



CALDWELL
UNIVERSITY

ANNUAL CRIME AND FIRE SAFETY REPORT

Fall 2025

Student Center



CALDWELL
UNIVERSITY

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MISSION STATEMENT

Founded in 1939 by the Sisters of Saint Dominic, Caldwell University promotes intellectual, spiritual, and aesthetic growth to a diverse population and welcomes all cultures and faith traditions. Inspired by St. Dominic de Guzman and our Catholic heritage, we transform students' lives by preparing them through the liberal arts and professional studies to think critically, pursue truth, and contribute to a just society.

ALCOHOL AND DRUG POLICIES

Caldwell University upholds the laws of the Federal Government and Title 24 of the Statutes of New Jersey, which prohibit the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances. This includes marijuana, cocaine, hallucinogens, narcotic drugs, and alcohol. The illegal consumption, possession, use, or sale of any narcotic or unlawful drug is grounds for disciplinary action for both students and employees and is prohibited at Caldwell University. The Office of Campus Safety and Security will enforce campus policy and cooperate with law enforcement regarding Federal and New Jersey drug laws, including underage drinking laws.

Security and authorized staff may conduct bag checks in accordance with university policy and applicable laws, in the interest of campus safety.

Caldwell University is committed to creating an environment free of drug and alcohol abuse. In compliance with the Drug-Free Schools and Communities Act (DFSCA), the university annually notifies all students and employees of policies, health risks, legal sanctions, and institutional sanctions related to substance use.

Legal sanctions under federal and New Jersey law for the unlawful possession or distribution of drugs and alcohol may include fines, community service, mandatory counseling, loss of driving privileges, and/or imprisonment. Violations of university policies may result in disciplinary actions ranging from written warnings and counseling referrals to suspension, expulsion, or termination of employment.

Health risks associated with drug and alcohol abuse include impaired judgment, addiction, liver disease, heart problems, and, in severe cases, death. More information is available through the Caldwell University Counseling Center's Substance Awareness page:

<https://www.caldwell.edu/counseling-center/substance-awareness/>

Drug-Free Campus Guidelines (2025–26):

<https://www.caldwell.edu/wp-content/uploads/2021/08/Drug-Free-Campus-Guidelines-2021-2022-Final.pdf>

Additional policies, disciplinary procedures, and support resources are published in the Student Handbook:

www.caldwell.edu/cbook

Staff and faculty can view these policies in Volume 2 of the University Policy Manual located on the university portal page.

STUDENT AND EMPLOYEE RESPONSIBILITY

Caldwell University's campus safety program depends on the active cooperation and vigilance of all students and employees. The safety and security of our community is a shared responsibility.

All members of the university community are encouraged to take the following precautions:

- Keep office and residence doors locked when unattended, especially where computers or valuable items are present.
- Park and walk in well-lit areas, particularly at night.
- Lock vehicles at all times and store valuables in the trunk or out of sight.
- Immediately report any crimes, suspicious persons, or unusual activity to the Office of Campus Safety and Security.

The Office of Campus Safety and Security is located in Room 119 of the Student Center. Security is available 24/7 and can be reached at:

☎ 973-618-3286 or 973-618-3289

☎ Office Phone (non-emergency): 973-618-3291

Information concerning registered sex offenders is available through the New Jersey Sex Offender Internet Registry:

<https://nj.gov/njsp/sex-offender-registry/index.shtml>

or through the Essex County Prosecutor's Office – Megan's Law Unit.



ANONYMOUS REPORTING

Caldwell University encourages community members to report concerns related to crime, substance abuse, or emotional well-being. Individuals may leave an anonymous message on the Director of Campus Safety and Security's office phone at:

☎ 973-618-3259

All information will be reviewed and directed to the appropriate office for follow-up. While anonymous reporting may limit the university's ability to investigate or respond fully, it remains an important option for those who wish to report concerns without revealing their identity.

A SAFE AND SECURE CAMPUS

Caldwell University is committed to maintaining a safe and secure environment for students, faculty, staff, and visitors. The university has implemented a comprehensive campus safety program that includes professional security staffing, access control, and emergency response procedures.

Oversight of campus safety is coordinated by the Vice President for Finance, with operational support from the Vice President for Student Life, the Director of Campus Safety and Security, the Director of Residence Life, and the Director of Plant Operations.

Security personnel perform regular foot and vehicle patrols and maintain access control in residence halls 24 hours a day, 7 days a week.



EMERGENCY REPORTING PROCEDURES

All students, faculty, staff, and guests are strongly encouraged to promptly and accurately report any criminal offenses, emergencies, or suspicious activity. Crimes should be reported to the Caldwell University Office of Campus Safety and Security for timely assessment and inclusion in the Annual Security Report.

In an emergency, contact the appropriate office using any campus phone or personal device:

- ☎ Serious Emergency: 9-1-1
- ☎ Campus Switchboard (24/7 – Residence Halls): 973-618-3289
- ☎ Campus Security Guard House: 973-618-3286
- ☎ Campus Safety Office: 973-618-3291 or 973-618-3259
- ☎ Caldwell Police Department: 973-226-2600 or 9-1-1
- ☎ Caldwell Fire Department: 973-226-1890 or 9-1-1
- ☎ Ambulance/Medical Emergency: 973-226-2600 or 9-1-1
- ☎ Office of the Vice President for Operations: 973-618-3341
- ☎ Office of the Vice President for Student Life: 973-618-3248

If needed, the Caldwell Police Department will be contacted by the university to respond and take appropriate action.

The Office of Campus Safety and Security is responsible for evaluating reported incidents to determine whether a Timely Warning Notice should be issued to the university community in the event of a confirmed serious or ongoing threat to campus safety.

