



**RIDER**  
UNIVERSITY



# **2009 Security and Fire Safety Report**

**Lawrenceville and Princeton Campus**

[www.rider.edu](http://www.rider.edu)

This brochure, which contains both the Annual Security and Fire Safety Report for the Lawrenceville and Princeton campuses of Rider University, has been produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the Clery Act or Campus Security Act), codified at 20 U.S.C. 1092(f) as part of the Higher Education Act of 1965 (HEA). It is distributed annually via Internet to all Rider students and employees. A hard copy brochure is made available to all prospective students and employees upon request.

Further information about Rider University policies, regulations, fire safety and security services is available in the student handbook, *The Source*, and/or online at [www.rider.edu](http://www.rider.edu). Employees may also obtain further information from the Human Resources Department or the Employee Assistance Program.



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# *Section One* **SECURITY REPORT**



## **Lawrenceville Campus**

2083 Lawrenceville Road  
Lawrenceville, NJ 08648  
609-896-5000  
[www.rider.edu](http://www.rider.edu)

### **Emergency:**

On-Campus  
Dial x7777  
or 609-896-7777

## **Princeton Campus**

101 Walnut Lane  
Princeton, NJ 08540  
609-721-7100  
[www.rider.edu](http://www.rider.edu)

### **Emergency:**

On-Campus  
Dial x7777  
or 609-896-7777

## From the Rider University Director of Public Safety

On behalf of the Department of Public Safety, welcome to Rider University. We hope you find this report helpful as it regards your safety and security on campus.

As a community, we recognize that safety is everyone's responsibility. We appreciate the opportunity to share with you information regarding Public Safety policies, programs, and services as well as campus crime statistics for the past three years.

The safety and well-being of all members of the Rider community – students, faculty, staff and visitors - is of utmost importance to the University and a primary responsibility of the Department of Public Safety. The Department is responsible for the protection of life and property, the enforcement of University policies, the prevention and detection of on-campus crimes and other violations, emergency response management, and other safety services.

Founded in 1865, Rider University is a student-centered community of learners regionally recognized as an academically enriching institution. With campuses located in Lawrenceville and Princeton, New Jersey, Rider is an independent, residential university comprised of four academic units: the College of Business Administration; the College of Liberal Arts, Education, and Sciences; the College of Continuing Studies; and Westminster College of the Arts. Rider offers more than 60 undergraduate programs in the fine and performing arts, humanities, sciences, social sciences, education and business, as well as 21 graduate programs principally in business, education, and music.

This annual security report focuses on Rider's 280-acre Lawrenceville campus located on Route 206 and on its 23-acre Princeton campus located at 101 Walnut Lane. The Lawrenceville campus comprises 41 buildings, athletic and recreation fields, on-site parking, and a lake. The Princeton campus comprises 13 buildings and on-site parking. Rider University also offers classes at the Mount Laurel Campus of Burlington County College and at the Chauncey Conference Center of the Educational Testing Service in Lawrenceville, New Jersey. Criminal offense statistics for those two locations are included in the Non Campus Building/Property column of the Lawrenceville portion of this report.

Thank you for taking the time to review this report. If you have questions or would like further information about safety and security at Rider University, please contact the Department of Public Safety at (609) 896-5029.

Sincerely,

Vickie L. Weaver, CPP  
Director of Public Safety

## What is an Annual Security Report?

The Rider University Department of Public Safety is responsible for preparing and distributing an annual campus security report as per the Campus Security Act, which requires colleges and universities to publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.

Rider's Department of Public Safety works closely with several other University departments, among them the Dean of Students and the Office of Residence Life, as well as local police in compiling this report each year.

The Department encourages members of the Rider University community to use this report as a guide for safe practices both on and off campus.

This report is available for the Lawrenceville and Princeton campuses on Rider's Web site at [www.rider.edu](http://www.rider.edu). Paper copies are available via the Department by calling (609) 896-5029 or by emailing [jflatley@rider.edu](mailto:jflatley@rider.edu).

## Rider University Department of Public Safety

The mission of the Department of Public Safety is to provide members of the University community with a safe and pleasant environment in which to live, work, and learn. This involves the protection of life and property, the enforcement of University policies, the prevention and detection of on-campus crimes and other violations, emergency response management, and other safety services.

The Department is located in the General Services building on the Lawrenceville campus, and in Bristol Chapel on the Princeton campus, and is staffed by a director, captain, coordinator of public safety, and public safety officers who patrol the Lawrenceville campus on foot, in vehicles, and on bicycle 24 hours a day, 365 days a year. The Princeton campus has public safety officers who patrol on foot and via a golf cart.

The **Department of Public Safety** is available at all times to assist members of the University community. The Department can be contacted at (609) 896-5029 (non-emergencies) and (609) 896-7777 (emergencies) or by dialing x5029 or x7777 via any Lawrenceville or Princeton campus phone. The communications officer receiving the call will dispatch the appropriate Public Safety officers to the scene. All calls are electronically recorded and preserved, as are dispatch transmissions and patrol responses. In addition, there are 45 code-blue emergency phones on the Lawrenceville campus and 6 code-blue emergency phones on the Princeton campus that provide direct connection to the Department.

Public Safety officers are non-sworn University employees who do not have police powers. Officers who have not previously graduated from an accredited police academy prior to

joining the Department are required to complete a 40-hour training program in campus law enforcement and security sponsored by the New Jersey College and University Public Safety Association. Officers are qualified in first aid, CPR for the Professional Rescuer, fire response and participate in ongoing training throughout the year.

The Department's Communications Desk is staffed with trained communications officers who answer calls for service, dispatch officers and other emergency services, register motor vehicles on campus, handle switchboard calls late at night, and monitor intrusion detection and fire alarm systems.

The Department also employs students on the Lawrenceville campus who assist with student escorts and patrol the parking lots and academic and residence quads for suspicious activity or problems that they then report immediately to Public Safety staff for response.

## **Campus Policing and Security Policies**

The Department's policies and standard operating procedures are outlined in the Patrol Guide and Emergency Operations Plan, both of which are available in the Department's offices.

The Department of Public Safety maintains excellent working relationships with Lawrence Township Police, Princeton Borough Police and Princeton Township Police, as well as county and state police agencies. Information is disseminated between these agencies and the Department in an on-going effort to maintain safe campus environments. Lawrence Township Police and Princeton Borough Police have appointed Liaison Officers who meet regularly with the Director of Public Safety to discuss crime and other serious incidents, as well as crime prevention, in and around the University community. The local police and Rider have agreed to cooperate in the investigation of possible criminal activity or conduct.

Serious matters are promptly reported to local police. In addition, the Department assists victims, upon request, in contacting the police. The Department reviews all reported incidents and coordinates with local police in classifying and compiling reportable offenses as defined in *The Handbook for Campus Crime Reporting*.

Rider University contracts with the Lawrence Township Police Department to provide on-site police patrol coverage on the Lawrenceville campus several nights a week. Also, local police officers work at various University events throughout the year.

In addition, mutual aid agreements have been established with a variety of local agencies and institutions, among them the Lawrence Township Police Department, the Princeton Borough Police Department, the Princeton Township Police Department, Lawrence Road Fire Department, Lawrence Township and Mercer County Office of Emergency Management, Mercer County Sheriff's Office, and area schools.

## Reporting and Responding to Incidents

Violations of criminal law and/or the University's Code of Social Conduct as outlined in the student handbook, *The Source*, should be reported directly and promptly to the Department of Public Safety. Public Safety officers respond to on-campus locations as appropriate and are available to take reports at the office.

Violations of Rider's Code of Social Conduct are adjudicated by the appropriate hearing authority as enforced by the Office of Community Standards. Further information is available in *The Source* which is available via Rider's Web site ([www.rider.edu](http://www.rider.edu)) and the Office of Community Standards. Depending on the nature of the incident involved, prosecution may take place, in accordance with New Jersey criminal law, independent of University action.

