

**MESSIAH COLLEGE**

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**2018**

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# Campus Security and Fire Safety Report

(Report years 2015, 2016, 2017)





DEPARTMENT OF SAFETY

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**This information is being provided to you as part of Messiah College’s commitment to safety and security on campus and is in compliance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Pennsylvania Uniform Crime Reporting Act (Act 180 of 2004), and the Violence Against Women Reauthorization Act of 2013. Any questions pertaining to this information should be directed to the Department of Safety at (717) 691-6005.**



DEPARTMENT OF SAFETY

## **To the Messiah College community...**

We are pleased to provide the 2018 Campus Security and Fire Safety Report, as this report is prepared by the Directors for the Department of Safety, in cooperation with the departments of Residence Life, Human Resources, College Counsel, Facility Services, Fire Safety, and Engle Center for Counseling and Health Services. Valuable information provided in this report is designed to alert, inform, and advise the campus community of our current educational and resource programs, policies and procedures related to crime awareness and reporting at Messiah College, as well as crime statistics for the past three years.

The men and women of the Messiah College Department of Safety are dedicated to the principles of integrity, service, and community involvement and maintain the campus as a safe and pleasant place in which to live, work and study. A truly safe campus is an ongoing journey which can only be achieved through joint collaboration with students, faculty, and staff and we ask for your continued partnership.

The safety and security of all members of our institution is of vital concern to Messiah College, in that students, faculty and staff play a critical role in shaping the character of our community. While Messiah College presents opportunities to experience the advantages of life in a small suburban community, we must keep in mind that crime does exist and each of us must assume personal awareness, accountability, and take precautions to better protect ourselves and others.

**Should you have questions, comments, or suggestions regarding the information contained within this document or any related safety policies, procedures, or operations, please feel free to contact one of us.**

Sincerely,

Lynn A. Maynard, Director  
Department of Safety

Cindy L. Burger, Director  
Investigations, Compliance and Training

**MESSIAH COLLEGE  
DEPARTMENT OF SAFETY  
ORGANIZATIONAL MISSION, VISION  
AND CORE VALUES**

**Mission Statement**

In conjunction with the mission of Messiah College, the Department of Safety is dedicated to the educational process by providing a safe and secure living, learning and working environment for all members of the Messiah College community. Along with ensuring the security of all facilities, our priorities within the total organizational framework are safety, community service and serving as an information resource. We work in cooperation with other departments and organizations to foster a positive community atmosphere.

As a Department within the Division of Operations, we strive to provide a quality experience and deliver excellent customer service to our community and guests of the college. As a customer of the Department of Safety, you can expect:

- Fair treatment, regardless of name, age, ethnic/national origin, disability, race or gender;
- Respect – firm but fair, and within the framework of the mission and expectations of the college;
- Timely, professional response or follow-up;
- Positive and courteous attitude; and
- Answers to all inquiries or questions asked.

Colossians 3:23

“Whatever you do, work at it with all your heart, as you are working for the Lord, not for men.”

The Department of Safety falls under the direction of the Vice-President of Operations and is a part of the Division of Operations.

Division of Operations Vision Statement and Values:

*“The Division of Operations strives to model servant leadership. All employees are committed to serving the mission of Messiah College; are innovative in their work; and serve the College, division, and their department with integrity and positive attitudes”.*

*Commitment; Communication; Compassion; Hospitality; Integrity.*

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## **JEANNE ANN CLERY**

**1966-1986**

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## **Why We Report**

### **A Brief History of Campus Crime Reporting**

**The Jeanne Clery Act**, a consumer protection law, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around college and university facilities. This information is made publicly accessible through the college's website and the annual Campus Security and Fire Safety Report.

The Clery Act was named in memory of a student, Jeanne Clery, who was murdered and raped in her dorm room at Lehigh University in 1986. Her attacker was also a student at the University whom Jeanne did not know prior to the attack. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was enacted in 1990.

The Clery Act requires colleges and universities to keep records and report on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security-related protocols for emergency response procedures, timely notifications for on-campus crimes and missing students, fire incident reporting, and the like. It is one of the most frequently modified sections of the Higher Education act and has been amended many times since it was signed into law in 1990.

The Act is intended to provide current and future students, their families and staff, as higher education consumers, with accurate, complete and timely information about safety on campus so they can make informed decisions. Choosing a college or university is a major decision for students and their families. The issue of campus safety is a vital concern, which drives this nationwide law. In essence, the law requires colleges and universities to collect, report, and disseminate crime information to the campus community with the goal of maintaining a safe environment for students to learn, faculty to teach and staff and administrators to work by increasing the awareness of crimes committed on campus.

The Handbook for Campus Crime Reporting assists universities and colleges in meeting the regulatory requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or the Clery Act. The handbook covers such topics as Classifying and Defining Clery Crimes, Timely Warnings, the Daily Crime Log and Annual Disclosure Requirements. It can be found at U.S. Department of Education, Campus Security webpage, under the title of "The Handbook for Campus Safety and Security Reporting".

<http://www2.ed.gov/admins/lead/safety/camups.html>



# 2018 CAMPUS SECURITY REPORT (For Years 2015, 2016, 2017)

## Introduction:

Enrollment for the 2017-2018 school year: 2,759 undergraduate and 572 graduate. About 83% are resident students; fall semester 2,284 students resided on campus; spring semester 2,162 students resided on campus. No graduate students resided in campus housing. There were approximately 197 full-time instructional faculty, 171 part-time instructional faculty, 640 full-time employees and 317 part-time employees. As a rural campus, the campus covers approximately 363 acres (approximately 1,234,295 square feet) and 51 buildings (includes off-campus buildings). All College buildings and residences are private property of Messiah College which is intersected by public roadways. The campus sits in two different counties; Cumberland County which is Upper Allen Township and York County which is Carroll Township.

## Report Preparation:

This report contains information and crime statistics for the three previous calendar years regarding crimes that occurred on Messiah College campus; in certain off-campus buildings or property owned or controlled by Messiah College; and on public property within, or immediately adjacent to and accessible from the campus. This 2017 report also contains information for the Winding Hill site that began classroom program of instruction in July of 2017. The report also contains information regarding campus security and personal safety topics such as crime prevention, fire safety, campus enforcement authority, law enforcement authority, crime reporting policies, student conduct procedures and other information related to safety and security on campus. This report is prepared by the Director of Investigation, Compliance & Training and the Director of Safety in consultation with the departments of Residence Life, Human Resources, College Counsel, Facility Services, Fire Safety, Engle Center for Counseling & Health Services, and the Finance & Project Manager of the School of Graduate Studies at Winding Hill.

**The Harrisburg Institute** referred to in this report is a two story student housing structure that houses students only and does not have any organized program of study. This building was sub-let to Harrisburg University on July 1, 2018. This report contains information pertaining to this location since it housed students during the 2017-2018 school year.

**Winding Hill Site:** In June of 2016, Messiah College entered into an agreement to lease classroom space located at 401 East Winding Hill Road, Mechanicsburg, PA 17055. Winding Hill is a newly renovated, state-of-the-art 32,000 square-foot educational center with course and lab work in a technologically advanced learning environment. Located just minutes from the main campus, the Winding Hill facility consists of classrooms with access to instructional labs that enrich diverse learning experiences. The facility does not include any student/residential housing. The Winding Hill site opened for classroom program instruction July, 2017; this facility does not provide any campus student housing.

**NOTE:** Unless otherwise noted, the information provided in the annual 2018 Campus Security and Fire Safety Report is applicable to all Messiah College campuses: Messiah College Grantham Campus (main campus) and the Winding Hill Site.

## **Enforcement Authority/Campus Department of Safety**

### **Grantham Campus**

The Department of Safety, office located at 432 Grantham Road, Mechanicsburg, is an unsworn campus safety and security department. It is not a police force authorized by law to carry firearms or exercise powers of arrest and therefore has no official powers of arrest. The Department of Safety reports to the Vice-President of Operations, the campus office responsible for security on the campus. Safety comprises 1 Director of Safety & Administrative Services, 1 Director of Investigations, Compliance and Training, 1 Assistant Director of Patrol and Operations, 11 full-time patrol officers, 1 lead investigator/crime prevention specialist, 4 part-time professional staff, 1 fire safety coordinator, 1 administrative assistant, 3 dispatchers, as well as student safety escort drivers and event/traffic control support staff.

The Department's Fire Safety Coordinator is responsible for Life and Fire Safety concerns on campus. The Department's Lead Investigator/Crime Prevention Specialist is responsible for coordinating crime prevention programs/initiatives on campus. The Department's Administrative Assistant is responsible for the coordinating of administrative duties and assignments relative to the public safety environment.

Messiah College employs a Compliance Coordinator within the Human Resource Department to insure that the College is in compliance with federal, state and local environmental, health and safety regulations. The responsibilities include OSHA compliance, environmental health and safety concerns, auditing compliance practices, helping departments to develop compliance plans, educating employees on safety and compliance measures, and overseeing the reporting of adverse events and potential hazardous conditions including reporting claims to governmental or voluntary agencies. The Coordinator is also involved with the higher education aspects of compliance: FERPA, Title IX, VAWA, Clery, etc.

The Department of Safety is responsible for providing security services for the Messiah College Campus. Safety investigates campus criminal incidents for administrative purposes as it relates to its campus judicial process. Safety enforces Messiah College policies and parking codes and provides campus security patrols, escort service, and emergency life safety response. Safety officers are responsible for and respond quickly to all criminal incidents reported, evaluate matters, and coordinate the investigation of reports. Criminal incidents may be investigated for possible criminal prosecution by Upper Allen or Carroll Township Police Departments or other law enforcement agencies with jurisdiction. All disciplinary matters that are violations of College rules are coordinated through the Associate Dean of Students in the Student Affairs department.

The Department of Safety has no jurisdiction or enforcement authority outside of its identified Clery reporting geography. The jurisdiction encompasses on campus property that includes campus residence halls, buildings, and/or facilities; designated non-campus properties and facilities; public property adjacent to or contiguous to on campus property, and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities. See 2017-2018 [Clery Map](#).

The Department of Safety patrols the campus and provides safety services through the deployment of vehicle, foot, and bicycle patrols. The main goal of the bicycle patrol program is to provide a means for the safety officers to randomly patrol parking lots and other areas not open to vehicle traffic, such as walkways and student gathering areas.

The Department of Safety investigates campus criminal incidents for administrative purposes as it relates to its campus judicial process. Criminal incidents may be investigated for possible criminal prosecution by the local police agencies or other law enforcement agencies with jurisdiction. The Associate Dean of



Students, in conjunction with the Dean of Students, the Director of Human Resources (Title IX Coordinator) and others as deemed appropriate, coordinates disciplinary action for matters that are violations of College rules.

All Department of Safety officers carry radios enabling direct communication with one another and local law enforcement. Safety officers do not carry firearms.

## **Enforcement Authority/Upper Allen Township Police Department**

### **Winding Hill Site**

The Winding Hill site is situated in Upper Allen Township which is located in the jurisdiction of Upper Allen Township Police Department (UATPD). The Winding Hill site is patrolled regularly by the UATPD both by vehicle patrols and by foot when requested.

The [Upper Allen Police Department](#), office located at 100 Gettysburg Pike, Mechanicsburg, PA 17055, proudly and professionally protects Upper Allen Township including the villages of Shepherdstown, Bowmansdale and Grantham in Cumberland County, Pennsylvania. The Department consists of 1 Chief of Police, 1 Lieutenant, 3 Sergeants, 3 Traffic Safety Officers, 1 Detective Sergeant, 1 Detective, 13 Police Officers, 1 Records Clerk, and 1 Administrative Assistant.

Upper Allen Township is located in central Pennsylvania, in eastern Cumberland County on the west shore of the Susquehanna River. We are a part of The Greater Harrisburg Metropolitan Area. Two main transportation routes, US Route 15 and the Pennsylvania Turnpike (Interstate 76) bisect the Township, making us home for the offices of a number of national businesses, such as American Suzuki, Delta Dental, Tyco, Reckitt Benckiser and Yes Solutions. Upper Allen Township is also the home of Messiah College and Messiah Lifeways.

Upper Allen Police Officers are equipped to do the job of 21st century police. The police department maintains a modern fleet of marked and unmarked vehicles. Patrol vehicles are equipped with Tracker units for speed enforcement, mobile video recording equipment which allow the officer to record what he or she is seeing, cellular telephones and a mobile data terminals that allow officers to generate e-citations, access our records management system and county, state and national law enforcement databases. The Upper Allen Police Department is highly computerized. Our records management system is a shared platform known as the Crime Network, or cNET. cNET is a web-based application and provides a common platform through which all law enforcement agencies in Pennsylvania can exchange information.

The Upper Allen Police are equipped with automated external defibrillators (AED). This device does not require medical personnel for deployment. When attached to the chest of a person in heart failure, the AED will analyze the heart rhythm and deliver an electrical shock only when necessary. Seconds and minutes are critical in a cardiac emergency. Our Officers are usually the first emergency responder on the scene of a medical emergency call and they are equipped to save a life through the use of this device.

Our conservative annual budget allows us to keep our equipment up to date and in good working order. It also allows us to train our Officers in all areas of law enforcement. Many of our Officers have highly specialized training, several are certified police instructors and hold college and graduate level degrees.

## **Messiah College Department of Safety**

### **Department of Safety Training**

Safety officers receive training in security, law enforcement and emergency care. Training subjects include criminal law, civil law, and federal law. Other areas of training include emergency medical response including the use of automated external defibrillators (AED), CPR, first aid, crisis intervention, critical incident response and incident command system, self-defense techniques, crime prevention, active shooter/intruder response, Title IX, VAWA and Clery training, as well as human relations skills, diversity sensitivity seminars, trauma informed investigation, public relations, race relations, and interpersonal communications. Annual in-service refresher training is provided to all officers, and officers are also frequently assigned to attend in-depth training in a wide variety of specialized topics such as the investigation of sexual assaults and bias-motivated crime, as well as other subjects which enhance the ability of the Department to provide comprehensive safety services.

The Supervisory staff for the Department is encouraged to participate actively in professional associations which foster increased proficiency in their areas of responsibility. Members of the staff maintain active membership as well as leadership positions in the Northeast Colleges and Universities Security Association (NECUSA) and the International Association of Campus Law Enforcement Administrators. Messiah College is a participating member in the Clery Center Collaborative Program, launched July 1, 2013.

### **Personal Safety Guidance:**

To be successful in providing the highest degree of public safety services on the campus, it is important that community members follow good safety practices and understand that safety is the responsibility of all community members; not just those officially and formally charged with enforcing the laws, policies, and rules. This includes using the escort service, locking your valuables, and reporting suspicious/criminal activities. The Department of Safety takes a leadership role in this area. This includes educational programs on campus safety; preventative patrols, incident investigation and crime reporting, fire safety and prevention, crime prevention, and community service oriented patrolling.

Members of the Messiah College community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:

- Report all suspicious activity to Safety immediately
- Never take personal safety for granted
- Try to avoid walking alone at night; use the safety escort service
- Carry only small amounts of cash
- Never leave valuables (wallets, purses, books, phones, computers, etc.) unattended
- Carry your keys at all times and do not lend them to anyone
- Never lend you ID card to anyone
- Lock up bicycles and motorcycles; lock car doors and close windows when leaving your car
- Always lock the door to your residence hall room whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not home
- **DO NOT PROP INTERIOR OR EXTERIOR DOORS**
- Put all valuables left in your car out of sight; lock in trunk
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number on items of value
- Inventory your personal property
- If you see something, report it immediately

## Reporting Crimes

### Grantham Campus

The Messiah College Safety Department provides a comprehensive program of security, crime prevention, fire safety, emergency medical care, parking and related community safety services to help ensure that the campus community remains a safe and pleasant place in which to study, live and work.

Members of the Messiah College community are encouraged to **immediately** report crimes, suspicious activity or other emergencies to the Department of Safety 717-691-6005, to the local police 911 (dial 9-911 from on campus phone), or to anyone on campus identified as a Campus Security Authority (see Section on CSA's for list). The Department's office, 432 Grantham Road, Mechanicsburg, is located in the brown/gray colored building just off the main campus entrance and can be contacted by calling 717-691-6005. All individuals are encouraged to accurately and promptly report crimes or emergencies to the department; the number is 717-691-6005 (off-campus/cell) or x6565 (on-campus phone). This includes when the victim of a crime elects to or is unable to make such a report. Individuals should report crimes immediately in order to have the incident assessed for a timely warning/emergency notification and for the purpose of annual statistical disclosure.

Calls are answered 24-hours a day, 7 days a week, by trained Dispatch Officers at the Dispatch Office located in Eisenhower. Department of Safety procedures require an immediate response to emergency calls. Safety works closely with a full range of township and county resources to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. The Department of Safety responds to all reports of crimes and/or emergencies that occur on-campus, adjacent to campus or within a campus controlled, owned, operated, and/or recognized facility, building, residence hall, or area. Safety personnel also have the ability to notify Cumberland County Communications Center of emergency situations occurring on-campus via portable two-way radio communications systems and transferring telephone calls to 911. This direct radio link and communications with Cumberland County Communications Center and responding emergency services personnel also affords officers the ability to communicate directly with emergency responders and police personnel without unnecessary delay. For more specifics and instructions on how to report a crime or other incident(s), go to [I Need to Report](#).

[Campus Emergency telephones](#) identified by a blue light on top, are located throughout the campus and can be used to report crimes or other types of emergencies or to call any on-campus extension. Specific numbers for other emergency services are posted on telephone receivers. If a member of the community finds any of these phones inoperative or vandalized, they should call the Department of Safety (691-6005) so the phone can be repaired or replaced as quickly as possible.

### Winding Hill Site

Members of the Messiah College community attending the Winding Hill site are encouraged to **immediately** report crimes, suspicious activity or other emergencies to the to the local police by dialing 911. The Upper Allen Police Department's non-emergency number is 717-238-9676 and is answered 24 hours a day; this number is to be used for non-emergencies only. The police department's administrative office is open Monday through Friday from 8:00am to 4:30pm; that number is 717-795-2445. The police department does have an anonymous tip line which is available 24 hours a day by call or text; that number is 717-850-UAPD (8273). The police department's office is located at 100 Gettysburg Pike, Mechanicsburg, PA 17055. All individuals at the Winding Hill site are encouraged to accurately and promptly report crimes or emergencies to the police department. This includes when the victim of a crime elects to or is unable to make such a report. Individuals should report crimes immediately in order to have the incident assessed for the purpose of annual statistical disclosure.

## **Important Telephone Numbers**

### **Grantham Campus**

Standard office hours are maintained by Safety during which personal contact can be made, and a phone-mail system for individual Safety personnel allows recorded messages. A 24-hour dispatch center in Eisenhower Campus Center enables immediate contact with a Safety officer.

#### **Off-Campus Police, Fire, or Medical Emergency**

**911 from cell phone**

**9-911 from on-campus phone**

#### **[Department of Safety](#)**

717-691-6005 Non-Emergency

717-691-6565 Emergency

#### **[Dispatch Office](#)**

717-691-6005

#### **[Parking Information](#)** (link of information only)

### **Winding Hill Site**

#### **Police, Fire, or Medical Emergency**

**911 from cell phone**

#### **[Upper Allen Township Police Department](#)**

Non-Emergency Dispatch (24 Hours)

717-238-9676

Administrative Office (Monday – Friday 8:00am to 4:30pm)

717-795-2445

Anonymous Tip Line (24 Hours – Call or Text)

717-850-UAPD (8273)

Submit a Tip

Click here to submit a tip. ([https://upperallenpolice.com/wp/?page\\_id=11585](https://upperallenpolice.com/wp/?page_id=11585))

## **Reporting a Crime to the Upper Allen Township/Carroll Township Police Departments**

A person reporting a crime has the right to report the crime to the Upper Allen Township Police Department or Carroll Township Police Department (depending on the location of the crime) by calling 911. Safety officers routinely discuss this option with the victim of a crime and will assist the victim with that process if/when requested.

#### **[Upper Allen Township Police Department](#)**

#### **[Carroll Township Police Department](#)**

## **Anonymous and Voluntary Confidential Reporting**

**Anonymous Reporting:** The Department of Safety maintains a "[silent witness](#)" feature (Anonymous Report form) which allows students or employees to report crimes without providing their names or other identifying information. The information provided is received by the Directors of Safety, the Assistant Director of Safety, the Supervisor of Night Shift, and the Lead Investigator. Upon receipt, all information is thoroughly investigated to the best of the department's ability, based on information received. Information sent through this site, while checked on a regular basis, is not monitored 24 hours a day. Therefore, **the Silent Witness form SHOULD NOT be used for emergencies that require immediate response or those that are life threatening in nature.**

**Confidential Reporting:** Different employees on campus have different abilities to maintain a victim's confidentiality. Messiah College does not provide a confidential reporting option to Campus Security Authorities. Students may make confidential reports, verbal or written, to the College pastor in the College Ministries Office, the professional Counseling Staff in the Counseling Center located in the Engle Center for Counseling and Health Services, or a nurse in the Engle Center for Counseling and Health Services. Please refer to the [Interpersonal Violence & Sexual Misconduct Policy](#) or under the "Title IX Program Reporting" section of this document.

While confidential and anonymous reporting is available by these limited means, the College's ability to investigate and appropriately address allegations of misconduct will be significantly limited. Crimes reported confidentially to the counseling/health center and the pastoral staff are not disclosed in the College's crime statistics or reporting processes, unless those crimes are reported to the Department of Safety through the facilitated anonymous reporting process. Counselors and pastoral staff encourage victims to report crimes of sexual assault, domestic violence, dating violence, and stalking to Department of Safety through this facilitated anonymous reporting process to ensure inclusion in the annual disclosure of crime statistics within this annual report. Counselors and pastoral staff encourage the reporting of other crimes to Department of Safety for the same reasons.

**International Programs Reporting:** The federal Clery Act requires public reporting and timely warnings as to covered crimes when Messiah College "controls" premises even in international or domestic off-campus settings. If Messiah College sends students to study abroad at an institution that it does not own or control, it does not have to disclose statistics for crimes that occur in those facilities. Protocol for trip leaders to follow can be obtained by calling the Intercultural Office at ext. 7373. More information can be obtained at [http://www.messiah.edu/info/20679/intercultural\\_office](http://www.messiah.edu/info/20679/intercultural_office)

## **Working Relationships with Law Enforcement Agencies**

The Department of Safety is an unsworn campus safety and security department. It is not a police force authorized by law to carry firearms or exercise powers of arrest and therefore has no official powers of arrest. The department maintains excellent working relationships with federal, state, county and local police agencies and coordinates with them in responding to criminal incidents. The Department maintains direct contact with the Upper Allen Township Police and Fire Departments as well as the Carroll Township Police Department, ensuring prompt assistance and support from these agencies when needed. All reported criminal incidents are promptly investigated by the Department of Safety and/or turned over to the appropriate local law enforcement agency for investigation.

The Department of Safety also works closely with the Cumberland County Sheriff's Department, the Cumberland County District Attorney's Office, the Fish and Boat Commission, Norfolk Southern Railroad, South Central Task Force, Cumberland County Emergency Operations Center, and the

Pennsylvania State Police. Collaborative meetings and training sessions are occasionally held to review issues and incidents occurring within the multiple local jurisdictions.

Messiah College maintains a written internal protocol for involving law enforcement agencies in specified on-campus incidents. Upper Allen Township, the jurisdiction in which the majority of the campus is located, also maintains a detailed written protocol for interaction with the College's Department of Safety in the event of criminal incidents. Safety officers are helpful resources to members of the community seeking information on the process for reporting incidents to local law enforcement. The College cooperates fully with their efforts. Any interaction with Pennsylvania State Police is also coordinated through local police authorities.

### **Written Memoranda of Understanding with Local Police**

There are two written Memorandums of Understanding (MOU) between the Department of Safety and the Upper Allen Township Police Department. These memorandums titled, "Distributing Messiah College Campus Timely Warning Notices and Emergency Notifications" and "Responding to and Investigating Incidents of Sexual Assault/Violence", provide guidance regarding Title IX requirements and timely warnings and emergency notifications. These two MOU's are maintained by the Department of Safety.

### **Monitoring & Reporting of Criminal Activity/Off Campus Crime**

When a Messiah College student is involved in an off-campus offense, Department of Safety officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Upper Allen Township and Carroll Township Police Officers routinely work and communicate with campus safety on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Many graduate students and some undergraduate students live in the neighborhoods surrounding Messiah College. While Upper Allen Police and Carroll Township Police have primary jurisdiction in areas off campus, Department of Safety officers can assist to situations that occur in close proximity to campus when requested by the local jurisdiction. This is mainly for traffic control and/or emergency medical assistance. Department of Safety officers have direct radio communications with the local police agencies and the Cumberland County 911 Center to facilitate rapid response in an emergency situation.

Students residing at the Harrisburg Institute receive information on notifying Dauphin County by calling 911 for emergency situations. Security checks are also performed by a contracted security force, Harristown, who conducts exterior security checks three times each day.

### **Winding Hill Site**

Messiah College operates one separate campus; the Winding Hill Site. Graduate students and assistants as well as employees working at this site receive information on notifying the local police agency, Upper Allen Township Police Department, by calling 911 for emergency situations. Police officers with Upper Allen Police Department patrol this site regularly both by vehicle and on foot when requested.

If Upper Allen Township Police Department or Carroll Township Police Department is contacted about criminal activity off-campus involving Messiah College students, the police may notify the Department of Safety. Students in these cases that are arrested by the local police may be subject to college disciplinary proceedings through the Student Affairs Office.

## **Statistical Disclosure of Reported Incidents:**

Incidents reported to Department of Safety that fall into one of the required reporting classifications will be disclosed as a statistic in the Campus Security and Fire Safety report published by Department of Safety.