CAMPUS ADDRESSES

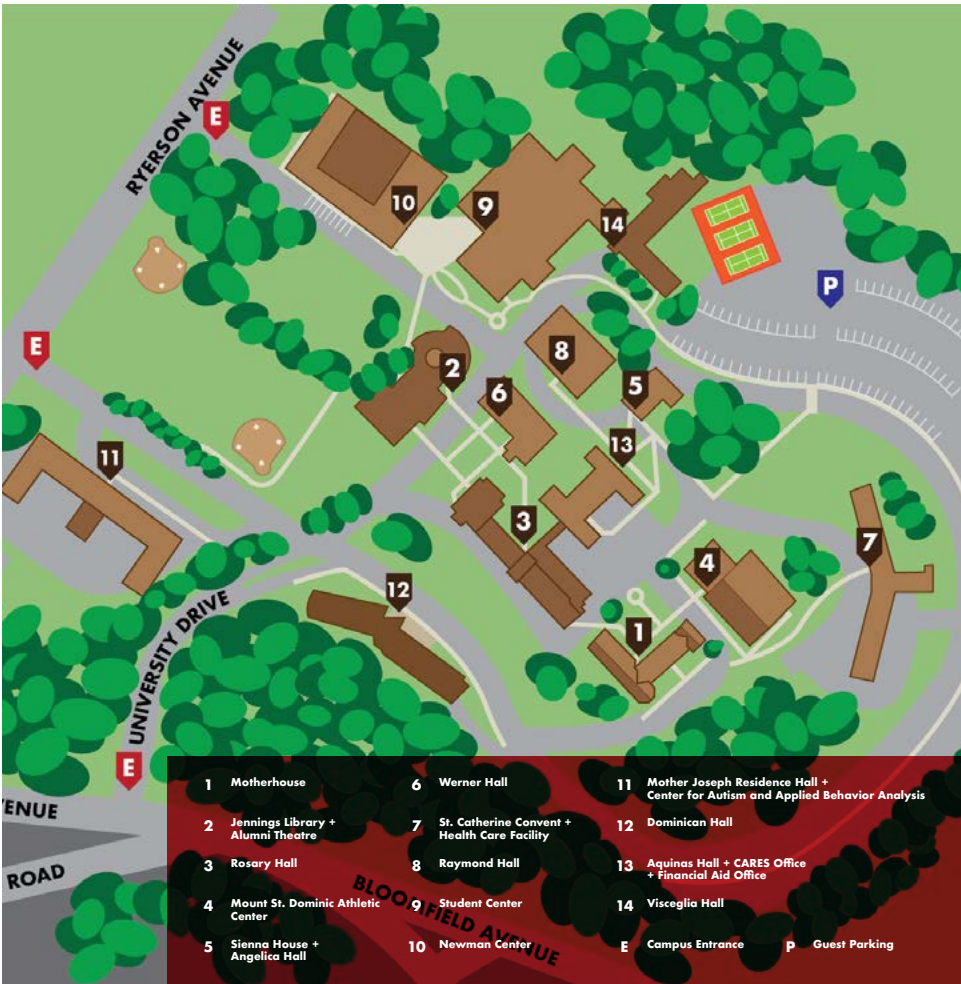
(On Campus) 120 Bloomfield Avenue, Caldwell NJ 07006

(Off Campus) 6 Provost Square, Units C and D, Caldwell NJ 07006

ANONYMOUS REPORTING

Anyone may leave a confidential or anonymous message for the Director of Campus Safety and Security at 973-618-3259. This option can be used to report crimes, substance abuse, or emotional incidents or concerns. All messages are reviewed and referred to the appropriate university office for follow-up. While anonymous reporting limits the university's ability to investigate or respond fully, such reports are taken seriously and help promote a safer community.

CAMPUS MAP



RESPONSE TO REPORTS

Caldwell University's Office of Campus Safety and Security is staffed 24 hours a day to respond to safety concerns and reports. Individuals can reach security personnel at:

☎ 973-618-3289 or 973-618-3286.

When a report is received, the university will take appropriate action, which may include dispatching personnel or requesting the reporting party to visit the Office of Campus Safety and Security to complete an incident report.

All incident reports are reviewed by the Director of Campus Safety and Security and, when appropriate, referred to the Office of Student Life for follow-up or disciplinary action. If additional information is gathered through an investigation, it is also forwarded to the Office of Student Life for further consideration.

If emergency services are needed, the Office of Campus Safety and Security will contact the Caldwell Police Department, Caldwell Fire Department, or appropriate first responders.

In cases of sexual assault or rape, university staff—including security officers—will offer the victim access to a range of support services and resources. These may include referrals to medical care, counseling, academic accommodations, and assistance in notifying law enforcement, if desired.

During all hours of the day, a Campus Safety Specialist is assigned for general campus vehicle/foot patrol and enforcement of parking regulations. Radio contact with them is controlled through the University switchboard and Campus Safety office weekdays and the residence halls' reception desks, nights and weekends.

ACCESS TO CAMPUS BUILDINGS

Caldwell University is committed to maintaining a secure campus environment while ensuring appropriate access to academic, administrative, and residential buildings.

Most campus buildings (excluding residence halls) are opened at approximately 6:30 a.m. by Allied Security and/or Facilities staff and are closed by midnight. During evening hours, Allied Security officers conduct regular patrols and building checks to maintain safety and security.

ACCESS TO RESIDENCE HALLS

Access to the university's residence halls—Mother Joseph Residence Hall and Dominican Hall—is restricted to authorized individuals and monitored closely:

- Reception Desks: Staffed at all times when the buildings are open by a University employee or trained student assistant.
- Supervision: A professional Residence Life staff member residing in Dominican Hall provides oversight. Additional support is provided by other administrators and resident assistants (RAs) who live on campus.
- Access Control: Entry into residence hall living areas requires an ID key card and is monitored from the front reception desks.
- Visitor Management:
 - All visitors must be pre-approved and registered through the All-Star Identification Visitor Management System.
 - Visitors are required to present valid government-issued photo identification and wear a “visitor” ID badge while inside the building.
 - Visitors must be escorted at all times while in the residence halls.
 - Unclaimed IDs are collected by security staff at 1:00 a.m. (2:00 a.m. on weekends), at which time visitors are escorted out of the building.

All residence halls are equipped with a digital video surveillance system to monitor entrances, common areas, and other designated locations.

SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES

Caldwell University maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting.

Caldwell University works closely with Facilities management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security.

CAMPUS SECURITY PERSONNEL AND LAW ENFORCEMENT AUTHORITY

Caldwell University's Campus Safety and Security staff is composed of uniformed, unarmed, professionally trained security officers employed directly by the University. These officers are trained in campus safety protocols, emergency response procedures, and enforcement of university policies and procedures.

Personnel are on duty 24 hours a day, seven days a week, and are responsible for:

- Monitoring access to university facilities
- Conducting security patrols and safety checks
- Responding to emergency situations, accidents, medical crises, and suspicious activity
- Reporting fires, intrusions, and natural disasters to appropriate emergency services
- Enforcing parking regulations and other university policies

Campus security officers do not have arrest authority, but they are authorized to detain individuals involved in criminal activity until law enforcement arrives. Security personnel have jurisdiction limited to University-owned property, including campus buildings and grounds.