Resident students may first confer with the Office of Residence Life staff for incidents occurring in the residence halls. Fraternity/sorority residents may first confer with their house director and/or house manager for incidents occurring in the Greek houses. This does not preclude the ability to notify and file a report with the Department of Public Safety and/or local police.

There are various ways in which members of the Rider community can report crimes and other serious incidents:

1. A formal complaint report results when an incident report is prepared that includes victim and witness statements and results in an investigation, if appropriate; the identification of suspects; and the filing of campus charges. Where appropriate, suspects who are not students may be identified as Personae Non Grata. Violations of the University's Code of Social Conduct are adjudicated through the Office of Community Standards as outlined in *The Source*. Incidents involving faculty or staff may be referred to Human Resources.
2. An informational report may be taken when an individual does not wish to pursue formal charges or an investigation but wishes to have an accounting of the incident on file.
3. A confidential report may be taken when an individual does not want his or her identity publicly revealed in the reporting of a crime or other serious incident.
4. A silent witness form is available via the Department's Web site. It allows individuals to notify the Department anonymously of any crime or other serious incident that occurs on campus.

Campus Security Authorities (defined as an official of an institution who has significant responsibility for student and campus activities, including, but not limited

to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution) who are notified of crimes or other serious incidents are required to notify the Department of Public Safety. Pastoral and professional counselors, if and when they deem appropriate, may inform individuals whom they are counseling of appropriate procedures to report crimes on a voluntary, confidential basis. In both cases, these incidents are included in the University's annual crime statistics disclosure.

## **Monitoring and Recording Criminal Activity at Off-campus Locations**

Rider University works closely with local law enforcement agencies regarding off-campus crimes and other serious incidents involving Rider students or student organizations.

Any findings of student misconduct are handled by the Dean of Students Office and the Office of Community Standards for any disciplinary action if appropriate. The Code of Social Conduct may apply to any student conduct that occurs on University premises, at University sponsored activities, and also to off-campus conduct that adversely affects the University community or the pursuit of its objectives, including, but not limited to, any off-campus conduct that constitutes a violation of any law or municipal ordinance or any off campus conduct that poses a threat to the health, safety or welfare of any members of the University community or any residents of the neighboring communities. The Director of the Office of Community Standards shall decide whether the Code of Social Conduct shall be applied to conduct off campus, on a case by case basis, in his or her sole discretion of the University. Timely warning notices may also be issued as appropriate.

## **Immediate Emergency Response and Evacuation Procedures**

Rider University develops, reviews, and revises campus policies regarding emergency preparedness, emergency response and evacuation procedures, and campus community notifications. These policies are contained within the University's Emergency Operations Plan and are maintained in various offices to include Public Safety, Facilities Management, and the President's Office. In addition, copies of the Emergency Operations Plan have been provided to Lawrence Township, Princeton Borough, and Mercer County Office of Emergency Management.

## **Emergency Notification**

There may be incidents in which Rider University will immediately notify the campus community 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 campus. Rider University senior officials may need to consult with internal and/or external resources to confirm that there is a significant emergency or dangerous situation. This will be done in a timely fashion. Upon confirmation of a significant emergency or dangerous situation, the Director of Public Safety, the Associate Vice President for Planning, and the Associate Vice President for Student Affairs and Dean of Students will determine the content of the notification and the appropriate segment(s) of the campus community to receive a notification, and initiate the notification system, 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 the emergency.

## **Timely Warning Notices**

Rider University firmly believes in the use of timely warning notices as a means of preventing crimes or other serious incidents, as well as to notify the University community of crimes committed on campus or in the surrounding area. Members of the Rider community are encouraged to immediately report crimes and other serious incidents to the Department of Public Safety so that a timely warning notice can be issued when appropriate.

The Director of Public Safety, the Associate Vice President for Planning and the Associate Vice President for Student Affairs and Dean of Students determines when and how to issue a timely warning notice. Notification can be made several ways, depending on the nature and timing of the incident(s) involved.

## **Disseminating Information**

Immediate notifications and timely warnings may include voicemail, email, posters and signs, web postings, and RiderAlert, the University's instant electronic notification system which is available to students, faculty, and staff.

Rider University is committed to ensuring that appropriate information is disseminated as quickly and accurately as possible in an emergency situation. To that extent, communication systems are tested on a regular basis. In addition, annual tests are conducted through scheduled drills or exercises designed for assessment and evaluation of emergency plans and capabilities. Results of those tests are documented, to include date, time, and whether they were announced or unannounced. Emergency response and evacuation procedures are posted year-round on Rider's Web site and in the employee phone directory.

## Daily Crime Log

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The Department of Public Safety maintains a written, easily understood Daily Crime Log as required by the Campus Security Act.

The Daily Crime Log records, by the date the crime was reported, any crime that occurred on campus or within the Department's patrol jurisdiction, in public areas immediately adjacent to or running through campus, and in certain non-campus facilities and remote classrooms. The log includes the nature, date, time, and general location of each crime reported to the Department as well as the disposition of the complaint, if known at the time the log is written. The Department makes an entry or an addition to an entry to the Daily Crime Log within two business days of receiving a report, except in certain circumstances as prescribed by the Campus Security Act.

Rider's Daily Crime Log is available for public inspection and contains the most recent 60 day period. Any portion of the Daily Crime Log older than 60 days will be made available within two business days of a request for public inspection.

## Facilities Access and Security Maintenance

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The Lawrenceville campus is primarily an open campus. The main entrance is closed from 8 p.m. until 6 a.m. All vehicular traffic must enter the campus via the south entrance and individuals must provide University identification or register and display a temporary pass before entering the campus during this time. The Princeton campus is an open campus with entrances open 24 hours a day.

Public Safety officers conduct routine building checks during their patrols. Non-residential buildings are locked by an officer every night and are accessible when locked with University identification or issued key. Surveillance cameras record activity in the majority of campus parking lots and other public areas.

Overnight guests must register through the Residence Advisor or House Manager on duty for the respective residential building.

Access to exterior doors of most residential facilities is controlled by a system of electronically encoded photo ID cards. These cards, issued to students, faculty and staff, are also required for entry to the Rider Pub (Lawrenceville campus) and coffeehouse (Princeton campus) and certain campus events. It is also required for access to various University services including the Library, cashier's and bursar's offices, and residential dining facilities. The card system manager, a member of the Student Affairs staff, is responsible for the issuance and operation of the Card Access System.

Access to remaining residential facilities is controlled by issued keys. Facilities Management is responsible for maintenance of the campus key lock system. The Department of Public Safety should be contacted in the event of an ID card, key or

lock problem after normal business hours.

The Department of Public Safety works closely with the Office of Residence Life in monitoring and promoting safe campus living. Public Safety officers conduct routine security walkthroughs in residence halls and Greek houses and respond to incidents and emergencies.

The Department also works closely with Facilities Management in an on-going effort to help ensure the safety of all other buildings. Sodium vapor lights designed to enhance visibility illuminate all parking areas, buildings, and walkways. The Department conducts routine campus lighting surveys which are forwarded to Facilities Management for needed repairs/replacement. Members of the University community are encouraged to report any lighting deficiencies on the Lawrenceville campus to Facilities Management at x5080 and on the Princeton campus at x8272. In addition, the Department maintains an on-call list of Facilities Management personnel in the event of any facilities related emergencies that occur after normal business hours.