## **Campus Crime Statistics**

Crime statistics for the prior three years and current policies and procedures are made available to current and prospective students and employees as required by federal and state law. These statistics and policies are compiled by the Department of Safety, and are made available in printed and electronic media by October 1 of each year. A table containing crime statistics may be found at the end of this Campus Security Report. Incidents reported to the Department of Safety that fall into one of the required reporting classifications will be disclosed as a statistic in the Campus Security and Fire Safety Report published by the Department of Safety. Federally required statistics are available at [U.S. Department of Education Campus Safety and Security](#). In order to find information specific to Messiah College, click on "Get data for one institution/campus" and enter "Messiah College" into the block entitled "Name of Institution."

## **Disclosures of Results of Disciplinary Proceedings**

### **Notification of Final Results**

Messiah College will, upon request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

## **Campus Security Authorities (CSA's)**

According to a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, our school is required to disclose "statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a 'Campus Security Authority.'"

The law defines "Campus Security Authority" as: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." An example would be a dean of students who oversees student housing, a student center, or student extra-curricular activities and has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also has significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. Clerical staff is also unlikely to have significant responsibility for student and campus activities.

We are required to disclose statistics for offenses that occur on campus, in or on non-campus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus. The Harrisburg Institute reports crimes to the Harrisburg Police as well as to Messiah College. Also please be aware that we are required to report violations that occur off campus while in an official college capacity. Clery report statistics are reported based on the calendar year not the academic year.

The offenses for which we are required to disclose statistics are:

Criminal Offenses: Criminal Homicide, including Murder and Non-Negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

Hate Crimes: Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.

VAWA Offenses: Any incidents of Domestic Violence, Dating Violence and Stalking.

Arrests and Referrals for Disciplinary Action for: Weapons - Carrying, Possessing, etc. law violations, Drug Abuse violations, and Liquor Law violations.

In emergency situations, these crimes should be reported by calling the police at 911. In non-emergency situations, reports can be made to Department of Safety at ext. 6565 from a campus phone or by calling 717-691-6005 from cell phone or off campus. It is recommended that CSA's save this number on their cell phones in the event they are not near a campus phone.

**Our school has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community, and, as such, campus security authorities are obligated by law to report crimes to the Department of Safety immediately. Even if you are not sure whether an ongoing threat exists, immediately contact Campus Safety at (717-691-6005 or x6565. Every employee who is identified as a Campus Security Authority is sent a memo with their annual letter of appointment. This memo defines the Clery Act and describes the role and responsibilities of CSA's. This is managed through the Human Resource Office; for more information, see [Campus Security Authorities](#).**

The Department of Safety advises every crime victim of his or her right to report the crime to the appropriate law enforcement agency and assist the victim in that process if desired. All reported criminal incidents are promptly investigated by the Department of Safety or turned over to the appropriate local law enforcement agency for investigation. Victims of crimes are provided with a [Victim Rights Form](#).

Substantiated incidents may result in College disciplinary action as well as referrals to local law enforcement for criminal prosecution. College discipline proceedings may be carried out prior to, simultaneously with, or following any off-campus civil or criminal proceedings. Crime victims or concerned persons may address questions regarding changes in academic or living situations, college discipline processes, and/or crime reporting to the Office of the Vice Provost/Dean of Students (Ext. 5234). The [Engle Center for Counseling and Health Services](#) (Ext. 6035) can be reached for counseling and health questions.

Below is a list of positions that have been identified at Messiah College as Campus Security Authorities to report crimes for the annual federally mandated Clery Act report:

- Department of Safety
- Director of Safety & Administrative Services
- Director of Investigations, Compliance & Training with the Department of Safety -- *Title IX Deputy Coordinator*
- Director of Conference Services
- Provost
- Associate Provost



- Vice President for Enrollment
- Vice President for Advancement
- Vice President for Finance & Planning
- Vice President for HR & Compliance - *Title IX Coordinator*
- Vice President for Operations
- Dean, School of the Arts
- Dean, School of Business, Education and Social Sciences
- Dean, School of Science, Engineering and Health
- Dean, School of the Humanities
- Department Chairs
- Leaders/Facilitators of Trips under Education Abroad Department
- Director of Academic Advising
- Vice Provost Dean of Students
- Associate Dean of Students – *Title IX Deputy Coordinator*
- Director of Residence Life
- Assistant Director of Housing
- Residence Directors
- Residence Assistants
- Executive Director of Athletics & Fundraising
- Associate Director of Athletics
- Athletic Coaches
- Director of Career and Professional Development Center
- Director of Student Involvement & Leadership Development
- Director of Intercultural Office
- Assistant Director of Multicultural Programs
- Director of the Agape Center
- Director of Engle Center
- Student Organization Advisors
- Dean, School of Graduate studies
- Oakes Museum Director
- Early Learning Center Employees
- Human Resources & Compliance Employees
- Executive Assistant to the President's Office
- Executive Assistant to the President and Assistant to the Board of Trustees
- Assistant Director of Athletics/Senior Women's Administrator – *Title IX Deputy Coordinator*
- AROMA Local Ministry Coordinator
- AROMA Ministry Assistant

## **Mandatory Reporting**

Pennsylvania Act 31 requires all employees of any educational institution (including colleges and universities) that has any students under the age of 18 to be mandatory reporters. This means that if you have reason to suspect that a child is a victim of abuse, you must make an immediate and direct report to PA Childline by calling 800-932-0313. After making a report, you must also notify the College's Department of Safety which is responsible for coordinating the College's response and cooperation with authorities.

Act 31 imposes penalties for the following:

- Failing to report abuse or suspected abuse of a child;

- Concealing abuse or suspected abuse of a child;
- Attempting to intimidate, retaliate, or obstruct individual from reporting abuse/suspected abuse

For further information on mandatory reporting, you can access materials prepared by the University of Pittsburgh and made available to PA colleges and universities:

[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_group\\_id= 2\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=2_1)

If you have any questions regarding your responsibilities under Pennsylvania Act 31 please contact Human Resources & Compliance at [humanres@messiah.edu](mailto:humanres@messiah.edu) or call 717-796-5300.

**Every employee is sent a memo with their annual letter of appointment. This memo defines Act 31 and describes the role and responsibilities of a mandatory reporter.**

### **Title IX Program and Reporting**

Messiah College is committed to maintaining an environment conducive to learning for all students and a professional workplace for its employees; as such we take active measures against all discrimination, discriminatory harassment, and sexual harassment, including violence and any type of sexual misconduct. [Title IX](#) of the Education Amendments Act of 1972 protects people from **discrimination, discriminatory harassment, and sexual harassment, including any type of violence or sexual misconduct** in educational access, programs and activities. Messiah College ensures that no officer, employee, or agent of the institution retaliates, intimidates, threatens, coerces, or otherwise discriminates against any individual for exercising his/her rights or responsibilities while adhering to campus security provisions.

These behaviors are demeaning and interfere with the rights of others to pursue their education in an atmosphere that is safe and respectful. While this policy obviously addresses overt acts of harassment and assault, any sexual contact without consent and any gender-based violence are strictly prohibited.

Examples of violent and unacceptable behavior include, but are not limited to:

- Sexual contact while a person is incapacitated
- Sexual exploitation of another person, such as posting sexual pictures on social media
- Coercion for sexual contact
- Stalking
- Threatening or intimidating a person for sexual contact

Incidents which are considered to be a violation of this policy should be reported immediately.

- [I Need to Report](#)
- Policy and Procedure: [Interpersonal Violence & Sexual Misconduct Policy](#)

**If It Happens, We Need To Know About It!**

Any student who believes he or she has been the victim of discrimination, discriminatory harassment, or sexual harassment, including any type of sexual violence or sexual misconduct is urged to report the matter. Students who witness or learn of another person becoming the victim of discrimination, discriminatory harassment, or sexual harassment, including any type of sexual violence or sexual misconduct are urged to report the matter. The following members of the college community have been specifically trained on Title IX, VAWA, and Clery regulations:

The Vice President for Human Resources & Compliance, Amanda Coffey, Ext 5300 is the Title IX Coordinator and oversees and provides leadership for the College's Title IX program. She, along

with the Deputy Coordinators, are responsible for carrying out investigations, resolving complaints, address compliance-related responsibilities and process appropriate reporting.

The Director of Investigations, Compliance & Training, Cindy Burger, Ext 7272, is responsible for investigating complaints of sexual misconduct or assault. She also works closely with Vice President for Human Resources & Compliance in tracking and monitoring incidents and is responsible for ensuring that any crime, including sexual misconduct, is reported appropriately.

The Associate Dean of Students, Doug Wood, Ext 5234, is responsible for victim support and student education. He works closely with Vice President for Human Resources & Compliance to ensure that the College responds effectively to each complaint and addresses concerns related to gender-based discrimination.

The Head Field Hockey Coach, Brooke Good, Ext 7359, is responsible for athletics compliance and athlete education. She is responsible for ensuring appropriate athletics reporting.

Together, these coordinators play an integral role in carrying out the College's commitment to provide a positive learning, teaching and working environment for the entire community. If you have a concern related to Title IX and discrimination, including harassment or assault on the basis of sex/gender, please contact the Title IX Coordinator or one of the Deputy Coordinators. If you believe that you are a victim of a crime including sexual assault, rape, domestic violence, dating violence, or stalking at Messiah College, know that you have these specific Victim Rights. For more information see the [Rights and Resources](#) brochure.

## **Security/Access to Campus Facilities/College Residences**

### **Grantham Campus**

The campus covers approximately 363 acres (approximately 1.234 million square feet) and 51 buildings (includes off campus buildings/satellite houses). All College buildings and residences are private property of Messiah College which is intersected by public roadways. Locations of all campus buildings and roadways may be found by referring to the [Messiah College map](#).

### **Academic and Administrative Buildings:**

Most campus buildings and facilities, other than student residence halls, are accessible to members of the campus community, their guests and visitors during normal hours of business, and during designated hours on weekends and holidays, depending on the wide variety of events and activities taking place outside the normal business hours.

Non-residential buildings are opened for business at a designated time each morning and secured at a designated time each evening by Safety or Campus Events personnel. Residential buildings are secured at all times and access is limited to authorized persons. Unauthorized persons who trespass on college property are subject to prosecution under state law. A numbered personal identification card with a photograph is issued to each student and employee of the College. This card identifies the holder as a member of the College community and is used to gain access to certain College events and facilities. It must be shown if requested by authorized Department of Safety personnel. Access restrictions to both residential and non-residential facilities are enforced by the Department of Safety.

### **Residence Halls and Campus Apartments:**

Messiah College residential facilities include traditional residence halls and campus apartments for enrolled students. In addition, the College maintains several satellite "special interest" residences in

houses on and near the campus. Exterior entry doors and hall doors of traditional residences and apartments are equipped with identification card readers which allow access only to students residing in that building. There are set hours throughout the week that residential students can visit any floor or apartment section. During winter break and spring break, card access codes are altered and traditional and apartments are locked unless students have been given specific permission to stay on-campus during the break. Windows in traditional residences and apartments are equipped with standard locking devices. Doors to apartments, satellite residences, and individual rooms in traditional residences are secured by approved locks.

### **Housing Break Information:**

Fall break and Thanksgiving break: all campus residences are open with 2 Resident Assistants and one Resident Director on call. RAs are on-call from 7pm to 7am and do a walk thru between 7 pm and 1am. The exterior doors are on a controlled access so that students have to swipe their cards to get in the building.

Winter break: The campus residences are closed from 24 hours after finals to a designated date (December 28<sup>th</sup> or later) at which time some athletes return and a Resident Director is on call. A limited number of residences are opened for the athletes who return early. Some students come back for college related business prior to the campus officially opening residences which occur the day before the J-term session begins.

Spring break: All campus residences are open with 2 Resident Assistants and 1 Resident Director on call. Resident Assistants are on-call and do a walk thru between 7 p.m. and 7 a.m. Students are required to register to stay and only those who are registered receive card access for the week. The exterior doors are on a controlled access so that students have to swipe their cards to get in the building.

### **Student Housing Information:**

Policies relative to housing assignments and other student housing issues are maintained and administered by the College's Office of [Residence Life](#); room changes within a residence may be made with the consent of the Residence Director and the Assistant Director of Residence Life - Housing.

During the academic year, employees assigned to student housing facilities include full-time professional Residence Directors who live in and supervise traditional residence halls and apartments. They are aided by a staff of student Resident Assistants, at least one of whom lives on each floor of the traditional residences and in each section of the apartment buildings. Residence personnel receive regular training which includes security procedures, fire safety training, drug information and protocol, Title IX training, sexual assault prevention, and response protocol, alcohol intervention, and Clery/Campus Security Authority overview. One custodian is assigned to each residence facility.

### **Student Housing Beyond Grantham:**

Messiah College also maintains satellite student housing at the Harrisburg Institute. This is a two-story student housing structure only; no organized programs of study occur in this structure. The entrances to the apartment facilities are secured by approved locks. Access is granted only to authorized personnel who are issued keys. Guests must be personally admitted at the exterior door and cannot be admitted by remote buzzer. A security force at the Harrisburg site (Harristown 717-238-2726) performs an exterior security check 3 times each day. The Harrisburg site's entrance and much of the exterior is under camera surveillance by Harristown. During the academic year, professional Residence Life personnel live in and supervise these facilities.

On and around the perimeter of Messiah College there are six satellite houses (some off-campus) that students occupy. Students are issued keys to access entry into their residences. The Department of Safety does regular security rounds of the campus including satellite houses.

**Security and Access:**

The Department of Safety officers and Campus Events staff lock the exterior doors on campus buildings following a “Daily Report” schedule based on activities occurring on campus for that day. Door and locking hardware deficiencies are reported by these officers and staff to the Facility Services department upon discovery. Campus streets, parking areas, grounds and buildings are patrolled 24 hours a day every day of the year by Department of Safety Officers. Patrols of residence halls include the perimeter as well as lobby areas when needed. The Resident Directors and Resident Assistants supplement the Department of Safety personnel by providing a visible deterrent to crime and serving as additional “eyes and ears” for the Safety Department. Department of Safety personnel routinely undertake security patrols of the entire campus and respond to reported incidents and requests for assistance. They continue their practice of checking entry doors at regular intervals during periods of low or no student occupancy.

The Department of Safety provides an assigned Department of Safety officer each year to the residential buildings on campus. The officers conduct daily security foot patrols through their assigned building in order to build relationships and to provide crime prevention information for enhanced security awareness with the students.

Security cameras are utilized in several parking lots, in computer labs, in specific office areas and in other areas deemed necessary to deter crime. An internal policy exists between the Department of Safety, Information Technology and Facility Services; these departments work together when requests are made for the addition of cameras or when situations warrant.

**Winding Hill Site**

The facility at Winding Hill is managed and maintained by Crabtree & Rohrbaugh (building owners). It is 36,000 square feet and includes 37 offices, 6 classrooms, 4 lab, 2 research rooms, 1 conference room, 1 student lounge and 1 café. There are 4 exterior entrances that are all card swipe access which go into an unlocked state from 7:30am to 4:30pm Monday through Friday; they are secured 24 hours per day during the weekends. This access is managed by the Department of Safety.

The break periods for this site are the same as the Grantham campus site and the access is no different from stated above.

**Security and Access:**

For access control issues into Winding Hill, the Department of Safety is notified. If it is a blackboard issues, the IT department is contacted or the Department of Safety handles in emergency circumstances. For all physical issues, Crabtree & Rohrbaugh is contacted.

**Maintenance of Campus Grounds and Facilities**

**Grantham Campus**

The college maintains a very strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Parking areas, pedestrian walkways and building exteriors are well lighted. Surveys of exterior lighting on campus are conducted monthly by Department of Safety and Facility Services staff and high priority is given to maintenance of exterior lights. Members of the campus community are encouraged to report any exterior lighting deficiencies to the Department of Safety or Facility Services.

Shrubbery and trees on campus are trimmed on a regular basis. Security considerations in the maintenance of campus facilities also include trimming landscaping away from building entranceways, and maintaining [emergency telephones](#) in parking lots. Campus streets, parking areas, grounds and buildings are patrolled 24 hours a day every day of the year by Safety personnel.

### **Winding Hill Site**

The facility at Winding Hill is managed and maintained by Crabtree & Rohrbaugh (building owners). This includes housekeeping, snow removal, landscaping, hvac, and other building structure issues. To avoid multiple requests, any facility concerns or requests should be sent to the MC School of Graduate Studies Finance & Projects Manager who will contact the appropriate parties. However, if there is an emergency (i.e. water leak, cadaver lab air control) the Crabtree & Rohrbaugh Building Manager should be contacted immediately at 717-756-3022.

### **Crime Prevention/Security Awareness Programs**

The Department of Safety believes it is more beneficial to be pro-active than re-active. A primary vehicle for accomplishing this goal is the Department's crime prevention initiatives, which are provided in direct coordination with educational programs sponsored by other College organizations and departments. These programs are based upon the concepts of eliminating or minimizing criminal opportunities, whenever possible.

Periodically during the academic year, the Department of Safety, in cooperation with other college organizations and departments, facilitate programs for students, parents, faculty, employees, student organizations, resident assistants, resident directors and community members providing a variety of educational strategies, such as: tips on how to protect themselves from general awareness information, sexual assault, active intruder, drug and alcohol prevention, theft and other crimes as well as personal safety and residence hall security.

In addition to programs, information is disseminated to students and employees through crime prevention emails, posters, displays, videos, and articles in the college's employee newsletter, in the student newspaper, and by campus wide emails.

When time is of the essence, information is released to the campus community through Timely Warning notices or Emergency Notifications. More information can be found in those sections of this report.

Below is a list of Crime Prevention and Security Awareness programs that were conducted on campus for 2017/2018.

<u>Type of Program</u> Crime Prevention: CP  Security Awareness: SA	<u>Date</u>	<u>Location</u>	<u>Name of Program</u>	<u>Description of Program</u>	<u>Population</u> Employees: E Students: S
CP & SA	7/2/17 8/2/17	Larsen 237	Table Top "Into the City"	Scenarios provided to Into the City staff on potential issues to increase safety awareness	E
SA	7/14/17 9/22/17 11/10/17 1/19/18 4/27/18 7/13/18	McBeth Conf Room	New Employee Orientation	Scenario based learning to educate new hires of responsibilities, reporting, resources and responses to interpersonal violence on campus	E
SA	8/24/17 2/1/18 8/30/18	Frey 110, 111, 112	New Adjunct Instructor Sessions	Reporting duties & response expectations covering interpersonal violence, stalking, harassment, & sexual assault policies	E
CP	8/7/17 8/17/17 8/21/17	Parmer Hall Boyer 130 Climenhage	Inclusivity Training	Training for Safety Training for RA's Training Student Leader	E S S
CP & SA	8/1/17	Sollenberger Sports Center	Handcuffing & OC spray	Department of Safety Training	E
CP & SA	8/21/17	Boyer 131	RA's and RD's Training	Review reporting, law requirements, campus process	E & S
CP & SA	8/21/17	Boyer 138	First Year Athletes Orientation	Session on expectations, process, reporting duties, support services & legislations on college response	S
CP & SA	8/22/17	Parmer Cinema	RA's	Fire Safety Training for new & returning RA's	S

SA	8/22/17	Boyer Hall 336	School of Humanities Faculty	Reporting, legislation & policy education	E
SA	8/22/17	Boyer Hall 235	School of BESS Faculty	Reporting, legislation & policy education	E
CP & SE	8/25/17	First Year Packets	Safety Brochure	Information on Dept. of Safety resources and reporting	S
SA	8/25/17	First Year Students	Safety Door Hanger	Information to First Year Students on Safety around Campus	S
CP & SA	8/28/17	Campus Wide	Mass E-mail E-Phamphlet	Safety Info on Drug Program, Emergency Action Plan, Text Alert System, etc.	E
SA	8/30/17	Winding Hill 142	Graduate School Faculty	Reporting, legislation & policy education	E
CP & SA	8/31/17	DoS Substation	Early Learning Center Staff	Annual fire safety training for new & returning ELC staff	E
CP	9/6/17	Campus Wide	"Cheat Sheets"	Quick Guide sheets to safety & compliance	E
SA	9/18/17	ECC Boardroom	Coaching & Athletic Staff	Reporting, legislation & policy education	E
SA	9/20/17	Intercultural Office	Health & Safety in International Setting	Focus group debrief on Multicultural orientation day	E & S
SA	9/25/17 9/26/17 9/27/17	Hostetter Chapel	Active Shooter training for New Students	How to respond to an active shooter on campus; going over the "3 Outs"	S
SA	9/26/17	Hostetter Chapel	School of SOTA Faculty	Reporting, legislation & policy education	E
SA	9/27/17	Frey 150	School of SHE Faculty	Reporting, legislation & policy education	E
CP	9/28/17	DoS Substation	Skateboard Awareness	Meeting with students who skateboard on campus on safety precautions/awareness	S



CP & SA	10/19, 20, 26, 27/18	DoS Substation	Active Shooter Training	How to respond to an active shooter on campus; going over the "3 Outs"	S
CP & SA	10/11/17	ECC Commons	National Fire Prevention Month	Info table to raise awareness of fire safety rules on campus & general fire safety tips	E & S
CP & SA	10/18/17	Larsen Patio	Safety Day 2017	Info tables on sexual assault, domestic violence, stalking, alcohol, social media safety, bike safety, bystander intervention	S
SA	10/31/17	Boyer 336	Student Supervisors Training	Reporting, legislation, & policy education	S
CP	11/3, 6, 7, 13/17	DoS Substation	First Aid/CPR/AED Training	Certification class on CPR, basic first aid, and AED instruction	E & S
SA	11/14, 15, 16/17	Library & Frey 150	Faculty	Reporting, legislation, & policy education	E
CP & SA	11/15/17	Mass Email	Campus Wide	Safety information on Gas Leaks; what to do if notice odor of gas	E
CP	12/1, 5/17	DoS Substation	First Aid/CPR/AED Training	Certification class on CPR, basic first aid, and AED instruction	E
CP	Numerous dates in February 2018	Fire Extinguisher Training	Hostetter Chapel 113	Online training and utilization of Bullex system for hands-on training on use of fire extinguisher	E & S
CP	2/7 & 28/18	DoS Substation	Safety Academy Class	Safety and Awareness for students on campus about Dept of Safety	S
SA	2/8/18	Hostetter Chapel	Table Top for Division of Operations	Handling a Crisis Situation	E
CP & SA	2/20,21, 22/18	Frey 110	Active Shooter Training	How to respond to an active shooter on campus; going over the "3 Outs"	S

CP & SA	2/21,28/18	DoS Substation	S.A.F.E.	Self-Defense Awareness & Familiarization Exchange	S
CP	2/26, 27/18	DoS Substation	First Aid/CPR/AED Training	Certification class on CPR, basic first aid, and AED instruction	E
CP & SA	3/2, 6/18	Fry A3	Active Shooter Training	How to respond to an active shooter on campus; going over the "3 Outs"	S
CP & SA	3/7, 20, 28/18	DoS Substation	S.A.F.E.	Self-Defense Awareness & Familiarization Exchange	S
CP & SA	3/12, 14/18	Parmer Cinema Boyer Hall	Active Shooter Training for New Employees & Refresher	How to respond to an active shooter on campus; going over the "3 Outs"	E
CP & SA	4/3, 11, 14, 19, 24, 25/18	DoS Substation	S.A.F.E.	Self-Defense Awareness & Familiarization Exchange	S
CP	4/9/18 5/30/18	DoS Substation	First Aid/CPR/AED Training	Certification class on CPR, basic first aid, and AED instruction	E
CP & SA	4/25/18	Kline 120	Active Shooter Training for School of BESS	How to respond to an active shooter on campus; going over the "3 Outs"	E
CP & SA	5/1/18	DoS Substation	S.A.F.E.	Self-Defense Awareness & Familiarization Exchange	E
SA	5/31/18 6/22/18	Campus Email	Cyber Security Awareness Initiative	Automated phishing email to test the ability of an employee to respond appropriately	E
CP	6/18/18	DoS Substation	First Aid/CPR/AED Training	Certification class on CPR, basic first aid, and AED instruction	E

## Security Awareness Initiatives & Procedures

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their own security and the security of others. Below are ways campus community members can protect themselves.

Things You Can Do:

If someone tries to harm you:

- Stay calm and think rationally
- Remember what the attacker looks like
- Consider what you can do to defend yourself

At home and in your residence/apartment:

- ALWAYS lock your doors and windows
- Be careful when inviting casual acquaintances into your home/dorm/apartment
- Do not give your keys to anyone

On the phone:

- Do not divulge your name and address to people you do not know
- Hang up immediately on obscene phone callers and report immediately
- Never reveal that you are alone

In your car:

- Lock your doors and windows
- Park in well-lit areas
- Store valuables out of sight and lock them in the trunk when car is parked
- If your car breaks down, activate emergency flashers
- Sound the horn if threatened
- Never pick up hitchhikers

Below is a list of security initiatives, procedures and services available to students, employees, visitors and all campus community members. Unless otherwise noted, these initiatives are available or provided on a regular daily basis.

**24 Hour Safety and Dispatch Department:** You can call the Department of Safety 24hrs a day for service at (717)691-6005. Please put this phone number in your phone.

**Campus Emergency Telephones:** There are emergency blue light phones located around campus. They are the brown poles with EMERGENCY on the sides. To operate, firmly press the large red button, listen for the dial tone and the automatic dial, wait for the dispatcher to answer and report your emergency.

**Safety Escort Service:** The Department of Safety will provide a **SAFETY ESCORT** from dusk to dawn by vehicle, bicycle or walking patrol. This service is provided seven days a week and may be conducted by student escort drivers or safety officers. Call Dispatch at (717)691-6005 to request the service. If there is a high volume of service calls occurring on campus, it may take several minutes for your escort to arrive. Please ask the Dispatcher for an estimated time of arrival.

