EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Peirce College values the safety of its students, faculty, administration, and staff. In the event of an emergency, Peirce College will respond immediately and appropriately by using timely warning, lock down, shelter in place, and/or evacuation procedures as described below. Under the direction of campus security and/or other designated College personnel such as, the Chief Auxiliary Services Officer, emergency response procedures will be enacted. In the event that emergency procedures are enacted, the College will provide timely and ongoing updates to the College community as appropriate.

On a biannual basis, the College will conduct testing for emergency response and evacuation procedures. Notification of scheduled testing of the emergency response and evacuation procedures will be shared with the College community, through the College email system, student portal at https://my.peirce.edu, or the College website at http://www.peirce.edu. Documentation of the testing of emergency response and evacuation procedures, which will entail a description of the exercise, date, time, a copy of the announcement and meeting notes after assessing the test, will be placed on file in the Office of the Chief Auxiliary Services Officer.

In consultation with local police, fire officials, campus security and/or members of Peirce’s emergency response team, the Chief Auxiliary Officer will confirm an emergency. Once a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, administration, and/or staff has been confirmed by the Chief Auxiliary Services Officer or designee, the College will use the following procedures:

1. Determine the appropriate segments or segments of the campus community to receive the emergency notification
2. Under the direction of the Chief Auxiliary Services Officer, Assistant Vice President of Marketing and Communications, and/or the Dean of Students, determine the content of the notification
3. Initiate the timely warning and emergency notification procedures
4. Provide detailed follow up information through any of the means listed in the timely warning and emergency notification section
5. Document the use of emergency procedures (date, time, description of procedures enacted will be kept on file in the Office of the Chief Auxiliary Services Officer)

TIMELY WARNING AND EMERGENCY NOTIFICATION

In the event that a situation arises, either on or off campus, that in the judgment of the College, constitutes an emergency or dangerous situation involving an immediate, ongoing, or continuous threat to the health or safety of students, faculty, administration, and/or staff, a (campus wide) “timely warning” (emergency notification) will be issued without delay while taking into account the safety of students, faculty, and staff. The only exception is if the warning will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or mitigate the emergency. This warning will be issued through the College email system, public address system, student portal at https://my.peirce.edu, the College website at http://www.peirce.edu, or other means deemed appropriate by the College. For more information on timely warning, please review the Timely Warning and Emergency Notification policy, which appears in SECTION XI of this Handbook.

The following emergency procedures are also provided on the Peirce College website at http://www.peirce.edu/About/Compliance and on the student portal at https://my.peirce.edu under the Student Services tab.
LOCK DOWN
This means there is an immediate threat to the College. This is a complete classroom and College lockdown.

1. Notification will be provided to the College community via email, through the College email system, public address system, student portal at https://my.peirce.edu, the College website at http://www.peirce.edu, or other means deemed appropriate by the College.

2. Under the direction of the Chief Auxiliary Services Officer, campus security, or other designated personnel, individuals will be instructed to:
   a. Move all students, staff and identified visitors into the nearest classroom, office or secure room.
   b. Lock all interior and exterior doors.
   c. Turn off all lights.
   d. Move all students, staff and visitors away from windows and doors.
   e. Have everyone crouch down and remain quiet. Anyone who is physically unable to crouch down may use a low chair.

Anyone who uses wheelchairs should remain in their wheelchairs. If a person is out of the wheelchair at the time of lockdown, efforts should be made to assist the person back into the wheelchair unless doing so jeopardizes safety.

Staff members who are working with students outside the usual classroom should remain in or go to the closest safe location.

Moveable furniture can be used as a buffer between students and doors/windows.

If an ID card is not displayed, it will be assumed that the assailant is present in that room and a police emergency response team will enter.

SHELTER IN PLACE/LOCK OUT
This represents a process that prevents unauthorized personnel from entering the College and requires all occupants to remain inside the College for their safety. All doors are locked and entrances are monitored by campus security. This allows the College to maintain normal business operations but curtails outside activity. This procedure is typically used when there is a civil disturbance outside of the College premises. The following steps will be taken in these instances:

1. Notification will be provided to the College community through the Peirce College email system, public address system, student portal at https://my.peirce.edu, the Peirce College website at http://www.peirce.edu, or other means deemed appropriate by the College.

2. Under the direction of the Chief Auxiliary Services Officer, campus security, or other designated personnel will lock all exterior doors, and be posted near the entrances/exits of the building to prevent entry or exit except in the case of fire. They will instruct everyone on campus through the public address system to remain inside the campus and not leave the building until further notice. Individuals, present inside the campus, will be instructed to:
   a. Continue with daily activities inside the campus.
   b. Be vigilant and immediately report any suspicious activity to Security at 215-670-9284 or from a campus phone by dialing extension 9444.
   c. Not, under any circumstances, enter or exit the building until authorized to do so by emergency personnel.

3. Once the situation has been safely resolved and it has been determined to unlock the campus, the Chief Auxiliary Services Officer or his designees will notify everyone through the public address system to resume normal activity.

4. Campus security will unlock all doors.
EVACUATION
This represents a process by which all occupants are required to immediately exit the College.

1. Campus Security on duty is responsible for contacting the Chief Auxiliary Services Officer to inform him of the type of emergency and receive further instructions. With the exception of the fire alarm system being activated, the Chief Auxiliary Services Officer will make the decision whether or not to evacuate in conjunction with law enforcement and/or the fire department.

2. Notification of all personnel and students to evacuate the building will be given by sounding the fire alarms and via the public address system.

3. Floor wardens will be responsible for instructing students, staff and visitors to form a single line and proceed immediately into the fire exits staying on one side of the staircase and leaving the other side open for fire fighters and equipment.