## **Crime Prevention Education and Awareness**

Crime prevention is a high priority for the Department and the entire University. The Department encourages community members to be aware of their surroundings, both on and off campus, and to take responsibility for their own safety and that of others. Toward that end, the Department offers several crime prevention and education programs and services. They include the following:

1. Security surveys and vulnerability assessments: The Department routinely conducts security surveys and vulnerability assessments to identify areas of campus that present vulnerabilities to the safety of the University community. The Department works with appropriate offices, including Facilities Management, in addressing concerns.
2. Park, Walk and Talk Program: Establishing personal contact with members of the University community in a non-crisis situation helps foster communication and recognition between the community and the Department of Public Safety. Public Safety officers routinely visit residence halls, Greek houses, and University offices for discussion and exchange of ideas. Public Safety officers performed 953 hours of Park, Walk, and Talk in 2009.
3. Buddy Program: A Public Safety officer is assigned to each residence hall and Greek house to serve as a liaison to the Department. These “buddies” meet regularly with their assigned building to discuss quality of life issues as they relate to personal safety and crime prevention.
4. Operation Identification: The Department tags personal or University property free of charge. This on-going service aids in deterring theft and helps law enforcement officials trace stolen property. The Rider community is urged

to take advantage of this fast, easy way to protect personal belongings and University property.

5. **Escort Service:** Escorts are available free of charge to students and other community members who are visiting another building or returning from off-campus events late at night. The Lawrenceville campus has certified student employees or Public Safety officers who will provide such services on foot or in a vehicle when available. On the Princeton campus a Public Safety officer will provide such services on foot. Community members are encouraged to contact the Department at x5050 to request this service. Public Safety officers provided 1,192 escorts in 2009.
6. **Educational Programs:** Programs such as fire safety demonstrations, crime prevention programs, and self protection seminars are available to the University community free of charge and are conducted throughout the year. Anyone interested in these or similar programs is asked to contact the Department of Public Safety at x5029.
7. **Crime Prevention Brochures:** A series of brochures is available from the Department free of charge and are made available to new students and employees during orientation. Topics include home and office security, personal safety and security, operation identification, and credit card safety.
8. **New Student Orientation:** Public Safety officers meet with new students and their parents during orientation to provide an overview of the Department's programs and services and basic safety tips.
9. **New Employee Orientation:** Public Safety officers meet regularly with new employees to provide an overview of the Department's programs and services as well as fire safety and other basic safety tips.

## **Rider University Substance Abuse Policy**

Rider University promotes personal responsibility among students, encouraging them through various policies and educational programs and services to make informed and responsible decisions. The University's policies and Code of Social Conduct governing the use of alcohol and other drugs apply to all Rider students and their guests. The primary responsibility for knowing and abiding by the provisions of the University's policies rests with the individual student.

## Rider's Alcohol Policy

Rider University seeks to maintain a safe and healthy campus environment that is conducive to the academic and social activities of its students. Rider's alcohol policy fosters this safe and healthy environment and reflects the need for mutual respect and personal responsibility among the members of the Rider community, all of whom are expected to be acquainted with, and to abide by, the University's policies, federal and state laws, and local ordinances related to the sale and consumption of alcohol.

Rider's alcohol policy prohibits the consumption, possession, and/or purchase of alcoholic beverages by any person under 21 years of age. A student who is 21 years of age or older may consume alcoholic beverages responsibly in the Rider Pub, in his/her private living unit or Greek house room provided the student complies with all other aspects of Rider's alcohol policy. Possessing, using, and/or transporting beer balls, kegs and/or other containers of alcohol intended for group consumption are prohibited. Sanctions for violations of the alcohol policy include, among others, parental notification, fines, mandatory alcohol education or consultation, community restitution, removal from housing, suspension, and/or dismissal from the University.

Rider's alcohol policy is published in its entirety in the student handbook, *The Source*, which is available via Rider's Web site ([www.rider.edu](http://www.rider.edu)) and the Office of Community Standards.

## Rider's Drug Policy

Rider does not tolerate the use or possession of any illegal substance on its campuses. The making, growing, distributing, sharing, selling and/or possession of illegal substances as defined by New Jersey statutes are violations of Rider's Code of Social Conduct as outlined in *The Source*. Additional violations as outlined in *The Source* relate to possession of drug paraphernalia, being in the presence of illegal substances, and being under the influence of illegal substances. The University recognizes the right of law enforcement agencies to enforce statutes pertaining to illegal substances on its campuses, including executing search and arrest warrants.

Rider's drug policy is published in its entirety in the student handbook, *The Source*, which is available via Rider's Web site ([www.rider.edu](http://www.rider.edu)) and the Office of Community Standards.

## Substance Abuse Education and Awareness

Consistent with its core mission, Rider provides students a variety of prevention focused substance abuse education and awareness programs. These are coordinated by a full-time substance abuse prevention specialist and supported by various offices throughout the University including the Student Health Center, Counseling Center, and Student Affairs. An employee assistance program is available to employees at 1-800-765-3277.

## **Rider University Campus Sexual Assault Victim's Bill of Rights**

Rider University recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. The University supports the New Jersey statute that articulates requirements for policies, procedures and services designed to insure that the needs of victims are met and that the state's colleges and universities create and maintain communities that support human dignity.

Rider's Campus Sexual Assault Victim's Bill of Rights is available in its entirety in the student handbook, *The Source*, which is posted on Rider's Web site ([www.rider.edu](http://www.rider.edu)) and available from the Office of Community Standards. Additional information can be obtained via the Department of Public Safety, Student Health Center, Counseling Center, the Office of Residence Life, and Human Resources. A brochure entitled "Sexual Assault – What to do when someone needs help" is also available through these offices.

## **Preventing and Responding to Sexual Assault**

### **Reporting a Sexual Assault**

Reporting a sexual assault is an important step in the recovery process and may help to prevent another assault. Reporting an incident does not mean the victim must proceed with criminal prosecution or University action.

The Department of Public Safety, Student Health Center, Counseling Center, the Office of Residence Life, and Student Affairs staff are available to victims and their friends to provide confidential assistance and support. These offices are specially trained to deal with rape and sexual assault cases. Staff helps victims by:

1. Providing information regarding legal and disciplinary reporting options. A report, which may be kept confidential at the victim's request, can be prepared by the Department of Public Safety to be used for University or legal proceedings, should the victim decide to pursue further action.
2. Supporting a victim through any private University complaint.
3. Assisting to manage the impact on academic and living situations, provided reasonable alternatives are available.
4. Assisting in providing or obtaining University and off-campus services for medical, legal, and emotional support.

The ultimate decision with regard to proceeding with medical, legal, disciplinary, and/or counseling services is that of the victim. No one from the University will make an individual do anything she or he does not wish to do. In all cases, confidentiality is of the utmost importance.

It is also important to note that victims are free from any pressure from University personnel to:

1. report the crimes if they do not wish to do so
2. report crimes as lesser offenses than victims perceive the crime to be
3. refrain from reporting crimes
4. refrain from reporting crimes to avoid unwanted personal publicity.

## **Available Services and Contact Information**

Victims and their friends have the following options available to them:

**Department of Public Safety:** located in the General Services Building (Lawrenceville campus) and in Bristol Chapel (Princeton campus) is staffed 24 hours a day, every day. The emergency number is 896-7777 and the non-emergency number is 896-5029. Officers provide confidential support and assistance. They will assist in contacting the police and/or prepare a report, at the request of the victim.

**Student Health Center:** on the Lawrenceville campus is located on Poyda C 1st floor or by calling 896-5060 weekdays. On the Princeton campus it is located in Taylor Hall or by calling 609-721-7100 x8222 weekdays. The nurse provides a safe and supportive environment and immediate medical attention for any physical injury. The nurse will also call Womanspace at the victim's request.

**Counseling Center:** on the Lawrenceville campus is located in Zoerner House or by calling 896-5157 weekdays. On the Princeton campus it is located in Williamson Hall or by calling 609-721-7100 x8275 weekdays. Victims can make an appointment with a professional counselor for a private and confidential session.

**Student Affairs:** Student Affairs is located in the Bart Luedeke Center. Staff provides support and assistance and can direct the victim to the appropriate resources.