**Silent Witness:** The Department of Education requires all colleges and universities to have some type of anonymous reporting system. We prefer individuals to make reports in person but if someone is not comfortable with that process a **SILENT WITNESS** online form can be submitted. **THIS IS FOR NON-EMERGENCY REPORTS ONLY.** If the situation you are reporting is life threatening, please call 911.

**Emergency Text Alerts:** Messiah College uses an emergency **Text Alert** system to make notifications of campus emergencies, closings or delays. You must sign up for this service in

order to receive text alerts, however ALL employees and students receive email notifications. To sign up, log onto MC Square; click on the “HOME” tab; at the top left of page under “NEED TO KNOW” you will find a list including “TEXT ALERT SYSTEM”; click on link; complete form.

**Emergency Notifications and Timely Warnings:** Messiah College will make timely warnings and emergency notifications via the text alert system and campus wide emails. Please read any message with these headings.

**“Reach Out” App:** College Edition of a smart phone app for resourcing and announcements. This app is utilized primarily to store emergency contact information for on and off-campus health and safety resources and response options.

**Amnesty Policy:** Students, regardless of age, will be granted immunity from college disciplinary proceedings for the violation of community conduct standards if the Department of Safety, Residence Life staff, or other College official, becomes aware of the breach in community behavior standards because the individual was seeking medical assistance for someone else. The person seeking assistance must reasonably believe he/she is the first to call for assistance, must use own name with authorities, and must stay with the individual needing medical assistance. ADDITIONAL DETAILS CAN BE FOUND IN THE [STUDENT HANDBOOK](#) .

**“If You See Something, Say Something”:** Messiah College has joined with the Department of Homeland Security in raising public awareness of the indicators of terrorism and terrorism-related crimes. Part of this campaign invites you to “Take the Challenge” with three short online videos that test your observation skills. The link to the “Challenge” is below. Copy and paste into your browser to see how observant you are.

<https://www.dhs.gov/if-you-see-something-say-something%E2%84%A2/take-challenge>

**Access Control:** Employees and students can swipe their Messiah College ID cards, the universal campus identification card, into readers at designated building entrances. A magnetic strip on the card identifies users and allows the encoded reader to open the door only to individuals with proper authority for that building.

**Security Cameras:** Security cameras are utilized in several parking lots, in computer labs, in specific office areas and in other areas deemed necessary to deter crime. An internal policy exists between the Department of Safety, Information Technology and Facility Services; these departments work together when requests are made for the addition of cameras or when situations warrant.

**Residence Hall/Apartment Security Patrols:** The Department of Safety provides an assigned Department of Safety officer each year to the residential buildings on campus. The officers conduct daily security foot patrols through their assigned building in order to build relationships and to provide crime prevention information for enhanced security awareness with the students.

**Security Panic Buttons:** Panic buttons are installed in select office locations throughout campus to assist personnel working in those areas when an emergency/crisis situation arises. Once the panic button is activated, the Department of Safety Dispatch Office is immediately notified and a protocol is followed for appropriate response to the designated location.

**Bicycle and Foot Patrol:** Department of Safety Officers receive specialized training on the use of bicycles to quickly respond to calls for service. The use of bike and foot patrols enables the officers to provide consistent visibility on campus where a vehicle would not be able to provide.

**Crime Prevention Bulletin Board:** The Department of Safety provides crime prevention tips and safety information monthly to campus community members. The board is located in the Eisenhower Campus Center entrance area.

**SAFE – “Self-Defense Awareness & Familiarization Exchange”:** The Department of Safety provides trained and certified instructors, upon request, to teach female students and employees how to avoid and escape from threatening situations.

**Bicycle Registration:** As part of the Department of Safety’s education program, officers aid students and employees with registering their bicycles and personal property to help deter theft.

**Lighting and Maintenance:** Messiah College Department of Safety and Facility Services personnel conduct monthly assessments of areas that may need repaired or upgraded lighting on campus, as well as assessing maintenance in physical areas that may provide protection for potential criminal activities.

**Messiah College Workplace Safety Committee:** A state-certified committee concerned about the safety and well-being of our employees and students, our campus, and the environment. We have representation from many different areas across campus. This diverse representation affords the opportunity for members to:

- Communicate and discuss relevant safety issues and concerns in an effort to find solutions
- Share knowledge of safety, health and environmental topics
- Learn information pertinent to the safety and well-being of Messiah’s employees and disperse that information to their areas
- Be the voice of others from across campus

The Committee meets monthly year-round; a quorum must be present for each meeting. Meeting minutes are available on the Safety Committee channel of MC-Square for all employees and students to read.

**Messiah College [Compliance Committee](#):** Messiah College takes seriously our responsibility for upholding federal, state and local regulations as well as complying with high ethical, professional and legal standards that guide the operation of our institution. The Compliance Committee is comprised of employees from the various divisions of the College who meet monthly during fall and spring semesters and monitor the College’s success in meeting these responsibilities. Members audit their areas for compliance with the various regulations and standards that impact their operations; ensure deadlines are being met when applicable; monitor for changes to regulations and standards that affect their area; and help to provide continuity as employees change positions and responsibilities. As information is shared during “round-tables,” members gain an appreciation and understanding of how action in one division may have a significant impact on compliance in other divisions and on the continued successful operation of the College.

**Threat Assessment Team (Touching Base):** The Threat Assessment team assesses and responds accordingly to any threatening behaviors and dangerous incidents involving students, faculty or staff. The team consists of representatives from Department of Safety, Human

Resources, Engle Center for Counseling and Health Services, Division of Student Affairs, Residence Life, Disability Services, and other units as determined necessary. This group meets weekly (at a minimum) during the academic year.

**EHS, OSHA, EPA & DOT Training:** Orientation and specific training pertinent to employees work assignments are required as well as annual trainings; these are done by the compliance employee out of the Human Resources Office.

**IT Cyber Security Awareness Initiative:** ITS security conducts phishing campaigns on a monthly basis where employees are randomly/anonymously selected each month to educate on how to better spot phishing emails.

In order to be successful in providing the highest degree of safety on the campus, it is important that all community members follow good safety practices and understand that safety is the responsibility of all community members; not just those officially and formally charged with enforcing the laws, policies and rules. Feel free to contact the Department of Safety Dispatch Office, 717-691-6005, if you need to report a situation or need information related to the above safety measures.

### **Daily Crime and Fire Log**

The Department of Safety makes the Daily Crime and Fire Log for the most recent 60-day period open to public inspection during normal business hours (8:00am to 5:00pm Monday through Friday with the exception of campus holidays/closings) at the Dispatch Office, located in the Eisenhower Campus Center, 500 College Avenue. Any portion of these crime and fire logs that is older than 60 days are made available for public inspection within two business days of a request. Contact the Director of Safety at 717-691-6005, ext. 7395. The information in the Daily Crime and Fire Log typically includes the incident number, crime classification, date reported, date occurred, general location, and disposition of each reported crime. All confirmed fires occurring within or on any and all on-campus residential facilities will also be included in the log. Note: the names of crime victims will not be listed on the Daily Crime and Fire log.

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes/incidents within the college's Clery geography and updated information regarding previously reported crimes are entered onto the Daily Crime and Fire Log within two business days of when it is reported to the Department of Safety. It is important to note that the Department of Safety has no jurisdiction outside of its identified Clery geography. Anytime the Department of Safety assists the local police or their presence is otherwise requested by the police outside of the campus' Clery geography jurisdiction, an incident report will be generated.

According to Federal Law, the Department of Safety has authority to withhold information from its Daily Crime and Fire Log only if there is clear and convincing evidence that the release of such information would/is:

1. Disclosure is prohibited by law;
2. Jeopardize the confidentiality of the victim;
3. Jeopardize an ongoing criminal investigation or the safety of an individual;
4. Cause a suspect to flee or evade detection; or
5. Result in the destruction of evidence.

Once the adverse effect is no longer likely to occur, the Department of Safety will disclose any withheld information.

## Crime Reporting Notifications

Numerous efforts are made to inform members of the campus community on a timely basis about campus crime and crime-related problems. These efforts include the following:

1. Annual Report - This Campus Security and Fire Safety Report is published annually and distributed throughout the campus community and is available to the media and any individual or organization requesting a copy. It is also available on-line through the department's website and is linked from other department's sites as well.
2. Student Newspaper - *The Swinging Bridge* – publishes special articles concerning security issues and upcoming events related to safety and crime prevention.
3. Employee Newsletter – *The Intercom* - publishes special articles frequently concerning security issues that occur and upcoming crime prevention events on campus.
4. Media – [The Pulse](#): The Pulse is dedicated to stay up-to-date with the latest news via social media outlets and through the website. Apart from news they also collect and display information that can be helpful like the campus wide event calendar, student directory, and other helpful pages on their website. The Pulse consists of Pulse FM, The Clarion yearbook, and The Swinging Bridge newspaper.
5. Daily Crime and Fire Log - a chronological record of all crimes, fires and other significant safety incidents reported to the Safety Department. See information above under Daily Crime and Fire Log.
6. Emergency Text Alerts - A campus emergency [Text Alert](#) system utilizing text messaging is used to notify students and employees of weather emergencies and upon confirmation of a significant emergency or dangerous situation on campus involving an immediate threat to the health or safety of students and staff. Students and employees are reminded to keep their personal telephone numbers, email address and text messaging information updated to ensure receipt of emergency messages. One or more of these methods is used whenever members of the College's Crisis Team determines that a situation exists which constitutes an imminent threat to members of the campus community. All employees and students are encouraged to sign up for the [Text Alert system](#) on MCSquare.

## Emergency Preparedness Overview

[Emergency Response](#) at Messiah College is managed by the college's [Crisis Management Committee](#), a standing institutional governance group. Emergency operations planning involves preventing, preparing for, responding to and recovering from any and all emergencies that could affect the Messiah College community and local area communities. It includes having a comprehensive plan extending from all levels of emergency personnel down through the individuals that make up our community to prevent situations that cause emergencies. It is designed to prepare people on the procedures to follow should a crisis occur; it is a well collaborated response approach from College and local officials and State and Federal agencies to effectively mitigate any crisis. Finally, it ensures the college administration is ready and able to recover quickly from emergency events in order to keep the operations and business continuity of Messiah College moving forward.

All members of the Messiah community are notified on an annual basis that they are required to notify the Department of Safety or local law enforcement agency of any situation or incident on campus that

involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus. The Messiah College Department of Safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Department of Safety has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation. If the Department of Safety confirms or receives confirmed information that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, then the Crisis Management Committee is summoned and the below Emergency Response Procedures are followed.

## **Emergency Response Procedures**

In accordance with the College's Emergency Management Plan, college officials, known as the [Crisis Management Committee](#) will coordinate the emergency notification, response and evacuation of the community, as needed, in the event of an emergency. These officials will also test the emergency response and evacuation procedures annually and publicize them throughout the community. Individuals who are responsible for carrying out these procedures include, but are not limited to the following:

- Vice-President of Operations
- Vice-Provost/Dean of Students
- Director of Communications
- Executive Director of Marketing & Communications
- Director of Safety & Administrative Services
- Director of Investigations, Compliance & Training
- Vice-President for Human Resources & Compliance
- Director of Facility Services

Activation of the emergency notification system **will occur immediately upon confirmation** of a significant emergency or dangerous situation occurring on Messiah campus involving an immediate threat to the health or safety of students, faculty and staff, so that they may take reasonable precautions for their safety. The notification will be issued without delay unless issuing a notification will, in the judgment of the first responders (including, but not limited to local law enforcement agencies and/or fire/EMS) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergencies on campus are typically confirmed by the Department of Safety, in consultation with other offices such as Facility Services, Campus Events Office, Student Affairs/Residence Life Office, Engle Center for Counseling & Health Services, the National Weather Service, Cumberland County Emergency Operations Center (911) and/or responding law enforcement or fire departments. The decision is typically made by the Vice-President of Operations (or designee) and the Director of Safety & Administrative Services (or designee). If an emergency notification is authorized, some or all of the systems listed under "mass notification systems" will be activated, depending on the nature of the emergency. The notification messages will be developed and initiated by members of the [Crisis Management Committee](#). This team assembles and manages major incidents on campus and will determine the appropriate segment(s) of the community to receive the notification as deemed necessary. If only a segment or portion of the community needs to be informed, an emergency notification will be sent via email to the relevant segment of the campus community. Additionally, this team will provide adequate follow-up information to the community, as needed. Follow-up information may be distributed



using some or all of the communication systems listed under “mass notification systems” and they are posted on the college’s website which can be accessed at [www.messiah.edu](http://www.messiah.edu)

In situations in which the Vice-President for Operations or Director of Safety & Administrative Services is not available, or where any delay to brief these officials would significantly increase the risk to the campus community, the on-duty Department of Safety supervisor is authorized to develop a message and activate the components of the emergency notification system (with exception of the mass email and full website components). Parents and other members of the community who are interested in receiving information when there is an emergency on campus can follow the college’s emergency blog at <http://messiah911.wordpress.com> They can also go to the college’s website accessed at [www.messiah.edu](http://www.messiah.edu)

Messiah College will, without delay and taking into account the safety of the community, determine the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

### **Additional Information**

Anyone with information warranting an emergency notice should report the circumstances to the Department of Safety Office, by phone (717)691-6005 or in person at the Safety Office, 432 Grantham Road (located in the brown/gray building directly across the railroad track bridge at the main entrance) or at the Dispatch Office, located in the Eisenhower Campus Center behind the Receptionist Office inside the main doors. Further information relative to the College’s emergency response plan, including procedures specific to particular types of emergencies, question and answers, and useful links can be found at [Messiah College Emergency Response](#). Individuals may also contact a local law enforcement agency by calling 911 from any cell phone or 9-911 from an on-campus phone.

## **Mass Notification Systems**

In the event of a substantiated serious incident that poses an immediate threat to members of the Messiah College community, the college has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. The College will release information which can be used by students and other College community members to reduce their chances of becoming victims.

The College utilizes a multi-faceted communications system to provide timely warnings/crime alerts and emergency notifications to the campus community. In the event of an impending or actual emergency on campus, one or more of the following communication channels will be activated:

### **Text Messaging**

RAVE Mobile Safety: Provides personal communication to all cell phone users who register for the service. In addition to emergency communications, text messages will also be used to announce weather delays and cancellations. Students, faculty and staff can sign up for text messaging online through [Messiah College Emergency Response](#). An authorized Messiah College member of the Crisis Management Committee develops the messages for this system and activates the texts.

### **Electronic Mail Messages (Email)**

Will be used to send more detailed information to everyone with a Messiah College email account. An authorized Messiah College member of the Crisis Management Committee typically develops the messages for this system and activates the mass email.

### **Campus Emergency Response Website**

Found online at [Messiah College Emergency Response](#), is updated regularly with information and instructions about how to respond in an emergency situation. The Department of Marketing and Communications is responsible for the information found on this site.

### **Emergency Blog**

Found online at <http://messiah911.wordpress.com>, is updated regularly with official information pertaining to an ongoing emergency. The Department of Marketing and Communications is responsible for developing the messages and posting to this site during a crisis situation. Parents and community members can view alerts, information and updates through this site.

### **Social Media**

Primarily Twitter and Facebook can be used to send notices. The Department of Marketing and Communications typically develops the messages for this system and is responsible for posting to this site during a crisis situation. This is done in coordination with the student media, The Pulse, to help disseminate information on campus.

### **Campus Wide Voice Mail**

Can be used to send more detailed information to everyone with a Messiah College voicemail account. An authorized Messiah College member of the Crisis Management Committee or designee typically develops the messages for this system and activates the voicemail.

### **Emergency Hotline (717)691-6084**

Can be used to provide more information to the campus community. An authorized Messiah College member of the Crisis Management Committee or designee is responsible for developing messages for this system.

### **Fire Alarm System**

Can be used to evacuate a building(s) if there is a potential threat to the health and safety of that segment of the campus community. A fire alarm can be pulled by anyone responding to the crisis situation.

### **Public Address System**

Members of the campus community may utilize bull horns or other forms of voice projection during a campus crisis emergency at the direction of a member of the Crisis Management Committee.

### **Postings and Signage**

Signs and postings in residence halls and other highly visible locations through the campus community including staff/faculty lounges may be utilized during a campus crisis emergency at the direction of a member of the Crisis Management Committee.

If any of the systems using technology fails, the Crisis Management Team may initiate face-to-face communication using building managers, residence life staff or other appropriate faculty, staff and students on campus.

## Campus Timely Warning Notice (CTWN)

### Campus Timely Warning

This notice is specifically related to compliance with the federal Clery Act. The timely warning/crime alert is triggered when Messiah College Department of Safety identifies a Clery Act reportable crime that poses an ongoing or serious threat to students, faculty, staff and/or guests. This notification is sent so that campus community members can protect themselves from harm and take reasonable precautions for their safety. The Clery Act defines certain specific crimes that require a timely warning notice to be issued when crimes are reported to Campus Security Authorities (CSA's), campus safety personnel, or the local police AND the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus. Messiah College has designated what has been deemed as Messiah College "core campus geography"; a map of the core campus geography is used. The decision to inform the community is to be distributed as soon as pertinent information is available and shall be based upon the known facts of the incident.

Campus officials not subject to the timely warning reporting requirement include licensed or certified professional counselors and recognized pastoral counselors who are functioning in the role of providing confidential counseling to crime victims on behalf of the institution.

Types of incidents or situations that constitute a campus timely warning being sent are:

1. **All Clery Act Crimes which represent a serious or continuing threat to the person and/or property of students and employees.** Examples include but are not limited to:
  - Murder and Non-Negligent Manslaughter
  - Sex Offenses\*
  - Robbery
  - Aggravated Assault\*
  - Burglary\*
  - Motor Vehicle Theft\*
  - Arson
  - Hate Crimes
  - Domestic Violence/Dating Violence/Stalking\*
2. **Emergency situations that are life threatening.** Examples include, but are not limited to:
  - persons with weapons with intent to use
  - threat of violent crime
  - situations where identity or location of suspect is not known
  - assault (physical or sexual)
3. **Any act or immediate threat of interpersonal violence.** Examples include, but are not limited to:
  - domestic or relationship situations
  - hate crimes (including each type of primary crime identified above that are determined to be a hate crime)
  - consistent pattern of violent behavior
  - dating violence
  - domestic violence

- stalking situations
4. **Serious acts or threats to campus-owned, public, or personal property**
  5. **Any other crime classification, as deemed necessary if the event poses a serious or ongoing threat to the campus community. Examples include, but are not limited to:**
    - larceny-theft
    - simple assault
    - intimidation
    - destruction/damage/vandalism of public property
    - drug law violations
    - liquor law violations
    - illegal weapons possession

**Timing, Content, and Decision Criteria for a Campus Timely Warning Notice:**

The warning should be issued as soon as the pertinent information is available because the intent of a campus timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

\*The issuing of a timely warning notice, in particular crimes identified by a \*, are considered on a case-by-case basis and depend upon a number of factors. These include the nature of the crime, the timeliness of the report, the continuing danger to the campus community – such as whether the perpetrator was apprehended – and the possible risk of compromising law enforcement efforts. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Messiah College community members and a campus timely warning notice would not be distributed.

In cases involving sexual assault that can be typically reported long after the incident occurred, there is no ability to distribute a campus timely warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Department of Safety. Typically, alerts or warnings are not issued for any incidents reported that are older than two weeks or 14 days from the date of occurrence as such a delay in reporting has not afforded the college an opportunity to react or respond in a timely manner.

Clery Act regulations do not specifically specify what information should be included in a timely warning. However, because the intent of the warning is to enable members of the campus community to protect themselves, the warning should include all information that would promote safety.

**A Timely Warning Notice should include the following unless issuing any of this information would risk compromising law enforcement efforts:**

- a. A brief statement of the incident, including nature of crime, date and time of incident, and location crime occurred;
- b. Possible connection to previous incidents, if known.
- c. Physical description of suspect(s) i.e. height, weight, clothing description, tattoos, facial hair, etc.;
- d. Other relevant and important information as deemed appropriate;
- e. Prevention tips to promote safety;

- f. Date and time the warning was released;
- g. Department of Safety/Police contact information; and
- h. This statement (which must be on all communications):  
 \*\*\*Notification issued in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, a federal law originally known as the Crime Awareness and Campus Security Act of 1990, which mandates timely notices or emergency notification to the campus community. The Clery Act is enforced by the U.S. Department of Education.\*\*\*

**The timely warning notice WILL NOT include:**

- a. Any information that would identify the victim(s), such as:
  - 1. victim’s first or last name;
  - 2. a home or other physical address, including room number or floor of incident if/when disclosing building information;
  - 3. contact information (including a postal, e-mail, or Internet protocol address, or telephone or facsimile number);
  - 4. a social security number, driver license number, passport number, or student identification number; and
  - 5. any other information, including date of birth, racial or ethnic background, or religious affiliation, that would serve to identify any individual.

**Decision to Issue Campus Timely Warning Notice – Responsibility:**

The decision to issue a Campus Timely Warning Notice is made in coordination and consultation by at least two of the following personnel from the Decision Team. In an extreme emergency, the notification process will be implemented at the sole direction of the College’s Crisis Controller or alternate.

**Decision Team:**

- VP for Operations
- Vice President for Human Resources and Compliance
- Vice-Provost/Dean of Students
- Executive Director of Marketing & Communications
- Director of Safety & Administrative Services
- Director of Investigations, Compliance & Training
- Associate Dean of Students
- Director of Communications

Note: The decision to issue a Campus Timely Warning Notice shall include a specific designation of the College office or person to be responsible for overseeing the dissemination of the warning.

**How Campus Timely Warning Notices are Issued & Who Issues Them:** See “Mass Notification Systems” in this report for a list of notification methods used. The method or methods used will depend on the severity, location, and type of incident and the ongoing nature of the threat. Alerts may be issued for other crime classifications as deemed necessary.

**Note:** If a crime is reported directly to UAPD that could pose a serious or ongoing threat to the Messiah College community, a representative of UAPD will notify Department of Safety as soon as practicable about the crime and will provide sufficient detail to allow the Department of Safety to assess the crime and determine if a Timely Warning Notice should be distributed to the Messiah College community. UAPD will assist the College in its response to a crime that affects

the College community, as deemed appropriate. However, Messiah College is not required by law to issue a timely warning for off-campus crimes.

A complete policy and procedure for issuing a CTWN is managed by the Crisis Management Committee.

## **Emergency Notifications (EN)**

Messiah College uses an [Emergency Notification](#) to immediately notify students and employees upon confirmation that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation. The Crisis Controller or alternate, will determine the content of the information. An Emergency Notification will be released as soon as reasonably necessary and without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information must be disseminated to the community via the mediums stated below. An Emergency Notification can be related to criminal activity that is not subject to the timely warning standard required by the Clery Act, but is not necessarily related to criminal activity. Examples of situations that may constitute the College's decision to issue an Emergency Notification include, but are not limited to:

1. **Situations where serious injuries may or have occurred.** Examples include, but are not limited to:
  - building collapse
  - train derailment
  - fire
  
2. **Situations that cause major disruption to campus operations.** Examples include, but are not limited to:
  - Transformer fire
  - Weather-related situations
  - Power outages
  - Water emergencies
  - Serious acts or threats to campus property

A threat is imminent when the need for action is instant, overwhelming and leaves no time for deliberation. Such situations may include, but are not limited to, a hazardous materials incident requiring sheltering in place or evacuation, a hostage/barricade situation, a riot, suspicious package with confirmation of a device, a tornado, a fire/explosion, suspicious death, structural damage to College owned or controlled facility, biological threat, a gas leak, an active shooter on or near campus, or a shooting incident on or near the campus.

### **Decision to Issue Emergency Notifications – Responsibility:**

The decision to issue an Emergency Notification is made in coordination and consultation by at least two of the following personnel from the Decision Team:

#### **Decision Team:**

VP for Operations  
Vice-Provost/Dean of Students  
Vice President for Human Resources and Compliance (or alternate)  
Executive Director of Marketing & Communications (or alternate)  
Director of Safety & Administrative Services (or alternate)  
Director of Investigations, Compliance & Training  
Associate Dean of Students  
Director of Communications

In an extreme emergency, the notification process will be implemented at the sole direction of the College's Crisis Controller or alternate. Note: The decision to issue an Emergency Notification shall include a specific designation of the College office or person to be responsible for overseeing the dissemination of the warning.

Once a situation that warrants immediate response is reported to the Department of Safety or Dispatch Office, an officer from the Safety Department is dispatched to the situation to ascertain if an emergency situation exists. Once the situation is confirmed, a phone call is made to the on-call supervisor in Safety and to the Crisis Controller. The Crisis Controller will determine the type of response and information needed to be disseminated to the campus community.

**Content of the Notification and Segments to Receive Notification:** When an emergency notification (EN) is activated, college officials will notify campus community members of the emergency situation, its exact location, and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the "shelter-in-place" concept. Shelter-in-place means to take immediate shelter wherever you happen to be at the time of a notification– in campus housing, in privately owned housing near campus, in an academic or administrative building, etc. Community members should remain in a shelter-in-place status until the all clear is communicated by emergency response personnel. College authorities may instruct campus community members to shelter-in-place if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of the campus community.

**Informing the Campus Community:**

The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. There will be a continuing assessment of the situation and additional segments of the campus community may be notified if a situation warrants such action.

**Informing the Larger Community on Emergency Notifications:**

If the Decision Team determines that notification of audiences other than students and employees is necessary and appropriate, Messiah College's procedures for disseminating emergency information to the larger community will include making pertinent information available on the College Web site ([www.messiah.edu](http://www.messiah.edu)), as well as use of its Emergency Hotline (717-691-6084) and Campus Dispatch (717-691-6005). In addition, the College will provide emergency information to the media as appropriate.