Caldwell University maintains a strong working relationship with the Caldwell Police Department, which includes regular collaboration with the Office of Campus Safety and Security and the Office of Student Life. Police officers routinely patrol the area surrounding campus and respond promptly to calls for service.

The University has a Memorandum of Understanding (MOU) with the Borough of Caldwell Police Department that outlines responsibilities for the investigation of alleged criminal incidents on campus. The Caldwell Police Department is the primary agency responsible for criminal investigations and will respond to all such matters.

CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS

Caldwell University provides a range of crime prevention and security awareness programs throughout the academic year to educate students and employees about campus safety, risk reduction, and the importance of personal responsibility in creating a safe campus community. These programs are coordinated by the Office of Campus Safety and Security in collaboration with the Counseling Center, Title IX Coordinators, and the Office of Residence Life.

Programs include:

Orientation & First-Year Programs

- Freshman Orientation: Students are introduced to campus safety policies, crime reporting procedures, and strategies for maintaining personal and community safety.
- Freshman Seminar: Includes a mandatory online substance abuse prevention training, educating students on the risks of alcohol and drug misuse and its connection to campus safety issues.

Residence Life Training & Education

- Resident Assistant (RA) Training: RAs receive annual training from the Counseling Center and Campus Safety on topics such as:
 - The effects of alcohol and drugs on behavior, including links to violent or unsafe conduct
 - Residence hall safety protocols, including the consequences of propping doors and other safety violations
- Monthly Resident Student Programs: At least once per month, Residence Life offers programs addressing personal safety, substance use, sexual assault prevention, and general crime prevention.

Student Athlete Programs

- In accordance with NAIA policies, all student-athletes are required to attend a workshop on alcohol and substance abuse, facilitated by the Counseling Center.

Ongoing Campus-wide Education

- The University offers educational programs annually related to:

- Personal safety and crime prevention
- Drug and alcohol abuse awareness
- Sexual assault prevention and response
- Bystander intervention and reporting options

As part of these programs, students and employees are encouraged to take an active role in their own safety and the safety of others.



MISSING PERSONS POLICY

Purpose and Applicability

In accordance with the Higher Education Opportunity Act of 2008, this policy establishes procedures for responding to reports of missing students who reside in campus housing, including University-leased off-campus apartments.

A student may be considered “missing” if their absence is contrary to their normal behavior and unexplained by usual patterns, particularly when circumstances suggest they may be at risk (e.g., foul play, suicidal ideation, medical dependency, life-threatening conditions, or being with individuals who may endanger their safety).

Reporting a Missing Student

Any member of the Caldwell University community who has reason to believe that a student is missing should immediately contact the Office of Campus Safety and Security at 973-618-3286 or 973-618-3289. Reports may also be made to the Office of Student Life or the Office of Residence Life.

A student may be reported missing at any time; there is no requirement to wait 24 hours before initiating a report.

Preliminary Investigation Procedures

Upon receiving a missing person report, the Office of Campus Safety and Security, in collaboration with the Office of Student Life, will conduct a preliminary investigation, which may include:

- Contacting roommates, friends, professors, employers, and student organizations
- Verifying class attendance, ID card swipes, and participation in scheduled events
- Reviewing video surveillance footage and access control logs
- Attempting contact by phone, email, or social media

If the student is located, their health and intent to return to campus will be confirmed. If appropriate, referrals may be made to Counseling Services, the Behavioral Intervention Team (BIT), or other support offices.

Notification Procedures

If the student is not located, the following notifications will occur within 24 hours of receiving the initial report:

- Confidential Contact (if designated by the student)
- Parent or guardian (if the student is under 18 years old and not emancipated)
- Caldwell Police Department or other local law enforcement agencies with jurisdiction

All students are encouraged to register a confidential contact with the Office of Campus Safety and Security. This contact can be anyone the student chooses and will be used only for missing person investigations. This information is kept confidential and is accessible only to authorized campus officials and law enforcement.

If no contact is listed, or the student is under 18 and not emancipated, the University will notify the student’s parent(s) or legal guardian(s).

Law Enforcement Coordination and Expanded Investigation

The Office of Campus Safety and Security will open a formal investigation and will retain primary investigative authority unless and until jurisdiction is assumed by the Caldwell Police Department or another agency. Assistance from outside law enforcement agencies—including municipal, county, state, and those along possible travel routes or the student’s hometown—may be requested.

In accordance with Suzanne’s Law, law enforcement will immediately notify the National Crime Information Center (NCIC) if a student between the ages of 18 and 21 is reported missing.

The University will gather all pertinent information to support the investigation, including:

- Full name, date of birth, gender, race, height/weight
- Eye/hair color, address, contact info, photo availability
- Known medical needs or medications
- Vehicle details, travel plans, or known associates

Resources and Student Preparation

Students are encouraged to visit the Office of Campus Safety and Security in the Student Center to obtain a “**Just in Case: Just the Facts**” **Missing Persons Packet**. This packet can be completed and stored in a secure location to assist authorities in the event of a missing person case.

Upon closure of the investigation, the University will inform all previously contacted parties

of the case status.

Voluntary Confidential Contact Information

All residential students are encouraged to register confidential contact information in case they are determined to be missing. This information will only be accessible to authorized campus officials and law enforcement, and only in connection with a missing person investigation.

Students may submit or update this contact information at any time through the Office of Residence Life or the Office of Campus Safety and Security. Incoming residential students are advised of this option during move-in orientation and residence hall meetings.

For additional details, please visit the University's Safety and Security webpage: www.caldwell.edu/safety

EMERGENCY PREPAREDNESS

Caldwell University is committed to maintaining a safe and prepared campus environment. The University recognizes the importance of comprehensive emergency planning and response and has developed coordinated strategies to address a wide range of critical incidents.

The Office of Campus Safety and Security, in collaboration with the Departments of Student Life and Facilities, and with support from the Emergency Response Team and the Behavioral Intervention Team (BIT), leads the University's emergency preparedness efforts. This includes planning for the prevention, response, and recovery phases of an emergency.

The University partners closely with local emergency responders, including the Caldwell Police Department, Caldwell Fire Department, and the West Essex First Aid Squad, to ensure an effective and timely response to emergencies.

If an emergency is confirmed, the Director of Campus Safety and Security or their designee will initiate the emergency notification process to alert the campus community using the University's Emergency Notification System.