**Lawrence Township Police Department:** is located near the Lawrenceville campus on Route 206 or by calling 896-1111 or 911 in an emergency. A police officer can meet with a victim in the Public Safety office or will come to her or his on-campus location, usually accompanied by a Public Safety officer. The police will explain their role and how they can be of assistance.

**Princeton Borough Police Department:** is located at 1 Monument Drive (adjacent Route 206) in Princeton or by calling 924-4141 or 911 in an emergency. A police officer can meet with a victim in the Public Safety office or will come to her or his on-campus location, usually accompanied by a Public Safety officer. The police will explain their role and how they can be of assistance.

**Princeton Township Police Department:** is located at 1 Valley Road or by calling 921-2100 or 911 in an emergency. A police officer can meet with a victim in the Public Safety office or will come to her or his on-campus location, usually accompanied by a Public Safety officer. The police will explain their role and how they can be of assistance.

**Womanspace:** is a 24-hour crisis and information hotline available at (609) 394-9000. Trained and sensitive counselors and advocates are available on the phone and in person to help the victim through the process and, at the victim's request, will accompany her or him to the hospital, police station, or Public Safety office. All contact with Womanspace is confidential.

## **What To Do if You or Someone You Know is Sexually Assaulted**

### **Go to a place that is safe and seek medical attention**

If a sexual assault occurs, safety and medical assistance are the first considerations. Whether or not a victim decides to report the incident, she or he should seek medical treatment immediately and get counseling as soon as possible.

Not all injuries are immediately apparent. A medical examination may be necessary to determine internal injuries, sexually transmitted disease, or pregnancy. Medical services are available through Rider's Student Health Center and any one of the area's designated rape treatment centers - Robert Wood Johnson University Hospital in Hamilton, Capital Health System at Helene Fuld or Mercer Medical Center, and Princeton Medical Center.

### **Do not bathe, shower, douche, or change clothes before seeking medical attention.**

Preserving evidence is important in reporting the incident, should a victim choose to do so.

### **Contact the Department of Public Safety for needed transport**

Calling for a medical services transport will not result in an investigation unless the victim chooses to pursue one. The provision of medical treatment and counseling is confidential.

### **Seek counseling**

Even if a victim chooses not to report the sexual assault or press charges, she or he should consider counseling. Services are available via Rider's Counseling Center.

### **Consider reporting the assault to the authorities**

Reporting a sexual assault is an important step in the recovery process and may help to

prevent another assault. Reporting an incident does not mean the victim must proceed with criminal prosecution or University action. The Department of Public Safety will prepare a report which can be kept confidential or used for campus and/or legal proceedings. The Department will also assist a victim in contacting local police and getting her or him medical, counseling and other assistance as needed. The ultimate decision to pursue further action is that of the victim.

Immediately following an attack, the victim should try to write down everything she or he remembers about the incident, including the physical description of the suspect(s) and any further information about the suspect's identity and/or location.

### **Changing Academic and Living Situations**

Victims have the option to request that the University take reasonable steps to prevent unwanted contact between them and the individual(s) who victimized them. This may include a change in residence or class schedule. The Dean of Students Office, or the Associate Dean of Students Office on the Princeton campus, will assist victims in this regard.

### **Pursuing Criminal Prosecution or University Action**

Victims have the option to pursue criminal prosecution through the Lawrence Township, Princeton Borough or Princeton Township Police Departments. The Department of Public Safety is available to assist victims in contacting the police if they so choose.

Victims may also choose to pursue University action through Rider's harassment policy or the Code of Social Conduct, both of which are included in their entirety in the student handbook, *The Source*, which is available via Rider's Web site ([www.rider.edu](http://www.rider.edu)) and the Office of Community Standards.

Violations of Rider's Code of Social Conduct, including those related to sexual assault, are adjudicated by the appropriate hearing authority as enforced by the Office of Community Standards and outlined in *The Source*. Victims and those they accuse are both entitled to have witnesses present at a hearing and all are informed of the hearing's outcome. Sanctions for violation of the Code of Social Conduct related to a sexual assault range from disciplinary probation, fines, restricted access to campus areas, removal from housing, dismissal, and expulsion.

Pursuing the matter through the University in no way limits or excludes the option to pursue criminal prosecution. The Department of Public Safety and the Dean of Students Office are available to victims to discuss the differences between these various courses of action.

## Missing Student Notification Policy

The law considers a student missing if her/his whereabouts is unknown for 24 hours. Any student believed to be missing for 24 hours should be reported to Public Safety or the Dean of Students Office. An official report of any missing student must be immediately reported to Public Safety.

Students living on campus have the option to designate a person or persons to be notified within 24 hours if they are determined to be missing. This information is handled in a confidential manner, accessible only to authorized campus and law enforcement officials, and may not be disclosed outside of a missing person investigation. Designated contact person(s) information is gathered from resident students upon check-in via the Office of Residence Life.

If, upon investigation of an official missing person report, Public Safety determines that a student is missing:

- The Dean of Students or designee must, within 24 hours, notify the custodial parent/guardian and any other designated contact person(s) if the student is under the age of 18 and is non-emancipated (remaining under parental care, custody and financial support).
- The Dean of Students or designee must, within 24 hours, notify the designated contact person(s) of any student 18 years of age or older.

Regardless of whether a student has designated a contact person, is over or under the age of 18, or is an emancipated minor, Public Safety must, within 24 hours, inform the local law enforcement agency (police) of a missing student.

## Campus Security Statistics

### Crime Definitions from the Uniform Crime Reporting Handbook

#### **Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. [Count one offense per each incident]

#### **Criminal Homicide-Manslaughter by Negligence**

The killing of another person through gross negligence. [Count one offense per victim]

#### **Criminal Homicide-Murder and Non-Negligent Manslaughter**

The willful (non-negligent) killing of one human being by another. [Count one offense per victim]

**Robbery**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. [Count one offense per incident]

**Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.) [Count one offense per victim]

**Burglary**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned. [Count one offense per incident]

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.) [Count one offense per each stole vehicle]

**Larceny Theft**

The unlawful taking, carrying, or riding away of property from the possession or constructive possession of another. [Count one offense per incident]

**Simple Assault**

All assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim. [Count one offense per victim]

**Intimidation (Hate Crime Handbook)**

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. [Count one offense per victim]

**Destruction, damage, or vandalism of property**

To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. [Count one offense per incident]

### **Weapon Law Violations**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned. [Count the number of arrests \*]

### **Drug Abuse Violations**

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana, synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine). [Count the number of arrests \*]

### **Liquor Law Violations**

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.) [Count the number of arrests \*]

### **Sex Offenses-Forcible**

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. [Count one offense per victim]

### **Sex Offenses-Non-Forcible**

Unlawful, non-f forcible sexual intercourse. [Count one offense per victim]

### **Incest**

Non-f forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

### **Statutory Rape**

Non-f forcible sexual intercourse with a person who is under the statutory age of consent.

\* When counting multiple offenses, the FBI's Uniform Crime Reporting Hierarchy Rule is used. This requires that institutions count only the most serious offense when more than one offense is committed during a single incident. While this applies to all categories above, it is particularly relevant for weapon law, drug abuse, and liquor law violations.

## **To Better Understand The Listed Criminal Statistics, The Following Four Definitions Should Be Consulted:**

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### **On Campus**

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

### **On Campus Residence Halls**

"Dormitories or other residential facilities for students on campus" is a subset of the on-campus category. Institutions must disclose the total number of on-campus crimes, including those in dorms or other residential facilities for students on campus, and must also make a separate disclosure limited to the number of crimes occurring in student dorms or residential facilities on campus.

### **Non-Campus Building or Property**

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

### **On Public Property**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

In addition to offering classes at its main Lawrenceville Campus, Rider University also offers classes at the Mount Laurel Campus of Burlington County College and at the Chauncey Conference Center of the Educational Testing Service located in Lawrenceville, New Jersey. Both of these facilities are non-residential. In addition, the Chauncey Conference Center is a private business; therefore the categories of Disciplinary Actions/Judicial Referrals and On-Campus Residence Halls are not applicable. Statistics for both of these locations are recorded in the Non-Campus Building/Property column of the Lawrenceville Statistics.

