RAPE/SEXUAL ASSAULT

Franklin & Marshall College has an established procedure to assist and support victims of rape or sexual assaults. In the event of an assault, the Department of Public Safety will help you obtain medical, counseling and police services. Please report immediately any incidents of this nature via blue light phones or by calling Public Safety at 717-358-3939 or 911 even if you do not wish to pursue the matter further. Keep in mind that an assailant who is allowed to go free is a potential future danger not only to you, but to other members of the community.

All information you provide will be held in the strictest confidence in accordance with our own policy and the laws of the Commonwealth of Pennsylvania. If you wish to report in formation concerning a rape or sexual assault anonymously, you may do so. When you report a rape or sexual assault, you may choose to file criminal charges, pursue the case through the College’s judicial system or opt against filing charges. Public Safety will assist you in every way. Every situation is different, so we cannot provide any specific rules about what you should do if you are faced with a threat. Only you can determine the appropriate course of action.

If you think you are being followed, you can call out for assistance and run to a lighted building or residence, enlist the assistance of a passerby or flag down a passing vehicle, or break a window in a building or residence. Do anything you can to attract attention.

There are many services available to victims of rape and sexual assault, and we encourage you to use all assistance and run to a lighted building or residence, especially if you are faced with a threat. Only you can determine the appropriate course of action.

If you are sexually assaulted, call 911 immediately.

Call “F&M Sexual Assault Response Line” (717-560-7311), or call the Lancaster General Hospital Emergency Room and ask for the SAFE Program, a program designed to help you deal with assault-related trauma.

Try to give authorities an accurate description of the assailant, what he or she said and, if applicable, a license plate number to assist Public Safety and local police.

BICYCLES

1. Invest in a good U-Bar bicycle lock.
2. Always lock your bicycle. Bicycles should be locked, around the frames, to a bicycle rack or other stationary object, such as a telephone pole, sign or lamppost.
3. When you secure your bicycle, choose a well-lit, heavily traveled area.
4. Find out if your bicycle is covered under your parents’ insurance policy. If not, we recommend you insure it.
5. Write down the serial number of your bike and store it with your important papers.
6. Engrave your name or another identifier on the frame of the bike.

ELEVATORS

1. If while waiting for an elevator you find yourself alone with a stranger, let him or her take the elevator and wait for the elevator to return to your floor before boarding it.
2. If you are on an elevator with someone who makes you feel uneasy, get off at the next floor.
3. Always stand near the control panel where you can easily access the alarm and floor buttons.
4. Emergency phones are installed in all passenger elevators. When you push the button, the phone will automatically dial Public Safety.

LIVESAFE APP

LiveSafe is a personal safety mobile app that F&M is providing to all students, faculty, and staff for free. The app provides a quick and convenient way to communicate directly with Public Safety, enhancing your overall safety and allowing Franklin & Marshall Public Safety to better protect you.

Easily share information and security concerns directly with Public Safety using text, picture, and video; access important phone numbers and safety resources and share your location with friends, family and colleagues to get from place to place safely.

Motor Vehicles

1. Immediately report all suspicious people or vehicles around parking areas to Public Safety.
2. Keep your vehicle locked and windows up.
3. Never leave your vehicle running unattended.
4. When parking, choose a well-lit, heavily traveled area.
5. Lock packages, luggage and other valuables in the trunk.
6. Mount stereos and GPS units out of sight or with slide-out brackets. These brackets will let you remove the unit and take it with you or store it in your locked trunk.
7. Mark stereos, GPS units and other auto accessories with your driver’s license number and register them under Operation Identification.
8. If possible, key your vehicle ignition, doors and trunk differently.
9. Keep spare keys in your wallet or purse, not inside the trunk.
10. Consider installing anti-theft devices such as alarm systems; hidden ignition or fuel “kill” switches; steering column ignition switch protectors; steering to brake pedal bar caps; mag wheels; and spare tires.
11. Keep a record of your vehicle identification number (VIN), registration plate number and title certificate number.
WHAT YOU CAN DO – STAYING SAFE ON CAMPUS

Your awareness is essential to preventing crime on Campus. Disinterest, opportunity and complacency are the major reasons criminals succeed. The burden of crime prevention rests not only with Public Safety, but also with each member of the Franklin & Marshall College community.

Public Safety can not be everywhere at once. We depend on you to recognize and report incidents of suspicious and criminal activity. The extent of your cooperation will greatly influence Public Safety’s effectiveness in combating crime. By reviewing the suggestions in this manual, you will be more aware of suspicious or criminal activity. By contacting Public Safety immediately upon observing suspicious activity, you will help to make Franklin & Marshall a safer place. If you have suggestions or would like an officer to speak about crime prevention at a meeting, please contact Officer Keeley Johnston (717-358-5805) at Public Safety. Thank you for your interest.

GENERAL RULES

1. Become familiar with your surroundings. Get to know the campus and the surrounding area before venturing out on your own.
2. Immediately report all suspicious people, vehicles and activities to Public Safety by using any campus blue light phone or by calling 717-358-3939 or 911.
3. Attempt to walk in groups or use the “buddy system.” Always look out for your neighbor.
4. Keep your doors locked whenever you find yourself alone in a building.
5. Immediately report malfunctioning lights or any hazardous condition by calling 717-358-3939.
6. If you see someone in danger, contact Public Safety immediately.
7. Become familiar with the location of emergency phones on campus. These phones are marked by blue lights. Program Public Safety’s phone number (717-358-3939) into your cell phone.