Emergency Response and Evacuation Procedures

Caldwell University maintains a comprehensive Emergency Response Plan, which includes protocols for:

- Shelter-in-place procedures

- Evacuation guidelines
- Coordination with outside emergency agencies

Emergency response exercises are conducted regularly throughout the year and include tabletop drills, live field exercises, and collaborative simulations with local emergency personnel. These exercises test the University's emergency response capabilities and are sometimes announced or unannounced to better assess readiness.

In addition, the Emergency Notification System is tested routinely to evaluate both functionality and effectiveness. These tests are documented in accordance with the Clery Act, including the date, time, nature of the test, and whether it was announced or unannounced.

Several Campus Safety team members at Caldwell University have completed formal training in the Incident Command System (ICS) to enhance coordinated responses during critical events.

Public Information and Annual Disclosure

General information about Caldwell University's emergency procedures, including shelter-in-place and evacuation plans, is publicized annually as part of the University's Clery Act compliance efforts. This information is available on the Campus Safety Portal at:

https://my.caldwell.edu/ICS/Campus_Community/Campus_Safety__Emergency_Preparedness.jnz



EMERGENCY NOTIFICATION

Caldwell University is committed to ensuring the safety of all students, faculty, staff, and visitors through timely and effective emergency communication.

To support this commitment, the University maintains an annual contract with Blackboard ConnectEd, a mass emergency notification system. This platform enables authorized University officials to rapidly disseminate alerts, updates, and instructions via:

- Landline and mobile phones
- Text messaging
- Email
- “All Campus” voicemail and email notifications

These messages are designed to alert, inform, and reassure the campus community during critical incidents. Notifications are sent as soon as the situation is assessed, unless doing so would compromise the efforts of emergency responders or endanger individuals.

Decision-Making and Activation

The Director of Campus Safety and Security, or their designee, is responsible for initiating emergency notifications. Information may be obtained from various campus offices and the Emergency Response and Behavioral Intervention Team (BIT).

Upon confirmation—by the Director or designee, in consultation with key administrators, local first responders, or the National Weather Service—that an immediate or significant threat exists to the health or safety of any part of the campus community, an emergency notification will be issued without delay, unless issuing the alert would, in the professional judgment of responsible authorities, compromise response efforts.

The Director of Campus Safety and Security or designee will collaborate with the Director of Media Relations or other designated administrators to:

- Determine the content of the emergency message
- Identify the appropriate audience (entire campus or specific groups/buildings)
- Deploy one or more of the University’s communication tools to disseminate the message

Scope of Notifications

Notifications will be directed to:

- The entire campus community when appropriate
- A specific segment of the community when a localized threat exists

Initial and follow-up information will be provided using one or more of the communication systems listed above, based on the nature and scope of the emergency.

TO REGISTER FOR BLACKBOARD CONNECTED:

Current students, faculty, and staff:

- Students, staff and faculty can register their contact information through the University’s Web site (current students, parents, faculty & staff) or directly at:
- <https://caldwellen.bbcportal.com/Entry>



EMERGENCY EVACUATION PROCEDURES

In the event of an emergency requiring evacuation, all building occupants are expected to promptly and safely exit the building using the posted evacuation routes located near exits and in common areas.

When a fire alarm or other emergency alert is activated, all individuals must evacuate the building immediately and proceed to the designated assembly area, away from the building. Individuals should not use elevators during an evacuation and should assist others if it is safe to do so.

Emergency response personnel, including Campus Safety and local first responders, will oversee the evacuation and provide further instructions as needed. The University does not use assigned Emergency Building Coordinators; instead, all faculty, staff, and students are encouraged to familiarize themselves with evacuation routes and follow instructions from emergency personnel.

Emergency Phones

These two-way call boxes (blue-light) are located at two locations on campus; front of Werner Hall; front of Rosary Hall. They allow an individual in need of assistance to speak directly with a live person connected by walkie-talkie with the Office of Campus Safety and Security. The communications officer will dispatch the appropriate response to the caller.

Campus Escort Program

If, for some reason, a student feels unsafe, the Caldwell University Office of Campus Safety and Security officers can provide a walking or driving escort on campus 24/7 a day by calling 973-618-3286/3289.

The Campus Security Act: Legal Requirements

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Caldwell University is required to:

- Produce an Annual Security Report (ASR) by October 1 each year, which includes campus crime statistics for the previous three calendar years, as well as current campus security policies and procedures;
- Disclose crime statistics for incidents that occur on campus, in public areas immediately adjacent to or accessible from campus, and at certain non-campus buildings or property owned or controlled by the University;
- Provide timely warnings to the campus community about Clery-reportable crimes that pose a serious or continuing threat to students or employees;

- Maintain and make available a daily crime log of all crimes reported to the Department of Campus Safety and Security that occur on campus or within the department's patrol jurisdiction.

The Caldwell University Office of Campus Safety and Security is responsible for preparing and distributing this report. We work in collaboration with a range of internal departments—including the Offices of the Vice President for Operations and the Vice President for Student Life, the Counseling Center—as well as external agencies, including the Borough of Caldwell Police Department and other law enforcement partners.

We encourage all members of the Caldwell University community to use this report as a resource to stay informed and practice safe behaviors both on and off campus. For more information, please contact the Department of Campus Safety and Security at 973-618-3259 or 973-618-3289.



VOLUNTARY AND CONFIDENTIAL REPORTING OF CRIME AND OTHER SERIOUS INCIDENTS

Caldwell University encourages anyone who has experienced or witnessed a crime or serious incident to report the matter, even if they choose not to pursue disciplinary or legal action. The University offers several methods to report incidents voluntarily and confidentially.

Reports can be made directly to any of the following offices:

- Campus Safety and Security
- Residence Life
- Student Life
- Title IX Coordinators
- Health Services

If you are a victim and wish to remain anonymous, you may still make a confidential report. With your permission, the office receiving the report can document the incident without revealing your identity. These confidential reports allow the University to:

- Maintain accurate records of reported incidents
- Identify patterns or repeated locations/methods
- Alert the campus community to potential threats
- Comply with federal reporting obligations

Confidential reports filed in this manner are included in the University's annual crime statistics in accordance with Clery Act requirements.

In addition, Caldwell University has designated Campus Security Authorities (CSAs)—individuals with significant responsibilities for student and campus activities—who are required to report any Clery Act crime they become aware of. CSAs are not responsible for investigating incidents but must forward information to the designated official for statistical reporting and timely warnings, when applicable.

Pastoral and professional counselors are encouraged, though not required, to inform those they counsel of the option to report crimes for inclusion in the University's crime statistics.