## Criminal Offenses - Lawrenceville Campus

Rider University Lawrenceville Campus Criminal Offenses 2007-2009	Criminal Homicide						Sex Offenses					
	Murder & Non-Negligent Manslaughter			Negligent Manslaughter			Forcible Sex Offenses			Non-Forcible Sex Offenses		
	2009	2008	2007	2009	2008	2007	2009	2008	2007	2009	2008	2007
On-Campus	0	0	0	0	0	0	0	2	6	0	0	0
Residential Facility	0	0	0	0	0	0	0	2	6	0	0	0
Non-Campus Building or Property	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0

**NOTE:** Criminal offenses include those reported and not reported to the police.

Criminal offenses that occurred in residential facilities are also included in the On-Campus category.

\*No weapon was used in this robbery and the victim did not suffer any injury.

^Stolen vehicles in both years were golf carts.

## Criminal Offenses - Princeton Campus

Rider University Princeton Campus Criminal Offenses 2007-2009	Criminal Homicide						Sex Offenses					
	Murder & Non-Negligent Manslaughter			Negligent Manslaughter			Forcible Sex Offenses			Non-Forcible Sex Offenses		
	2009	2008	2007	2009	2008	2007	2009	2008	2007	2009	2008	2007
On-Campus	0	0	0	0	0	0	0	2	2	0	0	0
Residential Facility	0	0	0	0	0	0	0	2	2	0	0	0
Non-Campus Building or Property	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0

**NOTE:** Criminal offenses include those reported and not reported to the police.

Criminal offenses that occurred in residential facilities are also included in the On-Campus category.

Robbery			Aggravated Assault			Burglary			Motor Vehicle Theft			Arson		
2009	2008	2007	2009	2008	2007	2009	2008	2007	2009	2008	2007	2009	2008	2007
1*	0	0	1	3	3	21	11	30	1^	1^	0	0	0	0
0	0	0	1	0	3	21	9	29	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Robbery			Aggravated Assault			Burglary			Motor Vehicle Theft			Arson		
2009	2008	2007	2009	2008	2007	2009	2008	2007	2009	2008	2007	2009	2008	2007
0	0	0	0	0	0	2	2	4	0	0	0	0	0	0
0	0	0	0	0	0	2	2	3	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Liquor, Drug, Weapon Violations - Lawrenceville Campus

Rider University Lawrenceville Campus Liquor, Drug, Weapon Violations 2007-2009	Liquor Law Violations						Drug Law Violations					
	Arrests			Disciplinary Actions / Judicial Referrals			Arrests			Disciplinary Actions / Judicial Referrals		
	2009	2008	2007	2009	2008	2007	2009	2008	2007	2009	2008	2007
On-Campus	49	61	100	420	348	335	9	13	14	7	7	13
Residential Facility	40	48	90	412	335	331	7	12	11	6	7	6
Non-Campus Building or Property	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0

**NOTE:** Arrests are defined as persons processed by arrest, citation or summons.  
Disciplinary actions/judicial referrals are persons referred to campus officials for university disciplinary action.  
Not all such persons are ultimately found responsible.

## Liquor, Drug, Weapon Violations - Princeton Campus

Rider University Princeton Campus Liquor, Drug, Weapon Violations 2007-2009	Liquor Law Violations						Drug Law Violations					
	Arrests			Disciplinary Actions / Judicial Referrals			Arrests			Disciplinary Actions / Judicial Referrals		
	2009	2008	2007	2009	2008	2007	2009	2008	2007	2009	2008	2007
On-Campus	1	0	0	7	9	19	0	0	2	0	0	0
Residential Facility	1	0	0	0	9	19	0	0	2	0	0	0
Non-Campus Building or Property	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0

**NOTE:** Arrests are defined as persons processed by arrest, citation or summons.  
Disciplinary actions/judicial referrals are persons referred to campus officials for university disciplinary action.  
Not all such persons are ultimately found responsible.

**Weapon Law Violations**

Arrests			Disciplinary Actions / Judicial Referrals		
2009	2008	2007	2009	2008	2007
0	0	1	0	1	2
0	0	1	0	1	2
0	0	0	0	0	0
0	0	0	0	0	0

**Weapon Law Violations**

Arrests			Disciplinary Actions / Judicial Referrals		
2009	2008	2007	2009	2008	2007
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

## Hate Crimes - Lawrenceville Campus

Colleges and universities must report by geographic location and by category of prejudice, any of the aforementioned offenses, and any crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Included in the bodily injury category are all applicable crimes with the exception of Aggravated Assault which is a separate crime category. The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, and disability. In addition, the renewal in 2008 of the Higher Education Opportunity Act requires that colleges and universities report four additional categories (larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property) only if committed as hate crimes. These additional reporting requirements became effective August 14, 2008.

Rider University Lawrenceville Campus Hate Crimes 2007-2009	Criminal Homicide						Sex Offenses					
	Murder & Non-Negligent Manslaughter			Negligent Manslaughter			Forcible Sex Offenses			Non-Forcible Sex Offenses		
	2009	2008	2007	2009	2008	2007	2009	2008	2007	2009	2008	2007
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0
Residential Facility	0	0	0	0	0	0	0	0	0	0	0	0
Non-Campus Building or Property	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0

Rider University Lawrenceville Campus Hate Crimes 2007-2009	Aggravated Assault			Simple Assault			Any other crime involving bodily injury			Intimidation		
	2009	2008	2007	2009	2008	2007	2009	2008	2007	2009	2008	2007
	On-Campus	0	0	0	0	0	NA	0	0	0	0	0
Residential Facility	0	0	0	0	0	NA	0	0	0	0	0	NA
Non-Campus Building or Property	0	0	0	0	0	NA	0	0	0	0	0	NA
Public Property	0	0	0	0	0	NA	0	0	0	0	0	NA

**NOTE:** These were not reportable hate crime categories in 2007.

\*One incident was religiously motivated and the other was racially motivated.

^This incident was racially motivated.

## NJ Sex Offender Internet Registry

For information concerning sex offenders in the state of New Jersey, go to the **New Jersey Sex Offender Internet Registry** at <http://www.nj.gov/njsp/info/regsexoffend.html>.

Robbery			Burglary			Motor Vehicle Theft			Larceny-Theft		
2009	2008	2007	2009	2008	2007	2009	2008	2007	2009	2008	2007
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0

Arson			Property Damage, Destruction, Vandalism		
2009	2008	2007	2009	2008	2007
0	0	0	0	2*	NA
0	0	0	0	1^	NA
0	0	0	0	0	NA
0	0	0	0	0	NA

## Hate Crimes - Princeton Campus

Rider University Princeton Campus Hate Crimes 2007-2009	Criminal Homicide						Sex Offenses					
	Murder & Non-Negligent Manslaughter			Negligent Manslaughter			Forcible Sex Offenses			Non-Forcible Sex Offenses		
	2009	2008	2007	2009	2008	2007	2009	2008	2007	2009	2008	2007
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0
Residential Facility	0	0	0	0	0	0	0	0	0	0	0	0
Non-Campus Building or Property	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0

Rider University Princeton Campus Hate Crimes 2007-2009	Aggravated Assault			Simple Assault			Any other crime involving bodily injury			Intimidation		
	2009	2008	2007	2009	2008	2007	2009	2008	2007	2009	2008	2007
On-Campus	0	0	0	0	0	NA	0	0	0	0	0	NA
Residential Facility	0	0	0	0	0	NA	0	0	0	0	0	NA
Non-Campus Building or Property	0	0	0	0	0	NA	0	0	0	0	0	NA
Public Property	0	0	0	0	0	NA	0	0	0	0	0	NA

