of Public Safety, the Office of the Vice President for Student Life, the Office of University Communication and Marketing, the Dean of Students Office, the Office of the Vice President and General Counsel, the University Compliance Office, the Facilities Management Office, the Office of Residence Life and the Department of Human Resources review the current campus security report and provide information to update the report and compile the crime statistics for the most recent calendar year. The information in this brochure is provided as part of Villanova’s continuing commitment to safety and security on campus in compliance with the Pennsylvania, the Pennsylvania Crime Reporting Act and the Clery Act. Concerns, questions or complaints related to this document or the applicable statutes should be directed to the Director of Public Safety & Chief of Police either by mail at Villanova University, 800 Lancaster Avenue, Villanova, PA 19085; or by telephone at (610) 519-5800.

Higher Education Opportunity Act (HEA) Victim Notification
Villanova University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the name of any person who is provided with such information unless doing so would endanger the victim or the investigation of the alleged crime.

Sexual Misconduct Prevention and Education Efforts
Villanova University is committed to the prevention of sexual misconduct through regular and ongoing education and awareness programs. Incoming undergraduate students and new employees receive primary prevention and awareness programming, and returning students and current employees receive ongoing training and related programs. Throughout the year, programs and campaigns designed to help create a healthy campus culture and strategies to prevent sexual misconduct are presented by a variety of campus resources including the Student Orientation, Health Promotion, the Title IX Office, student community advocates and other Villanova students, and Public Safety. The University also promotes participation of student groups in all of its health promotion and prevention efforts, through training provided in Residence Life, Athletics, ROTC, and the Office of Fraternity and Sorority Life among others. The following are ongoing health promotion and campaigns and program strategy offered or planned for this academic year. Additionally, the University has also established a campus-wide Sexual Violence Prevention Advisory Committee who works with the University’s efforts and provide recommendations on enhancing these efforts to better serve our community. Individuals involved in the implementation of this Policy receive training as required by the Clery Act and Title IX.

AUDIENCE FREQUENCY

Sexual Assault Prevention for Undergraduates (SAPU) Course: online course required of all incoming undergraduate students; includes customized information (Villanova policies, processes & procedures; custom videos titled by Title IX Coordinator(s), SARC team member(s), PDOR Community Advocates and student leaders, faculty, and Counseling Center representative(s); and all campus resources and services related to sexual violence, including prevention initiatives) 100% of incoming undergraduate students Annual (pre-matriculation)

Moments that Matter: video presentation (part of New Student Orientation program at Villanova) students, faculty and staff with follow-up discussion (led by Orientation Counselors) focused on high-risk alcohol use and sexual violence, with a particular focus on safe and effective bystander intervention skills, consent, survivor support and campus resources First year students Annual at New Student Orientation

Sexual Violence Resource Booklet: booklet highlighting Villanova policy and Pennsylvania law regarding sexual violence; campus and community resources; general information about sexual violence on college campuses; safe and effective bystander intervention strategies All first-year students receive a booklet at New Student Orientation; all upperclassman registered students receive the booklet from their Resident Assistant; all students will receive a booklet through the Wildcat Newsletter during the first weeks of the academic year; print copies available in any public office

Sexual Violence Resource Bathroom Flyer: posted in every residence hall bathroom with all contact information for sexual violence-related resources and services; denoting places to report, confidential support, 24/7 resources, and how to get involved All resident students Year-round

Wildcat Newsletter Sexual Violence Resource Highlight: short description of a resource related to sexual violence, how to access the resource, and what reasons a student might access a particular resource All undergraduates, graduate and law students Weekly; classes are in session

Where is the Love? #Itsonusnova campaign: We believe that love (caring) is essential to the life of our community. It is in the caring of self and others that make us strive to our fullest potential. Throughout the year the Where is the Love? #Itsonusnova logo (see below) indicates how to extend an unconditional friendship to each other as well as how to keep ourselves healthy and safe. The general Where is the Love? campaign provides information about relationships, including those that are healthy and those that are not. Villanova has partnered with the Office of Fraternity and Sorority Life to implement the #Itsonusnova campaign; ALL New students receive a booklet at New Student Orientation; all upperclassman registered students receive the booklet from their Resident Assistant; all students will receive a booklet through the Wildcat Newsletter during the first weeks of the academic year; print copies available in any public office