PREVENTING AND RESPONDING TO SEXUAL ASSAULT

Caldwell University is committed to maintaining a safe, respectful, and inclusive environment where students, faculty, and staff can work, study, and live free from all forms of harassment, exploitation, intimidation, and violence.

Sexual assault, sexual harassment, and all forms of sexual misconduct are strictly prohibited by both federal and state law, as well as University policy. The University does not tolerate such behavior and will take prompt and appropriate action to prevent, address, and, when necessary, discipline or refer for criminal prosecution any violations.

Key points of the University's commitment include:

- All forms of sexual assault and attempted sexual assault are considered serious violations of University policy and are subject to disciplinary action, which may include suspension, expulsion, or termination of employment.
- Legal prosecution under New Jersey criminal law may occur independently of any University disciplinary process.
- In cases of alleged sexual assault or misconduct, both the complainant and the respondent are entitled to have others present during any disciplinary proceeding.
- Both parties will be informed of the outcome of the disciplinary process, as required by law.

The University encourages all members of the community to report incidents of sexual misconduct. Caldwell University is committed to supporting victims and ensuring a fair and thorough process for all parties involved.

For the full Harassment and Discrimination Policy, please visit: www.caldwell.edu/cbook

Caldwell University – Coordinated Community Response Team (CCRT)

About the Grant

Caldwell University participates in the U.S. Department of Justice, Office on Violence Against Women's Campus Program. The purpose of this program is to support the development of effective, culturally relevant, and campus-based programming that strengthens services for survivors of sexual assault, domestic violence, dating violence, and stalking. It emphasizes coordinated campus and community partnerships and promotes multifaceted prevention strategies.

The program provides Technical Assistance to ensure that campus responses are survivor-centered, comprehensive, and accountable.

Student Advocacy and Prevention Awareness (SAPA) – Mission Statement

SAPA leads Caldwell's campus-wide effort in advocacy, prevention, and response to sexual violence, dating violence, domestic violence, and stalking.

With a forward-looking approach, SAPA delivers engaging educational programming to prevent gender-based violence before it occurs. At the same time, SAPA provides empathetic, survivor-centered advocacy to both primary and secondary survivors.

SAPA is committed to fostering a safe, welcoming, and inclusive environment for all students and employees.

Definitions

Consent: Consent is clear, knowing, and voluntary. It is active—not passive. Consent may be communicated by words or actions, as long as they indicate mutual, understandable agreement. Silence or lack of resistance alone does not constitute consent.

Key principles of consent:

- Consent to one act does not imply consent to another.
- Consent in the past does not imply future consent.
- Consent cannot be given when a person is incapacitated due to drugs, alcohol, unconsciousness, or other impairment.

Non-Consensual Sexual Contact: Intentional sexual touching, however slight, with any object or body part, that occurs without consent and/or by force. This includes touching of or by the breasts, buttocks, groin, genitals, or other intimate parts.

Non-Consensual Sexual Intercourse: Any form of sexual penetration—vaginal, anal, or oral—by any object or body part, without consent and/or by force, no matter how slight.

Violence Against Women Act (VAWA) Definitions

As defined by the Violence Against Women Reauthorization Act of 2013 and New Jersey law:

Domestic Violence: Includes felony or misdemeanor crimes committed by a current/former spouse, intimate partner, cohabitant, or other individual protected under domestic or family violence laws.

Dating Violence: Violence by someone in a romantic or intimate relationship with the victim. The relationship is determined by its length, type, and frequency of interaction.

Stalking: A pattern of behavior directed at a specific person that would cause a reasonable person to fear for their safety or suffer substantial emotional distress.

Under NJ law (N.J.S.A. 2C:12-10b), stalking includes repeated, purposeful behavior that causes reasonable fear of death or injury.

Educational & Awareness Programs

Caldwell University offers ongoing programs to increase awareness and reduce risk of sexual harassment, assault, dating/domestic violence, and stalking. These programs empower individuals, encourage bystander intervention, and promote campus safety.

Mandatory Training Includes:

- All incoming students and employees: Online training and orientation sessions.
- Resident Assistants (RAs): Title IX and bystander intervention training.
- International Students: Orientation presentations.

Ongoing Campaigns Include:

- Annual Interpersonal Violence Awareness Week.
- Events and trainings coordinated by the Counseling Center, Student Life, Title IX Coordinators, Human Resources, and Compliance Office.

Reporting a Sexual Assault

Reporting a sexual assault may help prevent future incidents. Reports can be made to:

- Campus Safety and Security
- Title IX Coordinators
- Local Law Enforcement

Note: Filing a report does not require the survivor to pursue campus or criminal disciplinary action.

Preserving Evidence:

- Do not bathe, change clothes, eat, drink, or use mouthwash prior to a forensic exam.
- Document details about the incident as soon as possible.

Support is available from confidential campus counselors and Title IX staff, who can help with referrals and navigating support options.

Interim Measures

To protect student safety pending resolution, Caldwell University may provide:

- No-contact orders
- Security escorts
- Housing reassignments
- Academic accommodations

Interim measures are tailored to individual needs and circumstances.

Right to Alternative Complaint Procedures

Students may also file discrimination or harassment complaints with the Office for Civil Rights:

Office for Civil Rights, New York Office
U.S. Department of Education
75 Park Place, 14th Floor
New York, NY 10007-2146
Phone: 212-637-6466
Fax: 212-264-3803
TDD: 212-637-0478
Email: OCR_NewYork@ed.gov



COUNSELING SERVICES FOR STUDENTS

Students who have experienced or witnessed harassment or discrimination and wish to seek confidential counseling services, including individual and/or group sessions, are encouraged to contact the Counseling Center or Colleen O'Brien of Campus Ministry:

- Counseling Center
Newman Center – 2nd Floor
Caldwell University
120 Bloomfield Avenue, Caldwell, NJ 07006
(973) 618-3307
- Campus Ministry
Alumni Theater – 2nd Floor
Colleen O'Brien: 973-618-3660

The Counseling Center maintains a current list of available on- and off-campus support resources and can provide a copy of the Campus Sexual Assault Victim's Bill of Rights. Trained counselors and other institutional personnel can assist students in notifying local police and/or Campus Safety, upon request.