4. Each fire warden is responsible for the evacuation of their assigned area, to include restroom checks and the assistance of any disabled employees or visitors in their space.

5. All faculty are floor wardens and are responsible for making sure students are safely evacuated.

6. Faculty are responsible for closing their classroom doors and taking their class lists when exiting the classroom.

7. Staff floor wardens are responsible for the safe exit of employees and visitors in their assigned areas.

8. Under no circumstances shall any individual be allowed to enter the facility unless the Fire Chief or Police Official has given the “all clear”, and the client representative has directed reentry.

9. Elevators ARE NOT TO BE USED under any circumstances should the following conditions exist:
   a. Fire (contained to this facility)
   b. Natural Gas Leaks (inside the facility)

Note: If an evacuation is under way due to an emergency OUTSIDE the facility, elevators MAY BE USED.

10. All individuals present are requested to maintain a calm demeanor during the evacuation as this will help to maintain order during the evacuation process. They are also requested to ensure all necessary doors have been unlocked and not tie up telephone lines.

11. When exiting the building, individuals should go to the following evacuation gathering locations:
   - If exiting the building from Alumni Hall, proceed south on 15th St. to Lombard St.
   - If exiting the building from College Hall onto Pine St. or Waverly St. proceed east to Broad St.

Once you arrive at the evacuation gathering location, please await further instructions from campus security.

12. Campus Security will remain in the lobby area to ensure the safe evacuation of the facility and to assist emergency personnel as needed. Once it has been determined the campus is clear, all personnel must evacuate the buildings.

13. The College's Building Engineer and the Chief Auxiliary Services Officer will coordinate with the Fire Department and/or Law Enforcement in assisting them with floor plans and critical utility service locations.

ALCOHOL AND ILLEGAL DRUGS
Peirce College maintains a strong commitment to programs that promote the health, well-being, and safety of its students and the security of its premises. Consistent with this commitment, the College has established this policy governing the unlawful use, consumption, possession, selling, distribution, dispensing, and manufacture of alcoholic beverages and illegal drugs.

Prohibited Conduct
With regard to alcoholic beverages, students of Peirce College are prohibited from the following:
• Using, consuming, possessing, selling, distributing, dispensing, or manufacturing alcoholic beverages while on the premises of the College and while off-campus participating in any College-sponsored activity or event.

• Storing any alcoholic beverages in a locker, automobile, or other repository on College premises.

• Being under the influence of alcoholic beverages while on the premises of the College or while off-campus participating in any College-sponsored activity or event.

With regard to illegal drugs, Peirce College prohibits its students from the following:

• Using, consuming, possessing, selling, distributing, dispensing, or manufacturing illegal drugs while on the premises of the College and while off-campus participating in any College-sponsored activity or event. For the purposes of this policy, the term illegal drugs includes the following:

  — Any chemical substance the manufacture, use, possession, or sale of which is prohibited by law as listed in Schedules I through V of Section 202 of the federal Controlled Substance Act (21 U.S.C. § 812) or any controlled substance the possession, manufacture, distributions, sale, or acquisition by misrepresentation of which is prohibited under the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act (35 Pa. C.S.A. 780-101 et seq.).

  — Any legally-dispensable controlled substance, or prescription (medications available only as prescribed by a licensed physician) obtained through fraud, deceit, misrepresentation, subterfuge, forgery, or alteration of a prescription, or used by any individual other than the person for whom it was prescribed.

  — Any over-the-counter medication capable of impairing one’s alertness and/or physical or mental reflexes that is taken for purposes of abuse or misuse.

  — Inhalants, such as chemical thinners, aerosol lacquers, and certain types of glues that can impair mental faculties and produce medical problems.

• Storing any illegal drug in a locker, automobile, or other repository on College premises.

• Being under the influence of illegal drugs while on the premises of the College or while off-campus participating in any College-sponsored activity or event.

In addition, members of the College community (including former students or graduates) while on College premises or while off campus participating in any College sponsored activity or event are expected to conduct themselves in compliance with this policy as well as conduct themselves in a manner in which they do not cause harm to themselves or others, and that they neither break laws nor contribute to the negligence of others. The College reserves the right to revoke College privileges in such circumstances.

Penalties
A student found to be in violation of any provisions of this policy will be subject to disciplinary action under the Code of Student Conduct which may range from required counseling to disciplinary warnings to suspension or expulsion.

In addition, a student may be subject to criminal prosecution under applicable federal, state, and local laws. A description of the applicable legal sanctions under local, state, and federal law for the unlawful possession or distribution of illegal drugs and alcohol is available within this section of the Handbook as well as on the website of the Pennsylvania Liquor Control Board: http://www.lcb.state.pa.us.

Further, any alcoholic beverages found on College premises will be confiscated and destroyed, and any
illegal drugs found on College premises will be turned over to the appropriate law enforcement authorities.

If the College reasonably suspects a student is involved with alcohol or illegal drugs in violation of this policy, the student may be required to submit to drugs and/or alcohol testing. A student’s failure to submit to the requested testing is a violation of this policy and will be grounds for disciplinary action up to and including suspension or expulsion. However, such test need not be administered when Peirce College has independent proof that this policy has been violated.

If the College reasonably suspects that a student is involved with alcohol or illegal drugs in violation of this policy, the student may be required to submit to a search of his or her clothing, belongings, and/or possessions, including his or her vehicle, if it is parked on College premises. A student’s refusal to submit to a search under these circumstances may also subject the student to disciplinary action.

For information on financial aid penalties for drug violations, please refer to Federal and State Aid Penalties policy, which appears in SECTION VIII of this Handbook.