All Public Service Announcements developed under this campaign are available here: https://www.villanova.edu/about/student-life/departments/health-safety/services/health-promotions/programs-initiatives.html

All students; any followers of the #Itsonusnova social media accounts (Facebook and Instagram) Year-round

#Itsonusnova social media accounts
Where is the Love? bystander intervention training around situations of concern (e.g. relationship abuse, sexual assault, drug use, alcohol use) understanding consent, understanding how alcohol is involved in most incidents of sexual violence, safe and effective ways to intervene in situations, and awareness and how to prevent situations; facilitated by Health Promotion staff, Title IX Coordinator, and Title IX Office. All of adjunct facilitators from Residential Life, Dean of Student’s Office, Student Health Center, Fraternity & Sorority Life, Campus Ministry, Honors, Public Awareness, Counseling, Education, Athletics, and academic departments on campus.

The following students are trained: ALL new faculty and staff members; ALL upperclassmen registered students (as part of their 4 year sexual violence prevention curriculum); ALL new law students; and the Office of Student Orientation Staff. ALL Healthy Living Communities student ambassadors and Navy ROTC students involved in Music Activities; ALL intramural and club sport athletes and all other interested students and student groups.

Year-round

Sexual Violence Prevention and Education Efforts
Villanova University is committed to the prevention of sexual misconduct through regular and ongoing education and awareness programs. Incoming undergraduate students and new employees receive primary prevention and awareness programming, and returning students and current employees receive ongoing training and related programs. Throughout the year, programs and campaigns designed to help create a healthy campus culture and strategies to prevent sexual misconduct are presented by a variety of campus resources including the Student Orientation, Health Promotion, the Title IX Office, student community advocates and other Villanova students, and Public Safety. The University also promotes participation of student groups in all of its health promotion and prevention efforts, through training provided in Residence Life, Athletics, ROTC, and the Office of Fraternity and Sorority Life among others. The following are ongoing health promotion and campaigns and program strategy offered or planned for this academic year. Additionally, the University has also established a campus-wide Sexual Violence Prevention Advisory Committee who works with the University’s efforts and provide recommendations on enhancing these efforts to better serve our community. Individuals involved in the implementation of this Policy receive training as required by the Clery Act and Title IX.
AUDIENCE | FREQUENCY | INITIATIVE
--- | --- | ---
One Love Escalation Workshop: Film-based workshop which helps students identify and address relationship abuse. Workshop includes guided discussion facilitated by Health Promotion staff, Title IX Coordinator, and a group of select student and staff facilitators from various colleges. This program is offered to all students and student organizations. Residence Life, Campus Ministry, Nursing and Athletics. | Approximately 4 times per academic year | ALL second year student-athletes (as part of their 4-year sexual violence prevention curriculum), members of various fraternities and sororities and any other interested students and student groups offered and open to any interested student throughout the academic year.

Domestic Violence Awareness Month (October): activities and information related to recognizing, responding to, and supporting others who have experienced dating and domestic violence. Month features varying programs each year with One Love Escalation workshops, SARC and Title IX team meet and greet opportunities, and other programs and activities designed to address campus climate and student needs and interests. | Year-round | Open to all students

Healthy Relationships Awareness Month (February): activities and information related to maintaining healthy relationships, to include identifying signs of an unhealthy or violent relationship, how to help a friend in an unhealthy relationship, and related issues. | Annual | Open to all students, faculty, and staff

Title IX Meet and Greet Series: periodic informal meet and greet opportunities to connect with members of the Title IX and SARC team. Each month a member of the SARC team and a member of the Title IX team will present on campus resources for those who have experienced sexual violence. | Annual | Open to all students, faculty, and staff