TITLE IX COORDINATOR

Students may also report sex offenses to the Title IX Coordinator, who oversees institutional compliance with Title IX:

- Elizabeth Elices
Title IX Coordinator and Compliance Manager
Administration Building (Rosary Hall), 2nd Floor
973-618-3429 • eelices@caldwell.edu
www.caldwell.edu/cbook

DISCIPLINARY PROCEEDINGS

In cases of alleged dating violence, domestic violence, sexual assault, or stalking, Caldwell University ensures a prompt, fair, and impartial disciplinary process in which:

1. Officials involved are trained and free from conflicts of interest or bias toward either party;
2. Both the accuser and the accused have equal opportunities to be accompanied by an advisor of their choice;
3. Both parties receive simultaneous written notification of the outcome and appeal procedures;
4. Proceedings occur within a reasonably prompt timeframe;
5. Both parties are given timely notice of meetings they may attend;
6. Both parties and relevant officials are granted equal access to information used in the decision-making process.

Note: Compliance with these procedures does not violate the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.



RESOURCES FOR VICTIMS OF SEX OFFENSES

On-Campus Resources

- ☎ Title IX Coordinator: 973-618-3429
- ☎ Director of Campus Safety: 973-618-3259
- ☎ Counseling Center*: 973-618-3307
- ☎ Campus Ministry*: 973-618-3660
- ☎ VP for Student Life: 973-618-3248
- ☎ Director of Residence Life: 973-618-3353
- ☎ Health Services: 973-618-3319
- ☎ Helpline (Peer Counseling) *: 973-618-3689
*May provide confidential services

Off-Campus Resources

- ☎ SAVE of Essex County (Rape Care Center): 877-733-2273
- ☎ National Sexual Assault Hotline: 800-656-4673 or 800-601-7200
- ☎ Jersey Battered Women's Services (Morris County): 973-267-4763
- ☎ Safe House (Bloomfield, NJ): 973-759-2154
- ☎ Rachel's Coalition (Livingston, NJ): 973-740-1233
- ☎ 24-Hour Rape/Sexual Violence Hotline: 800-656-HOPE

UNIVERSITY'S POLICY DEFINITION OF SEXUAL ASSAULT

Sexual assault includes:

- Sexual contact involving force, threat, coercion, or intimidation, or with someone unable to consent due to impairment (e.g., sleep, alcohol, or drugs).
- Consent must be clear, knowing, and voluntary. It must be active—not passive—and can be communicated by words or actions that clearly convey permission. Silence, prior relationships, or previous consent do not imply future consent, nor does consent to one form of sexual activity imply consent to another. Consent is invalid when the person is incapacitated.
- Non-consensual sexual contact involves intentional touching of intimate body parts, however slight, without consent and/or by force.
- Non-consensual sexual intercourse includes vaginal, anal, or oral penetration by any object or body part without consent and/or by force.

For more information, visit <https://www.nsopw.gov>.

Title IX informational pamphlets are also available in the Office of Campus Safety.

CONTACTING OTHER LAW ENFORCEMENT AGENCIES

Students may report incidents directly to local law enforcement. Campus Safety and Student Life staff will assist students in contacting the appropriate law enforcement agency, if requested.

CHANGING LIVING AND ACADEMIC SITUATIONS

Upon request, the Office of the Vice President for Student Life, in collaboration with the Office of Academic Affairs, will assist survivors of sexual or relationship violence in adjusting living arrangements or academic schedules. Requests will be honored as long as the changes are reasonably available.

INTERAGENCY COOPERATION

The Office of Campus Safety and Security maintains close partnerships with the Caldwell Police Department, Office of Emergency Management, and Caldwell Fire Department. These relationships ensure access to mutual aid, support during campus events, and information-sharing regarding criminal activity involving Caldwell University students, including at off-campus student organization events.

TIMELY WARNING NOTICES

Campus Crime/Safety Alerts

To help prevent crimes or serious incidents, the Office of Campus Safety and Security, in conjunction with other departments on campus and law enforcement agencies, issues Campus Safety Alerts in a timely manner to notify community members about certain crimes occurring within the core campus or at non-campus properties owned or controlled by Caldwell University.

Members of the community who become aware of a crime or serious incident should report it as soon as possible to the Office of Campus Safety and Security. Timely reporting allows the University to assess the situation and determine whether the issuance of a Campus Safety Alert is warranted.

To provide the campus community with information necessary to make informed decisions about their safety, the Office of Campus Safety and Security may:

- Issue a Timely Warning for any Clery Act crime that represents an ongoing threat to the safety of students or employees; and
- Issue an Emergency Notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

Timely Warning Notices are distributed in a manner that is:

- Prompt;
- Maintains the confidentiality of victims by withholding their names; and
- Aimed at aiding in the prevention of similar occurrences.

These notices are typically issued for the following Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS) classifications:

- Major incidents of arson
- Aggravated assault
- Murder/non-negligent manslaughter
- Robbery
- Sex offenses

Case-by-case Considerations: Incidents such as aggravated assault and sex offenses are reviewed individually based on the facts of the case and the information known by the University. For example, if an assault occurs between two students during a personal disagreement and no ongoing threat to others exists, a Timely Warning Notice may not be issued.

In cases involving sexual assault, many are reported well after the incident occurred, which may limit the University's ability to issue a "timely" warning. Such cases are evaluated based on when and where the incident occurred, when it was reported, and how much information is available at the time of the report.

Property Crimes: Alerts for property crimes are assessed on a case-by-case basis and will typically be issued if there is a discernible pattern or ongoing threat.

The Director of Campus Safety and Security or designee reviews all reports to determine if there is an ongoing threat to the community and whether the distribution of a Campus Safety Alert is appropriate. Alerts may also be issued for other crime classifications and locations, as deemed necessary.

If a serious crime is reported to a University administrator, that administrator is required to promptly notify the Office of Campus Safety and Security. Members of the University Cabinet will collaborate with the Office of Campus Safety and Security to issue a Campus Safety Alert when appropriate.

Preparation and Distribution of Timely Warnings:

Timely Warning Notices are typically drafted by the Director of Campus Safety and Security or a designee. Once it is determined that an alert should be issued, the Office of Campus Safety and Security distributes the alert through various methods, including:

- Email announcements to the campus community
- Posts on the University website (www.caldwell.edu)
- Bulletin boards across campus

Emergency Notifications:

Emergency notifications are sent to the campus community using the Blackboard Connect emergency mass notification system. This may include:

- Text messages
- Voice calls
- Emails

If necessary, University-wide emails may also be used. All Timely Warnings and emergency notifications will be issued in accordance with applicable privacy laws and institutional policies.



DAILY CRIME LOG

The Office of Campus Safety and Security maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus.