Peirce College’s Commitment to Health Education, Counseling, and Treatment

The College is committed to providing educational programs and counseling to students or alumni concerning the risks associated with alcohol and illegal drug use and/or abuse. Information on the health risks associated with alcohol and drug use and abuse are available at Mary W. Walker ’33 Center for Academic Excellence (215-670-9251) and within this section of the Handbook.

Students and alumni in need of confidential drug or alcohol counseling may find out about local programs and resources by contacting a counselor in the Mary W. Walker ’33 Center for Academic Excellence (215-670-9251) or by referring to SECTION XI of the Handbook.

In addition, the College is committed to providing every student or graduate with alcohol and drug education from multiple resources during student orientation programs. Additionally, the Mary W. Walker ’33 Center for Academic Excellence (215-670-9251) will provide resources and programs that promote drug and alcohol awareness.

Annual Review

The following departments will be represented on the College’s Drug and Alcohol Policy Review Team: Academic Advancement, Student Financial Services, Program Advising, Human Resources and the Mary W. Walker ’33 Center for Academic Excellence. The Team will review this policy annually to determine its effectiveness and recommend any necessary changes.

ALCOHOL, DRUG USE, AND LEGAL SANCTIONS

The following is a summary of significant legal sanctions under local, state, and federal law for the unlawful possession or distribution of illegal drugs and alcohol. In addition, any student who is convicted under state or federal law involving the possession or sale of a controlled substance will be ineligible for federal student financial aid for specific periods of time, depending upon the nature and number of the offense(s).

ALCOHOL

The Pennsylvania Vehicle Code as well as the Pennsylvania Crimes Code provides penalties pertaining to the possession and distribution of alcohol. Prohibitions include, among other things the following:


- Pennsylvania has set .08% Blood Alcohol Content (BAC) as the legal limit for driving under the influence convictions.
- This law prohibits, among other things, a driver in any vehicle from consuming any controlled substance or having an open container of alcohol in the vehicle while the vehicle is in operation on any highway in Pennsylvania. Violations under this law range from requires fines to imprisonment as well as revocation of driving privileges.
The Pennsylvania Crimes Code, 18 Pa.
C.S.A. § 5505 et seq.

- **Public Drunkenness** — A person is prohibited from appearing in public manifestly under the influence of alcohol to the degree that he/she may endanger himself/herself or other persons or property or annoy other persons in the vicinity. Penalties range from a fine of up to $300 to imprisonment for up to 90 days.

- **Misrepresentation of Age** — Individuals are prohibited from misrepresenting one’s age knowingly and falsely, in order to obtain liquor or malt or brewed beverages. Penalties also include suspension of license from 90 days to two years. It is also a crime to knowingly, willfully, and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of $300 and imprisonment for up to one year.

- **Purchase, Consumption, Possession, or Transportation of Liquor or Malt or Brewed Beverages by a Minor** — Minors are prohibited from attempt to purchase, consume, possesses, or knowingly transport such beverages. Penalties range from fines of up to $300, imprisonment of up to 90 days, and license suspension of 90 days for first offenses; penalties for three or more offenses are up to $500 in fines, imprisonment of up to one year, license suspension for up to two years.

- **Prohibited Sale to Minors** — It is a crime to intentionally and knowingly sell, furnish, or purchase with intent to sell or furnish, any liquor, malt, or brewed beverages to minors. Penalty for a first violation is $1,000; $2,500 for each subsequent violation; and imprisonment for up to one year for any violation.

- **False Identification Cards** — It is a crime to intentionally, knowingly, or recklessly to manufacture, make, alter, sell, or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is $1,000 for first violation; $2,500 for subsequent violations; and imprisonment for up to two year for any violation. It is also a crime to possess a false identification card or for a minor to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card.

Supplemental information may also be found at the website for the Pennsylvania Liquor Control Board, http://www.lcb.state.pa.us.

### ILLEGAL DRUGS

Numerous laws pertain to the distribution and possession of illegal drugs. These include the following:

- **The Controlled Substance, Drug, Device and Cosmetic Act**, 35 Pa. Cons. Stat. § 780-101 et seq., prohibits, among other things, the manufacture, sale, distribution, or possession of any controlled substance. Penalties under the Act range in severity depending on the act committed and the controlled substance involved. First time violators may be sentenced to imprisonment for up to one year, ordered to pay a fine up to five thousand dollars ($5,000), or both. Repeat offenders may be sentenced to imprisonment for up to three years, ordered to pay a fine up to twenty-five thousand dollars ($25,000), or both.

- **The Pharmacy Act**, 63 Pa. Cons. Stat. § 390-8, prohibits any person from, among other things, procuring or attempting to procure any drug through fraud, deceit, misrepresentation, subterfuge, by forgery or alteration of a material fact, or by the use of a false statement in any prescription. Any person who violates the Act may be sentenced to imprisonment for up to one year, ordered to pay a fine up to five thousand dollars ($5,000), or both. For each subsequent offense, an individual may be sentenced to imprisonment for up to three years, ordered to pay a fine up to ($15,000), or both.

- **The Federal Controlled Substances Act**, 21 U.S.C. § 801 et seq., prohibits, among other things, the manufacture, distribution,
dispensing, or possession, with intent to manufacture, distribute, or dispense, of a controlled substance. Penalties under the Act range in severity depending on the type and quantity of the controlled substance involved. The maximum penalties for individuals include life imprisonment, a fine of four million dollars ($4,000,000), as well as possible additional penalties. Penalties are increased for repeat offenders. Double penalties apply when the violation of the law takes place within one thousand feet of the property of a school or college. The penalty for simple possession is a sentence of a term of imprisonment for up to one year, a fine up to one thousand dollars ($1,000), or both.