Sexual Assault Awareness Month (April): activities and information related to sexual assault, to include how to help a survivor of sexual assault, resource awareness, and risk reduction strategies for perpetuation and victimization. | Annual | Open to all students

Stall Street Journal (SSJ) Staff publication featuring tips and strategies related to a variety of student health issues, including sexual violence, relationships, consent, bystander intervention strategies, and resources related to sexual violence. | Year-round | Anyone using a residence hall bathroom or various public restrooms throughout campus

Thrive 365 online portal: dynamic, customizable and confidential online portal featuring self-checks; goal setting features. | Year-round | All students, faculty, staff and anyone with a Villanova email address

NovoFlow smartphone app featuring Sexual Assault Villanova University Resource (SAVUR) app; comprehensive and customized app with all Villanova and local community resources and services related to sexual violence, including GPS functionality and direct dialing to all designated resources; link to all online publications and policies and comprehensive Web site: www.villanova.edu/sexualassault/ | Year-round | Anyone with a smartphone

Social media outreach: through the use of Facebook and Instagram accounts, social media featuring shared messaging around bystander intervention, campus and community resources, and a series of messages to raise awareness about policies and resources. The following social media accounts post regularly (e.g., It’s On Us) and/or periodic content (e.g., POWER) related to sexual violence. | Year-round | Anyone who follows these accounts

It’s On Us Novo Facebook, Instagram accounts; Health Promotion Facebook & Instagram accounts | Year-round | All users of Villanova’s Facebook accounts can access this site and those that link/become a fan of this site

Web resources & materials: one comprehensive Web site links to all relevant sites, policies, and information and also serves as the hub for sexual violence-related information and resources. http://www.villanova.edu/sexualassault | | Reviewed and updated annually and/or as information becomes available or necessary to post

AUDIENCE | FREQUENCY | INITIATIVE
--- | --- | ---
All students, faculty, and staff | Annual | Sexual harassment and sexual violence prevention on-line training module.

Title IX Meet and Greet Series: periodic informal meet and greet opportunities to connect with members of the Title IX and SARC team. Each month a member of the SARC team and a member of the Title IX team will present on campus resources for those who have experienced sexual violence. | Open to all students, faculty, and staff | Open to all students, faculty and staff and anyone with a Villanova email address

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Web resources & materials: one comprehensive Web site links to all relevant sites, policies, and information and also serves as the hub for sexual violence-related information and resources. http://www.villanova.edu/sexualassault/ | | Reviewed and updated annually and/or as information becomes available or necessary to post

AUDIENCE | FREQUENCY | INITIATIVE
--- | --- | ---
Mandatory for all employees | Year-round with all new hires; periodically for current employees | Sexual harassment and sexual violence prevention on-line training module.

Title IX Meet and Greet Series: periodic informal meet and greet opportunities to connect with members of the Title IX and SARC team. Each month a member of the SARC team and a member of the Title IX team will present on campus resources for those who have experienced sexual violence. | Open to all students, faculty, and staff | Open to all students, faculty and staff and anyone with a Villanova email address

Stall Street Journal (SSJ) Staff publication featuring tips and strategies related to a variety of student health issues, including sexual violence, relationships, consent, bystander intervention strategies, and resources related to sexual violence. | Year-round | Anyone using a residence hall bathroom or various public restrooms throughout campus

Thrive 365 online portal: dynamic, customizable and confidential online portal featuring self-checks; goal setting features. | Year-round | All students, faculty, staff and anyone with a Villanova email address

NovoFlow smartphone app featuring Sexual Assault Villanova University Resource (SAVUR) app; comprehensive and customized app with all Villanova and local community resources and services related to sexual violence, including GPS functionality and direct dialing to all designated resources; link to all online publications and policies and comprehensive Web site: www.villanova.edu/sexualassault/ | Year-round | Anyone with a smartphone

Social media outreach: through the use of Facebook and Instagram accounts, social media featuring shared messaging around bystander intervention, campus and community resources, and a series of messages to raise awareness about policies and resources. The following social media accounts post regularly (e.g., It’s On Us) and/or periodic content (e.g., POWER) related to sexual violence. | Year-round | Anyone who follows these accounts