**How Emergency Notifications are Issued:** See "Mass Notification Systems" in this report for a list of notification methods used. The method or methods used will depend on the severity, location, and type of incident and the ongoing nature of the threat. Alerts may be issued for other situations as deemed necessary.

**Note:** If a situation is reported directly to UAPD that could pose a serious or ongoing threat to the Messiah College community, a representative of UAPD will notify Department of Safety as soon as practicable and will provide sufficient detail to allow the Department of Safety to assess the information and determine if an Emergency Notification should be distributed to the Messiah College community. UAPD will assist the College in its response that affects the College community, as deemed appropriate.

**Reporting an Emergency:** Any individual can report an emergency by calling the Department of Safety 717-691-6005; or to the local police by dialing 911.

A complete policy and procedure for issuing an Emergency Notification is managed by the Crisis Management Committee.

## **Medical Emergency Response Procedures**

Students, faculty, staff, and guests should report any life threatening medical emergency situation to the Cumberland County Communications Center or York County Communications Center by dialing 911 (9-911 if from an on campus phone) and then also to the Department of Safety at (717) 691-6005 or ext. 6005 (on campus phone). Department of Safety uniformed officers are certified first responders and are trained to provide medical assessment and emergency care. Department of Safety can summon an ambulance through the Cumberland or York county Communication Center. Safety Officers have interoperable radio capabilities to communicate with outside emergency responders in an effort to enhance emergency response and medical care.

Student EMT's (Emergency Medical Technicians) are volunteer and assist the Department of Safety on medical calls, are available at special events for emergency medical care as well as at specific athletic events that would require medical services. The EMT's are "on call" and are notified by the Dispatch Office through the use of cell phones. Student EMT's attend bi-weekly trainings to keep their credentials and certifications current.

[AED's](#) (Automated External Defibrulators) are located throughout campus at strategic locations. These are available to the campus community if needed in a medical emergency.

## **Evacuation Procedures**

### **Grantham Campus**

Messiah College [Crisis Management Committee](#) is responsible for the notification to the campus community of an evacuation in the event of a fire, bomb threat, power outage, other natural disasters, civil disturbances, active threats, or any emergency situation that constitutes an evacuation. The level of necessity will determine the response. If large-scale events occur that are beyond the resource capabilities of the Crisis Team and the college, officials will request assistance from outside agencies such as local police departments, fire and emergency services departments, PA State Police, and the Cumberland County Emergency Operations Center.

Section 14 of the [Messiah College Safety Manual](#) is the campus' Emergency Action Plan. It covers emergency incidents such as active shooter, fire, intruder, weather emergencies; i.e. tornado, earthquake, etc. and so much more. Employees are encouraged to take time to familiarize themselves with the information and how it relates to their work space.



Evacuation drills are coordinated by the Department of Safety, in cooperation with the Residence Life and Campus Events personnel each semester (twice a year) for all residential facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short term building evacuation by means of evacuation posters displayed on the inside of each residential dorm room door. It is not communicated in advance to residents about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In all cases, the Department of Safety and the Crisis Management Committee, in cooperation with the Residence Life staff on scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the Department of Safety Fire and Safety Systems Coordinator to evaluate patterns. Reports are prepared which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students and employees receive information about evacuation and “Lock Out, Hide Out, Get Out” procedures during training sessions. These sessions are provided annually to all incoming first year students and all new employees and then as occasional refresher updates throughout the year. The Resident Assistants and Resident Directors receive additional crisis management training at the beginning of the school year and act as an on-going resource for students living in residential facilities.

A synopsis of the College's Emergency Evacuation Plan is below. It is meant to provide an overview understanding of the plan's basic commitments and strategies, but for purposes of brevity and security, does not outline all internal details, assignments, and locations. These exist in the Crisis Management Committee's broader Crisis Management Plan and would be made available to students, employees and their families in case of an actual emergency.

Further information pertaining to Emergency Response and Evacuation procedures specific to certain emergencies, including Question and Answers, go to [Messiah College Emergency Response](#). Separate links pertaining to procedures for employees, students, and parents/families are included on this site.

## **Evacuation Plan**

Messiah College is committed to providing safe evacuation procedures for members of the College community and our visitors so as to effectively alert evacuate and/or shelter people during an emergency. To be successful, the College relies on the cooperation and pro-active attention of every member of the College community. As such, this evacuation plan is developed under the following assumptions:

- The primary focus of an evacuation is to move members of the College community to safety.
- The College has an obligation to provide clear instructions for evacuation.
- Employees, students, and visitors are expected to follow evacuation instructions.
- Employees, students, and visitors will be expected to evacuate in their own cars unless otherwise notified.
- Employees and students will be expected to assist those around them in evacuating, including offering rides and/or refuge to those who do not have immediate means for evacuating.

- Students should have plans on how and when to follow up with parents based upon their own family practices and expectations as established in the Emergency Preparedness & Evacuation Plan.

The College encourages proactive planning on the part of the entire college community for emergency conditions. Divisions and departments should discuss how an evacuation would affect their operations and identify procedures for managing an evacuation. Likewise, the College recommends that students and their families discuss ahead of time how best to manage the unlikely need to evacuate campus.

Basic evacuation procedures consist of the following:

- Remain calm.
- If you can safely exit the area, do so as quickly as possible.
- Run from the scene in a zig-zag fashion; keep your hands visible when you exit.
- NEVER sound the fire alarms in a non-fire emergency situation.
- Do NOT use elevators; use the stairs.
- Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell and immediately inform the Department of Safety or the responding emergency services agency of the individual's location.
- Proceed to a safe area at least 150 feet from the building.
- Keep all walkways clear for emergency vehicles.
- Make sure all individuals are out of the building.
- Do NOT re-enter the building until authorized to do so.
- Listen to all directives given to you by emergency services personnel.
- When the police arrive, immediately raise your arms and keep your hands and finger visible. Follow officer's instructions and avoid pointing, screaming and yelling.

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoor becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, "hiding out" or sheltering-in-place means to make a shelter of the building you are in, and with a few adjustments this location can be made even safer or more comfortable until it is safe to go outside.

Basic "Hide Out" or shelter-in-place procedures consist of the following:

- Lock and barricade the door.
- Close windows and blinds and hide from view.
- Take cover behind heavy items that might offer additional protection.
- Call 911 and the Department of Safety and report your location and the number of people sheltering there.
- Report if there are any injured individuals with you in your location.

- Silence your cell phone but leave it on so that you can receive text message alerts.
- When the police arrive, immediately raise your arms and keep your hands and finger visible. Follow officer's instructions and avoid pointing, screaming and yelling.

### **Winding Hill Site**

Section 14 of the [Messiah College Safety Manual](#) is the campus' Emergency Action Plan. It covers emergency incidents such as active shooter, fire, intruder, weather emergencies; i.e. tornado, earthquake, etc. and so much more. Employees are encouraged to take time to familiarize themselves with the information and how it relates to their work space. Evacuation floor plans are located near exit doors in most classrooms, labs, and office suites. The signs indicate the primary exit route to exit the building. A map is provided to the employees showing the three outside meeting locations, based on the exit you take. Faculty point out this information to students on the first day of class, stressing the meeting location for accountability. Please remember that during an emergency evacuation, it is the faculty's responsibility to account for all students who were in his/her class at the time of the evacuation. Therefore, it is important to have a class roster available at all times (ex., hard copy, iPad, iPhone, etc.). Once students are accounted for, please report any missing students and their last known location to emergency responders.

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## **Evacuation Model**

Evacuation of buildings or the entire campus may be necessary for several reasons: fire drill, chemical leak or explosion (within a building or outside of buildings), natural disaster, intruder etc. When an emergency event requiring evacuation is confirmed, the Department of Safety and the [Crisis Management Committee](#) will work with local authorities and emergency personnel to manage the evacuation process. The College's Emergency Evacuation Plan (EEP) is designed around three levels of evacuation needs:

### *1. Level I, Building Evacuation*

A Level I evacuation requires the immediate evacuation of a single building or discrete section of campus, but not a general evacuation of the entire campus.

### *2. Level II, Urgent Campus Evacuation (Within 8 hours)*

A Level II evacuation requires the evacuation of all students and non-essential employees from the campus within a specified time period. Visitors are required to leave campus immediately.

### *3. Level III, Immediate Campus Evacuation*

A Level III evacuation requires that all students, employees and visitors leave campus immediately and without taking time to gather personal belongings.

## **Level I Building Evacuation**

A building evacuation is typically initiated by Campus Events, Facilities Services, the Department of Safety, or Residence Life staff. However, anyone discovering a fire, smoky conditions, or explosion should pull the nearest fire alarm and call 911 to report emergencies.

The need to evacuate the building is communicated through at least one of the following channels:

- Alarm
- Text Alert
- Safe Connect Computer Announcement
- Email
- Phone call

Note: for other communication means, see "Mass Notification Systems" previously in this report.

The College has identified all emergency exits, and evacuation maps are provided in each classroom, lab, office, residence hall room and general use space. Occupants are expected to follow exit procedures for the specific building. Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by the Department of Safety or local emergency personnel. Occupants shall assist visitors, students and others who are not familiar with the plan or who have special needs in order to evacuate safely.

Occupants of evacuated buildings should go to designated evacuation assembly areas to await further instruction and "all clear" notifications. No employee is permitted to re-enter the building until advised by the Department of Safety or emergency personnel that it is safe to do so. A safety check is completed by the Department of Safety in partnership with local emergency personnel.

## **Level II Urgent Evacuation (All campus evacuation within 1-8 hours )**

An urgent evacuation of the entire campus means that all employees, students and visitors must leave the campus within a specified period of time. Typically, the need to implement a general evacuation is

initiated by local or regional authorities and implemented by the Crisis Management Committee and the Dept. of Safety.

The [Crisis Management Committee](#) and the Dept. of Safety will communicate the need and plan for a campus-wide evacuation first to President's Cabinet and the School Deans with specific information regarding the timeline for evacuation and general information for students and employees related to the evacuation route and campus shutdown. At the same time, the Department of Safety will hold a special meeting for Residence Life regarding assisting students in evacuating and shutting down campus efficiently. A general announcement regarding the evacuation and campus shut down will then be communicated through at least one of the following channels:

- Alarm
- Text Alert
- Safe Connect Computer Announcement
- Emergency Blog
- Email
- Phone call

Note: for other communication means, see "Mass Notification Systems" previously in this report.

Students are expected to implement their personal [Emergency Preparedness & Evacuation](#) Plan.

Decisions about releasing essential employees will be made by the responsible director or department head based upon the situation and need.

The Department of Safety maintains evacuation routes and traffic procedures, including appropriate locations at which parents retrieving students as well as employees awaiting rides may meet. Employees, students and visitors will be instructed via the emergency blog, email and text message as to the appropriate route for leaving campus.

### **Level III - Immediate Evacuation (All campus evacuated IMMEDIATELY)**

An immediate evacuation of the entire campus means that all employees, students and visitors must leave the campus immediately and without delay. Typically, the need to implement an immediate evacuation is initiated by local or regional authorities and implemented by the Crisis Management Committee and the Dept. of Safety.

The Crisis Management Committee and the Department of Safety will communicate via text message, email, voicemail, and the emergency blog the need for a campus-wide immediate evacuation. This message will include information related to the evacuation route and campus shutdown for students and employees. At the same time, Residence Life will be advised of the need to direct students in leaving campus immediately (without taking time for gathering personal possessions), and of the need to assist others in evacuating quickly.

Decisions about releasing essential employees will be made by the responsible director or department head based upon the situation and need.

The Department of Safety maintains evacuation routes and traffic procedures, including appropriate locations at which students and employees without a ride away from campus may connect with those leaving campus. Employees, students and visitors will be instructed via email and text message as to the appropriate route for leaving campus. In addition, employees and students will be asked to make sure that everyone in work unit; everyone in class; everyone on floor has a ride off campus.

## **Emergency Notification**

In the event of a substantiated serious incident that poses an immediate threat to members of the Messiah College community, the college has various systems in place for communicating information quickly. Various methods of communication may be activated in the event an evacuation needs to occur. The College utilizes a multi-faceted communications system to provide timely warnings/crime alerts and emergency notifications to the campus community. See the **Mass Notifications Systems** in this report for more detailed information on systems used to communicate with the campus community.

**Messiah College expects each student and family to have a Personal Evacuation plan.** This information can be found here [Emergency Preparedness and Evacuation Plan](#). Students and families are strongly encouraged to sit down and create a plan so that if disaster strikes, the student is well prepared. Students and families are instructed to determine the most practical means by which the student could leave campus as part of their personal evacuation plan.

## **Emergency Tests of Response and Evacuation**

According to the revisions made by the HEOA (Higher Education Opportunity Act) in 2008:

**Test:** is defined as *regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.*

“Drill” is defined as an activity that tests a single procedural operation (i.e. a test of initiating a cell phone alert system or a test of conducting a campus lockdown).

“Exercise” is defined as a test involving coordination of efforts (i.e. a test of the coordination of first responders including police, firefighters, and emergency medical technicians). These include:

- Tabletops
- Full-Scale

Messiah College conducts announced and unannounced tests (exercises and drills) each year with follow-up designed for assessment and evaluation of emergency plans and capabilities.

The Department of Safety coordinates announced and unannounced fire/emergency evacuation drills each semester to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities of the campus community. Evacuation procedures are posted on the inside of the doors of each residential room/apartment as well as classrooms in the academic buildings; these procedures include locations of where individuals are to relocate to outside the building until re-entry or other instructions are given.

The Compliance Coordinator (within the Human Resources Department) annually notifies the campus community of the campuses emergency action plan for all employees and faculty through campus wide emails.

A drill to test the Emergency Notification System [Text Alert](#) is conducted each academic year to ensure that all systems are working properly and that crisis team members maintain a working knowledge of the system. These drills are also educational moments for the campus community to remind them that this system does exist and that it is a working and functioning system that they can rely upon.

Periodic tests are performed by the Crisis Management Committee through table-top exercises and drills in order to practice the implementation of the campus' emergency operations plan and supplement emergency policies and procedures. The Crisis Controller, in coordination with other members of the Crisis Management Committee are responsible for scheduling and conducting these table-top exercises and drills. Additionally, divisional and department level exercises are initiated to train staff personnel on emergency operations. During these exercises, campus evacuation is either reviewed or practiced as part of the training session. Local emergency responders from the Fire and Police Departments and the Cumberland County Emergency Management Agency are notified and/or invited to participate along with college officials. These tests can be either announced or unannounced.

**Winding Hill Site:** There was no emergency evacuation drill/exercise done at this site as it just opened in 2017. Plans are in place to have a drill conducted during the 2018-2019 academic year at this site.

For 2017/2018 school year, Messiah College held the following tests (drills/exercises/planning sessions):

<b>Type of Test: Drill – D Exercise - E</b>	<b>Date Of Drill or Exercise</b>	<b>Time Of Test or Exercise</b>	<b>Was Test Announced: AN Or Unannounced: UA</b>	<b>Description of Test or Exercise including any Follow-Through Activity</b>
Planning Sessions	8/31/17 11/30/17 2/27/18 4/26/18	Varied	AN	Crisis Management Team and Committee Planning Sessions for school year
E	8/21/17	1:00pm – 3:00pm	AN	Tabletop exercise with the RA/RD staff on how to respond to a crisis situation
E	8/28/17	Campus Wide Email	AN	Campus Wide e-pamphlet to all employees that included info on Emergency Action Plan, Text Alert System, etc.
D	9/13/17	4:30pm	AN	Test of the Text Alert system; campus wide email sent out to all subscribers signed up for the alert system
D	10/2/17 10/3/17 10/4/17	Various Times	UA	Fire exit/evacuation drills of residential buildings on campus
E	11/13/17	2:00pm – 4:30pm	AN	Tabletop exercise with Conference Services Employees on Emergency Response to Crisis Situations
Planning Sessions	11/30/17 2/19/18 3/5, 26/18 4/9, 23, 30/18	7:30pm – 9:00pm	AN	Emergency Medical Services planning sessions for EMT's on campus; responding to campus crisis situations

E	2/8/18	1:00pm – 4:00pm	AN	Tabletop exercise with Division of Operations team on handling a crisis situation/scenarios were used
D	4/9/18 4/10/18 4/11/18	Various Times	UA	Fire exit/evacuation drills of residential buildings on campus

**After Action Reports of Tests/Exercises:** After action reviews will be conducted following each test and/or exercise that documents the test/exercise, provides a description for each test/exercise, the date, time, and whether the test was announced or unannounced.

### **Drug and Alcohol Information**

Messiah College works to provide a drug-free workplace for all College employees and students. [Engle Center for Counseling and Health Services](#) and [Human Resources Department](#) provide resources for treatment and referral for students and employees with substance abuse problems. Alcohol awareness and educational programs and information for students and employees are presented through the Department of Safety, Engle Center for Counseling and Health Services and the Office for Student Affairs and cover the dangers of alcohol and drug abuse, the availability of assistance for counseling and rehabilitation, BAC legal limits, and penalties for violating college policies.

#### **Alcohol and Other Drugs (AOD) Education and Outreach Programs Offered 2017/2018:**

<b>Date/time</b>	<b>Location</b>	<b>Program</b>	<b>Dept. Collaborated</b>	<b>Target population</b>	<b>Number of Attendees</b>
8/8/17 2:00-3:00pm	Parmer Cinema	Drug & Alcohol training for Resident Directors	Res. Life	Residence Life Staff	18
8/13/17 11:00- 12:00pm	Parmer Cinema	Drug & Alcohol training for Safety Staff	Dept. of Safety	Dept. of Safety/Dispatch	24
8/20/17	Larsen	IMPA Training – International Student Mentors	Intercultural Office	Student Leaders	26
8/22/17 2:00-3:00pm	Boyer 336	Training for multicultural counseling leaders	Intercultural Office	Students	16
8/23/17 9:00- 10:00am	Boyer	Drug & Alcohol training for RA's	Res Life	Resident Assistants	82



8/29/17 6:30-7:00pm	Boyer	Substance Use and Internships	Career and Professional Development Center	Students	27
9/18/17 4:00-5:00pm	Parmer Cinema	DACA Awareness	Intercultural Office	Students	8
10/4/17 7:00-8:00pm	Frey 110	Wellness Seminar "Message in a Bottle"	Health & Human Performance Dept.	Students	118
10/9/17 2:00-3:00pm	GEST Class	Drug & Alcohol Use from Cultural Perspective	Intercultural Office	Students	24
10/16/17 9:00-10:00am	Kline	Binge Drinking	Chessman's Class	Students	18
10/23/17 7:00-8:30pm	Kline 120	Panel on Warehoused	HRA	Students	120
11/8/17 5:30-8:30pm	Martins Commons	"Mocktails"	Alumni/Eyas Career and Professional Dev. Center	Students	50
11/20/17 1:00-2:00pm	Boyer 230	Classroom presentation on Substance Use and Treatment	Thompson Class	Students	30
12/4/17	Kline 108	Community Standards on Medical Marijuana	Associate Dean of Students	Staff & Student Representatives	8
1/3/18 1:30-3:30pm	LSU 237	RD Training	Res. Life	Resident Directors	16
1/19, 20, 21/18	University of VA	NCAA Apple Conference	Athletics	Students	6
1/23, 24, 25/18 11-12:00pm and 3:00-4:00pm	Kline 108	Drug & Alcohol Educational Series	Associate Dean of Students & Res Life	Students	11

1/31/18 2:00- 4:00pm	GEST Class	Drug & Alcohol from Cultural Perspective	Intercultural Office	New International Transfer Students	4
2/12/18 9:00- 11:00am	Climenhage Homestead	Opioid Epidemic	Lily Foundation & J. Thompson	Clergy Leadership Program	22
4/26, 27/18 5/8/18	Kline 108	Drug & Alcohol Educational Series	Associate Dean of Students & Res Life	Students	6
5/2/18 12:40- 1:40pm	Kline 235	Presentation on Medical Marijuana for Athletic Trainers	J. Kauffman's Class	Students	31

## **Drug and Alcohol Policy**

Messiah College is an alcohol, illegal drugs, and tobacco free campus. In accordance with the federal Drug-Free Workplace Act of 1988, the federal Drug-Free Schools and Communities Act (DFSCA) of 1989, and State policies on Alcohol and Other Drugs, Messiah College prohibits the unlawful or unauthorized possession, use, sale, manufacture, distribution, transportation, or dispensation of alcohol and other drugs by visitors to the campus, employees and students in the workplace, on College property, or as part of any campus activity. Disciplinary action may be instituted against the violator through the College and/or referred to local law enforcement. Employees or student violators are subject to disciplinary action, up to and including termination of employment and expulsion. For students who have a drug- or alcohol-related problem that may be alleviated through counseling, the College will deal with those students through the counseling process, rather than through disciplinary processes, if the student comes for help voluntarily.

The college's Department of Safety reports violations of law to the appropriate college department and works in collaboration with the state and local police, who are responsible for enforcing the laws of the Commonwealth of Pennsylvania, including laws relative to the possession, use, and sale of alcoholic beverages. This includes the enforcement of State underage drinking laws and Federal and State drug laws. Student violations of the policies and guidelines pertaining to alcohol and drugs specified in the Student Handbook will result in sanctions appropriate to the degree of the violation. Sanctions will increase in severity for repeated violations. Student sanctions will include, but are not limited to, fines, education, referrals for counseling, community service, probation, residence hall separation, or suspension or expulsion from the college.

Commonwealth law states that a person who is under 21 years of age and who attempts to purchase, purchases, consumes, possesses, or who knowingly and intentionally transports any alcohol, liquor, or malt beverages commits a summary offense. Misrepresentation of age to a licensed dealer or other persons who sell or furnish intoxicating liquors constitutes a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violation. A person also commits a third degree misdemeanor for selling or providing alcoholic beverages to a known minor.

There are also serious legal repercussions for driving under the influence of alcohol. Drivers under the age of 21 with a BAC of .02 or higher can be charged with Driving Under the Influence. Drivers 21 and over with a BAC of .08 or higher can be charged with Driving Under the Influence.

College policy as to substances, including alcohol, is more fully explained in the [Student Handbook](#) and in the [Employee Online Policy and Procedure Manual](#), both of which are available on the College's web site. More information on the College's drug and alcohol abuse policies may be found on the websites for the [Engle Center for Counseling and Health Services](#) and [The Office of Student Affairs](#).

The most recent version of Messiah College's Drug and Alcohol Abuse Prevention Program (DAAPP) can be located online at: [https://www.messiah.edu/info/22490/living\\_in\\_community/3723/drug\\_and\\_alcohol\\_abuse\\_prevention\\_programs](https://www.messiah.edu/info/22490/living_in_community/3723/drug_and_alcohol_abuse_prevention_programs) Additional alcohol and drug policies, standards of conduct, applicable disciplinary sanctions, health risks, counseling and treatment, processes, goals, and objectives can be found on this website and within the DAAPP. **The biennial report, developed in accordance with the Drug Free Schools and Communities Act (DFSCA) of 1989 can be obtained from the Office of Residence Life, located in the Eisenhower Campus Center, 2<sup>nd</sup> Floor, or by calling 717-766-2511.** Students, staff, and faculty are informed twice each year about the DAAPP and DFSCA and how to obtain copies; this is distributed by the Office of Residence Life.

## **DRUG FREE SCHOOLS & CAMPUSES ACT**

In compliance with the Drug Free Schools and Campuses Act and its implementing regulations (34 CFR Part 86), the following information is being provided to all students and employees as a statement of College policy. Messiah College prohibits the manufacture, possession, use, or distribution of illegal drugs and alcohol by all students. Possession means having the substances or being in the presence of these substances. This includes, but is not limited to, residences, vehicles, or in another location on or off campus. It is expected that while students are enrolled in course work, including breaks during the academic year (e.g., Thanksgiving, Fall and Spring Breaks), they will not use alcohol or illegal drugs or tobacco both on and off campus.

### **EXCEPTIONS:**

Of-age students may responsibly consume alcohol:

1. When they are with their parents or guardians.
2. When the occasion is consistent with celebrations, rituals, or religious traditions (i.e., toasting at weddings, taking communion) associated with family or a host family.
3. When students are living away from campus during summer and Christmas breaks and the academic year is not in session.

*If you have questions concerning the alcohol policy and/or its application to certain situations, you are encouraged to contact the Associate Dean of Students Office.*

Violation of this policy may result in sanctions ranging from a letter of reprimand to expulsion. As noted in the [Student Handbook](#), a record of disciplinary sanctions is kept on file in Student Affairs while the student is at Messiah. College officials, as well as parents, will be involved or notified when appropriate. The Department of Safety may conduct a Breathalyzer test to determine alcohol consumption. Any

individual's refusal to cooperate and submit to this test will be considered a violation of this policy.

The College will also involve local law enforcement officials when appropriate. Illegal possession, use, or distribution of illicit drugs, or illegal use or possession of alcohol is punishable under applicable local, state, and federal law. Punishments include stringent fines, loss of driver's license, loss of possessions obtained through the profits of or used in the sale or distribution of illegal drugs, and/or imprisonment.

### **Convictions of Possession or Sale of Drugs**

The use of narcotics and controlled substances without a prescription on College premises, as elsewhere, is illegal. Illegal possession, use, and/or sale of drugs or narcotics by students, employees, or guests constitute unacceptable and illegal conduct. The College's Department of Safety reports violations of law to the appropriate college department and works in collaboration with state and federal law enforcement and local police, who are responsible for enforcing the laws of the Commonwealth of Pennsylvania, including laws relative to the possession, use, and sale of narcotics and controlled substances. When students are awarded PELL or other federally funded grants, they agree to abide by the conditions of the drug-free workplace certifications. Any student who is convicted of violating a criminal drug statute is required to notify the College, including the Financial Aid Office, within five days of the conviction (including pleas of guilty or nolo contendere).