HARMFUL EFFECTS OF ALCOHOL AND DRUG USE

Alcohol

Long Term Health Risks

• Hepatitis or cirrhosis of the liver
• High blood pressure
• Stroke
• Ulcers and inflammation of the stomach
• Cancer, including breast cancer and those of the head and neck
• Birth defects to infants of pregnant women

Immediate Effects

• Decreased respiration rate
• Impaired judgment
• Loss of coordination
• Risk of asphyxiation due to vomiting

Social Effects

• Decreased academic and professional productivity
• Increased likelihood of automobile accidents
• Difficulty maintaining relationships
• Impaired judgment in public and social situations

Marijuana

Long Term Health Risks

• Heavy cough
• Lung infections
• Respiratory tract and lung cancer
• Decreased immuno response
• Heart attack

Immediate Effects

• Increased heart rate
• Short term memory loss
• Impaired judgment
• Loss of coordination

Heroin

Long Term Effects

• Addiction
• Arthritis
• Infection of the heart valves
• Collapsed veins
• Contraction of infectious disease such as hepatitis or AIDS

Immediate Effects

• Decreased respiration
• Nausea
• Confusion
• Decreased sensation of physical pain

Cocaine

Long Term Health Effects

• Irregular heartbeat
• Increased likelihood of heart attack
• Strokes
• Seizures
• Nausea
• Respiratory infections and failure
• Paranoia
• Auditory hallucinations

Immediate Effects

• Increased energy
• Decreased appetite
• Increased body temperature
• Dilated pupils
• Increased heart rate

For more information about alcohol abuse and prevention, please visit http://www.collegedrinkingprevention.gov/.
Hallucinogens and Disassociative Drugs

Long Term Health Effects
- Abnormal heart beat
- Decreased breathing rate
- Withdrawal symptoms
- Psychotic episodes long after use

Immediate Effects
- Intense mood swings
- Separation from reality
- Increased appetite
- Increased heart rate
- Nausea
- Sweating
- Dizziness
- Numbness
- Tremors
- Muscle contractions

Inhalants

Long Term Effects
- Hearing loss
- Spasms or neuropathy
- Bone marrow damage
- Brain damage
- Damage to the central nervous system
- Kidney failure
- Depression
- Muscle weakness

Immediate Effects
- Increased heart rate
- Feeling of warmth
- Muscle weakness
- Impaired judgment
- Agitation
- Excitability
- Lowering of inhibitions
- Loss of sensation
- Lack of coordination

Additional Drug and Alcohol Prevention Resources

The Pennsylvania Department of Health refers people to the Network of Drug and Alcohol Single County Authorities (SCA), which is responsible for coordinating all alcohol and other drug prevention, intervention, and treatment efforts.

The Philadelphia SCA gives the following contact information for people seeking treatment for Drug & Alcohol abuse:

- People on medical assistance from the state of PA, call 1-888-545-2600
- People without medical assistance, call 215-546-1200
- People with private insurance should contact their insurer for information.

For information about local self-help meetings contact:

- Alcoholics Anonymous (www.sepennaa.org) call 215-923-7900
- Adult Children of Alcoholics (www.adultchildren.org) call 215-225-2780
- Al-Anon-Alateen (http://www.al-anon.alateen.org) call 215-222-5244 (for family and friends of alcoholics)
- Nar-Anon (www.na.org) call 215-440-8400 (for family and friends of drug addicted persons)
- Cocaine Anonymous (www.ca.org) call 215-333-7798

Local substance abuse treatment centers include:

Diagnostic and Rehabilitation Center
Main Clinic
229 Arch Street
Philadelphia, PA 19106
215-625-8060
- Primary Focus: Mix of mental health and substance abuse services
- Services Provided: Substance abuse treatment

For more information about drug abuse and prevention, please visit http://www.drugabuse.gov/.

For more information about drug abuse and prevention, please visit http://www.drugabuse.gov/.
• Type of Care: Outpatient, partial hospitalization/day treatment, non-hospital residential (24 hour)
• Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, women, men, criminal justice clients
• Forms of Payment Accepted: Self payment, Medicaid, military insurance (e.g., VA, TRICARE)

Family Center of Thomas Jefferson University
Specialized Program for Pregnant Women
1201 Chestnut Street
11th Floor
Philadelphia, PA 19107
215-955-8577
• Primary Focus: Substance abuse treatment services
• Services Provided: Substance abuse treatment, Methadone/LAAM Maintenance
• Type of Care: Outpatient
• Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, Pregnant/postpartum women, women
• Forms of Payment Accepted: Self payment, Medicaid, Medicare, private health insurance
• Payment Assistance: Payment assistance
• Special Language Services: Spanish

Family Preservation Program
26 S. 40th Street
Philadelphia, PA 19104
215-596-8300
• Primary Focus: Substance abuse treatment services
• Services Provided: Substance abuse treatment
• Type of Care: Outpatient
• Special Programs/Groups: Women
• Forms of Payment Accepted: Self payment, Medicaid, Medicare

Horizon House
Outpatient Substance Abuse Program
120 South 30th Street, 5th Floor
Philadelphia, PA 19104
215-386-5128 x524
Intake: 215-386-5128
Website: http://pennsylvania.drugrehab101.com/clinicDetails_9414.html
• Primary Focus: Substance abuse treatment services
• Services Provided: Substance abuse treatment
• Type of Care: Outpatient
• Forms of Payment Accepted: Self payment, Medicaid

Jefferson Intensive Outpatient
111 South 11th Street
Philadelphia, PA 19107
215-955-6000
Website: http://www.jeffersonhospital.org/departments-and-services/adult-outpatient-psychiatry-services.aspx
• Primary Focus: Substance abuse treatment services
• Services Provided: Substance abuse treatment
• Type of Care: Outpatient
• Special Programs/Groups: Criminal justice clients
• Forms of Payment Accepted: Self payment, Medicaid
• Payment Assistance: Sliding fee scale (fee is based on income and other factors)