**NOTE:** These were not reportable hate crime categories in 2007.

Robbery			Burglary			Motor Vehicle Theft			Larceny-Theft		
2009	2008	2007	2009	2008	2007	2009	2008	2007	2009	2008	2007
0	0	0	0	0	0	0	0	0	0	0	NA
0	0	0	0	0	0	0	0	0	0	0	NA
0	0	0	0	0	0	0	0	0	0	0	NA
0	0	0	0	0	0	0	0	0	0	0	NA

Arson			Property Damage, Destruction, Vandalism		
2009	2008	2007	2009	2008	2007
0	0	0	0	0	NA
0	0	0	0	0	NA
0	0	0	0	0	NA
0	0	0	0	0	NA



# *Section Two* **FIRE SAFETY REPORT**



## **Lawrenceville Campus**

2083 Lawrenceville Road  
Lawrenceville, NJ 08648  
609-896-5000  
[www.rider.edu](http://www.rider.edu)

### **Emergency:**

On-Campus  
Dial x7777  
or 609-896-7777

## **Princeton Campus**

101 Walnut Lane  
Princeton, NJ 08540  
609-721-7100  
[www.rider.edu](http://www.rider.edu)

### **Emergency:**

On-Campus  
Dial x7777  
or 609-896-7777

## From the Rider University Director of Public Safety

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President George W. Bush signed legislation on August 14, 2008 to renew the Higher Education Act. This law includes additional campus public safety measures, to include the reporting of fire safety information. The fire safety information incorporates statistics on each on-campus student housing facility regarding the number of fires and their causes, number of injuries and deaths, and the value of property damage. Additionally, institutions must report information on student housing fire safety systems, fire drills, evacuation policies and procedures, fire safety education and training, and plans for future fire safety improvements. This law also requires institutions to keep, maintain, and make public a log of all fires in on-campus housing facilities, including the date, time, and location of each fire.

Rider's Department of Public Safety works closely with several other University departments, among them Facilities Management, the Dean of Students Office and the Office of Residence Life in compiling this fire safety report each year.

This report is available on Rider's Web site at [www.rider.edu](http://www.rider.edu). Paper copies are available via the Department by calling (609) 896-5029 or by e-mailing [fscharibone@rider.edu](mailto:fscharibone@rider.edu).

Thank you for taking the time to review this report. If you have questions or would like further information about fire safety at Rider University, please contact the Department of Public Safety Coordinator at (609) 895-5724 or by e-mailing [fscharibone@rider.edu](mailto:fscharibone@rider.edu).

Sincerely,

Vickie L. Weaver, CPP  
Director of Public Safety

## Reporting and Responding to Incidents

Violations of criminal law and/or the University's Code of Social Conduct as outlined in the student handbook, *The Source*, should be reported directly to the Department of Public Safety. This includes any fire related incidents or matters; to include active or extinguished fires. Public Safety officers respond to on-campus locations as appropriate and are available to take reports at the office. *The Source* is the University's official student handbook which contains its rules and regulations.

Violations of Rider's Code of Social Conduct are adjudicated by the appropriate hearing authority as enforced by the Office of Community Standards. Further information is available in *The Source* which is available via Rider's Web site ([www.rider.edu](http://www.rider.edu)) and the Office of Community Standards. Depending on the nature of the incident involved, prosecution may take place, in accordance with New Jersey criminal law, independent of University action.

## Residence Life Regulations

Policies concerning student room furnishings, maintenance and room modifications, smoking, electrical appliances, open flames, residential fire and safety, and general housing regulations can be found in the student handbook, *The Source* ([www.rider.edu](http://www.rider.edu)). Resident students may first confer with Residence Life staff for incidents occurring in the residence halls. Fraternity/sorority residents may first confer with their house director and/or house manager for incidents occurring in the Greek houses. This does not preclude the ability to notify and file a report with the Department of Public Safety.

## University Smoking Policy

Rider University subscribes to a smoke-free work and study environment. In compliance with both University policy and New Jersey State law (N.J.S.S. 26:3D-17), smoking or ignition of any tobacco or other product or substance is prohibited in all buildings on campus, including but not limited to classroom buildings, administrative office buildings, the Bart Luedeke Student Center (including the Pub), dining facilities, residence halls and Greek houses. In addition, smoking is prohibited within 25 feet of all building entrances, within 25 feet of operable first floor windows, and within 25 feet of any building louvers or grilles providing outside air intake for equipment. At the Princeton campus, smoking is only permitted in the gazebo.

## Residence Fire and Safety Regulations

1. The following regulations pertain to the overloading of power strip cords:
  - a. The only extension cords allowed are power strips which have a minimum wire size of 14 AWG (American Wire Gauge) that have a surge protector.
  - b. Refrigerators, televisions, or any other appliances rated 300 or more watts shall be directly plugged into the wall receptacle or into a power strip with a built-in fuse.
  - c. No more than two power strips are to be connected to any dual (two-socket) receptacle.
  - d. Power strip cords placed under or supported by heavy objects or wrapped around nails or attached with tacks are prohibited. Power strip cords are not to be placed under carpets. They must not be placed on or attached to heating elements such as radiators or pipes.
  
2. Appliances in student rooms: The increasing availability of many new electrical appliances has caused an increasing concern on the part of the staff and students about the danger of overloading the electrical facilities. The following guidelines and regulations were prepared by a committee to control this situation in the residences and reduce the danger of overloading:
  - a. All electrical appliances and equipment used by the students in the residence halls must conform to all safety regulations and meet Underwriter's Limited Standards.
  - b. The following types of electrical appliances are not permitted in student rooms in the residences: any appliance with an open heating element, hot plates, microwaves, slowcookers, unenclosed instant water heating elements, fry pans, broilers, waffle irons, toaster ovens, George Foreman grills, heaters and air conditioners. Due to an upgrade in electrical capacity, microwaves will be allowed in student rooms in the New Residence Hall, Hill and Ziegler additions, Kroner, Gee, Wright and Olson pods, West Village and Switlik. Microwaves must not exceed 1100 watts and 13.6 amps. In order to limit electrical capacity overload, only one microwave per unit will be allowed.
  - c. Refrigerators which use more than 5 amps of current are forbidden. All permissible refrigerators are to be kept in suitable condition in order not to present a health, safety or fire hazard. Any refrigerator not complying with the above regulations is strictly prohibited. Only one refrigerator permitted per student room.

- d. Two student rooms are serviced by a single circuit. The total available power is approximately 15 amps or 1700 watts per circuit. Students must take appropriate precautions to prevent the simultaneous use of high wattage appliances which result in circuit overloads.
3. Halogen lamps (or any other bulb over 75 watts), candles, incense and similar open-flame producing items are prohibited per International Fire Code 2006, New Jersey Edition.
4. Lamps with plastic globes (commonly called Medusa lamps) are not permitted.
5. Ceiling fans and lights may not be installed.
6. There must be an 18-inch clearance surrounding sprinkler heads and three-foot clearance surrounding smoke detectors.
7. Items must never be hung from sprinkler pipes or sprinkler heads.

## **Fire Event Log**

The Department of Public Safety maintains a written, easily understood Fire Event Log as required by the Higher Education Opportunity Act.

The Fire Event Log records, by the nature, date, time, and general location, any fire that occurred on any on-campus student housing facility. This log is available for public inspection and is located at the Public Safety communications desk. In addition, annual reports containing this information are submitted to the campus community and the U.S. Secretary of Education.

## **Fire Safety Systems**

Smoke detectors and sprinkler systems are installed in all residential facilities in individual rooms and common areas. They are connected to building fire alarm control panels which are monitored 24/7 by the Department of Public Safety. Facilities Management, with input from other University departments, is responsible, either directly or through contractual services, for the selection, installation, inspection, and maintenance of the fire safety systems. Facilities Management works with various departments to determine future improvements in fire safety. Public Safety officers conduct monthly inspections of the fire extinguishers located inside the residential facilities. Fire systems issues should be brought to the attention of Facilities Management during normal operating hours at (609) 896-5080. Public Safety should be contacted after normal operating hours or in the event of any emergency.