A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for Federal Student Financial Aid (FSA) funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student financial aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again. Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record or by successfully completing two unannounced drug tests which are a part of a rehab program. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify that he/she has successfully completed the rehabilitation program.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	<b>Possession of Illegal Drugs</b>	<b>Sale of Illegal Drugs</b>
<b>1st Offense</b>	1 Year from Date of Conviction	2 Years from Date of Conviction
<b>2nd Offense</b>	2 Years from Date of Conviction	Indefinite Period
<b>3+ Offenses</b>	Indefinite Period	

## Amnesty Policy

While the College expects all students to behave in accordance with our community standards, health and safety of Messiah College students takes priority over conduct violations in the event of a medical emergency or severe safety concern, including instances of suspected, witnessed, or reported abuse, violence, and/or assault.

Likewise, students are encouraged to prioritize their health and safety or the health and safety of others above all other concerns when reporting an emergency.

Students, regardless of age, will be granted immunity from college disciplinary proceedings for the violation of community conduct standards if the Department of Safety, Residence Life staff or other College official becomes aware of the breach in community behavior standards because the individual was seeking assistance for someone else. **The person seeking assistance must reasonably believe he or she is the first to call for assistance, must use his/her own name with authorities, and must stay with the individual needing assistance until help arrives.**

Amnesty includes, but is not limited to, alcohol possession and/or consumption, consensual sexual conduct, and/or inappropriate use of institutional property. Amnesty for drug use and/or possession may not apply in the event that law enforcement officials are contacted.

Amnesty will not be granted to perpetrators of abuse, violence, assault or egregious behavior to another person.

Both the individual in need of assistance and the individual seeking assistance may receive amnesty protection.

Students will be immune from student disciplinary proceedings for conduct violations if she/he can establish the following:

1. The only way College officials became aware of the person's violation is because the person placed a 911 call, or a call to Dispatch/Department of Safety, police or emergency services, or College administrators in good faith based on a reasonable belief that another person was in need of immediate attention and/or intervention to prevent death, serious injury, trauma or abuse.
2. The student reasonably believed she/he was the first person to make the emergency contact, whether to 911 call, or to Dispatch/Department of Safety, police or emergency services, and/or College administrators in order report that a person needed immediate attention or intervention to prevent death, serious injury, trauma or abuse.
3. The student provided his/her own name to the 911 operator or equivalent campus safety, administrator, police, or emergency officer.
4. The student remained with the person needing assistance until emergency health care providers or responders arrived and the need for his/her presence had ended.

Students meeting the above criteria may be asked for a statement from College officials or the police, but will not be subject to a disciplinary response.

For additional information on resources available, students should contact the [Engle Center for Counseling and Health Services](#).

## **Missing Student Notification Policy**

In accordance with federal law, including “Suzanne’s Law” and the “Adam Walsh Child Protection and Safety Act of 2006”, it is the policy of Messiah College to inform each student of the following information regarding missing student notification:

If a member of Messiah College community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify the Department of Safety at 717-691-6005 or extension 6565 from an on-campus phone. The Department of Safety will generate a missing person report and initiate an investigation.

Students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the Residence Life department in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the office of the Associate Dean of Students or designee will notify that individual no later than 24 hours upon determining if the student is missing. A student who wishes to identify a confidential contact can do so by following the steps below. A student’s confidential contact information will be accessible only by authorized campus officials and will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. A list of those individuals identified as “authorized campus officials” is housed with the Registrar’s department.

### ***Registering Confidential Contact:***

Any Messiah College student may identify a confidential contact to be notified not more than 24 hours after the student is determined missing.

Students may register this confidential contact via MCSquare on the web.

Steps:

1. Log into MCSquare
2. Click on "Self Service"
3. Click on "Personal Information" Tab
4. Click on "View and Maintain Emergency Contacts" Tab
5. Click on "Update Emergency Contacts"
6. Click on "New Contact"
7. Fill out form (be sure to scroll down to "Missing Persons Contact" in the relationship area of form).
8. Click "Submit Changes" button when completed.

### ***Emergency Contact Procedures:***

Missing persons should be reported to the Department of Safety immediately. Once a missing person’s report has been filed with the Department of Safety, they will initiate the following emergency contact procedures no later than 24 hours after a student is determined missing:

- a. The Department of Safety will notify local law enforcement and the Office of the Associate Dean of Students.
- b. The student’s confidential contact listed on file will be contacted by the Office of the Associate Dean of Students or designee.
- c. If a student is under 18 years of age and not emancipated, the missing student’s parents or guardian and the student’s contact person, if one is registered, will be notified by the Office of the

Associate Dean of Students or designee no later than 24 hours after the student is determined missing.

- d. Other campus offices who have a need to know (i.e. Department of Residence Life) will be notified.

## **Background Checks - Required**

Since January 1, 2003, Messiah College has required criminal history record checks of all applicants to whom employment is offered. Any offer of employment prior to the completion of a criminal history record check is made subject to the receipt of a report which is satisfactory to the College. The offer is withdrawn if a satisfactory report is not received. College employees are responsible to disclose to the Department of Human Resources any felony or misdemeanor convictions which occur subsequent to the date of employment.

Applicants for student admission are required to disclose any prior felony or misdemeanor conviction, and to provide additional documentation as necessary. A criminal conviction may or may not disqualify a student applicant.

## **Campus Visitor Policy**

Messiah College seeks to provide a safe campus environment by instituting policies, procedures, and guidelines to further define the College's roles as an 1) educational, residential, cultural, and recreational facility for students; 2) a place of employment; 3) a community resource; and 4) a client and business partner.

Visitors are an important aspect of the College's daily operations. Visitors come to Messiah College for many reasons. For example, prospective students and their families visit and tour campus; students visit with friends; job applicants visit [Human Resources](#) or participate in scheduled interviews; vendors deliver essential products and supplies to appropriate offices; service and maintenance professionals make scheduled repairs and community members attend [public events](#) in campus facilities. Complete guidelines and procedures for visiting Messiah College can be found at [Campus Visitor and Solicitation Policy](#). This policy provides information on the housing of guests and others not assigned to the student housing or not regularly associated with Messiah College.

## **Weapons/Firearms Policy**

Weapons and Firearms (any pistol, revolver, shotgun, or rifle) are prohibited on College property; this includes keeping them in a vehicle. Weapons that are considered potentially dangerous, harmful, and/or lethal are prohibited. This includes, but is not limited to, the following: firearms, ammunition, bows and arrows, crossbows, knives, clubs, whips, spears, swords, martial arts weapons, paintball guns, BB guns, CO2 guns, pellet guns, water balloon launchers, or any other item the College deems potentially harmful to the College community. Occasionally, some weapons stated above may be required for classroom use (i.e., bows). These items are permitted for this purpose only. They must be registered with the Department of Safety and will be stored at the Safety Office until needed for class purposes. All firearms and weapons will be confiscated upon sight. In extenuating circumstances, appeals to this policy should be made to the Director of Safety & Administrative Services for consideration.

## **Fire Safety Information**

The Higher Education Opportunity Act (PL 110-315), which became law in August 2008, requires all institutions of higher education that maintain on-campus housing facilities to produce an annual fire

safety report outlining campus fire safety practices, standards, and certain fire-related on-campus housing statistics. The Messiah College Fire Safety report is attached at the end of this report.

### **Sex Crime Prevention Act (Registered Sex Offenders)**

The Federal Sex Crimes Prevention Act, enacted on October 28, 2000, in conjunction with the Adam Walsh Child Protection and Safety Act of 2006, requires institutions of higher education to advise campus community members where to locate law enforcement agency information provided by the state concerning registered sex offenders. It also requires sex offenders already required to register in the state to provide notice of each institution of higher education in the state at which the person is employed, carries on a vocation, or is a student.

In Pennsylvania, information regarding registered sex offenders may be obtained from the Pennsylvania State Police or a local municipal police agency with jurisdiction for the campus. The Pennsylvania State police website relative to registered sex offenders may be accessed at <http://www.pameganslaw.state.pa.us/>.

Local police agencies having jurisdiction for portions of the Messiah College campus are Upper Allen Township Police, 100 Gettysburg Pike, Mechanicsburg, PA 17055 (717-795-2445) and Carroll Township Police, 555 Chestnut Grove Road, Dillsburg, PA 17019 (717-432-3317). Similar information is maintained by the National Sex Offender Registry and is available at <http://www.familywatchdog.us/>

### **Campus Climate Survey**

In keeping with the Campus Strategic Plan and the OVW Campus Grant to Address Sexual Assault, Stalking and Interpersonal Violence, Messiah College administered a campus wide climate survey in March 2017. Surveying is a best practice across institutions of higher education and as we work to better serve our ever-shifting population demographics and community needs, consistently identifying experiences and perceptions present on our campus is a critical process. This climate survey sought to gain data specifically concerning the prevalence of discriminatory incidents and perceptions in our campus community—specifically regarding sexual violence or gender-based discrimination, stalking, harassment, relationship violence and racial or ethnic discrimination.

Messiah College built the survey in house, with input from the University of New Hampshire, and in collaboration with the Rutgers School of Social Work, and input from various voices on campus, including our institutional research team. Two parallel surveys were built, one for employees and one for students, in an effort to identify specific concerns and experiences. Definitions of behaviors and attitudes in question were included within the survey and the longest possible survey experience (if every question was answered and skip logic was not relevant for the participant) included 63 questions within the student survey and 56 questions within the employee survey.

After running for two weeks, the campus climate survey closed March 20, 2017, with 1,472 viable and representative responses. The breakdown of responses includes 948 undergraduate student responses, 52 graduate student responses, 201 staff responses, 123 administration responses, and 148 faculty responses.

### **Interpersonal Violence & Sexual Misconduct Policy**

The [Interpersonal Violence & Sexual Misconduct Policy](#) addresses a range of inappropriate gender-based behavior for which the common element is nonconsensual sexual contact or violence, often including the use of coercion, force or threat of force to overpower another individual, or pursue contact against his or her will. Such conduct includes stalking, harassment, sexual assault, dating violence, and domestic



violence. The act of leveraging one's power over another individual is in itself an act of violence, regardless of the behavior used. Messiah College policies prohibit all forms of power-based violence.

### **Legal Context**

Title IX of the Education Amendments of 1972 prohibits sex discrimination – which includes sexual violence – in educational programs and activities. Students, staff and faculty are free to pursue education, including athletic programs, scholarships and other activities free from sex discrimination, including harassment, stalking, sexual misconduct, and sexual violence.

The Violence Against Women Act of 1994 (VAWA) is a federal law addressing the need for increased standards of investigation, prosecution, restitution and victim support resources in the event of a violent crime. Alongside the Clery Act of 1990—responsible for requiring thorough documentation, reporting criteria and publicized crime statistics for college campuses—VAWA and Title IX are federal mandates that support our institution's care for our community members.

Messiah College takes its responsibilities under these federal regulations seriously. Therefore, those who have questions about Title IX, VAWA or Clery (or wish to file a related complaint) may contact the Title IX Coordinator or one of the Title IX Deputy Coordinators.

### **Our Community Standard**

Messiah College prohibits the offenses of interpersonal violence—including dating or domestic violence, harassment, sexual assault, and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community. Toward that end, Messiah College issues this statement of policy to inform the campus community of our programs to address interpersonal violence, harassment, sexual assault and stalking. Messiah College also affirms this statement of procedures for institutional disciplinary action in cases of alleged interpersonal violence, harassment, sexual assault and/or stalking, to be followed regardless of whether the incident occurs on or off campus when it is reported to a College official. Messiah College's responsibilities to address such behavior are broader than the law enforcement classifications of crimes and therefore our policy uses broader definitions.

These behaviors are demeaning and interfere with the rights of others to pursue their education in an atmosphere that is safe and respectful. Messiah College observes and protects the rights to and resources of safety and support measures available to every Messiah student—regardless of age, gender, race, ability or disability, orientation or religion.

While our policy obviously addresses overt acts of violence, any sexual contact without consent and any gender-based violence are strictly prohibited. Examples of violent and unacceptable behavior include, but are not limited to:

- sexual contact without consent
- sexual contact while a person is incapacitated
- sexual exploitation of another person, such as posting sexual pictures on social media
- coercion for sexual contact
- stalking
- threatening or intimidating a person for sexual contact

For more detailed information pertaining to these behaviors, definitions, crime prevention and training programs offered, bystander information, procedures to follow, protection and no-contact orders, risk

reduction strategies, rights of victims, services provided both on and off campus, disciplinary proceedings, appeals, outcomes and standards of conduct, please see the below report: **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as Amended by the Violence against Women Reauthorization Act of 2013.**

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME  
STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN  
REAUTHORIZATION ACT OF 2013

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**SEXUAL MISCONDUCT POLICIES, PROTOCOLS, SERVICES, AND RESOURCES:**

Messiah College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community. Toward that end, Messiah College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

**Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**
  - i. A Felony or misdemeanor crime of violence committed—
    - A) By a current or former spouse or intimate partner of the victim;
    - B) By a person with whom the victim shares a child in common;
    - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
    - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;  
or
    - E) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - i. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - ii. For the purposes of this definition—

- A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - B) Dating violence does not include acts covered under the definition of domestic violence.
  - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Sexual Assault** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”
  - **Rape** is defined as 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.
  - **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:**
  - i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    - A) Fear for the person’s safety or the safety of others; or
    - B) Suffer substantial emotional distress.
  - ii. For the purposes of this definition—
    - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
    - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
    - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

- iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

- A) **Domestic Violence:** The state of PA does not have a definition of domestic violence.  
However, under 42 USC section 13925, domestic violence includes violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating Violence:** The state of PA does not have a definition of dating violence.
- **Sexual Assault:** The state of PA defines sexual assault as follows:
  - Rape – 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. Statutory offenses (no force used – victim under age of consent) are excluded.
  - Sex Offenses – (except forcible rape and prostitution) – Statutory rape, offenses against chastity, common decency, morals, and the like. Attempts are included.
- **Stalking:** The state of PA defines stalking when a person either:
  - (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
  - (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.
- **Domestic Abuse:** The state of PA defines domestic abuse as:
  - Knowingly, intentionally or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person that puts them in fear of bodily injury. These acts can take place between family or household members, sexual partners or those who share biological parenthood in order to qualify as domestic abuse.
- **Consent:** The state of PA does not have a definition of consent, in relation to sexual activity; however, the state does provide descriptors commonly associated with consent as part of its full definition when describing the offense of Rape.

- **Rape Offense defined:** A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:

- (1) by forcible compulsion;
- (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;
- (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring;
- (4) where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;
- (5) who suffers from a mental disability which renders the complainant incapable of consent.

- **Messiah College's definition of Consent as it relates to sexual activity is as follows:**

Effective consent is informed, freely and actively given mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. **Consent may never be given by minors (in PA, those not yet sixteen are considered minors), mentally disabled persons** and those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary) or those who are unconscious, unaware or otherwise physically helpless.

Consent as a result of coercion, intimidation, threat of force or force itself is not effective consent. Silence or non-communication should never be interpreted as effective consent. The initiator of the sexual activity will be found in violation of this policy if he or she did not receive effective consent.

Consent to engage in sexual activity may be withdrawn by either person at any time. A previous or current dating or sexual relationship, by itself, is not sufficient to constitute Consent. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving consent (due to falling asleep or passing out into a state of unconsciousness, for example).

- **Messiah College's definition of Harassment as it relates to sexual activity is as follows:**

Policies, behaviors, attitudes and practices related to personal characteristics of an individual or group that have the purpose or effect of creating an intimidating, offensive, isolating and/or degrading environment for that individual or group.

This includes (but is not limited to) the use of images, language or actions that foster, condition or tolerate discrimination based on skin color, race, culture, religion, disability, gender, personal choices and/or national/ethnic origin.

*Whether intentional or unintentional, any such conduct will be considered a violation of human dignity, addressing the expectation of consent in all interpersonal conduct and communication, including the opportunity to express consent or lack thereof.*

### **Bystander Intervention**

Bystander intervention is defined as: *safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.* Bystander intervention includes:

- Recognizing situations of potential harm;
- Understanding institutional structures and cultural conditions that facilitate violence;
- Overcoming barriers to intervening;
- Taking action to intervene.

We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Below is a list<sup>1</sup> of some ways to be an active bystander. If you or someone else is in immediate danger, call Dispatch Services x6565 or the local police by dialing 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to intervene.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

### **Risk Reduction**

Risk reduction is defined as: options designed to:

- Decrease perpetration and bystander inaction;
- Increase empowerment for victims in order to promote safety; and
- Help individuals and communities address conditions that facilitate violence.

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are

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<sup>1</sup> Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

- and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
  11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
  12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
  13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
  14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
  15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
    - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
    - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
    - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
    - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
  16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
  17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

### **Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and

- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students that:

- A. Communicates that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
- B. Provides definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- C. Defines consent and what behaviors and actions constitute consent, in reference to sexual activity as defined in the Messiah College “Title IX, Sexual Misconduct, and Violence Policy”;
- D. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- E. Provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;
- F. Provides an overview of information contained in the Campus Security and Fire Safety Report to comply with the Clery Act;
- G. Provide information regarding:
  - a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” found elsewhere in this document);
  - b. how the college will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” found elsewhere in this document);
  - c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Assistance for Victims: Rights and Options” found elsewhere in this document);
  - d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” found elsewhere in this document); and
  - e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” found elsewhere in this document).

### **Primary Prevention and Awareness Programs**

The College provides primary prevention and awareness programs to all incoming students and employees that involves the distribution of educational materials to new students; participating in and presenting information and materials during new student and employee orientations; providing programs



by invitation at staff meetings or academic programs; and requiring incoming first-year students and returning upper-class students to take on-line courses related to sexual assault and high risk drinking awareness and education.

Specifically, the College offered the following **primary prevention and awareness programs** for all **incoming students** in the Fall of 2017 and Spring of 2018:

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Description of Areas Training Covered</b>
First Year Athlete Orientation	8/21/17	Boyer 138	DoV, DaV, SA, S, Title IX, Clery
First Year RA Orientation	8/21/17	Boyer 131	DoV, DaV, SA, S, Title IX, Clery, CSA
First Year Student Orientation	8/26/17	Parmer Hall	DoV, DaV, SA, S, Title IX, Bystander Intervention, Risk Reduction Information
Transfer Students Orientation	2/2/18	Boyer 131	DoV, DaV, SA, S, Title IX, Clery, CSA
Environmental, Health and Safety for High School Students working in Dining Hall for summer	6/7/18	Lottie Nelson Dining Hall	Title IX, Harassment

\*DoV = Domestic Violence; DaV = Dating Violence; SA = Sexual Assault; S = Stalking

The College offered the following **primary prevention and awareness programs** for all **new employees** in the 2017/2018 academic year:

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Description of Areas Training Covered</b>
New Faculty Orientation	8/24/17	Frey 110	DoV, DaV, SA, S, Title IX, Clery, Harassment
	2/1/18	Frey 111	
New Employee Orientations	7/14/17	Climenhaga	DoV, DaV, SA, S, Title IX, Clery, Harassment
	9/22/17	Hostetter 113	
	11/10/17	Climenhaga	
	1/19/18	Climenhaga	
	4/27/18	Climenhaga	

\*DoV = Domestic Violence; DaV = Dating Violence; SA = Sexual Assault; S = Stalking

### **Ongoing Prevention and Awareness Campaigns**

The College provides an annual educational campaign for all students and employees designed to provide on-going education and programming around issues of sexual violence – including sexual assault, domestic violence, dating violence, and stalking. Campaign strategies employed include face-to-face presentations, online training programs, printed materials, self-defense programming, and related lectures. The below information specifically pertains to education and programming on issues of sexual violence. Note: For additional crime prevention and security awareness initiatives provided to our campus please refer to that section of this report.

The College offered the following **ongoing awareness and prevention programs** for **students** in the 2017/2018 academic year:

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Description of Areas Training Covered</b>
CSA, Title IX, Clery, VAWA Orientation for First Year RA's	8/18/17	Boyer 131	DoV, DaV, SA, S, Title IX, Clery, CSA
CSA, Title IX, Clery, VAWA Orientation for returning Resident Assistants	8/21/17	Boyer 131	DoV, DaV, SA, S, Title IX, Clery, CSA
Sexual Assault, Harassment, Interpersonal Violence Stalking Education for Student Ambassadors	8/28/17	Parmer Cinema	DoV, DaV, SA, S, Title IX, Clery
MAP (Men Achieving Purity)	Weekly from September 2017 through May 2018	The Loft	Group sessions for men in recovery from sexual addiction and porn addiction
National Campus Safety Awareness Month Info	Weekly from 9/1/17 through 9/30/17	Campus Wide Email	Information on Bystander Intervention with links to watch video and obtain more information
GEST Class Intercultural Office	9/19/17	Unknown	Boundaries and sexual assault from a cultural perspective
Sex Myths 101	9/19/17	Parmer Hall	Chapel considering the unhealthy influences on sexual identities, experiences, & ethics
Health and Safety in an International Setting	10/25/17 11/7/17 3/21/18 4/4/18	Frey 110 Boyer 131 Frey 110 Boyer 131	Orientation for students participating in off-campus programs; includes Title IX, VAWA & Clery Info
Safety Day Tabling	10/18/17	Larsen Student Union	Table with info on sexual interpersonal violence & resources, prevention, etc.
"Potlatch" Men's Event	9/27/17 2/28/18	Hostetter Chapel	Men gather and grow deeper in relationship with other men who want to break free from pornography, sexual addiction, & self-defeating behavior
#metoo (Installation and Event)	11/15/17	Climenhaga Art Gallery	Program in response to #metoo movement
SGA Open Senate	12/7/17	Boyer 131	Open senate session on resource visibility and response to sexual violence on campus

Upperclass Athletes Education	1/22/18 2/12/18 2/28/18 4/9/18 4/10/18	Parmer Cinema Frey 150 Frey 150 Frey 150 Frey 150	DoV, DaV, SA, S, Harassment, legal mandates, MC policies, process & victim services
Office Involvement Fair Tabling	1/24/18	Brubaker Auditorium	Table with info on sexual and interpersonal violence & resources
RISE	February 2018 thru May 2018 (Mondays)	Kline 104	Ongoing weekly therapeutic group for females identifying students engaging in supportive reflection and resourcing for unwanted or confusing sexual experiences
Wom*n	February 2018 thru May 2018 (Wednesdays)	Resto House	Ongoing weekly group for female identifying students engaging in supportive reflection and resourcing for sexual experiences, identity development, engaging different perspectives, etc.
Fish Love	March 2018 thru May 2018	Naugle and Witmer Residence Halls	Healthy relationships for residence halls, hosted on single floors at a time at the request of the RA
LBGT+ students Session	3/19/18	The Loft	Session to learn what MC offers as insight for the process of identifying, experiencing, reporting & resourcing incidents of SA, S, IPV and Harassment
Love Thinks	3/20/18	Parmer Hall	Chapel to discuss healthy relationships & relational attachment model
Upperclass Student Education	3/27/18	Salt House	Session for students living in the Harrisburg Housing unit about SA, S, Harassment, MC policies & victim services
Sexual Assault Awareness Month w/YWCA	4/3/18	Eisenhower Campus Center	Safety Department & YWCA hosted table with information & resources on sexual violence
Wellness Class	4/5/18	Frey 150	Class on the intersection of sexual assault & public and private wellness
The Hunting Ground	4/8/18	Parmer Cinema	Documentary viewing on sexual assault on the college campus and panel response for SAAM

Take Back the Night	4/11/18	Parmer Cinema	Documentary on DV for nursing students & discussion of interventions & response for professional nurses
Declaration Against Porn	5/2/18	Sidewalk by Hoffman	Display and signing of declaration against porn
SGA Open Senate	5/3/18	Boyer 131	SGA Open Senate session to speak on resource visibility & response to sexual violence on campus

\*DoV = Domestic Violence; DaV = Dating Violence; SA = Sexual Assault; S = Stalking

The College offered the following **ongoing awareness and prevention programs** for **employees** in the 2017/2018 academic year:

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Description of Areas Training Covered</b>
CSA, Title IX, Clery, VAWA Refresher for Dept of Safety Staff	8/13/17	Parmer Cinema	DoV, DaV, SA, S, Title IX, Clery, CSA, Trauma Informed Response
Mental Health First Aid Certification	8/20/17	Boyer 134	How to respond to mental health issues, including crisis situations
CSA, Title IX, Clery, VAWA Orientation for Resident Directors	8/21/17	Boyer 131	DoV, DaV, SA, S, Title IX, Clery, CSA
School of Humanities	8/22/17	Boyer 336	Reporting, legislation, & policy education DaV, SA, Title IX, Clery, VAWA
School of BESS	8/22/17	Boyer 235	
Graduate School	8/30/17	Winding Hill 142	
Athletic/Coaching Staff	9/18/17	ECC Boardroom	
School of SOTA	9/26/17	Hostetter Chapel	
School of SHE	9/27/17	Frey 150	
Crisis Intervention Training for RD's & RA's	8/27/17	Boyer Hall	DaV, SA, Title IX and other crisis situational table top exercises
Threat Assessment & Behavioral Intervention Team Training	Every Monday from 9/2017 thru 5/2018	LSU 237	DoV, DaV, SA, S Title IX/Clery
National Campus Safety Awareness Month Info	9/1/17 thru 9/30/17	Campus Wide Email	Information on Bystander Intervention with links to watch video and obtain more information
Grievance Review Board Training	10/6/17	MacBeth Conference Room	Updated policies/procedures, victim services, resourcing, amnesty, appeal process; review mandates Title IX, VAWA, & Clery
Safety Day Tabling	10/18/17	Larsen Student Union	Table with info on sexual interpersonal violence & resources, prevention, etc.