The log is available for public inspection during normal business hours at:

Office of Campus Safety and Security
Student Center – Room 119
Caldwell University
120 Bloomfield Avenue
Caldwell, NJ 07006-6195
Phone: 973-618-3291

The Daily Crime Log includes:

- The nature of the crime
- The date and time of occurrence
- The general location of the incident
- The disposition of the complaint (if known at the time of the log entry)

Entries are posted within two business days of receiving the report. The department reserves the right to withhold or exclude certain information from the log in cases where:

- Releasing the information would compromise an ongoing investigation;
- The safety of an individual could be jeopardized;
- Confidentiality concerns exist.

Victim Disclosure Policy

Upon written request, Caldwell University will disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any institutional disciplinary proceeding conducted against the student who is the alleged perpetrator.

If the alleged victim is deceased as a result of the crime or offense, the next of kin will be treated as the alleged victim for the purposes of this disclosure.

Caldwell University is an equal opportunity educational institution.

ANNUAL SECURITY REPORT

To promote safety and security at Caldwell University and to comply with the Jeanne Clery Disclosure of Campus Security Policy, Fire Safety Report and Campus Crime Statistics Act, also known as The Clery Act, Caldwell University publishes the Annual Security Report, available upon request. Caldwell University maintains a daily fire log, which is available during normal business hours for review by the public. The fire log is available at the Office of Campus Safety and Security is located in room 119 of the Student Center.

CRIMINAL OFFENSE DEFINITIONS

Below are the definitions of Clery Act reportable criminal offenses, based on the Uniform Crime Reporting (UCR) Program and FBI National Incident-Based Reporting System (NIBRS) standards.

Homicide Offenses

- **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.

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.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This typically involves the use of a weapon or means likely to cause death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

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, or personal property of another.

HATE CRIMES

A Hate Crime is a criminal offense that demonstrates the perpetrator’s bias against the victim based on:

- Race: A negative attitude toward a group with shared physical characteristics (e.g., skin color, facial features), e.g., Asians, African Americans, Whites.
- Religion: A negative opinion toward a group based on shared religious beliefs, e.g., Catholics, Jews, Protestants, Atheists.
- Sexual Orientation: A negative view toward individuals based on whom they are physically or romantically attracted to.
- Gender: A bias against individuals based on their gender identity (male or female).
- Gender Identity: A bias against a person’s internal sense of gender, which may differ from the sex assigned at birth.
- Ethnicity: A bias against individuals based on cultural traits or ancestry.
- National Origin: A negative attitude toward individuals based on the country of their birth or heritage.
- Disability: A bias against persons with physical or mental impairments, whether temporary or permanent.

SEXUAL OFFENSES

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This includes all genders and situations in which the victim is incapable of consent due to age or mental state.
- Fondling: The touching of the private body parts of another person for sexual gratification, without consent. This includes instances where the victim cannot give consent due to age or mental incapacity. Note: Count Fondling only if it is the only sex offense.
- Incest: Sexual intercourse between persons who are related to one another within degrees that prohibit marriage by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent, regardless of whether the individual consented voluntarily.

CRIME STATISTICS

The following statistical information is provided as required by The Crime Awareness and Campus Security Act:

Caldwell University: Criminal Offenses – 2022, 2023, 2024

Offense (Reported by Hierarchy)	Year	Geographic Location					
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property	Total	Unfounded
Murder/Non-Negligent Manslaughter	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Negligent Manslaughter	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Sex Offenses: Rape	2022	2	1	0	0	2	0
	2023	0	0	0	0	0	0
	2024	1	1	0	0	1	0
Sex Offenses: Fondling	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Sex Offenses: Incest	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Sex Offenses: Statutory Rape	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Robbery	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Burglary	2022	2	0	0	0	2	0
	2023	0	0	0	0	0	0
	2024	1	1	0	0	1	0

Motor Vehicle Theft	2022	0	0	2	0	2	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Arson	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Arrests: Weapons	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Disciplinary Referrals: Weapons	2022	0	0	0	0	0	0
	2023	1	1	0	0	1	0
	2024	0	0	0	0	0	0
Arrests: Drug Abuse Violations	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2022	6	6	0	0	6	0
	2023	9	9	0	0	9	0
	2024	5	5	0	0	5	0
Arrests: Liquor Law Violations	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2022	22	22	0	0	22	0
	2023	15	15	0	0	15	0
	2024	20	20	0	0	20	0

HATE CRIMES

Hate Crimes	Year	Geographic Location					
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property	Total	Unfounded
Murder/Non-Negligent Manslaughter	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Negligent Manslaughter	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Sex Offenses: Rape	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Sex Offenses: Fondling	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Sex Offenses: Incest	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Sex Offenses: Statutory Rape	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Robbery	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Burglary	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0

Motor Vehicle Theft	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Arson	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Larceny-Theft	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Simple Assault	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	1	1	0	0	1	0
Intimidation	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Property Damage	2022	0	0	0	0	0	0
	2023	1	0	0	0	1	0
	2024	0	0	0	0	0	0

Religion	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Sexual Orientation	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Ethnicity	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
National Origin	2022	0	0	0	0	0	0
	2023	1	0	0	0	1	0
	2024	1	1	0	0	1	0
Disability	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0

CALDWELL UNIVERSITY: VAWA OFFENSES – 2022, 2023, 2024

Hate Crimes by Category	Year	Geographic Location					
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property	Total	Unfounded
Race	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Gender	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Gender Identity	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0

Offense (Reported by Hierarchy)	Year	Geographic Location					
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property	Total	Unfounded
Domestic Violence	2022	2	1	0	0	2	0
	2023	0	1	0	0	1	0
	2024	1	1	0	0	1	0
Dating Violence	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0
Stalking	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
	2024	0	0	0	0	0	0

FIRE SAFETY REPORT

Annual Reporting

Caldwell University submits annual fire statistics—including type, location, and year—to the U.S. Department of Education. In addition, the University publishes an Annual Fire Safety Report for Student Housing, which includes fire safety policy statements and statistics. This report is available upon request from the Office of Campus Safety and Security.

FIRE SAFETY ON CAMPUS

INTRODUCTION

This section provides all members of the Caldwell University community with essential guidance for:

- Promptly reporting fires
- Properly responding to fire alarms
- Initiating procedures that safeguard life and contain fires until first responders arrive

Keep this information accessible in case of an emergency.