It’s On Us Novo Facebook, Instagram accounts; Health Promotion Facebook & Instagram accounts | Year-round | All users of Villanova’s Facebook accounts can access this site and those that link/become a fan of this site

Web resources & materials: one comprehensive Web site links to all relevant sites, policies, and information and also serves as the hub for sexual violence-related information and resources. http://www.villanova.edu/sexualassault/ | | Reviewed and updated annually and/or as information becomes available or necessary to post

Mandatory for all employees | Year-round with all new hires; periodically for current employees | Sexual harassment and sexual violence prevention on-line training module.

POW|ER student training & programming: Trained undergraduate staff and peer leaders provide programming in response to sexual violence. This programming includes awareness, prevention and intervention strategies related to sexual violence, including GPS functionality and direct dialing to all designated resources; link to all online publications and policies and comprehensive Web site: www.villanova.edu/sexualassault | Open to all students, faculty and staff | Open to all students, faculty and staff and anyone with a Villanova email address

Stall Street Journal (SSJ) Staff publication featuring tips and strategies related to a variety of student health issues, including sexual violence, relationships, consent, bystander intervention strategies, and resources related to sexual violence. | Year-round | Anyone using a residence hall bathroom or various public restrooms throughout campus

Thrive 365 online portal: dynamic, customizable and confidential online portal featuring self-checks; goal setting features. | Year-round | All students, faculty, staff and anyone with a Villanova email address

NovoFlow smartphone app featuring Sexual Assault Villanova University Resource (SAVUR) app; comprehensive and customized app with all Villanova and local community resources and services related to sexual violence, including GPS functionality and direct dialing to all designated resources; link to all online publications and policies and comprehensive Web site: www.villanova.edu/sexualassault/ | Year-round | Anyone with a smartphone

Social media outreach: through the use of Facebook and Instagram accounts, social media featuring shared messaging around bystander intervention, campus and community resources, and a series of messages to raise awareness about policies and resources. The following social media accounts post regularly (e.g., It’s On Us) and/or periodic content (e.g., POWER) related to sexual violence. | Year-round | Anyone who follows these accounts

It’s On Us Novo Facebook, Instagram accounts; Health Promotion Facebook & Instagram accounts | Year-round | All users of Villanova’s Facebook accounts can access this site and those that link/become a fan of this site

Web resources & materials: one comprehensive Web site links to all relevant sites, policies, and information and also serves as the hub for sexual violence-related information and resources. http://www.villanova.edu/sexualassault/ | | Reviewed and updated annually and/or as information becomes available or necessary to post

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Web resources & materials: one comprehensive Web site links to all relevant sites, policies, and information and also serves as the hub for sexual violence-related information and resources. http://www.villanova.edu/sexualassault/ | | Reviewed and updated annually and/or as information becomes available or necessary to post
There was NO unfounded crime reported.

UNFOUNDED CRIMES*

Hate crimes describe the number of reported crimes that (i) are listed above, (ii) involve larceny-theft, simple assault, intimidation, or destruction, damage of or vandalism of property, or (iii) relate to other crimes specifically targeting any person that manifested evidence that the victim(s) were intentionally selected because of their actual or perceived race, gender, religion, sexual orientation, disability, national origin or gender identity.

*Hate crimes vary from the crime classifications under Federal law, which are also published in this brochure.

Villanova University Crime Statistics for Pennsylvania Reporting Purposes

The Pennsylvania Uniform Crime Reporting Act mandates the release of crime statistics and rates to matriculated students and employees, and, upon request, to new employees and applicants for admission. The index rate is calculated by multiplying the actual number of reported offenses by 100,000 (a theoretical population for comparison purposes) and dividing that product by the number of the University’s Full Time Equivalent (FTE) students and employees. The FTE is calculated using a State required formula. The University’s FTE Population was 12,280 in 2020, 12,232 in 2021 and 12,209 in 2022. The statistics reported below reflect the number of incidents reported to the University’s Department of Public Safety (but do not include reports from other campus security authorities, referrals from campus disciplinary authorities or reports from local law enforcement). They do not indicate actual criminal prosecution or student disciplinary action, or the outcome of either. Please note that the State crime classifications for which the University is reporting these statistics vary from the crime classifications under Federal law, which are also published in this brochure.