Graduate Assistants Session	10/27/17	HR Conference Room	Process of identifying, experiencing, reporting & resourcing SA, S, IPV, Harassment
Student Supervisors Reporting & Policy Session	10/31/17	Boyer 336	Reporting, legislation, & policy education DaV, SA, Title IX, Clery, VAWA
Faculty Reporting & Police Sessions	11/14/17 11/15/17 11/16/17	Library Frey 150 Library	Reporting, legislation, & policy education DaV, SA, Title IX, Clery, VAWA
J-Term Cross Cultural Leader Pre-Departure Orientation	12/14/17	Boyer 102	Title IX, Clery, VAWA, SA
Office Involvement Fair Tabling	1/24/18	Brubaker Auditorium	Table with info on sexual and interpersonal violence & resources
International Trip Advisors Risk Management Training	3/27/18	Agape Center	Title IX, Clery, VAWA, SA
Sexual Assault Awareness Month w/YWCA	4/3/18	Eisenhower Campus Center	Safety Department & YWCA hosted table with information & resources on sexual violence
The Hunting Ground	4/8/18	Parmer Cinema	Documentary viewing on sexual assault on the college campus and panel response for SAAM
Declaration Against Porn	5/2/18	Sidewalk by Hoffman	Display and signing of declaration against porn
May Term Cross Cultural Leader Pre-Departure Orientation	5/16/18	Boyer 102	Title IX, Clery, VAWA, SA

\*DoV = Domestic Violence; DaV = Dating Violence; SA = Sexual Assault; S = Stalking

### **Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs**

#### Evidence Collection Information

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at any of the following hospitals: Harrisburg Hospital, Carlisle Regional Medical Center or Holy Spirit Hospital. All three hospitals have trained professional staff who specifically handles sexual assaults. In PA, evidence may be collected even if you chose not to make a report to law enforcement.

Cumberland County, PA, which includes Upper Allen Township and the area the college encompasses, has established an anonymous reporting protocol for victims of sexual assault. “Anonymous Reporting” is the name for the forensic evidence collected during a sexual assault examination for a victim who chooses to remain anonymous. An Anonymous Report enables a victim to have forensic evidence collected without revealing identifying information. Victims are given a code number they can use to

identify themselves if they choose to report later, and they are not required to cooperate with law enforcement or criminal justice authorities.

“Anonymous Reporting” is an avenue for victims to seek services and to have evidence collected without needing to decide immediately about speaking with police. Even if a victim is unsure about talking to law enforcement, the evidence is preserved properly. This evidence may be used in a physical evidence-based prosecution when/if the victim becomes ready to report to law enforcement. The Cumberland County District Attorney’s office manages the County’s anonymous reporting protocol. More information on the County’s anonymous reporting protocol is available through a campus Title IX coordinator.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

#### ***Involvement of Law Enforcement and Campus Authorities***

Although the College strongly encourages all members of its community to report violations of this policy to the Department of Safety or local law enforcement, it is the victim’s choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the Department of Safety will assist any victim with notifying law enforcement if the victim so desires. Upper Allen Township Police Department or Carroll Township Police Department may be reached by dialing 911 or in person at their respective police departments.

**NOTE:** In the State of PA, employees of institutions of higher learning who suspect incidents of child abuse (including incidents of suspected child sex abuse) MUST report such incidents to the Department of Public Welfare’s Child Line (800-932-0313), the police having jurisdiction, and then to their supervisor.

#### ***Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking***

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator by calling, writing or coming into the office to report in person and/or to Campus Safety (if the victim so desires.) Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator or one of the Deputy Coordinators for investigation regardless if the complainant chooses to pursue criminal charges.

Messiah College takes its responsibilities under Title IX seriously. Therefore, those who have questions about Title IX or wish to file a complaint under Title IX may contact the Title IX Coordinator or one of the Title IX Deputy Coordinators listed below:

<p><b>Title IX Coordinator</b></p> <p>Amanda Coffey, Vice President for HR &amp; Compliance</p> <p>Old Main 2nd Floor</p> <p><a href="mailto:ACoffey@messiah.edu">ACoffey@messiah.edu</a></p> <p>717-796-5300</p>	<p><b>Title IX Deputy Coordinator</b></p> <p>Doug Wood, Associate Dean of Students</p> <p>Eisenhower Campus Center 205</p> <p><a href="mailto:DWood@messiah.edu">DWood@messiah.edu</a></p> <p>717-796-1800 ext. 5234</p>
<p><b>Title IX Deputy Coordinator</b></p> <p>Cindy Burger, Director of Investigations, Compliance &amp; Training</p> <p>Greenbriar Building</p> <p><a href="mailto:CBurger@messiah.edu">CBurger@messiah.edu</a></p> <p>717-691-6005, ext. 7272</p>	<p><b>Title IX Deputy Coordinator</b></p> <p>Brook Good, Assistant Director of Athletics, Senior Women’s Administrator</p> <p>Sollenberger Sports Center 162</p> <p><a href="mailto:good@messiah.edu">good@messiah.edu</a></p> <p>717-796-1800 ext. 7359</p>

**Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported**

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Students and employees should contact one of the above named individuals by calling, writing, or coming into their office to report in person.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

<b>Incident Being Reported</b>	<b>Procedure Institution Will Follow</b>
<b>Sexual Assault</b>	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care.</li> <li>2. Institution will assess immediate safety needs of complainant.</li> <li>3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department.</li> <li>4. Institution will provide complainant with referrals to on and off campus mental health providers.</li> <li>5. Institution will assess need to implement interim or long-term protective measures, if appropriate.</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options.</li> <li>7. Institution will provide a "No Trespass" or a "No Contact" directive to accused party if deemed appropriate.</li> <li>8. Institution will provide, if requested, instructions on how to apply for Protective Order.</li> <li>9. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.</li> <li>10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.</li> <li>11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</li> </ol>

<b>Stalking</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant.</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department.</li> <li>3. Institution will provide, if requested, instructions on how to apply for Protective Order.</li> <li>4. Institution will provide information to complainant on how to preserve evidence.</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options.</li> <li>7. Institution will provide a "No Trespass" or a "No Contact" directive to accused party if deemed appropriate.</li> </ol>
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<p><b>Dating Violence</b></p>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant.</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department.</li> <li>3. Institution will provide, if requested, instructions on how to apply for Protective Order.</li> <li>4. Institution will provide information to complainant on how to preserve evidence.</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options.</li> <li>7. Institution will provide a "No trespass" or a "No Contact" directive to accused party if deemed appropriate.</li> <li>8. Institution will provide a copy of the policy applicable to Dating Violence to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.</li> <li>9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.</li> <li>10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</li> </ol>
<p><b>Domestic Violence</b></p>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant.</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.</li> <li>3. Institution will provide, if requested, instructions on how to apply for Protective Order.</li> <li>4. Institution will provide information to complainant on how to preserve evidence.</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options.</li> <li>7. Institution will provide a "No Trespass" or a "No Contact" directive to accused party if deemed appropriate.</li> <li>8. Institution will provide a copy of the policy applicable to Domestic Violence to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.</li> <li>9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.</li> <li>10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</li> </ol>

## **Anonymous Reporting**

Although the College encourages victims to talk to someone, the College provides an online system for anonymous reporting through the Department of Safety:

[http://www.messiah.edu/forms/form/164/en/silent\\_witness](http://www.messiah.edu/forms/form/164/en/silent_witness)

Members of the Counseling/Health Services staff and pastoral counselors are confidential resources and do not report incidents unless the student specifically requests them to do so. The only details shared are to capture general details about the incident (date, time, location, and brief description of incident type) which is for inclusion of the college's Campus Security and Fire Safety report. Please note the College is required by law to use any information included in an anonymous report of sexual harassment, misconduct or assault to investigate the report. If you include personally identifiable information in an anonymous report, it will be used in an investigation.

Off-campus Counselors and Advocates:

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form.

## **Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- information on how the institution will provide written notification to students and employees about victim services within the institution and in the community;
- information on how the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

## **Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution**

Messiah College complies with Pennsylvania State law in recognizing orders of protection. Any person who obtains an order of protection from Pennsylvania or any reciprocal state should provide a copy to the Department of Safety and the Office of the Title IX Coordinator. A complainant may then meet with the Department of Safety to develop a Safety Action Plan, which is a plan for Safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom/work site location or working with Academic Advising on alternative class possibilities, allowing a student to complete assignments from home, allowing an employee to develop a flexible work schedule, etc. Messiah College cannot apply for

a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s); this is the victim's responsibility.

In Pennsylvania, a victim of domestic violence, dating violence, sexual assault or stalking has the right to file a petition with the courts requesting protection through the following: Protection From Abuse Orders (PFA's), Sexual Violence Protection Orders (SVPO's), and/or Protection of Victims of Sexual Violence or Intimidation (PSVI's), which could include the following:

- An order restraining the abuser from further acts of abuse;
- An order directing the abuser to leave your household/place of residence;
- An order directing the abuser to refrain from stalking or harassing you or other designated persons;
- Other protections based on issues related to cohabitation, residency, employment, and child custody.

When an abuser is not a present or past member of the victim's household or family, adults and minors can petition for a Sexual Violence Protection Order (SVPO). For example, an SVPO could be granted for a victim who is sexually assaulted by a coworker, and who has no other relationship with the coworker – is not now or never was a family relation, spouse, dating partner, or member of the same household.

### **Protection of Victims of Sexual Violence or Intimidation Act**

The Protection of Victims of Sexual Violence or Intimidation (PSVI) Act provides victims of sexual violence or intimidation a civil remedy that requires the offender to stay away from the victim regardless of whether the victim seeks criminal prosecution. 42 Pa. C.S. §§ 62A01(5)-(6). Victims of sexual violence and intimidation are eligible for relief who do not have a family or household member relationship with the defendant, i.e., who ARE NOT spouses, ex-spouses, living or lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood. Victims of sexual violence and intimidation who have a family or household relationship with a defendant would instead be eligible for civil relief under the Protection from Abuse Act. This information retrieved from [http://www.pcadv.org/Resources/BNCD\\_SVPO\\_benchcard\\_03262015b.pdf](http://www.pcadv.org/Resources/BNCD_SVPO_benchcard_03262015b.pdf); for more information please contact Department of Safety.

The Department of Safety will assist victims via referral to local courts/District Attorney or Domestic Violence Services. The most efficient way to obtain a PFA is to use the resource of Domestic Violence Services of Cumberland and Perry Counties. Department of Safety will assist victims who are interested in pursuing a PFA, PSVI, or SVPO. Any student or employee who obtains a protection order from Pennsylvania or any reciprocal State should provide a copy to the Department of Safety. Department of Safety will help facilitate the reporting of PFA violations to the local police.

### **Campus Issued “No Contact Directive”**

While not the same as a State mandated protection order, the College can issue a “No Contact Directive”. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including, but not

limited to, email, instant messaging and text messaging. Verbal communication is understood to include phone calls and voice mail messages. A "no contact" directive may include additional restrictions and terms. This directive is issued by the Associate Dean of Students and/or the Director of Safety. If the College receives a report that such an institutional no contact order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact directive.

### **Accommodations and Protective Measures Available for Victims**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Messiah College will provide written notification to victims about accommodations available to them. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations and other protective measures regardless of whether the victim chooses to report the crime to campus safety or local law enforcement. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing work hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

**For Students:** To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the Title IX Coordinator or Deputy Coordinator or the Dean of Students Office for assistance.

**For Employees:** For assistance in identifying resources, victims should contact the Human Resource Office and/or Provost Office (depending upon employment status).

Besides the above accommodations, other protective measures may include:

- Transfer to a different section of a class
- Withdrawal from a class to take at another time (if there is no option for moving to a different section)
- Change in parking assignment
- Change in work schedule
- Safety escort

Protective measures for the victim may include changes or restrictions imposed on the accused, such as:

- Change in residential assignment
- Campus restrictions
- Loss of Grantham Campus or Harrisburg/Satellite housing living privileges
- Prohibition from enrolling in or maintaining attendance in specific course offerings
- Implementation of a "No Contact" mandate and/or restrictions from campus
- Other reasonable protective measures

Messiah College will maintain, as confidential, any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations or protective measures.

If the victim wishes to receive assistance in requesting these accommodations, the victim should contact the Title IX Coordinator, a Deputy Coordinator or the Department of Safety.

### **Statement on Confidentiality**

The College encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the College can respond appropriately. Nonetheless, victims have the right to talk with College officials about protecting their privacy and to report a violation of this policy in confidence.

Victims may request that directory information on file with the College be withheld by request. This request can be made to the Registrar's Office in person by visiting that office located in Old Main. Employees can contact the Office of Human Resources, located in Old Main to make a similar request regarding directory information.

Different employees on campus have different abilities to maintain a victim's confidentiality. Some are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." If any person involved in the report desires confidential support, he/she may speak with any of the following:

- Professional staff in the Counseling Center, located in the Engle Center
- The College Pastor in the College Ministries Office
- A nurse in the Engle Center for Counseling and Health Services

Staff in the [Engle Center for Counseling and Health Services](#) are required to pass along non-personally identifiable statistical information to the Department of Safety. The only information that will be released is that an incident was reported, the type of incident and the general location of the incident (i.e., "on campus" or "off campus"; no address will be given). Statistics given to Safety will be made available through publication in the Annual Security and Fire Safety Report. No personally identifiable information on victims will be contained and/or released within any published record without the victim's consent.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime and Fire Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Campus Safety Alert or Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld; this could include the specific location where an incident is reported to have occurred when reporting the location could inadvertently identify the victim.

### **On and Off Campus Services for Victims**

Upon request or upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Messiah College will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental

health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement.

These resources include the following:

ON CAMPUS	Employees	Students
<b>Health, Counseling &amp; Emotional Support</b>	Messiah College Engle Health/Counseling Center Phone: 717-691-6035	Messiah College Engle Health/Counseling Center Phone: 717-691-6035 *Confidential Resource
<b>Health &amp; Medical Services</b>	Harrisburg Hospital 717-221-6250 Carlisle Regional Medical Ctr. 717-249-1212 Holy Spirit Hospital 717-763-2100	Messiah College Engle Health/Counseling Ctr. Phone: 717-691-6035 *Confidential Resource
<b>Title IX Coordinator</b>	Amanda Coffey, Title IX Coordinator 717-796-5300	Amanda Coffey, Title IX Coordinator 717-796-5300
<b>Visa and Immigration Assistance</b>		International Student Programs/Intercultural Office Phone: 717- 796-1800 ext 2131
<b>Student Financial Aid</b>		Financial Aid Office Phone: 717-796-1800 ext 6007
<b>Pastoral Counseling</b>		College Ministries 717-766-2511 ext 6017 *Confidential Resource
<b>Department of Safety</b>		Non-Emergency Phone: 717-691-6005 Emergency Phone: 911; On Campus x6565
<b>Dean of Students</b>		Kris Hansen-Kieffer, Dean of Students Phone: 717-796-5234
<b>Intercultural Resource Center</b>		Intercultural Office Phone: 717-796-1800 ext 2131
<b>Sexual Misconduct Resource Site</b>		<a href="http://www.messiah.edu/info/20592/compliance/1023/title_ix">http://www.messiah.edu/info/20592/compliance/1023/title_ix</a>
<b>Facilitated Anonymous Reporting</b>		A student can go to Engle Health and Counseling or Campus Ministries to submit an anonymous report. The amount of detail provided in an anonymous report will determine the College's ability to investigate or respond.

OFF CAMPUS	Employees	Students
<b>Counseling: Employee Assistance Program (EAP)</b>	Work Life Matters – confidential support designed especially to assist employees and families with issues affecting their lives. 1-800-386-7055 www.ibhworklife.com	Messiah College Engle Health/Counseling Ctr. Phone: 717-691-6035 - (Can make recommendations for local confidential counseling and psychiatric services in the local area)
<b>Health &amp;</b>	Harrisburg Hospital 717-221-6250	Harrisburg Hospital 717-221-6250

<b>Medical Services</b>	Carlisle Regional Medical Ctr. 717-249-1212 Holy Spirit Hospital 717-763-2100 *All above have trained professional staff who specifically handle sexual assaults	Carlisle Regional Medical Ctr. 717-249-1212 Holy Spirit Hospital 717-763-2100 *all above have trained professional staff who specifically handle sexual assaults
<b>Cumb. Cty. Rape Crisis Services</b>	Office: 1-888-727-2877 Hotline: 717-258-4324 or 717-258-1143	Office: 1-888-727-2877 Hotline: 717-258-4324 or 717-258-1143
<b>YWCA Rape Crisis Domestic Violence Services in Hbg.</b>	Open 24 Hours/7 Days a Week 1-800-654-1211 717-238-7273	Open 24 Hours/7 Days a Week 1-800-654-1211 717-238-7273
<b>YWCA of York Victim Assistance</b>	1-800-422-3204 717-854-3131	1-800-422-3204 717-854-3131
<b>Victim Advocacy</b>	Victim Services of Cumberland County 717-761-5599	Victim Services of Cumberland County 717-761-5599
<b>Domestic Violence Services</b>	Services of Cumberland & Perry Counties Hotline: 1-800-852-2102	Services of Cumberland & Perry Counties Hotline: 1-800-852-2102
<b>Legal Assistance</b>	Cumberland County District Attorney's Office 717-240-6220	Cumberland County District Attorney's Office 717-240-6220
<b>Visa and Immigration Assistance</b>	30 N. 41 <sup>st</sup> Street; Philadelphia, PA 19104 1-800-375-5283	30 N. 41 <sup>st</sup> Street; Philadelphia, PA 19104 1-800-375-5283
<b>Upper Allen Police</b>	Cumberland County Emergency Center: 911	Cumberland County Emergency Center: 911
<b>Carroll Twp. Police</b>	York County Emergency Center: 911	York County Emergency Center: 911

### Adjudication of Violations

The college's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the complainant and the respondent. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

1. The complainant and the respondent will have timely notice for meetings at which the complainant or respondent, or both, may be present;
2. The complainant, the respondent, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meetings and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent.
4. The complainant and the respondent will have the same opportunities to have others present during any institutional disciplinary proceeding or meeting. The College will not limit the choice of support person or advisor presence for either the complainant or the respondent in any meeting or institutional disciplinary proceeding. The respondent and complainant may present witnesses and may produce other evidence for consideration by the Grievance Review Board. The

respondent and complainant are responsible for presenting evidence on their own behalf. Advisors and/or support persons may speak privately to their advisee, respondent or complainant, during the proceeding. Either party may request a brief recess to consult with their advisor and/or support person which will be granted at the discretion of the Assistant Dean of Students for Student Conduct or designee. Advisors and/or support persons for the respondent and complainant may not present evidence or question witnesses.

5. The complainant and the respondent will be notified simultaneously, in writing, of any initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the complainant and the respondent will be notified simultaneously in writing, of the procedures for the respondent and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the complainant and the respondent will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

## **Grievance Process for Students**

### **GRIEVANCE RESOLUTION**

The College will respond promptly to reported incidents of harassment, domestic violence, dating violence, sexual assault and stalking. Once made aware of a grievance, Messiah College is committed to addressing and establishing a resolution.

### **HARASSMENT REPORTING**

Students are encouraged to begin the process by talking with an employee with whom they feel comfortable. This could include a Residence Director, Coach, Faculty Member, Director of Multicultural Programs, Director of International Student Programs, Director of Student Involvement and Leadership Programs, Director of Human Resources, College Ministries, Work Study supervisor, Director of Safety, Associate Dean of Students and the Vice Provost/Dean of Students. Reports may also be submitted via the Harassment Incident Reporting Form found on the web at:

[http://www.messiah.edu/download/downloads/id/1265/Harrassment\\_Incident\\_Reporting\\_Form.doc](http://www.messiah.edu/download/downloads/id/1265/Harrassment_Incident_Reporting_Form.doc). The completed form should be submitted to the Associate Dean of Students. Students do have the option of remaining anonymous; however that does minimize the investigation and the subsequent outcomes. Students should be aware that all employees, with the exception of pastors and counselors, who are notified about a possible harassment incident are expected to report it to the Associate Dean of Students.

Any form of sexual harassment, misconduct, assault or violence should be reported on the form found at [http://www.messiah.edu/download/downloads/id/1273/Sexual\\_Misconduct\\_Incident\\_Report.docx](http://www.messiah.edu/download/downloads/id/1273/Sexual_Misconduct_Incident_Report.docx)

### **GRIEVANCE PROCEDURES**

Once a report has been received, the Associate Dean of Students will review the report and will determine if a full investigation is warranted. Many disputes and complaints can be settled in conversation between the people involved and may not require a formal process. An informal process exists in our grievance procedure to quickly address situations that have not become escalated. When filing a grievance related to sexual harassment, the complainant is not required to have a conversation with the respondent even if the matter is processed informally. Informal resolution processes are not suggested for response to sexual or interpersonal violence. Some complaints are considered egregious or require a greater level of investigation and are referred to the formal resolution process immediately. Every complainant has the right to skip the informal process and move directly to a formal complaint. The Associate Dean will



provide direction on which resolution process to use; formal or informal (see below). Incidents of sexual misconduct, sexual assault and rape are not processed through an informal process and there is not expectation that the victim meet with or “work things out” with the respondent. A victim wishing to use an informal process needs to advise the Associate Dean of Students when reporting the incident. The Associate Dean of Students may consult with appropriate resources related to the situation such as the Special Assistant to the President and Provost for Diversity Affairs, or the Director of Disability Services.

#### INFORMAL RESOLUTION PROCESS

1. The Associate Dean of Students or designee will determine and schedule the appropriate meetings to discuss the allegation. Normally, he will meet separately with the complainant and the alleged harasser; consult with other advisors as needed and determine a resolution based on these discussions.
2. If the resolution is agreed to by both the complainant and the alleged harasser, the Associate Dean of Students will follow up to ensure that the outcomes are met.
3. If the outcomes are not accepted by one or both parties, the resolution process will move to the formal process phase.

#### FORMAL RESOLUTION PROCESS

1. The complainant will file a formal complaint with the Associate Dean of Students. The complainant will provide sufficient details so as to allow the Associate Dean to determine if the harassment policies have been violated. The complainant needs to provide a grievance statement, background information, and the requested resolution. The link to the Harassment Incident Reporting Form is [http://www.messiah.edu/download/downloads/id/1265/Harrassment\\_Incident\\_Reporting\\_Form.doc](http://www.messiah.edu/download/downloads/id/1265/Harrassment_Incident_Reporting_Form.doc) and the link to the sexual misconduct reporting form is found here: [http://www.messiah.edu/download/downloads/id/1273/Sexual\\_Misconduct\\_Incident\\_Report.docx](http://www.messiah.edu/download/downloads/id/1273/Sexual_Misconduct_Incident_Report.docx).
2. The Associate Dean of Students will conduct a formal investigation into the complaint. The Grievance Review Board will review the investigation. The Associate Dean of Students may partner with specific resources such as the Special Assistant to the President and Provost for Diversity Affairs, or the Director of Disability Services if warranted. A determination (reached by the hearing sub-committee of the Grievance Review Board) will be rendered in writing with recommendations for resolution.
  - a. The investigation may include interviewing individuals other than the complainant and the respondent. Discretion in how information is handled is paramount throughout the process. Every reasonable effort will be made to protect the privacy of all parties. However, strict confidentiality cannot be guaranteed due to the necessity for investigation and fact-finding. Beyond that, any individual who wrongfully discusses or discloses confidential information will be subject to disciplinary action.
  - b. Should any individual refuse or fail to cooperate fully with an investigation, he or she may be subject to disciplinary action, which may include suspension of enrollment.
3. The Associate Dean of Students is responsible for the following:
  - a. Meeting with both parties, including providing the respondent(s) with a copy of the complaint.
  - b. Establishing an appropriate timeline for processing the grievance.
  - c. Meeting with resource representatives.
  - d. Organizing and implementing an appropriate investigation.

*Please note: Those who conduct the investigation should be without a conflict of interest and anyone with a conflict of interest will be removed from the investigation.*
  - e. Interviewing persons believed to have relevant information.

- f. Reviewing findings with the Grievance Review Board and resource representatives.
  - g. Closing and retaining the confidential investigation file.
4. During this process, the Associate Dean of Students will advise both the complainant and the respondent that they may request to have a support person present. The respondent and complainant may be assisted during disciplinary hearings and related meetings, by an advisor of their choice. The respondent and complainant may present witnesses and may produce other evidence for consideration. The respondent and complainant are responsible for presenting evidence on their own behalf. Advisors may speak privately to their advisee, respondent or complainant, during the proceeding. Either party may request a brief recess to consult with their advisor which will be granted at the discretion of the Grievance Review Board Chair or designee. Advisors for the respondent and complainant may not present evidence or question witnesses.
  5. Determination of responsibility will be made based on a preponderance of the credible evidence (defined as whether it is more likely than not that the respondent is responsible for the alleged violation.)
  6. The written decision by the Grievance Review Board Chair will reflect either a determination that the allegations were unwarranted or the terms of the prescribed resolution including any disciplinary action as deemed appropriate. The appropriate action will depend on the following factors:
    - (a) the severity, frequency and pervasiveness of the conduct;
    - (b) prior complaints made by the complainant;
    - (c) prior complaints made against the respondent;
    - (d) the quality of the evidence (firsthand knowledge, credible corroboration etc.).
 If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this policy, but some potentially problematic conduct is revealed, preventative action may be taken. Copies of the decision will be sent to both parties and their Residence Directors (if necessary) and the Vice Provost/ Dean of Students. Absent a procedural error or new evidence, the determination of responsibility cannot be overturned.