Jefferson Outreach Drug/Alcohol Program
833 Chestnut Street, 2nd Floor Suite 210-E
Philadelphia, PA 19107
215-955-8856
• Primary Focus: Substance abuse treatment services
• Services Provided: Substance abuse treatment
• Type of Care: Outpatient
• Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, Gay and lesbian, seniors/older adults, pregnant/postpartum women
Forms of Payment Accepted: Self payment
Payment Assistance: Sliding fee scale (fee is based on income and other factors)

**John F Kennedy MH-MR Center**
Walk In Clinic
112 North Broad Street
Philadelphia, PA 19102
215-568-0860
- Primary Focus: Substance abuse treatment services
- Services Provided: Substance abuse treatment
- Type of Care: Outpatient
- Special Programs/Groups: Adolescents, persons with co-occurring mental and substance abuse disorders, women, men, criminal justice clients
- Forms of Payment Accepted: Self payment, Medicaid, Medicare, private health insurance
- Payment Assistance: Sliding fee scale (fee is based on income and other factors), payment assistance
- Special Language Services: Spanish

**Northeast Treatment Centers**
Spring Garden Counseling Center
499 N. 5th Street, Suite B and C
Philadelphia, PA 19123
Hotline: 800-820-0703
- Primary Focus: Substance abuse treatment services
- Services Provided: Substance abuse treatment
- Type of Care: Outpatient
- Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, women, men, DUI/DWI offenders, criminal justice clients
- Forms of Payment Accepted: Self payment, Medicaid, Medicare, private health insurance
- Payment Assistance: Sliding fee scale based on income and other factors
- Special Language Services: Spanish

**Rehab After Work**
1420 Walnut Street
Suite 500
Philadelphia, PA 19102
215-546-2200
Website: http://www.rehabafterwork.com
- Primary Focus: Substance abuse treatment services
- Services Provided: Substance abuse treatment
- Type of Care: Outpatient
- Special Programs/Groups: Adolescents, DUI/DWI offenders
- Forms of Payment Accepted: Self payment, private health insurance
- Special Language Services: French, German

**Wedge Medical Center**
Substance Abuse Services
2009 South Broad Street
Philadelphia PA 19148
Phone: 215-271-2200
Website: http://alcoholism.about.com/od/tw_pa/qt/pa321.htm
- Primary Focus: Mental health and substance abuse services
- Services Provided: Substance abuse treatment
- Type of Care: Outpatient, partial hospitalization/day treatment
- Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, women, men, DUI/DWI offenders, criminal justice clients
- Payment Accepted: Self payment, private health insurance
- Payment Assistance: Sliding fee scale based on income and other factors
- Special Language Services: Spanish
Other resources include:

Caron Philadelphia
450 Plymouth Road, Suite 301
Plymouth Meeting, PA 19462
610-743-6565
800-854-6023
Website: www.caron.org

Caron is a nationally recognized non-profit provider of alcohol and drug addiction treatment. Caron has more clinical programs to meet the specific needs of each patient regardless of their age, gender, or severity of their addiction than any other treatment center in the United States. With experience in treating co-occurring disorders, Caron offers the most comprehensive treatment programs for adolescents, young adults, adults and their families. All of Caron's programs are staffed by full-time professionals to ensure each patient receives an individualized treatment team, consisting of a psychologist, addiction counselor, medical staff, and pastoral counselors. Caron treats people with chemical addictions of every type: alcohol, drugs such as heroin, cocaine, marijuana and prescription medicines; as well as substances such as inhalants.

Women for Sobriety, Inc.
215-536-8026
Website: www.womenforsobriety.org

Women for Sobriety, Inc. is a non-profit organization dedicated to helping women overcome alcoholism and other addictions. Our “New Life” program helps achieve sobriety and sustain ongoing recovery.

NON-VIOLENCE

Although the College cannot eliminate the possibility that violence or other troubling disturbances may occur, Peirce College, with the help of the College community, can minimize the possibility that these types of events will happen. The College has established guidelines to minimize exposure to acts and threats of violence.

All current students, officers, faculty members, managers, supervisors, employees, alumni, and visitors (including, but not limited to, contractors and vendors) are issued Peirce College identification cards for entering campus buildings and events, as well as to access College services. All College students, officers, faculty members, managers, supervisors, employees, alumni, and visitors may be required to produce proper photo identification upon request from Security or a College official when on College premises. Periodic identification checks may be made for the safety of the campus community.

College premises includes all buildings within which the College provides educational and related student services and/or conducts its business operations, whether owned, leased, or provided without charge for use; the grounds and parking areas adjacent to these buildings; and vehicles owned or leased by Peirce College.

All students, as well as all officers, faculty members, managers, supervisors, employees and alumni, contractors, vendors, and suppliers of Peirce College, are prohibited from the following:

- Possessing or concealing a weapon while on the premises of the College or while participating in any off-campus College-sponsored activity or event. For the purposes of this policy, a weapon is defined to include guns, rifles, firearms, knives, explosives, bombs, and any and all other similar items. In the case of guns, rifles, and other firearms, it is irrelevant and no defense that the gun, rifle, or firearm is not loaded and/or that the person in possession
of the firearm has a license to carry such object. Further, you may not convert to a weapon any instrument, tool, or other item regularly used at the College, and such a conversion constitutes a violation of this rule. This policy will be enforced regardless of whether the weapon is in any way licensed. Any weapon or firearm discovered on Peirce College property or at a Peirce College off campus activity will be promptly confiscated and turned over to the local Police Department.