PART I OFFENSES

<table>
<thead>
<tr>
<th>Offense</th>
<th>2020 ACTUAL</th>
<th>2020 INDEX*</th>
<th>2021 ACTUAL</th>
<th>2021 INDEX*</th>
<th>2022 ACTUAL</th>
<th>2022 INDEX*</th>
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<td>Murder</td>
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<td>Other Assault</td>
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<td>7</td>
<td>97.23</td>
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<tr>
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<tr>
<td>Arson</td>
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<td>727.26</td>
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PART II OFFENSES

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<th>2021 ACTUAL</th>
<th>2021 INDEX*</th>
<th>2022 ACTUAL</th>
<th>2022 INDEX*</th>
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<td>Forgery and Counterfeiting</td>
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<td>22</td>
<td>180.19</td>
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<td>GRAND TOTAL</td>
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<td>2331.27</td>
<td>358</td>
<td>2762.75</td>
<td>369</td>
<td>3128.82</td>
</tr>
</tbody>
</table>

*Index per 100,000

1. Hate crimes describe the number of reported crimes that (i) are listed above, (ii) involve larceny-theft, simple assault, intimidation, or destruction, damage of or vandalism of property, or (iii) relate to other crimes specifically targeting any person that manifested evidence that the victim(s) were intentionally selected because of their actual or perceived race, gender, religion, sexual orientation, disability, national origin or gender identity.

2. Incidents under this offense refer to new employees and applicants for admission. The index rate is calculated by multiplying the actual number of reported offenses by 100,000 (a theoretical population for comparison purposes) and dividing that product by the number of the University’s Full Time Equivalent (FTE) students and employees. The FTE is calculated using a State required formula. The University’s FTE Population was 12,280 in 2020, 12,232 in 2021 and 12,209 in 2022.

3. The statistics reported below reflect the number of incidents reported to the University’s Department of Public Safety (but do not include reports from other campus security authorities, referrals from campus disciplinary authorities or reports from local law enforcement). They do not indicate actual criminal prosecution or student disciplinary action, or the outcome of either.
Fire Safety Policies
The Code of Student Conduct contains various policies for fire safety as follows:

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

- Hot plates, toaster ovens, space heaters, and any appliance with an open heating element are prohibited.
- All lamps and appliances should be UL approved. Halogen lamps are prohibited.
- Only Villanova University supplied air conditioners are permitted in University residence halls. Students requiring air conditioning due to documented medical necessity should contact the Office for Residence Life.
- Refrigerators are restricted to one 5-cubic foot unit per room.
- Extension cords/multi-plug attachments should be UL approved, undamaged, and without splices or loops.
- Extension cords/plugs should not be placed under carpets, tacked or stapled.

Major appliances should not be plugged into extension cords.
- Plug adapters should be UL approved and not rated less than 15/15A/120V/1250W.
- Residents should employ the prudent use of surge protectors to protect property from unexpected electrical damage.
- Heavy drawing appliances (irons, hair dryers, televisions, refrigerators, microwaves) should be plugged directly into socket outlets and unplugged when not in use. Extension cords are not to be used with these items.
- Powered personal transportation devices like electric scooters, electric skateboards, one-wheels, and e-bikes are not permitted in any campus buildings.

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

**CANDLES/OPEN FLAMES**
Candles (of any type or form, whether decorative or functional), open flames, potpourri burners and the use of incense are all prohibited in University residence halls and apartments. Prohibited items will be confiscated and not returned. Violations may result in disciplinary action as outlined in the Code of Student Conduct.