## SANCTIONS

The College considers violations of this policy to be extremely serious violations and subject to **SUSPENSION** and/or **EXPULSION** from the College.

The scope for disciplinary sanctions includes, but is not limited to, those described below. Additional or modified sanctions may be imposed at the discretion of the Associate Dean of Students and/or College Review Board. The application of sanctions will reflect the seriousness of the incident and the student's history of previous violations:

1. **Letter of Reprimand or Warning:** Written documentation of inappropriate behaviors or attitudes with a temporary record kept in the student's file.
2. **Loss of Privilege:** Loss of a privilege of participating in a College activity, in registration of vehicle, in visitation, or other matter. Graduating senior students who violate college policies prior to graduation may lose the privilege of participating in senior activities and commencement ceremonies.

3. **Developmental/Educational Assignments:** May include, but are not limited to: attendance at educational programs, personal essay, written reflection on issues relevant to one's discipline case or involvement in a mentoring relationship.
4. **Fines:** A monetary fee imposed to deter and prevent activity detrimental to the community.
5. **Restitution:** A monetary fee imposed to compensate for loss, damage, or injury. This may take the form of appropriate service, monetary, or material replacement.
6. **Disciplinary Probation:** A strong written reprimand. Notification is made to appropriate College officials: College-based financial aid may be reviewed, and students in leadership positions (e.g., residence staff, SGA leaders, captains of intercollegiate athletics teams, ministry team leaders) will be required to step down from their positions of leadership. Students in certain majors or programs will be subject to additional review by faculty within their academic discipline (e.g. Social Work, Teacher Education Program, Nursing, etc.). Students who have applied to study abroad programs and/or cross-cultural courses will be subject to further review by appropriate College personnel. Additionally, residential students who are on disciplinary probation within 6 months prior to the off-campus housing application deadline are not eligible to apply to live off campus.
7. **Withholding degree:** The College may withhold awarding a degree otherwise earned until completion of the process set forth in the student disciplinary procedures, including the completion of sanctions imposed.
8. **Suspension:** Involuntary separation of the student from the College for a specified period of time. For suspensions of less than one semester, the suspended student is normally required to spend the period of suspension at home. A permanent record is kept in College disciplinary files. Academic advisors, residence directors, classroom instructors, and parents are normally notified. For short-term suspensions which permit the student to complete the semester, no refunds are issued for days missed. As determined by the Community Standards Committee, exams or assignments which are due in this period of time will be considered "0's" and no credit will be given. Although absence from class and chapel is not excused, individual professors may take the initiative to permit students to make up work missed. For suspensions where the student is not permitted to complete the semester, any refunds are issued in accordance with the withdrawal policy. For more information please refer to the following web address:  
*[http://www.messiah.edu/offices/business/student\\_accounts/index.html#refund](http://www.messiah.edu/offices/business/student_accounts/index.html#refund)*.
9. **Expulsion:** Permanent separation of the student from the College. A permanent record will be kept in College disciplinary and academic files.

#### GRIEVANCE APPEAL PROCESS

If either the complainant or the respondent is not satisfied with the outcomes, has produced new evidence, or believes a procedural error has occurred, he/she may prepare a written summary of appeal and request a review and hearing from the appeal subcommittee of the Grievance Review Board. This request must be made through the Associate Dean of Students within 5 business days of the date of the written decision, rendered by the Grievance Review Board hearing subcommittee. One or more of the following appeal criteria must be cited in order for the appeal to be considered:

1. A procedural error or irregularity materially affected the decision of the Associate Dean of Students
2. Previously unavailable evidence is produced

### 3. The outcomes issued are too severe or too lenient in relation to the violation

The Associate Dean of Students will confirm receipt of the appeal request within 5 business days. The complainant and respondent will be notified at that time that an appeal has been received. The Associate Dean will convene the appeal subcommittee of the Grievance Review Board and schedule a review (which may include a review of the written summary of the problem, interviews with the people involved, and further investigation if necessary), and hearing. The date, time, and location of the hearing will be communicated to both parties.

The Review Board will inform the individuals involved of its decision concerning the appeal and any recommendations within 7 business days of the conclusion of the deliberative process. The decision of the Review Board will be final. Copies of the decision will be shared with both parties, their Residence Directors (if necessary), and the Vice Provost/Dean of Students.

## Grievance Process for Employees

In foundational documents that outline the College's mission, college-wide educational objectives, foundational values, and strategic plan, the College has affirmed that reconciliation across lines of racial and cultural division as well as behavior respectful of gender is central to our identity as a Christian institution. We seek to create a welcoming community which is characterized by the Biblical vision for justice, respect, inclusiveness, diversity, and shalom. Therefore, Messiah College deplores all incidents of harassment, intimidation, discrimination and interpersonal violence. Any act of harassment, intimidation, discrimination or interpersonal violence whether it be committed intentionally or unintentionally, by employees of the College or students, is contrary to the ideals of Christian ethics, Christian community, and our educational mission.

This means that the College will respond promptly and firmly to reported incidents in ways that are educational and redemptive and that encourage both personal responsibility and reconciliation within the community. It should be noted that incidents of sexual misconduct are not typically addressed through an informal process. See [Interpersonal Violence & Sexual Misconduct Policy](#). Unless the complainant requests an informal process, reports of sexual misconduct are considered egregious and addressed through the formal process. In such incidences, the complainant is not required to meet with or "work things out" with the respondent.

Likewise, **it should also be noted that the majority of Messiah College** employees are employed at-will and as such, the College is free to implement a zero-tolerance policy for any behavior considered to be harassing, hazing, stalking and/or violent. The extent to which we publish a list of sanctions is limited in order to preserve the College's at-will employment status.

Specifically, employees are to actively avoid any behavior that is not considered to be professional, respectful and conducive to community development. Exhibiting behavior that can be experienced as harassing, hazing, stalking or violent is considered willful misconduct and a violation of the College's terms of employment. All employees, including faculty, are subject to the College's willful misconduct policy: [https://www.messiah.edu/download/downloads/id/1306/Section\\_1\\_Employment.pdf](https://www.messiah.edu/download/downloads/id/1306/Section_1_Employment.pdf) Per the College's willful misconduct policy, employees found responsible for harassment, hazing, stalking, and/or interpersonal violence are subject to termination. Any behavior believed to be criminal will be reported to the police.

In the event of less egregious behavior, the College uses a progressive discipline protocol: [https://www.messiah.edu/download/downloads/id/1306/Section\\_1\\_Employment.pdf](https://www.messiah.edu/download/downloads/id/1306/Section_1_Employment.pdf). The College reserves the right to skip steps in the progressive discipline protocol if the matters being addressed warrant a more pronounced response. In addition, the College also reserves the right to suspend an employee, whether to investigate a matter or to discipline an employee. The College's suspension policy is available on line: [https://www.messiah.edu/download/downloads/id/1306/Section\\_1\\_Employment.pdf](https://www.messiah.edu/download/downloads/id/1306/Section_1_Employment.pdf)

Once made aware of a grievance, Messiah College is committed to commence an appropriate investigation of the allegations. As such, a grievance procedure has been established for the benefit and use of all.

### **Informal Resolution Process**

Since many complaints and disputes can be settled in conversation between the people involved, employees are encouraged to begin the resolution process by speaking with their immediate supervisors. Supervisors are expected to facilitate an earnest effort to resolve these issues as promptly as possible.

If an individual considers it to be more appropriate, a conversation may be scheduled with the department head, the division executive or with a representative from Human Resources instead of the supervisor.

If a supervisor or manager becomes aware that harassment is occurring, either from personal observation or as a result of an individual coming forward, the supervisor or manager needs to respond immediately and contact the Office of Human Resources for guidance in managing the situation.

The Office of Human Resources can assist in guiding the process in several ways:

1. gather the input and support of appropriate College resources related to the situation (such as the Special Assistant to the President and Provost for Diversity Affairs, the Director of Disability Services, etc.);
2. recommend appropriate options for addressing the matter ;
3. assist in identifying problematic behavior;
4. facilitate conversations;
5. and, monitor agreed upon resolution process.

This process typically leads to an informal resolution (such as a meeting to make the offending party aware of the impact of his/her actions and establishing an appropriate resolution).

### **Formal Resolution Process - Second Step for Unresolved Issues or First Step for Egregious Issues**

If the problem is not resolved by the process above or if a situation is egregious, an individual who feels harassed or retaliated against may initiate the formal complaint process by filing a complaint with Human Resources and providing sufficient details so as to allow the Vice President of Human Resources and Compliance to determine if the harassment policies may have been violated. The complaint form is located at: [http://www.messiah.edu/download/downloads/id/1265/Harrassment\\_Incident\\_Reporting\\_Form.doc](http://www.messiah.edu/download/downloads/id/1265/Harrassment_Incident_Reporting_Form.doc).

1. The complainant needs to provide a grievance statement, background information, and the requested resolution.

- a. The investigation may include interviewing individuals other than the complainant and the respondent. Discretion in how information is handled is paramount throughout the process. Every reasonable effort will be made to protect the privacy of all parties. However, strict confidentiality cannot be guaranteed due to the necessity for investigation and fact-finding. Beyond that, any individual who wrongfully discusses or discloses confidential information will be subject to disciplinary action.
  - b. Should any individual refuse or fail to cooperate fully with an investigation, he or she may be subject to disciplinary action, which may include suspension or termination of employment.
2. The Vice President for Human Resources and Compliance is responsible for reviewing the situation and will partner with specific resources (such as the Special Assistant to the President and Provost for Diversity Affairs, the Director of Disability Services, etc.) in determining if an investigation is warranted.
3. If warranted, Human Resources is responsible for the following:
  - a. establishing an appropriate timeline for processing the grievance
  - b. reviewing the anticipated schedule and interview agenda with the resource representative(s)
  - c. organizing and implementing an appropriate investigation  
Please note: Those who conduct the investigation should be without a conflict of interest and anyone with a conflict of interest will be removed from the investigation.
  - d. meeting with both parties, including providing the respondent (the person(s) charged) with a copy of the complaint
  - e. interviewing persons believed to have relevant information
  - f. reviewing findings with the appropriate VP/Provost and resource representative
  - g. rendering a written decision and resolution recommendation
  - h. closing and retaining the investigation file
4. During this process, Human Resources will advise both the complainant and the respondent that they may request to have a colleague present for support. No party or participant in the grievance process shall be accompanied by legal counsel at any meeting held for the purpose of resolving the grievance. The final written decision by the Vice President of Human Resources and Compliance will reflect either a determination that the allegations were unwarranted or that the allegations have merit thereby requiring resolution. Determination of responsibility will be made based upon a preponderance of credible evidence (defined as where it is more likely than not that the respondent is responsible for the alleged violation). In such situations, the written decision will include the terms of the prescribed resolution including any disciplinary action deemed appropriate. The appropriate action will depend on the following factors: (i) the severity, frequency and pervasiveness of the conduct; (ii) prior complaints made by the complainant; (iii) prior complaints made against the respondent; and (iv) the quality of the evidence (first-hand knowledge, credible corroboration etc.).
5. If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this policy, but some potentially problematic conduct is revealed, preventative action may be taken. Copies of the decision will be shared with both parties as well as both parties' supervisors and the appropriate Vice President or School Dean.
6. If either the complainant or the respondent is not satisfied with the decision and wishes to pursue the matter further, he/she may prepare a written summary of the concerns and request that the Grievance Review Board review the matter. This request should be made through the Vice President of Human Resources and Compliance who will convene a special session of the Grievance Review Board. The Grievance Review Board is appointed by the President. Typically three (3) members will serve at a hearing.

7. In the event that the grievance is against a member of the Grievance Board or in any way connected to a member of the Grievance Board (spousal relationship, mentor relationship, etc.), an alternate Board member shall stand in replacement of the Board member with a conflict of interest.
8. The Grievance Board, after a full review of the facts (which may include a review of the written summary of the problem, interviews with the people involved, and further investigation if necessary), will inform the individuals involved of its decision and any recommendations. The decision of the Grievance Board will be final. Absent a procedural error or new evidence, the determination of responsibility cannot be overturned.
9. The final written decision by the Grievance Board will reflect either a determination that the allegations were unwarranted or the terms of the prescribed resolution including any disciplinary action deemed appropriate. The appropriate action will depend on the following factors: (i) The severity, frequency and pervasiveness of the conduct; (ii) Prior complaints made by the complainant; (iii) Prior complaints made against the respondent; (iv) The quality of the evidence (first-hand knowledge, credible corroboration etc.). If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this Policy, but some potentially problematic conduct is revealed, preventative action may be taken.
10. Copies of the decision will be shared with both parties as well as both parties' supervisors and the appropriate Vice President or School Dean.
11. The Grievance Board will prepare an annual report for College Council outlining the situations addressed, actions taken, and status of any disposition related to the situation.

## **Preparation of Annual Crime Statistics & Clery Compliance**

### **Grantham Campus:**

**The following information provides context for the crime statistics reported as part of compliance with the Clery Act.** The Messiah College Department of Safety is primarily responsible for preparing the Campus Security and Fire Safety Report. The responsibility of gathering statistical information is specifically designated to the Director of Safety or his/her designee and the Fire Safety Coordinator. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: Messiah College Department of Safety, Upper Allen Township Police Department, Carroll Township Police Department, Harrisburg City Police Department, Pennsylvania State Police, Fish and Boat Commission, Norfolk Southern Railroad and non-police or public safety personnel who have been designated as "Campus Security Authorities or CSA's." The Student Affairs Office and the Human Resources Office are key offices from which certain referral data is obtained. Crime statistics that are reported are recorded in the same calendar year the crime was reported to a Campus Security Authority.

A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law). CSA's are also informed in writing and through training to report crimes to the Department of Safety in a timely manner so those crimes can be evaluated for timely warning purposes. A CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

- A campus police department or campus security department of an institution

- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or campus security department (e.g. an individual who is responsible for monitoring the entrance into an institutional property)
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An **official** is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Statistical information is not requested nor is it provided by the Engle Center for Counseling and Health Services. Counseling Centers are not required by law to provide statistics for this compliance document. Counseling and Pastoral Professionals, as defined by Federal law, who act in such capacities, have been advised that, while they are not obligated to report crimes for the purpose of compiling these statistics, they are encouraged, when they deem it appropriate, to inform the persons they are counseling of their ability to report any crimes on a voluntary basis for inclusion in the annual statistics. The Engle Center for Counseling and Health Services facilitates anonymous reporting; this is outlined in the following: [Interpersonal Violence & Sexual Misconduct Policy](#). Anonymous reports of Clery Act crimes are included in the College's annual crime statistics.

All statistics are gathered, compiled, and reported to the college community via this report, entitled the "Campus Security and Fire Safety Report" which is published by Department of Safety. Department of Safety submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. Table One of the crime statistics satisfies the reporting requirements described by Pennsylvania Statutes as outlined by the Pennsylvania Uniform Crime Reporting Act, and Table Two satisfies the requirements outlined by the Clery Act.

Human Resources Department and Department of Safety sends an email notification to every enrolled student and current employee on an annual basis. The email includes a brief summary of the contents of this report. The email also includes the address for the Department of Safety website where the "Campus Security and Fire Safety" report can be found online and how a physical copy may be obtained by making a request to the Department of Safety at (717)691-6005 or in person at the Department of Safety Office, 432 College Avenue, Mechanicsburg, PA 17055.

**Winding Hill Site:** These statistics include offenses reported to the Upper Allen Police Department which occurred in the immediate vicinity of the Winding Hill site insofar as accurate information has been furnished to Messiah College by the Upper Allen Police Department.

#### **SPECIFIC INFORMATION ABOUT CLASSIFYING CRIME STATISTICS:**

The statistics in this document are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and National Incident-Based Reporting System (NIBRS), relevant federal law (the Clery Act), and applicable State law (the Pennsylvania Uniform Crime Reporting Act).

The Department of Safety maintains a comprehensive campus map for Clery Reporting purposes. See 2017-2018 [Clery Map](#).



**Hate Crimes:**

Hate crimes are reported in narrative form and are separated by category of prejudice. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate crime.

**The Pennsylvania Uniform Crime Reporting Act (Table One):**

The Pennsylvania Uniform Crime Reporting Act mandates the release of crime statistics and rates to matriculated students and employees, and, upon request, to new employees and applicants for admission. The index rates are calculated by multiplying the actual number of reported offenses by 100,000 (a theoretical population for comparison purposes) and dividing that product by the number of the College's Full Time Equivalent (FTE) students and employees.

The statistics in Table One reflect the number of incidents reported to the College's Department of Safety (but do not include reports from other campus security authorities, referrals from campus disciplinary authorities, or reports from local law enforcement, as required for Clery reporting in Table Two). They do not indicate actual crime prosecution or student disciplinary action, or the outcome of either. These State crime classification statistics are reported to the Pennsylvania State Police on an annual basis for publication in the Uniform Crime Report.

**Clery Act Reporting (Table Two):**

For Clery Act reporting purposes (Table Two), the number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Sex Offenses and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as one theft offense. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, the statistics indicate the number of people arrested or referred to the Office of Student Affairs for possible disciplinary action for violations of those specific laws.

**Harrisburg Institute:** These statistics include offenses reported to the Harrisburg Police Department which occurred in the immediate vicinity of housing provided for Messiah College students in Harrisburg, PA, at the Harrisburg Institute insofar as accurate information has been furnished to Messiah College by the Harrisburg Police Department.

**Winding Hill Site:** These statistics include offenses reported to the Upper Allen Police Department which occurred in the immediate vicinity of the Winding Hill site insofar as accurate information has been furnished to Messiah College by the Upper Allen Police Department.

**Please note that the State crime classifications for which the college is reporting these statistics in Table One vary from the crime classifications under Federal law, as reported in accordance with the Clery Act reflected in Table Two published in this Annual Report. Because of these differing crime classifications and definitions, with only a few exceptions, the State crime statistics will rarely match the Federal crime statistics.**

**Geography Definitions from the Clery Act:**

Public Property is Defined as: All public property including public streets, sidewalks, other thoroughfares or parking facilities that is within the campus or immediately adjacent to and accessible from the campus. For the purpose of this report, incidents have been included which were reported by local law enforcement agencies to have occurred on public property within the area bounded by college property; i.e. Lisburn Road, Grantham Road, Route 114, Bishop Road and North Grantham Road.

Non-Campus Building or Property is Defined as: any building or property owned or controlled by a student organization that is officially recognized by the college or any building or property owned or controlled by the college and used in direct support of educational purposes, frequented by students, but not in the same reasonably contiguous geographic area of the main campus, as well as off-campus apartments leased by the college.

On-Campus Defined as: 1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

On-Campus Student Housing Facility is Defined as: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This category is considered a subset of the On-Campus category.

**Unfounded Crimes:**

If a crime is reported as occurring on campus, in on-campus residential facilities, in or on non-campus buildings or property, or on public property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." Only sworn or commissioned law enforcement personnel may unfind a crime. As such, because the Department of Safety is not a sworn or commissioned law enforcement agency, we are not authorized to "unfound" a crime. This is disclosed in the Clery reportable crime statistics charts on the following pages.

## The Pennsylvania Uniform Crime Reporting Act-Table One Calendar years 2015-2017

The Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and crime rates to students and employees, and it requires that those statistics be available to applicants and new employees upon request. The index crime rate uses the actual number of Full Time Equivalent undergraduate and graduate students and full-time equivalent employees calculated according to a state mandated formula. The index numbers in the table below reflect incidents per 100,000 Full Time Equivalency. The crime rates for 2015, 2016, & 2017 were established using unduplicated population figures for the 2017 calendar year of 4,032 total members of the community (standard rounding rules are applied).

Calendar Years	2015		2016		2017	
	ACTUAL EVENTS	INDEX EVENTS	ACTUAL EVENTS	INDEX EVENTS	ACTUAL EVENTS	INDEX EVENTS
<b>Part I Offenses</b>						
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	2	50	0*	0	4	99
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	5	124	14	347	4	99
Theft - Larceny	28	694	27	670	31	769
Motor Vehicle Theft	4	99	1	25	0	0
Arson	0	0	1	25	0	0
<b>TOTAL</b>	<b>39</b>	<b>967</b>	<b>43</b>	<b>1067</b>	<b>39</b>	<b>967</b>
<b>Part II Offenses</b>						
Other Assault	4	99	7	174	2	50
Counterfeiting & Forgery	2	50	3	74	3	74
Fraud	0	0	0	0	1	25
Embezzlement	0	0	0	0	0	0
Stolen Property	1	25	0	0	0	0
Vandalism	36	893	24	595	35	868
Weapons	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0
Other Sex Offenses	3	74	0	0	2	50
Drug Abuse Violations	6	149	3	74	4	99
Gambling	0	0	0	0	0	0
Family Offenses	0	0	0	0	0	0
Driving under the Influence (DUI)	0	0	0	0	0	0
Liquor Law	24	595	21	521	39	967
Drunkenness	0	0	0	0	0	0
Disorderly Conduct	31	769	49	1215	45	1116
Vagrancy	0	0	1	25	0	0
All Other Offenses *	22	546	5	124	20	496
<b>TOTAL</b>	<b>129</b>	<b>3200</b>	<b>113</b>	<b>2802</b>	<b>152</b>	<b>3770</b>

These statistics reflect the number of incidents reported to the Department of Safety. The figures do not indicate actual criminal prosecution, student judicial action, or the results thereof.

Hate Crime Statistics for Messiah College:

In 2017 no reported cases of hate crimes for the calendar year.

In 2016, one (1) reported hate crime incident of sexual orientation bias intimidation on campus.

In 2015, no reported cases of hate crimes for the calendar year.

Sex Offense caveat: Sex crimes were reported to Messiah College in calendar year 2016; crimes that occurred outside of college geography or controlled property are not included in our crime table.

\*All other offenses include harassment, threats, unlawful restraint, loitering and prowling, trespass and all other crimes not specifically listed above, except traffic violations.

**Clery Reportable Crime Statistics for 2017- Table two**  
*Reported to Messiah College Department of Safety, Student Affairs,  
 Other College Officials, or Police Agencies*

<b>Offense Type</b>	On Campus (including Residential)	Non-Campus Buildings and Property	Public Property	<b>Total On Campus</b>	On Campus (Residential only)	Unfounded
<b>Murder &amp; Non-Negligent Manslaughter</b>						
2017	0	0	0	<b>0</b>	0	0
2016	0	0	0	<b>0</b>	0	0
2015	0	0	0	<b>0</b>	0	0
<b>Manslaughter by Negligence</b>						
2017	0	0	0	<b>0</b>	0	0
2016	0	0	0	<b>0</b>	0	0
2015	0	0	0	<b>0</b>	0	0
<b>Sex Offenses:</b>						
<b>Rape</b> (except Statutory Rape)						
2017	3	0	0	<b>3</b>	3	0
2016	0	0	0	<b>0*</b>	0	0
2015	2	0	0	<b>2</b>	2	0
<b>Fondling</b>						
2017	2	0	0	<b>2</b>	1	0
2016	0	0	0	<b>0*</b>	0	0
2015	3	0	0	<b>3</b>	1	0
<b>Incest</b>						
2017	0	0	0	<b>0</b>	0	0
2016	0	0	0	<b>0</b>	0	0
2015	0	0	0	<b>0</b>	0	0
<b>Statutory Rape</b>						
2017	1	0	0	<b>1</b>	1	0
2016	0	0	0	<b>0</b>	0	0
2015	0	0	0	<b>0</b>	0	0
<b>Robbery</b>						
2017	0	0	0	<b>0</b>	0	0
2016	0	0	0	<b>0</b>	0	0
2015	0	0	0	<b>0</b>	0	0
<b>Aggravated Assault</b>						
2017	0	0	0	<b>0</b>	0	0
2016	0	0	0	<b>0</b>	0	0
2015	0	0	0	<b>0</b>	0	0
<b>Burglary</b>						
2017	4	0	0	<b>4</b>	4	0
2016	11	0	0	<b>11</b>	11	0
2015	5	0	0	<b>5</b>	4	0
<b>Motor Vehicle Theft</b>						
2017	0	0	0	<b>0</b>	0	0
2016	1	0	0	<b>1</b>	0	0
2015	4	0	0	<b>4</b>	0	0

<b>Offense Type</b>	<b>On Campus (including Residential)</b>	<b>Non-Campus Buildings and Property</b>	<b>Public Property</b>	<b>Total On Campus</b>	<b>On Campus (Residential only)</b>	<b>Unfounded</b>
<b>Arson</b>						
2017	0	0	0	0	0	0
2016	1	0	0	1	1	0
2015	0	0	0	0	0	0
<b>Domestic Violence</b>						
2017	0	0	0	0	0	0
2016	0	0	0	0	0	0
2015	0	0	0	0	0	0

<b>Dating Violence</b>						
2017	2	0	0	2	1	0
2016	1	0	0	1	0	0
2015	2	0	0	2	2	0
<b>Stalking</b>						
2017	4	0	0	4	4	0
2016	1	0	0	1	1	0
2015	0	0	0	0	0	0

<b>Other Offenses</b>	<b>On Campus (including Residential)</b>	<b>Non-Campus Buildings and Property</b>	<b>Public Property</b>	<b>Total On Campus</b>	<b>On Campus (Residential only)</b>	<b>Unfounded</b>
<b>Liquor Law Violations-Arrests</b>						
2017	3	0	0	3	3	0
2016	7	0	0	7	4	0
2015	1	0	1	1	0	0
<b>Drug Related Violations-Arrests</b>						
2017	4	0	0	4	3	0
2016	3	0	0	3	0	0
2015	4	0	1	4	4	0
<b>Weapons Possession-Arrests</b>						
2017	0	0	0	0	0	0
2016	0	0	0	0	0	0
2015	0	0	0	0	0	0
<b>Liquor Law Violations-Referrals</b>						
2017	36	0	0	36	35	0
2016	14	0	0	14	8	0
2015	23	0	1	23	23	0
<b>Drug Related Violations-Referrals</b>						
2017	0	0	0	0	0	0
2016	0	0	0	0	0	0
2015	0	0	0	0	0	0

Weapons Possession-Referrals						
2017	0	0	0	0	0	0
2016	0	0	0	0	0	0
2015	0	0	0	0	0	0
<p><b>Sex Offense Caveat:</b> Sex crimes were reported to Messiah College in calendar year 2016. However, crimes that occurred outside of Clery Act geography are not included in our crime table.</p> <p><b>Hate Crime Statistics for Messiah College:</b>            In 2017, no reported cases of hate crimes for the calendar year.            In 2016, one (1) incident of hate crime characterized by sexual-orientation intimidation on campus property.            In 2015, no reported cases of hate crimes for the calendar year.</p> <p><b>Statement on Unfounded Cases:</b> Messiah College Department of Safety is a non-sworn security force; no criminal incident was unfounded in the calendar year 2017</p>						

## Clery Designated Crime Definitions

Messiah College is required to report crime statistics as defined by the Clery Act for the following crimes if the crimes are reported and occur in geographic locations as defined above.