**Residential Fire Safety Systems - Calendar Year 2009**

<b>Lawrenceville Campus Residential Facilities</b>	Fire Alarm Monitoring Done On Site (by Rider Dispatch)	Full Sprinkler System	Smoke Detection	Carbon Monoxide Detectors	Fire Extinguisher Devices	Cooking Suppression System	Evacuation Policies in Place
Conover	X	X	X	X	X	NA	X
Gee	X	X	X	X	X	NA	X
Hill	X	X	X	X	X	NA	X
Kroner	X	X	X	X	X	NA	X
Lincoln	X	X	X	X	X	NA	X
Olson	X	X	X	X	X	NA	X
Poyda	X	X	X	X	X	NA	X
House 2: Ridge House	X	X	X	X	X	X	X
Switlik	X	X	X	X	X	NA	X
House 4: University House	X	X	X	X	X	X	X
Wright	X	X	X	X	X	NA	X
Ziegler/ New Building	X	X	X	X	X	NA	X
House #1	X	X	X	X	X	NA	X
House #3	X	X	X	X	X	X	X
House #5	X	X	X	X	X	NA	X
House #7	X	X	X	X	X	X	X
House #8	X	X	X	X	X	X	X
House #10	X	X	X	X	X	X	X
West Village	X	X	X	X	X	NA	X
<b>Princeton Campus Residential Facilities</b>	Fire Alarm Monitoring Done On Site (by Rider Dispatch)	Full Sprinkler System	Smoke Detection	Carbon Monoxide Detectors	Fire Extinguisher Devices	Cooking Suppression System	Evacuation Policies in Place
Dayton	X	X	X	X	X	NA	X
Ithaca	X	X	X	X	X	NA	X
Seabrook	X	X	X	X	X	NA	X

**NOTE:** Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms. Houses that have commercial kitchens must have cooking suppression systems as required by the New Jersey Fire Code. None of Rider's residence halls have commercial kitchens.

## Fire Prevention Education and Awareness

The Department of Public Safety conducts fire drills as required by the New Jersey Fire Code in all residential facilities. All occupants are required to evacuate the building during a drill or actual emergency until the all clear signal is given. Violators are subject to disciplinary action or may be identified as Persona Non Grata. Fire safety violations and penalties are described in greater detail in the student handbook, *The Source*.

The Department also provides a fire prevention smokeout training program as part of annual Office of Residence Life training. Participants are taught safe evacuation techniques in a controlled environment. A predetermined hallway is filled with stage smoke from a smoke machine, maintained and operated by the Department, to simulate a smoke-filled condition in a building.

The Department annually conducts fire drills as required by the New Jersey Fire Code in all non-residential buildings. Building marshals for each building assist the Department during fire drills and actual emergencies. They are knowledgeable individuals in each of the buildings who communicate to their building occupants during an emergency and coordinate evacuation and/or sheltering-in-place, depending on the nature of the emergency. New employees attend fire safety training during New Employee Orientation.

Three fire drills for all residential facilities and one fire drill for all academic buildings were conducted in 2009 in accordance with the New Jersey Fire Code.

## Fire Statistics

The following statistics indicate the number of fires and the cause of each fire, the number of injuries related to a fire that result in treatment at a medical facility, the number of deaths related to a fire, and the value of property damage caused by each fire in a residential facility on the Lawrenceville and Princeton campuses.

<b>Reported Fires in Residential Facilities – Calendar Year 2009</b>						
<b>Lawrenceville Campus</b>	Total # of Fires in Building	Date & Time of Fire	Cause of Fire	# of Deaths Related to Fire	# of Injuries Required Treatment at a Medical Facility	Property Damage Sustained in Fire
Conover	0	-	-	-	-	-
Gee	0	-	-	-	-	-
Hill	0	-	-	-	-	-
House 3 (Phi Sigma Sigma)	0	-	-	-	-	-
House 7 (Zeta Tau Alpha)	0	-	-	-	-	-
House 8 (Alpha Xi Delta)	0	-	-	-	-	-
House 10 (Delta Phi Epsilon)	0	-	-	-	-	-
Kroner	0	-	-	-	-	-
Lake House	0	-	-	-	-	-
Lincoln	1	3/5/09 0047 hrs	Unintentional (smoking)	0	0	\$25
Olson	2	10/31/09 1856 hrs	Unintentional (electrical)	0	0	\$100
		11/20/09 1853 hrs	Unintentional (cooking)	0	0	\$25
Omega House	0	-	-	-	-	-
Poyda	2	2/27/09 0602 hrs	Unintentional (cooking)	0	0	\$100
		12/18/09 1040 hrs	Unintentional (electrical)	0	0	\$1,650
Ridge House	0	-	-	-	-	-
Swittik	0	-	-	-	-	-
University House	0	-	-	-	-	-
West Village (Bldgs A & B)	0	-	-	-	-	-
Wright	0	-	-	-	-	-
Ziegler/New Bldg	0	-	-	-	-	-
<b>Princeton Campus</b>						
Dayton	0	-	-	-	-	-
Ithaca	0	-	-	-	-	-
Seabrook	0	-	-	-	-	-
<b>YEARLY TOTALS</b>	<b>5</b>					<b>\$1,900</b>

**NOTE:** This report reflects Calendar Year 2009 (January 1 – December 31).

# Evacuation Procedures

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## FIRE - ADMINISTRATION BUILDINGS

### 1. What to do when a smoke or fire alarm sounds:

- a. Proceed to the nearest EXIT. Leave the building immediately. DO NOT use the elevators. If smoke or fire is present, use another EXIT. If smoke is present, keep low or as close to the floor as possible.
- b. Report to the building's designated assembly point. Stay at the assembly point to be accounted for and given further instructions. DO NOT re-enter the building until a uniformed member of the Emergency Response Team has given an "all clear."
- c. When leaving a room or entering a stairwell, feel the doorknob, or touch the door with the back of your hand. If it is hot to the touch DO NOT open the door. If the door is not hot, brace yourself and open the door slightly. If intense heat or smoke is present, DO NOT open the door any further, close the door and stay inside the room or use another stairwell.
- d. If you are unable to evacuate your room, DIAL 7777 FROM CAMPUS PHONES OR 911 FROM PUBLIC PHONES FOR ASSISTANCE. If possible, seal the bottom edge of the door with a coat or jacket (wet if possible). If your window opens, hang an object (e.g. coat, shirt, etc.) out of the window to attract attention. Follow any instructions given by the Emergency Response Team.

### 2. What to do when smoke or fire is seen:

- a. Initiate a fire alarm by activating the nearest FIRE ALARM PULL STATION. Pull Stations are generally located: at the ends of hallways by EXIT doors, entrances into stairwells, or by doors leading directly to the outside. If possible, confine the fire by closing the door to the room. Only attempt to extinguish the fire if you are trained to use a fire extinguisher.

- b. Evacuate the building, then DIAL 7777 FROM CAMPUS PHONES OR 911 FROM PUBLIC PHONES to report a fire and give the following information:
- Your name, telephone number, and the location you are calling from.
  - The location of the emergency (e.g. Library, first floor, etc.)
  - Describe the situation (e.g. smell of smoke, open flames, etc.)
  - If possible, tell them what is burning (e.g. wastebasket, stove, etc.)
  - Hang up only after the Emergency Operator has done so, or told you to.

**3. Proceed to the nearest EXIT. DO NOT use the elevators. If smoke or fire is present, use another EXIT. If smoke is present, keep low or as close to the floor as possible. Report to the building's designated assembly point. Before leaving your room or if unable to evacuate your room, follow the procedure listed in Section 1 C and D.**

**4. Stay at the assembly point to be accounted for and given further instructions. DO NOT re-enter the building until a uniformed member of the Emergency Response Team has given an "all clear."**

Building Marshals should appoint an **accountability monitor** and choose an **assembly point** for their section or department.