**EQUIPMENT**
Tampering with or misuse of fire safety equipment (extinguishers, fire hoses, smoke detectors, alarms, sprinklers, exit signs) is considered to be exceptionally dangerous behavior in a residential community and represents a serious breach of community safety standards. Students found responsible for tampering with or misusing fire safety equipment will be subject to disciplinary action as outlined in the Code of Student Conduct.

**HOLIDAY DECORATIONS**
Due to potential fire hazards, the use of holiday decorations must adhere to the University’s guidelines. No live trees, wreaths or garlands (treated or untreated) are permitted. Decorative lights must be UL approved and may not be placed on the outside of doors, windows or buildings. It is against policy to leave decorative lights on when no one is present in the room to attend to them. Decorative lights may not be hung from ceilings, nor may they obstruct doors or windows. Decorations should be flame retardant and must not be placed on the exterior of room doors; near or over electrical outlets; on or near light fixtures, fire safety equipment, or radiators or heating vents/units. All holiday decorations must be removed before vacating the room for breaks.

**SMOKING**
All residence halls and apartments are smoke free. Smoking and vaping are strictly prohibited in all areas (public areas and student rooms) of these facilities. In accordance with University policy, smoking and vaping are permitted outside of residence halls, provided the person is 25 feet from an entrance or exit, air intake ducts or windows.

**Fire Emergency and Evacuation Procedures**
In the event of evidence of a fire, a report should be made immediately by calling the Department of Public Safety at 4444 or 9-4444 from an on-campus telephone or (610) 519-4444 from a non-University telephone. If a member of the Villanova community finds evidence of a fire that has been extinguished, and the person is not sure whether Public Safety has already responded, the community member should immediately notify Public Safety to investigate and document the incident. This report should include the location and nature of the fire. Once the fire has been reported, the Department of Public Safety will initiate the emergency actions required.

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

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

- The fire alarm system may be used to evacuate a building(s) if there is a potential threat to health and safety of that segment of the community.
- Activate the building fire alarm if it is not already sounding. Pull a fire alarm station on the way out. If the building is not equipped with a fire alarm, knock on doors and shout on your way out.
- Leave the building by using the nearest exit.
- Know more than one way out of the residence hall.
- Crawl if there is smoke. Cleaner, cooler air will be near the floor. Get Low and Go.
- Before opening any doors, feel the metal knob. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in the room.
- Go to the nearest exit or stairway. If the nearest exit is blocked by fire, heat or smoke, go to another exit. Always use an exit stairway, not an elevator. Elevator shafts may fill with smoke or the power may fail, leaving you trapped.
- Starway fire doors will keep out fire and smoke, if they are closed, and will protect you until you get outside. Close as many doors as possible as you leave. This helps to confine the fire. Total and immediate evacuation is safest. Only use a fire extinguisher if the fire is very small and you know how to do it safely. Do not delay calling emergency responders or activating the building fire alarm. If you cannot put out the fire, leave immediately. Make sure the fire department is called—even if you think the fire is out.
- If you get trapped, keep the doors closed. Place cloth material (wet, if possible) around and under door to prevent smoke from entering.
- Be prepared to signal your presence from a window.
- Signal for help. Hang an object at the window (jacket, shirt) to attract the fire department’s attention. If there is a phone in the room, call 911 or 4444 or 9-4444 from an on-campus phone, or at (601) 519-4444 from a cellular phone, and report that you are trapped. Be sure to give your room number and location. If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows if safe, wave something out the window and shout or phone for help.
- If you are on fire, stop, drop and roll, wherever you are. Rolling smothers fire.
- Cool burns. Use cool tap water on burns immediately. Don’t use ointments. If skin is blistered, brown or charred, call for medical attention.
- Be aware of obstacles. Storage of any items in the corridors, such as bicycles, chairs, desks and other items is prohibited. In all exit ways, including stairwells and hallways, blocked exits and obstacles impede evacuation, especially during dark and smoky conditions.
- If you are a person with a disability (even temporarily), you should do the following:
  - Learn about fire safety
  - Plan ahead for fire emergencies
  - Be aware of your own capabilities and limitations.
- Be aware of “areas of refuge” in the buildings you use.
  - These are equipped with a fire alarm, knock on doors and shout on your way out.
- Be aware of “areas of refuge” in the buildings you use.
  - These are equipped with a fire alarm, knock on doors and shout on your way out.
- “Reportable fires are “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