NO PERSON SHALL, THROUGH WRITTEN OR VERBAL DIRECTION, DELAY THE TRANSMISSION OF A FIRE ALARM OR IMPEDE THE EVACUATION OF A BUILDING.

PROCEDURES

IF YOU SEE A FIRE OR HEAVY SMOKE AND NO ALARM IS SOUNDING:

1. Call 911 from a campus or cell phone.
2. Dial 0 to notify the campus switchboard.
3. Activate the nearest fire alarm pull station, if available.
4. Begin evacuating the building and contact Campus Safety at (973) 618-3000.
5. If the fire is in another building or on campus grounds, follow steps 1–4.

If you discover evidence of a past fire that is no longer active, immediately notify the Office of Campus Safety and Security so the incident can be investigated and documented.

IF A FIRE ALARM SOUNDS IN YOUR BUILDING:

Evacuate immediately.

Alert others and proceed to the closest exit.

If emergency personnel are present, follow their instructions. Otherwise, follow these guidelines:

1. Remain calm. Act quickly and quietly.
2. Use the nearest stairs—never elevators—to exit.
3. Avoid crowds at main exits; use alternative routes if needed.
4. Do not obstruct firefighters or emergency responders.
5. Resident students should move at least 75 feet from the building and report to their Graduate Residence Director (GRD) or Resident Assistant (RA).
6. Do not re-enter the building until instructed by Residence Life staff, Campus Safety, or fire officials—even if alarms stop sounding.

EVACUATION TIPS

1. Learn two exits from each area you frequent.
2. Familiarize yourself with alarm boxes and campus phones.
3. If the hallway is smoke-filled or your door is hot:
 - Stay in the room.
 - Place a wet towel under the door.
 - Dial 0 to report your location.
4. If trapped:
 - Stay low—air is cleaner near the floor.
 - Choose a room with an outside window.
 - Open the window partially and seal cracks with towels or clothing.
5. Before opening any door:
 - Use the back of your hand to check if it's hot.

- If not hot, slowly open it while staying low.
 - If you feel pressure or hot air, close it immediately and stay near a window.
6. Do not break a window unless absolutely necessary—it may draw flames or smoke into the room.
 7. If your clothing catches fire:
 - Stop, Drop, and Roll to extinguish flames.

IF A PERSON WITH A DISABILITY IS PRESENT:

1. Evacuate the individual safely if possible.
2. If unable to evacuate, move the person to a safe area of refuge (e.g., balcony or lower floor).
3. Notify Residence Life, Campus Safety, or emergency responders of the individual's location.

FIRE PREVENTION TIPS

1. Smoking is prohibited in all University buildings.
2. Do not overload electrical outlets. Avoid using space heaters or cooking appliances that could strain circuits.
3. Keep stairwell and hallway doors closed. These serve as smoke barriers during emergencies.
4. Minimize combustibles such as large paper piles or flammable materials in your area.
5. Report any of the following immediately to Campus Safety:
 - Someone setting a fire
 - False alarm activation
 - Tampering with fire protection systems

Fire safety is everyone's responsibility. Don't stay silent—REPORT IT.

FIRE INSPECTIONS FOR ON-CAMPUS STUDENT HOUSING

Fire inspections are conducted at the start and end of each semester in all campus residence halls.

When University staff enter or search a student room for any reason, they also note potential fire protection violations.

FIRE SAFETY TRAINING

Caldwell University provides comprehensive fire safety training to its residential staff and students:

RA & GRD Training Includes:

- Evacuation and emergency preparedness
- Prohibited items and fire inspection procedures
- Fire drill procedures
- Actual fire emergency response
- Proper use of fire extinguishers

Freshman Orientation Training Includes:

- Fire inspection program overview
- Prohibited items and safety regulations
- Kitchen and cooking fire safety
- Life safety systems in residence halls
- Evacuation procedures
- Fire drill and real emergency response procedures

Mandatory wing meetings are also held each semester to reinforce fire safety for all resident students.

COOKING & ELECTRICAL APPLIANCE POLICIES

To reduce fire risk, strict guidelines govern the use of cooking and electrical appliances in campus housing:

- Cooking is only permitted in designated kitchenettes or residences with built-in kitchens (e.g., Dominican Hall).
- Microwaves are allowed only if leased as part of a University-approved Micro Fridge unit.
- Prohibited items include:
 - Hot plates
 - Toasters
 - Irons
 - Rice cookers
 - Unauthorized cooking or heating devices

Unauthorized appliances may be confiscated if found during inspections.

Power Use and Surge Protection:

- Use only UL-approved surge protectors with built-in circuit breakers.
- Extension cords are not permitted in residence hall rooms per New Jersey fire code.
- Power strips may not be “daisy-chained” (i.e., one plugged into another).

All appliances must receive final approval from the Graduate Residence Director (GRD) or their assistant.

EVACUATION CHARTS

Evacuation charts are a required part of fire safety and are available through multiple channels:

- Posted in every student room and residence hall hallway
- Distributed in the Resident Student Handbook during move-in
- Available digitally on the [University Safety Webpage](#)

RESIDENTIAL STUDENT HOUSING FIRE REPORT (FALL 2024)

2024							
Residence Facility	Total Fires	Fire Number	Cause	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damages Caused by Fire	Number of Fire Drills
Mother Joseph Hall	1	1	Clothes Dryer	2	0	\$25,000	5
Dominican Hall	1	1	Clothes Dryer	0	0	\$100	5
Total	2	2		2	0	\$25,100	10
2023							
Residence Facility	Total Fires	Fire Number	Cause	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damages Caused by Fire	Number of Fire Drills
Mother Joseph Hall	0	0	NA	0	0	0	5
Dominican Hall	0	0	NA	0	0	0	5
Total	0	0	NA	0	0	0	10

2022							
Residence Facility	Total Fires	Fire Number	Cause	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damages Caused by Fire	Number of Fire Drills
Mother Joseph Hall	0	0	NA	0	0	0	4
Dominican Hall	0	0	NA	0	0	0	5
Rosary Hall	0	0	NA	0	0	0	5

CAMPUS RESIDENCE HOUSING BUILDING FIRE SAFETY INFORMATION

Residence Hall	Sprinkler System	Fire Detection/ Central Monitoring	Fire Extinguishers	Evacuation Plans & Placards	Number of Evacuation Drills
Mother Joseph Hall	Yes	Yes	Yes	Yes	4
Dominican Hall	Yes	Yes	Yes	Yes	4



120 Bloomfield Avenue | Caldwell, NJ 07006 | www.caldwell.edu