WALKING

1. Avoid walking alone at night.
2. Only walk on well-lit, regularly traveled sidewalks and pathways. Avoid shortcuts and keep away from shrubbery, bushes, alleys or any other areas where an assailant might hide.
3. Avoid athletic fields and park areas after dark.
4. Do not accept rides from casual acquaintances.
5. When walking to your vehicle or residence, have your keys in hand.
6. When being dropped off by a taxi or private vehicle, ask the driver to wait until you get inside.
7. If threatened by an approaching vehicle, run in the opposite direction the vehicle is traveling. The driver will have to turn around in order to pursue you.
8. After getting out of your car, look around to make sure you are not being followed.
9. If you think you are being followed, cross the street and, if necessary, keep crossing back and forth. If you are being pursued, call for help and run to a campus building, business or residence. Attempt to flag down a motorist or attract attention to yourself in any way you can. Use your cell phone and contact Public Safety ASAP. When walking alone [not recommended] and someone passes you, check to be sure that person has continued in the other direction.
10. Call Public Safety at 717-358-3939 for an escort if walking alone at night.

PROTECT YOUR PROPERTY

More crimes of theft are committed on the Franklin & Marshall College campus than any other crime. Thefts are crimes of opportunity and occur primarily when property is left in unlocked or unattended areas. To deter theft, Public Safety makes the following recommendations:

RESIDENCE HALLS AND PRIVATE RESIDENCES

1. Keep the door(s) to your room or residence and windows locked at all times.
2. Immediately report defective locks on windows and doors on campus buildings or residences (717-358-3939).
3. Never sleep in an unlocked room or residence.
4. Do not put your name and address on key rings.
5. Do not keep your room or residence and vehicle keys on the same key ring.
6. If you lose the keys to your residence, have the lock picked. On-campus residents should immediately notify their House Adviser.
7. If you are a woman living alone, never use prefixes “Ms.” “Miss” or “Mrs.” on your door or mailbox. Instead, use your first initial and last name. The same holds true for telephone directory listings.
8. Do not study in poorly lit or secluded areas.
9. Require callers to identify themselves before opening your door. On-campus and off-campus residents should request to see official identification from all repair or service personnel.
10. Do not let strangers in to use your telephone. Have the individual contact Public Safety for assistance.

11. Immediately notify Public Safety if you receive obscene or harassing telephone calls or a series of calls with no one on the other end.
12. If you come home to find someone has entered your residence, do not go inside. Go to a neighbor and call Public Safety. If you are already inside, do not touch anything. You may have disturbed evidence important to a police investigation.
13. If an intruder awakens you in your room, do not try to apprehend the person. The intruder may be armed or become aggressive upon being discovered. If the person poses an immediate threat, get out of the room and call Public Safety.
14. Immediately contact Public Safety if you see a suspicious person or vehicle on campus or in your neighborhood. Attempt to remember or write down the license plate number on the vehicle.
15. If you are in a private residence, consider installing “peep holes” and intruder chains on your door. Also, if your residence has a front door, leave a light on at the entrance to your residence.
16. Students living in campus housing are not allowed to block open doors to dormitories or other buildings, and the use of fire exit doors (except in case of an emergency) is prohibited.
17. Do not allow strangers to follow you into your residence hall.
18. Be cautious when using bathroom facilities when there is no one else around, particularly at night.
19. Watch out for your neighbor. If someone forgets to secure his or her property, keep an eye on it. If someone does not shut his or her door, close it.

ATHLETIC FACILITIES

1. Avoid using athletic facilities, especially after dark or during odd hours.
2. Use the “buddy system.” Work out with a friend and make arrangements to leave the gym together.
3. Run and jog during the daylight hours and in open, well-traveled areas. If you run or jog at night, wear a reflective vest and light-colored clothing.
4. Avoid showering alone in the locker room.
5. In the women’s locker room, keep your cell phone close by. And if there is another female in the locker room, ask her to wait for you. If you are with a male companion, ask him to wait for you just outside the locker room. If you encounter an intruder in the women’s locker room:
   A. Call for help.
   B. Keep out of the intruder’s way and do not attempt to prevent him or her from leaving.
   C. Formulate a description of the intruder in your mind.
   D. Notify Public Safety by calling 717-358-3939 or 911.
6. Immediately report all incidents of voyeurism.
7. Do not bring cash, wallets, watches or other valuables to athletic facilities.
8. Do not store valuable sports equipment in your locker.
9. Keep your locker locked at all times. This includes when you leave briefly to shower, visit the trainer’s office or the equipment room, etc. Most thefts at athletic facilities are from unlocked lockers or unattended gym bags.
10. Immediately report suspicious people and incidents of theft.

OFFICES AND LABORATORIES

1. Keep all offices and laboratories locked when not in use.
2. Make sure that all locking devices are in proper working order.
3. Do not label keys with their use. Use a code system instead.
4. Keep desks, cabinets, etc., locked when not in use.
5. Secure computers and other valuable electronics, such as calculators, cell phones, etc, when you are not using them. Do not leave such items unattended.
6. Do not carry valuable property on your person.
7. Keep a minimal amount of petty cash.
8. Lock up your purse.
9. Do not leave your wallet or other valuables in an unattended jacket.
10. Before leaving your office or building, check to make sure no one is hiding and that the area is properly secured.
11. Watch out for your neighbor. If someone forgets to secure his or her area or property, keep an eye on it.
12. Immediately report to Public Safety all suspicious persons or improperly secured areas.

13. Immediately report all incidents of voyeurism.
14. Do not bring cash, wallets, watches or other valuables to athletic facilities.
15. Do not store valuable sports equipment in your locker.
16. Keep your locker locked at all times. This includes when you leave briefly to shower, visit the trainer’s office or the equipment room, etc. Most thefts at athletic facilities are from unlocked lockers or unattended gym bags.
17. Immediately report suspicious people and incidents of theft.