More detailed procedures for evacuation of campus buildings are set forth in the following link: https://www.villanova.edu/content/universitypublicsafety/emergencyprocedures.html

Fire Safety Education

Fire safety education is accomplished by various methods throughout the school year. Floor plans, evacuation routes, evacuation assembly locations, drill procedures and fire safety policies are reviewed by Resident Assistants at the first floor meeting at the beginning of each academic year. Laminated floor plans and evacuation routes are publicly posted on each floor of each residence hall. The University celebrates Fire Prevention Week to promote Campus Fire Safety, and hands-on fire extinguishing training is offered periodically, during which employees and students have an opportunity to extinguish a fire. In addition, the Department of Environmental Health and Safety provides information and safety brochures for Campus Fire Safety.

Daily Fire Log

The Department of Public Safety maintains a chronological log of all reported crimes for the past 60 days, which is available for public inspection at the Public Safety front desk in Garey Hall. In addition to crimes, the log also contains all actual fires reported or discovered within University-owned residence halls for the past 60 days. Log entries older than 60 days will be marked and made available within two business days upon request to Mrs. Debra Patch, Deputy Chief of Police/Associate Director for Administration, by email at debra.patch@villanova.edu or by phone at (610) 519-6983.

Plans for Future Improvements in Fire Safety

Villanova completed upgrades of its sprinklers and fire safety systems over the past several years. At this time, there are no specific plans for future improvements. However, Villanova will continuously review its prevention strategies (education, inspections, fire drills, and device maintenance), and will continue to upgrade fire safety systems throughout the campus as necessary.

![Fire Statistics Table]

The following sets forth information about all fires that occurred in on-campus residential units during calendar year 2022.

<table>
<thead>
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<th>TOTAL # F DRAWS IN BLDG</th>
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<th>INJURIES</th>
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</table>

Fires in 2022 were recorded by the Public Safety Department or by phone at (610) 519-6983. The street address for each on-campus residence facility is 800 E. Lancaster Avenue, Villanova, PA 19085.

The following sets forth information about all fires that occurred in on-campus residential units during calendar year 2021.

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<th>CAUSE</th>
<th>$ DAMAGE</th>
<th>INJURIES</th>
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Fires in 2021 were recorded by the Public Safety Department or by phone at (610) 519-6983. The street address for each on-campus residence facility is 800 E. Lancaster Avenue, Villanova, PA 19085.
Fire Statistics

The following sets forth information about all fires that occurred in on-campus residential units during calendar year 2020.

<table>
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<tr>
<th>BUILDING</th>
<th>TOTAL # FIRES IN BLDG.</th>
<th>FIRE NUMBER</th>
<th>DATE</th>
<th>CAUSE</th>
<th>$ DAMAGE</th>
<th>INJURIES</th>
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</tbody>
</table>

*Reportable fires are “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

The street address for each on-campus residence facility is 800 E. Lancaster Avenue, Villanova, PA 19085.

*Arch Hall renamed McGuinn Hall in December 2020. **Chapter Hall renamed Dobbin Hall in October 2020.
Public property on this map is delineated by green highlighting. Most non-campus locations are not shown on this map. Non-Campus location are those buildings or properties owned or controlled by the University that are used in direct support of, or in relation to, the University’s educational purposes, are frequented by students, and are not within the same reasonably contiguous geographic area of the University’s campus. One non-campus location is shown on this map. The Villanova Center, identified as building 66, is a privately owned business complex. The University leases office space that houses the Office of Human Resources, Finance, and other administrative offices. Those areas within the Villanova Center that leased by the University are considered non-campus property for Clery reporting purposes.

**Campus Map**