An **accountability monitor** is a person who is responsible for making sure all of the occupants of their area are accounted for at the assembly point. The accountability monitor reports anyone missing to the Public Safety officers. This person should be someone who is familiar with the coming and going of personnel and visitors in your section or department (i.e. who's on vacation, out sick, at a meeting).

The **assembly point** is a predetermined point outside the building. It is at this point that all occupants of your section or department will report to upon leaving the building and will be accounted for by the accountability monitor. Choose an assembly point that is nearby and a safe distance from the building.

Faculty should have an evacuation plan with a predetermined assembly point for their classrooms and review the plan with their students.

The emergency evacuation plan should be discussed among the staff. Review the routes of exit from your office and discuss ways to assist any fellow coworkers or students with special needs.

## **STOP, DROP AND ROLL**

If your clothing catches on fire:

1. STOP - - Don't Run
2. DROP to the ground
3. ROLL over and over to smother the flames

Your own common sense is the finest safety device ever developed.  
Above all - use your head.

## **FIRE EMERGENCY PLAN Residential Facilities**

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### **1. WHAT TO DO WHEN A SMOKE OR FIRE ALARM SOUNDS:**

1. Proceed to the nearest EXIT. Leave the building immediately. DO NOT use the elevators. If smoke or fire is present, use another EXIT. If smoke is present, keep low or as close to the floor as possible.
2. Report to the building's designated assembly point. Stay at the assembly point to be accounted for and given further instructions. DO NOT re-enter the building until a uniformed member of the Emergency Response Team has given an "all clear."
3. When leaving a room or entering a stairwell, feel the doorknob, or touch the door with the back of your hand. If it is hot to the touch, DO NOT open the door. If the door is not hot, brace yourself and open the door slightly. If intense heat or smoke is present, DO NOT open the door any further, close the door and stay inside the room, or use another stairwell.
4. If you are unable to evacuate your room, seal the bottom edge of the door with clothing, towels, bedding, etc. (wet if possible). If possible, hang an object (e.g. coat, towel, sheet, shirt, etc.) out of the window to attract attention. DIAL 7777 FROM CAMPUS PHONES OR 911 FROM PUBLIC PHONES FOR ASSISTANCE. Follow any instructions given by the Emergency Response Team.

## 2. WHAT TO DO WHEN SMOKE OR FIRE IS SEEN:

1. Initiate a Fire Alarm by activating the nearest FIRE ALARM PULL STATION. Pull Stations are generally located: at the ends of hallways by EXIT doors, entrances into stairwells, or by doors leading directly to the outside. DO NOT attempt to extinguish the fire. If possible, confine the fire by closing the door to the room.
2. Evacuate the building, then DIAL 7777 FROM CAMPUS PHONES OR 911 FROM PUBLIC PHONES to report a fire and give the following information:
  1. Your name, telephone number, and the location you are calling from.
  2. The location of the emergency (e.g. Gee Hall, room #A225, etc).
  3. Describe the situation (e.g. smell of smoke, open flames, etc.)
  4. If possible, tell them what is burning (e.g. wastebasket, stove, etc.)
  5. Hang up only after the Emergency Operator has done so, or told you to.
3. **Proceed to the nearest EXIT. DO NOT use the elevators. If smoke or fire is present, use another EXIT. If smoke is present, keep low or as close to the floor as possible. Report to the building's designated assembly point. Before leaving your room or if unable to evacuate your room, follow the procedure listed in Section 1 C and D.**
4. **Stay at the assembly point to be accounted for and given further instructions. DO NOT re-enter the building until a uniformed member of the Emergency Response Team has given an "all clear."**

**CHECK THE BACK OF RESIDENCE HALL DOORS FOR YOUR DESIGNATED ASSEMBLY POINT.**

## **RESIDENTIAL FACILITIES ASSEMBLY POINTS**

### **Lawrenceville Campus**

1. Conover - behind Olson Hall, at the A wing side (Olson A Lounge)
2. Gee - across the residential roadway in the open, grassy area (Lincoln A Lounge)
3. Hill - in the grassy area by Ziegler A wing (Ziegler A Lounge)
4. Kroner - behind Wright Hall (Wright B Lounge)
5. Lincoln - across the residential roadway at the volleyball court (Gee A Lounge)
6. Olson - across the residential roadway by the Hill C wing (Gee B Lounge)
7. Poyda - in the grassy area by Centennial Lake (Ridge House Lounge)
8. Ridge House - across the roadway in the grassy area at the rear of University House (House 4 Lounge).
9. Switlik - by Hill Hall, A wing side (Olson B Lounge)
10. University House - grassy area in front of University House near Centennial Lake (House 5 Lounge)
11. West Village – grassy area between Poyda and House 5
12. Wright - in the grassy area by the volleyball court (Kroner A Lounge)
13. Ziegler/New Building - in the grassy area behind Ziegler (Wright A Lounge)
14. House 1 - grassy area across the roadway (House 4 Lounge)
15. House 3 - across the roadway in grassy area in the rear of House 5 (House 2 Lounge)
16. House 5 - grassy area in front of House 5 near Centennial Lake (House 3 Lounge)
17. House 7 - grassy area across the roadway (House 8 Lounge)
18. House 8 - grassy area across the roadway (House 7 Lounge)
19. House 10 - grassy area across the roadway (House 8 Lounge)
20. West Village – grassy area between Poyda and House 5

## **RESIDENTIAL FACILITIES ASSEMBLY POINTS**

### **Princeton Campus**

**FOR PRINCETON CAMPUS RESIDENTS, THE DESIGNATED ASSEMBLY POINT IS THE GREAT PLAINS (the large grassy area between the residence halls). The Dining Commons is the alternate assembly point.**

## **EVACUATION FOR PEOPLE WITH DISABILITIES**

### **After an evacuation is ordered:**

Check on people with special needs during an evacuation. A *buddy system*, in which people with disabilities arrange for volunteers to alert them and assist them in an emergency, is a good method.

Always **ask** someone with a disability how you can help **before** attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations or items that need to come with the person.

**DO NOT USE ELEVATORS**, unless authorized to do so by police, public safety, or fire personnel. Elevators can fail during a fire.

If the situation is life threatening, call Public Safety at 7777 and state your name, location, and area involved.

There are evacutrak chairs located in different buildings on campus to assist in the evacuation of persons who may not be able to walk down stairs or need further assistance.

## Lawrenceville Campus Telephone Numbers

Main Number	609-896-5000
Department of Public Safety	896-5029
Emergency	896-7777

Human Resources Department	896-5140
Dean of Students	896-5101

Facilities Management	896-5080
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### Office of Residence Life

1. Residence Life 896-5102
2. Greek Life 896-5327
3. Community Standards 896-5292

Student Health Services	896-5060
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### Other:

Lawrence Township Police	609-896-1111
Fire or other Emergency	911

Employee Assistance Program	1-800-765-3277
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2083 Lawrenceville Road  
Lawrenceville, NJ 08648-3099  
[www.rider.edu](http://www.rider.edu)

## Princeton Campus Telephone Numbers

Main Number	609-921-7100
Department of Public Safety	896-5029
Emergency	896-7777

Associate Dean of Students	921-7100 x8263
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Facilities Management	921-7100 x8272
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Office of Residence Life	921-7100 x8263
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Student Health Services	921-7100 x 8222
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### Other:

Princeton Borough Police	609-924-4141
Fire or other Emergency	911
Princeton Township Police	609-921-2100

## WESTMINSTER CHOIR COLLEGE



101 Walnut Lane  
Princeton, NJ 08540  
[www.rider.edu](http://www.rider.edu)