• Threatening to harm any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with and/or associated with the College. Such threats may be written or oral, expressed, or implied. The fact that a threatening comment may have been made “in jest” is no defense to behavior prohibited by this policy.

• Physically assaulting, attacking, or otherwise intentionally causing injury to any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with and/or associated with the College. As a narrow exception to this rule, an individual may use physical force in self-defense under circumstances in which he/she cannot withdraw safely from a dangerous or threatening situation without the use of such force.

• Sexually assaulting any student, officer, faculty member, manager, supervisor, employee, or graduate of the College or any other person doing business with and/or associated with the College. For related information, please refer to the Sexual Assault Awareness, Prevention, and Response policy, which appears in this section of the Handbook.

• Threatening to cause damage to property belonging to the College, to any student, officer, faculty member, manager, supervisor, employee, or graduate of the College, or to any other person doing business with and/or associated with the College. Again, the fact that a threatening comment may have been made “in jest” is no defense.

• Intentionally damaging or destroying property belonging to the College, to any student, officer, faculty member, manager, supervisor, employee, or graduate of the College, or to any other person doing business with and/or associated with the College, regardless of when or where this prohibited behavior occurs.

The prohibitions set forth above apply to actions directed not only toward students, officers, faculty members, managers, supervisors, employees, and alumni of the College, as well as all other persons doing business with and/or associated with the College, but also toward persons associated with these individuals (for example, members of a student’s or employee’s family). Any student who violates any of the prohibitions set forth above, will be subject to disciplinary action under the Student Disciplinary System. Violations of the Safe Campus Program may be punishable by any of the following penalties: expulsion, suspension, monetary penalty, mandatory counseling, community work, required education program, or other penalties deemed appropriate by the College. In addition, students should be aware that violations may result in the reporting of incident to police or other authorities as well as action. Alumni found in violation of any provisions of this policy may have their alumni privileges revoked.

Students should report immediately to Security any violation of this Policy or other event that results in a dangerous or threatening situation. Students at the 1420 Pine Street campus can reach Security Services by using the telephones located by the elevators on each floor of College Hall or by using the telephones inside the elevators of College Hall and Alumni Hall, or by dialing extension 9444 from any telephone on campus. Students at any site other than the 1420 Pine Street campus should immediately contact the local area police.
Because the responsibility for ensuring the safety and security of the College’s environment is something that is shared, the College needs to be alerted to potential problems. Students should speak immediately with faculty during class or with the College’s Chief Auxiliary Services Officer; the Dean of Students; or the Senior Vice President, Academic Advancement & Provost if any of the following happens:

- Students feel intimidated or threatened, verbally or physically, by a fellow student, officer, faculty member, manager, supervisor, employee, graduate of the College, or any person doing business with or associated with the College.
- Students feel intimidated or threatened, verbally or physically, by an individual independent of your relationship with the College but feel that this individual may look for you at the College.
- Students are aware of the presence on or near our premises of an individual who they believe has no appropriate reason for being there.
- Students are aware of any other action, situation, or occurrence in which they believe may threaten personal safety or the well-being of others.
- Students have ideas as to ways to make the College’s environment safer.

The College will disclose information you have reported and which is related to the situations described above to the extent necessary to conduct an adequate investigation and/or to take appropriate corrective measures. Moreover, the College prohibits retaliation against a student who, in good faith, registers a complaint or brings such information to the College’s attention.

For the safety of students, faculty, staff, and administration, the College may determine it necessary to “Lock Down” or “Shelter in Place” access to the building. When this is implemented, all entrances and exits will be locked to prevent intruders from entering and to provide a safe haven for the College community.

**SEXUAL ASSAULT AWARENESS, PREVENTION, AND RESPONSE**

**Prohibition on Sexual Assault**

Peirce College is committed to preventing the occurrence of sexual offenses, which includes any sexual act directed at another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. The College is also committed to offering educational programs to promote awareness of rape, acquaintance rape and forcible and non-forcible sex offenses as well as taking appropriate actions in the event a sexual assault is reported.

**What to do in the Event of a Sexual Assault**

If you believe that you have been a victim of a sexual assault or that a sex offense has occurred, you should, as soon as possible:

*Report the incident immediately* to campus Security Services using any of following methods:

1. Use the telephones located by the elevator on each floor of College Hall;
2. Dial extension 9444 from any telephone on campus; or

In addition, victims are encouraged to report sexual assault to the local Philadelphia Police Department at 911. The Dean of Students, or his or her designee, will assist a student in notifying local police authorities, if the student requests such assistance.

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9 A process in which all entrances/exits of the College are locked to secure the premises.
10 A process in which all occupants are to remain inside the College for their safety. This is typically used when there is a civil disturbance outside the College premises.
Victims should seek medical attention immediately and do not interfere with the preservation of evidence (do not bath or change clothing prior to a medical or legal examination).

Victims should meet with the Dean of Students, or his or her designee. The College will notify a student who has been a victim of a sexual assault of the options to change his or her academic situations, and if those changes are requested by the victim and are reasonably available, the College will make such changes for the student. Such changes may include, but are not limited to arranging for excused absences, extended periods of time to make up examinations, tutoring or changes in class schedule. Because the College does not provide residential housing, the College does not have the ability to require either party to change their housing arrangements, but will assist a victim in identifying alternative off-campus housing arrangements if requested by the victim.

Confidentiality
The College does not currently offer on campus counseling or mental health services for victims of sexual offenses. However, victims/survivors are encouraged to seek off-campus counseling in order to speak confidentially with a professional and begin the recovery period. Students may contact any number of local community resources for these counseling services. A list of off-campus counseling, mental health and other related services is provided toward the end of this section.

Prevention Education and Off-Campus Counseling and Mental Health Services
Peirce College is committed to providing on campus and online educational programs to promote awareness of rape, acquaintance rape and other forcible and nonforcible offenses. Such educational programs are incorporated into new student orientation and additional sexual assault education and information workshops are offered by the Mary W. Walker Center ’33 for Academic Excellence and available to students upon request.

In addition, literature on date-rape education, risk reduction and off-campus counseling and mental health services is available through the Mary W. Walker Center ’33 for Academic Excellence, located at the main campus, 2nd Floor Alumni Hall. Students may also contact the Center at 888.GO.PEIRCE, ext. 9251 or at WCAE@peirce.edu.

Although the College does not currently offer on campus counseling or mental health services for victims of sexual offenses, there are a number of off-campus educational, counseling and mental health services available and students are encouraged to utilize these resources.

These educational and counseling services include:

Philly SAO’S. Emergency Room Sexual Assault Services
100 E. Lehigh Avenue
Philadelphia, PA 19125
Phone: 215-707-0800 / 215-427-7573
Website: http://famcent.phila.gov/sos/servicedetails.asp?serviceID=2015837422
Description: Provides initial emergency medical treatment and crisis counseling services for sexual assault victims.

Family Based Services: Sexual Abuse
1315 Windrim Avenue
Philadelphia, PA 19141
Phone: 215-456-2626
Description: Provides intensive individual, family, and group sexual abuse therapy with on-call crisis response available 24 hours a day, 7 days a week.

RAINN (Rape, Abuse & Incest National Network)
Phone: 1.800.656.HOPE
Website: http://www.rainn.org
Description: The Rape, Abuse & Incest National Network is the nation’s largest anti-sexual assault organization. RAINN operates the National Sexual Assault Hotline and carries out programs to prevent sexual assault, help victims, and ensure that rapists are brought to justice.
XI. CAMPUS SAFETY AND SECURITY

Sexual Assault Center
10th and Sansom Street
Philadelphia, PA 19107
Phone: 215-955-6840

**Description:** Provides medical care for injuries, documentation and evidence collection for legal purposes, prevention and treatment for possible sexually transmitted infections and pregnancy. Medical follow up is offered in our Sexual Assault Follow Up Clinic along with referral for counseling to reduce emotional trauma.

New Jersey Coalition Against Sexual Assault (NJCASA)
2233 Whitehorse Mercerville Road, Suite J
Trenton, New Jersey 08609
Phone: 1-800-601-7200 (24 hour hotline)
Website: [http://www.njcasa.org/programs.htm](http://www.njcasa.org/programs.htm)

**Description:** NJCASA programs provide the following free, confidential services: Twenty-four hour hotline and crisis intervention, information and referral services, short-term crisis counseling, advocacy, accompaniment to the hospital, police department and/or court, support groups, emergency client needs. There are rape crisis centers in 21 New Jersey counties.

Women Organized Against Rape (WOAR)
100 N. 17th Street
Philadelphia, PA 19103
Phone: 1-215-985-3333 (24 hour hotline)
Website: [http://www.woar.org](http://www.woar.org)

**Description:** Counseling and information about sexual violence are available twenty-four hours a day, seven days a week, through WOAR’s hotline. WOAR’s staff and experienced volunteers provide counseling and support for victim/survivors receiving medical treatment in the emergency rooms at Episcopal Hospital in North Philadelphia and Thomas Jefferson University Hospital in Center City Philadelphia. Any student needing assistance in contacting any of these off-campus programs or counseling services related to sexual assault and/or prevention may contact the Mary W. Walker Center ’33 for Academic Excellence at 888.GO.PEIRCE, ext. 9251 or WCAE@Peirce.edu.

For more information about sexual assault awareness and counseling services, please visit: [http://www.4women.gov/faq/sexualassault.htm](http://www.4women.gov/faq/sexualassault.htm).

**Campus Disciplinary Action**

Allegations of sexual offenses are subject to disciplinary action under the Student Disciplinary System. The procedures of the Student Disciplinary System are detailed under the Code of Student Conduct and Student Responsibility policy, which appears in **SECTION I** of this Handbook. Although ordinarily the proceedings are not open to the public, in the case of claims involving sex offenses, both the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the disciplinary process. In addition, both the victim and the accused will be informed of the outcome of the disciplinary proceedings, specifically, the College’s final determination with respect to the alleged sex offense as well as any sanctions imposed.

A student found to have engaged in a sexual offense may be suspended and/or expelled for the first offense. The student may also be required to attend mandatory counseling or educational programs or such other penalties deemed appropriate by the College. In addition, students should be aware that independent of any action taken by the College, students may be subject to both civil and criminal authorities (including local police) and may be subject to both civil and criminal prosecution.

**SECURITY SEARCHES**

To protect our students and the College community, the College reserves the right to search at any time any person or property on the College’s premises, including, but not limited to a student’s personal possessions, handbag, back pack, brief case, packages, belongings, files or any other bag or container that the College deems necessary to search.

In addition, the College reserves the right to monitor, access, search, block, copy, review, and disclose...
at any time (both in real time and after the fact) messages or documents created, sent, stored, or received, as well as any websites visited on (and, for each, regardless of whether accessed remotely or on-premises), any the College’s communication systems, including but not limited to:

- Telephone system
- Fax machines
- Computer software and hardware
- Email system
- Voicemail system
- Internet Server

By using the College’s communication systems (with respect to which you have no expectation of privacy), individuals consent to the College’s monitoring, accessing, searching, blocking, copying, reviewing and disclosing, both in real time and after the fact, any documents or messages which they create, send, store, or receive, as well as websites visited on (and, for each, regardless of whether accessed remotely or on-premises), the College’s communications systems.

In addition, the College reserves the right to view, record, play back, and print recorded images from the College security surveillance system to be used for investigative and/or informational purposes.

The College also reserves the right to hand search individuals entering the building or use mechanical devices such as a magnetometers and X-ray equipment for heightened screening.

Further, periodic unannounced searches are the sole discretion of the College. Anyone refusing to have their person or property searched will either be escorted out of the building or not be permitted to enter the building. Furthermore, any student who fails to submit to a search, as required, will be subject to disciplinary action, up to and including expulsion from the College.

For purposes of this Policy, the College’s premises include all College owned or leased facilities, buildings, parking areas, campus, and surrounding grounds, and motor vehicles.

**TIMELY WARNING POLICY**

In the event that a situation arises, either on or off campus, that, in the judgment of the College, constitutes an ongoing or continuous threat, a [campus wide] “timely warning” will be issued to students, faculty and staff. This warning will be issued through the College email system, public address system, student portal at https://my.peirce.edu, the College website at http://www.peirce.edu, and/or other means deemed appropriate by the College. Depending on the particular circumstances of the crime or threat, especially in situations that could pose an immediate threat to the community and individuals, additional notices may be posted within and outside of the premises of the College, including any site other than the 1420 Pine Street campus.

Anyone with information warranting a timely warning should report the circumstances to Security Services by dialing 215-670-9444. Security telephones, located on the wall adjacent to the elevators on each floor of College Hall and inside the elevators of College Hall and Alumni Hall connect directly to Security Services by dialing ext. 9444. Students at any site other than the 1420 Pine Street campus should immediately contact the local Police Department by dialing 911.

**IDENTIFICATION CARDS**

To enhance the security of our premises, the College requires all students, alumni, officers, employees (including faculty members, administration, and staff), and visitors (including, but not limited to, contractors and vendors) to possess and display while on College property, as well as to access College services and events, a valid College-issued Identification Card (ID Card). All current students, alumni, officers, employees, and visitors are also required to produce
proper photo identification upon request from Security or a College official upon entering any Peirce facility. Periodic identification checks may be made for the safety of the campus community. Moreover, in order to have a College-issued ID Card processed, the student must present a valid state or federal photo identification and proof that he or she is currently enrolled.

Graduates will be issued a unique Peirce College alumni photo identification card upon entering the campus after graduation when they identify themselves as a graduate at the Customer Service Desk and Security can confirm their graduation status. Alumni are required to follow the same state or federal photo identification requirements listed above. Security reserves the right to make a copy of their proof of identification submitted. In the event that a graduate cannot produce one of the above forms of identification or their graduation status at Peirce College cannot be confirmed, the graduate will not be permitted in the building.

Students will not be permitted to enter the buildings without an ID Card. Absences in class as a result of not having the appropriate ID Card will be considered unexcused. Students may make up missed class work at the faculty member’s discretion. Students wishing to borrow Peirce library materials must display a current Peirce ID Card. Alumni are welcome to utilize Library resources in accordance with school policy, but may not check material out of the Library.

Students needing new ID Cards may obtain them between 8:00 a.m. and 10:00 p.m., Monday through Friday, and the first Saturday of each new session from 8:00 a.m. to 3:00 p.m. at the Security Command Center located on the first floor in Alumni Hall. There is a $15.00 replacement fee for any lost ID card. Students who are unable to visit the Peirce campus should contact their Program Advisor to obtain a Peirce ID Card.

VISITORS

Any visitor to campus, including but not limited to vendors, must be escorted by a member of the host department from the Customer Service Desk to the scheduled meeting place.

Prospective students entering through the College Hall, Pine or Carlisle Street entrances must sign in at the Customer Service desk. They will be permitted to enter only the Admissions Office without an escort. Someone from the host department must escort students going to any other College location.

It is understood that there will be times when a prospective student, current student, or graduate brings a guest or child on campus. Nonetheless, children are not permitted in the buildings unless they are accompanied at all times by their parent or guardian. Under no circumstances are guests or children permitted in learning environments, including but not limited to classrooms, computer labs, and the Library.

REPORTING POLICY VIOLATIONS OF SAFETY AND SECURITY

As a member of the Peirce College community, students are responsible for reporting violations of the College’s safety and security policies as soon as they becomes aware of such violations.

Students should report immediately to Security Services any violation of policy or other event that results in a dangerous or threatening situation. At the 1420 Pine Street campus, students can reach Security Services by using the telephone located by the elevators on each floor of College Hall, or by using the telephones inside the elevators of College Hall and Alumni Hall. In College Hall or Alumni Hall, students can reach Security Services by dialing extension 9444. Students at any site other than the 1420 Pine Street campus should immediately contact the local area police.
Students should report any violation of policy which does not result in a dangerous or threatening situation, but which occurs during a class, to the faculty member responsible for the class, or to the Dean of Students. Similarly, if, while in a supervised department setting, students become aware of a policy violation that does not result in a dangerous or threatening situation, he/she should report the violation to the department supervisor or to the Dean of Students.

**ON CAMPUS WALKING ESCORT SERVICE**

Upon availability, Security Services provides a Walking Escort Service for students, staff, faculty, and administration, Monday–Friday from 8:00 a.m. to 10:00 p.m. This service is provided within a two block radius of the 1420 Pine Street campus. Students may request this service by dialing 215-670-9284 or by making a request at the Customer Service Desk in College Hall.

**ADDITIONAL SECURITY MEASURES**

Physical security is continually under review to further enhance the physical security of the campus and safety of the College's students, faculty, staff, and administration.

Students, alumni, and visitors entering the Pine or Carlisle Street entrances of College Hall will be required to access the lower level only by way of the elevators at all times.

Unusual or suspicious parcels or incoming mail will not be delivered.