**Criminal Homicide** – These offenses are separated into two categories:

**Murder/Non-Negligent Manslaughter** – The willful killing of one human being by another.

**Manslaughter by Negligence** – The killing of another person through gross negligence.

**The Federal Definition (from VAWA) of Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent”.

**Rape** – 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 definition includes any gender of victim or perpetrator. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol). Physical resistance is not required on the part of the victim to demonstrate lack of consent.

**Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

***Incest*** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

***Statutory Rape*** – Sexual intercourse with a person who is under the statutory age of consent.

**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 type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** – The unlawful entry of a structure to commit a felony or a 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, personal property of another, etc.

### **Domestic Violence, Dating Violence, and Stalking additions from the 2014 VAWA Negotiated Rulemaking Final Consensus Language:**

**The Federal Definition (from VAWA) of Domestic Violence** – The term “domestic violence” includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Pennsylvania Law Defines Domestic Abuse as** – knowingly, intentionally or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person that puts them in fear of bodily injury. These acts can take place between family or household members, sexual partners or those who share biological parenthood in order to qualify as domestic abuse.

**The Federal Definition (from VAWA) of Dating Violence** – The term “dating violence” means violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- The existence of such a relationship shall be determined based on the reporting party’s statement with consideration of:
  - The length of the relationship;
  - The type of relationship;
  - The frequency of interaction between the persons involved in the relationship.
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of abuse;
- Dating violence does not include acts covered under the definition of domestic violence.

**The Federal Definition (from VAWA) of Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

For the purpose of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Pennsylvania law defines Stalking when a person either:**

- (1) Engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
- (2) Engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

## **HATE CRIMES**

Any of the above offenses, and any other crime involving bodily injury reported to local police agencies or a campus security authority, that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias or the perpetrator perceived the person to be in one of the protected group categories. Additionally, on August 14, 2008, the Clery Act was amended to include larceny/simple assault, intimidation, and destruction/damage/vandalism (except arson) as reportable categories of hate crimes. This provision made the Department of Education’s campus hate crime categories identical to the crime categories that have been collected by the Federal Bureau of Investigation (FBI) under the Hate Crime Statistics Act (HCSA) since 1991. These new reporting categories are only reported if motivated by bias as determined by one of the designated bias categories. The types of bias categories include: race, gender, religion, sexual orientation, ethnicity, national origin, and disability.

### **Hate Crime Definitions:**

To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

**Hate Crime**—A crime reported that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purposes of this section, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

**Bias**—A preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, sexual orientation, ethnicity, national origin, and disability.



**Note:** Even if the offender was mistaken in his/her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

## **Uniform Crime Reporting Definitions**

*Under the Pennsylvania College and University Security Information Act*, Messiah College is required to report crime statistics as defined by the Uniform Crime Reporting Program for the following crimes if the crimes are reported and occur on the property owned by the college.

The Uniform Crime Reporting (UCR) program divides offenses into two groups, Part I and Part II crimes. Each month the Messiah College Department of Safety submits information on the number of Part I offenses known to law enforcement; those offenses cleared by arrest or exceptional means; and the age, sex, and race of persons arrested for each of the offenses. The Department of Safety provides only arrest data for Part II offenses.

### **The Part I Offenses are:**

#### **Criminal Homicide**

a.) Murder and non-negligent manslaughter: the willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The program classifies justifiable homicides separately and limits the definition to:

- (1) the killing of a felon by a law enforcement officer in the line of duty; or
- (2) the killing of a felon, during the commission of a felony, by a private citizen.

b.) Manslaughter by Negligence: the killing of another person through gross negligence of another. Traffic fatalities are excluded.

#### **Rape**

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.

#### **Robbery**

The taking or attempted taking of 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 type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

#### **Burglary (breaking or entering)**

The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

#### **Larceny-theft (except motor vehicle theft)**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

**Motor vehicle theft**

The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

**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.

**The Part II Offenses are:****Simple Assault**

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Forgery and Counterfeiting**

The altering, copying, or imitating of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud. Attempts are included.

**Fraud**

The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right. Fraudulent conversion and obtaining of money or property by false pretenses, confidence games and bad checks, except forgeries and counterfeiting, are included.

**Embezzlement**

The unlawful misappropriation or misapplication by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.

**Stolen Property; buying, receiving, possessing**

Buying, receiving, possessing, selling, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc. Attempts are included.

**Vandalism**

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

**Weapons; Carrying, Possessing, etc.**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Attempts are included.

**Prostitution and Commercialized Vice**

The unlawful promotion of or participation in sexual activities for profit, including attempts.

**Sex Offenses**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

**Drug Abuse Violations**

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Intimidation**

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

**Gambling**

To unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices, or goods; or tamper with the outcome of a sporting event or contest to gain a gambling advantage.

**Offenses Against the Family and Children**

Unlawful nonviolent acts by a family member (or legal guardian) that threaten the physical, mental, or economic well-being or morals of another family member and that are not classifiable as other offenses, such as Assault or Sex Offenses. Attempts are included.

**Driving Under the Influence**

Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

**Liquor Laws**

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Drunkenness**

To drink alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired. Excludes driving under the influence.

**Disorderly Conduct**

Any behavior that tends to disturb the public peace or decorum, scandalizes the community, or shocks the public sense of morality.

**Vagrancy**

The violation of a court order, regulation, ordinance, or law requiring the withdrawal of persons from the streets or other specified areas; prohibiting persons from remaining in an area or place in an idle or aimless manner; or prohibiting persons from going from place to place without visible means of support.

**All Other Offenses**

All violations of state or local laws not specifically identified as Part I or Part II offenses, except traffic violations.

This information is being provided to you as part of Messiah College's commitment to safety and security on campus and is in compliance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Pennsylvania Uniform Crime Reporting Act (Act 180 of 2004). Any questions or complaints pertaining to this information should be directed to the Department of Safety at (717)691-6005. The Director of Safety and Administrative Services is responsible to receive and resolve any complaints. Upon resolution of the complaint, the complaining party shall be informed that if s/he continues to believe the Pennsylvania Uniform Crime Reporting Act is being violated, s/he may file a complaint with the Office of Attorney General and shall be given the address of the Office of Attorney General.

*Report maintained by the Department of Safety Office, in coordination with College Legal Counsel, the Office of Student Affairs, Fire Safety, and the Office of Human Resources.  
Report completed September 2018.*

# Messiah College

## Fire Safety Report

### For Years 2015, 2016, 2017

#### Introduction

The following information, including statistics on fires in Messiah College's on-campus student housing facilities for the calendar years indicated, is provided in accordance with the Higher Education Act of 2008 and regulations issued by the U.S. Department of Education. This report will be revised as necessary by October 1 of each year and made available on the College's Internet site.

A written log of all fires occurring during the current calendar year will be maintained at the Fire & Safety Systems Office in the Greenbriar Safety Building, and may be viewed by any member of the public or the college community at large during normal business hours. The current campus fire log may also be viewed and downloaded at any time from the [Fire Safety](#) website. The fire log records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. The log must include the nature, date, time, and general location of each fire. The College will make an entry, or an addition to an entry, to the log within 2 business days of the receipt of the information. The information from the prior year's fire log will be incorporated into each revised Fire Safety Report.

As required by federal law, by October 1 of each year Messiah College will distribute to all enrolled students and current employees a notice including a statement of the Fire Safety Report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the College will provide a paper copy of the report on request. A similar notice will be provided as required by law to all prospective students and prospective employees. The report can be accessed via the [Fire Safety](#) website.

#### Definitions Used in this Report

The following definitions, as provided by federal law, are provided to aid you in understanding how the data in this report has been accumulated and developed:

- *Cause of fire:* The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature. The following cause categories will be used in this report:
  - **Unintentional Fire**
    - Cooking
    - Smoking materials
    - Open flames
    - Electrical
    - Heating equipment

- Hazardous products
  - Machinery/industrial
  - Natural
  - Other
  - **Intentional Fire**
  - **Undetermined Fire**
- *Fire:* Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- *Fire drill:* A supervised practice of a mandatory evacuation of a building for a fire.
- *Fire-related injury:* Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.
- *Fire-related death:* Any instance in which a person—
- Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
  - Dies within one year of injuries sustained as a result of the fire.
- *Fire safety system:* Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of a fire.
- *Value of property damage:* The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate will include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it will not include indirect loss, such as business interruption.

## **2015 Fires (with Fire-Related Causes, Injuries, Deaths, and Property Loss Details)**

**HESS RESIDENCE (NORTH COMPLEX):** At 12:00 p.m. on Tuesday, 03/24/2015, a female resident student was boiling water and left the room for approximately three minutes when grease and leftover food in the catch plate ignited and caused flames between 2"-3" high around the pot of water. The RA turned the burner off which extinguished the flames. No one was injured and no damages were reported.

<b>2015 Fire Statistics</b>					
<b>Residence</b>	<b>No. of Fires</b>	<b>Cause of Fire</b>	<b>Related Injuries</b>	<b>Related Deaths</b>	<b>Property Loss (\$)</b>
Banks House	0	n/a	0	0	0
Bertram House	0	n/a	0	0	0
Bittner Residence (South Complex, Section C)	0	n/a	0	0	0
Foreman House	0	n/a	0	0	0
Fry Residence	0	n/a	0	0	0
Grantham Residence (North Complex, Section B)	0	n/a	0	0	0
Harrisburg Institute	0	n/a	0	0	0
Hess Residence (North Complex, Section A)	1	Cooking	0	0	0
Hill House	0	n/a	0	0	0
Kelly Residence	0	n/a	0	0	0
Melhorn House	0	n/a	0	0	0
Mellinger Residence	0	n/a	0	0	0
Miller Residence (North Complex, Section C)	0	n/a	0	0	0
Mountain View Residence (South Complex, Section B)	0	n/a	0	0	0
Naugle Residence	0	n/a	0	0	0
Schrag (Rafiki) House	0	n/a	0	0	0
Simpson House	0	n/a	0	0	0
Smith Residence	0	n/a	0	0	0
Sollenberger Residence (South Complex, Section A)	0	n/a	0	0	0
Witmer Residence	0	n/a	0	0	0
Woodland (Reconciliation) House	0	n/a	0	0	0



## 2016 Fires (with Fire-Related Causes, Injuries, Deaths, and Property Loss Details)

**SMITH APARTMENTS:** At 9:00 p.m. on Saturday, 02/27/2016, female resident students were baking brownies with marshmallow on top when the marshmallow bubbled and touched the top oven coil while the oven was in broil mode. The flames were approximately 2" high and burned for 2-3 minutes before dying out on their own. No injuries or damages were reported.

**FRY APARTMENTS:** At 10:30 a.m. on Monday, 03/28/2016, a female resident student was cooking breakfast when some pancake batter ignited on one of the stove top burners. Small flame was put out successfully by the resident using the apartment fire extinguisher. No injuries or damages were reported.

**KELLY APARTMENTS:** At 4:00 p.m. on Tuesday, 04/26/2016, a female resident student was boiling chicken when the stovetop drip pan ignited. After removing the pot from the burner the resident used the nearby extinguisher to put the fire out. No injuries or damages were reported.

**SMITH APARTMENTS:** At 12:30 p.m. on Friday, 09/02/2016, a female resident student was frying eggs on one of the stovetop burners when a small piece of meat that was left in the drip pan ignited. The flame was approximately 1/4 inch high and after the burner had been turned off lasted approximately 10 seconds before dying out.

**FRY APARTMENTS:** At 5:45 p.m. on Wednesday, 11/30/2016, a female resident student was heating oil on one of the stovetop burners and left the oil unattended. Upon return she found the oil had ignited with flames approximately 12-18 inches high. The flames died out once the oil in the pan had run out. No injuries or damages were reported.

<b>2016 Fire Statistics</b>					
<b>Residence</b>	<b>No. of Fires</b>	<b>Cause of Fire</b>	<b>Related Injuries</b>	<b>Related Deaths</b>	<b>Property Loss (\$)</b>
Bertram House	0	n/a	0	0	0
Bittner Residence (South Complex, Section C)	0	n/a	0	0	0
Foreman House	0	n/a	0	0	0
Fry Residence	2	Cooking	0	0	0
Grantham Residence (North Complex, Section B)	0	n/a	0	0	0
Harrisburg Institute	0	n/a	0	0	0
Hess Residence (North Complex, Section A)	0	n/a	0	0	0
Hill House	0	n/a	0	0	0
Kelly Residence	1	Cooking	0	0	0
Melhorn House	0	n/a	0	0	0
Mellinger Residence	0	n/a	0	0	0
Miller Residence (North Complex, Section C)	0	n/a	0	0	0
Mountain View Residence (South Complex, Section B)	0	n/a	0	0	0
Naugle Residence	0	n/a	0	0	0
Schrag (Rafiki) House	0	n/a	0	0	0
Smith Residence	2	Cooking	0	0	0
Sollenberger Residence (South Complex, Section A)	0	n/a	0	0	0
Witmer Residence	0	n/a	0	0	0
Woodland (Reconciliation) House	0	n/a	0	0	0

## 2017 Fires (with Fire-Related Causes, Injuries, Deaths, and Property Loss Details)

**BITTNER RESIDENCE (SOUTH COMPLEX):** At 4:55 p.m. on Saturday, 01/21/2017, a male resident student was making a bag of popcorn in the microwave when the bag developed a hole and the grease in the bag ignited. The resident took the bag and ran outside where the flame was extinguished. No injuries or damages were reported.

**MOUNTAIN VIEW RESIDENCE (SOUTH COMPLEX):** At 02:20 a.m. on Friday, 03/03/2017, a male resident student was making noodles in the microwave and forgot to add water prior to heating. The noodles and bowl were both found still smoldering after extinguishing themselves. No injuries or damages were reported.

**FRY APARTMENTS:** At 4:20 p.m. on Saturday, 12/02/2017, a male resident student was making enchiladas on the stovetop when the oil in the frying pan ignited, causing flames between 4-6 inches high. The flames eventually died out on their own. No injuries or damages were reported.

**SMITH APARTMENTS:** At 08:55 p.m. on Tuesday, 12/12/2017, female resident students were heating oil to fry donuts on the stovetop when the oil ignited, causing flames approximately 12" high. The fire was extinguished using the apartment extinguisher. Minor grease burns and smoke inhalation injuries were treated. The apartment stove & cord had to be replaced.

<b>2017 Fire Statistics</b>					
<b>Residence</b>	<b>No. of Fires</b>	<b>Cause of Fire</b>	<b>Related Injuries</b>	<b>Related Deaths</b>	<b>Property Loss (\$)</b>
Bertram House	0	n/a	0	0	0
Bittner Residence (South Complex, Section C)	1	Cooking	0	0	0
Foreman House	0	n/a	0	0	0
Fry Residence	1	Cooking	0	0	0
Grantham Residence (North Complex, Section B)	0	n/a	0	0	0
Harrisburg Institute	0	n/a	0	0	0
Hess Residence (North Complex, Section A)	0	n/a	0	0	0
Hill House	0	n/a	0	0	0
Kelly Residence	0	n/a	0	0	0
Melhorn House	0	n/a	0	0	0
Mellinger Residence	0	n/a	0	0	0
Miller Residence (North Complex, Section C)	0	n/a	0	0	0
Mountain View Residence (South Complex, Section B)	1	Cooking	0	0	0
Naugle Residence	0	n/a	0	0	0
Schrag (Rafiki) House	0	n/a	0	0	0
Smith Residence	1	Cooking	2	0	\$600.00
Sollenberger Residence (South Complex, Section A)	0	n/a	0	0	0
Witmer Residence	0	n/a	0	0	0
Woodland (Reconciliation) House	0	n/a	0	0	0

## On-Campus Student Housing Facilities Fire Safety Systems

### **BANKS HOUSE:**

*Description:* 314 W. Lisburn Rd., Mechanicsburg, PA - Built in the 1960's, Banks is a single-story wood-frame residence with basement, housing up to five students.

*Fire Safety Equipment:* Fire extinguishers in kitchen & furnace/boiler room, 9VDC battery-operated single-station smoke alarms in each bedroom and on each floor, carbon monoxide detector.

Note: The Banks House was demolished on November 20, 2015.

### **BERTRAM HOUSE:**

*Description:* 236 N. Grantham Rd., Dillsburg, PA - Housing up to six students, Bertram was built circa 1940. It is a two-story wood-frame building with basement and has a cinder block exterior.

*Fire Safety Equipment:* Fire extinguishers in kitchen & furnace/boiler room, 9VDC battery-operated single-station smoke alarms in each bedroom and on each floor, carbon monoxide detector.



### **FOREMAN HOUSE:**

*Description:* 521 Grantham Rd., Mechanicsburg, PA - Foreman was built circa 1950 and houses up to six residents. It is a two-story wood-frame house with brick veneer.

*Fire Safety Equipment:* Fire extinguishers in kitchen & furnace/boiler room, 9VDC battery-operated single-station smoke alarms in each bedroom and on each floor, carbon monoxide detector.

### **FRY RESIDENCE:**

*Description:* 375 College Ave., Grantham, PA - Fry is a three-story with basement townhouse style building constructed of masonry walls, precast concrete floors, drywall partitions, with wood trusses and a slate roof. Built in 1982 and completely remodeled in 2007, it has 52 apartments housing approximately 206 students.

*Fire Safety Equipment:* Fire extinguishers in

each apartment kitchen & in all common areas, 120VAC tandem-wired single-station smoke alarms with 9VDC battery backup throughout each apartment, automatic fire alarm system (smoke/heat detectors with manual pull stations), full (100%) coverage fire sprinkler system, 24/7/365 proprietary protective signaling system (in-house by Dispatch Services Office), door closers on all apartment entrances, emergency lighting via 12VDC battery packs, carbon monoxide detectors in mechanical rooms.

### **HARRISBURG INSTITUTE:**

*Description:* 28 Dewberry Street, Harrisburg, PA - Completely gutted and renovated in 2006 from an early 20<sup>th</sup>-century former warehouse, Harrisburg Institute is a two-story student housing structure with basement. Located at 28 S. Dewberry St., Harrisburg, PA 17103, it is capable of housing up to 25 students in nine residential-style apartments. It has exterior masonry (brick) walls, interior drywall partitions on steel studs, fire resistant floor construction on the first floor with wood joists supporting the second floor, with a rubber roof.

*Fire Safety Equipment:* Fire extinguishers in the hallways on each floor, 120VAC tandem-wired smoke alarms accompanied by a smoke detector tied into the building's general fire alarm system within each apartment, automatic fire alarm system (smoke/heat detectors with manual pull stations in each apartment and in hallways), full

(100%) coverage fire sprinkler system, 24/7/365 central alarm monitoring (by Harristown Property Development – 717-238-2726), door closers on all apartment entrances, emergency lighting via 12VDC battery packs, fire hydrant directly outside.

### **HILL HOUSE:**

*Description:* **2716 East St., Mechanicsburg, PA** – The Hill House was built in 1911 and is a two-story wood-frame house with basement. It houses six students.

*Fire Safety Equipment:* Fire extinguishers in kitchen & furnace/boiler room, 9VDC battery-operated single-station smoke alarms in each bedroom and on each floor, carbon monoxide detector.

### **KELLY RESIDENCE:**

*Description:* **2775 Tower Rd., Grantham, PA** - Built in 1989, Kelly is a three-story with basement townhouse style building constructed of masonry walls, precast concrete floors, masonry partitions, with wood trusses and a slate roof. It has 41 apartments housing approximately 169 students.

*Fire Safety Equipment:* Fire extinguishers in each apartment kitchen & in all common areas, automatic fire alarm system (smoke/heat detectors with manual pull stations), smoke detectors with sounder bases connected to fire alarm system throughout each apartment, 24/7/365 proprietary protective signaling system (in-house by Dispatch Services Office), door closers on all apartment entrances, emergency lighting via generator, carbon monoxide detector in mechanical room connected to fire alarm system.

### **MELHORN HOUSE:**

*Description:* **528 Grantham Rd., Grantham, PA** - Melhorn was built in the 1940's and is a two-story wood-frame house with basement. It houses five students.

*Fire Safety Equipment:* Fire extinguishers in kitchen & furnace/boiler room, 9VDC battery-operated single-station smoke alarms in each bedroom and on each floor, carbon monoxide detector.

### **MELLINGER RESIDENCE:**

*Description:* **325 College Ave., Grantham, PA** - Mellinger is a three-story with basement townhouse style building constructed of masonry walls, precast concrete floors, drywall partitions, with wood trusses and a slate roof. It has 41 apartments housing approximately 165 students and was built in 1985.

*Fire Safety Equipment:* Fire extinguishers in each apartment kitchen & in all common areas, automatic fire alarm system (smoke/heat detectors with manual pull stations), smoke detectors with sounder bases connected to fire alarm system throughout each apartment, 24/7/365 proprietary protective signaling system (in-house by Dispatch Services Office), emergency lighting via 12VDC battery packs, carbon monoxide detector in mechanical room.

### **NAUGLE RESIDENCE:**

*Description:* **395 College Ave., Grantham, PA** - Built in 1983, Naugle is a three-story with basement dormitory style building constructed of masonry walls, precast concrete floors, masonry partitions, with wood trusses and a slate roof. It houses approximately 273 students. It has been through several stages of partial renovation through the years, the most recent of which was in 2009.

*Fire Safety Equipment:* Fire extinguishers in all common areas, automatic fire alarm system (smoke/heat detectors with manual pull stations) with fail-safe operation on all interior stairwell doors, partial (~25%) coverage fire sprinkler system, 24/7/365 proprietary protective signaling system (in-house by Dispatch Services Office), dry standpipes (F.D. connections) in all stairwells, emergency lighting via generator, carbon monoxide detector in mechanical room.

### **NORTH COMPLEX Section A – Hess Residence:**

*Description:* Originally comprised of two separate dormitories built in 1965 (Miller Residence, or Section C, **390 College Ave., Grantham, PA**) and 1970 (Hess Residence, or Section A, **370 College Ave., Grantham, PA**), the original wings were completely remodeled in 1996 and a new wing (Grantham Residence, or Section B, **380 College Ave., Grantham, PA**) was added at that time. The original wings have three-stories with basement and are constructed of structural steel framing, masonry walls and partitions, and poured concrete floors. The new wing is constructed of precast concrete floors with masonry walls and partitions, and has three floors with basement and a mechanical penthouse (added in 2011). The entire complex houses approximately 439 students.

Fire Safety Equipment: Fire extinguishers in all common areas, automatic fire alarm system (smoke/heat detectors with manual pull stations) with fail-safe operation on all interior stairwell doors, full (100%) coverage fire sprinkler system, 24/7/365 proprietary protective signaling system (in-house by Dispatch Services Office), dry standpipe (F.D. connections) in core stairwell, emergency lighting via generator.

### **NORTH COMPLEX Section B – Grantham Residence:**

Description: Originally comprised of two separate dormitories built in 1965 (Miller Residence, or Section C, **390 College Ave., Grantham, PA**) and 1970 (Hess Residence, or Section A, **370 College Ave., Grantham, PA**), the original wings were completely remodeled in 1996 and a new wing (Grantham Residence, or Section B, **380 College Ave., Grantham, PA**) was added at that time. The original wings have three-stories with basement and are constructed of structural steel framing, masonry walls and partitions, and poured concrete floors. The new wing is constructed of precast concrete floors with masonry walls and partitions, and has three floors with basement and a mechanical penthouse (added in 2011). The entire complex houses approximately 439 students.

Fire Safety Equipment: Fire extinguishers in all common areas, automatic fire alarm system (smoke/heat detectors with manual pull stations) with fail-safe operation on all interior stairwell doors, full (100%) coverage fire sprinkler system, 24/7/365 proprietary protective signaling system (in-house by Dispatch Services Office), dry standpipe (F.D. connections) in core stairwell, emergency lighting via generator.

### **NORTH COMPLEX Section C – Miller Residence:**

Description: Originally comprised of two separate dormitories built in 1965 (Miller Residence, or Section C, **390 College Ave., Grantham, PA**) and 1970 (Hess Residence, or Section A, **370 College Ave., Grantham, PA**), the original wings were completely remodeled in 1996 and a new wing (Grantham Residence, or Section B, **380 College Ave., Grantham, PA**) was added at that time. The original wings have three-stories with basement and are constructed of structural steel framing, masonry walls and partitions, and poured concrete floors. The new wing is constructed of precast concrete floors with masonry walls and partitions, and has three floors with basement and a mechanical penthouse (added in 2011). The entire complex houses approximately 439 students.

Fire Safety Equipment: Fire extinguishers in all common areas, automatic fire alarm system (smoke/heat detectors with manual pull stations) with fail-safe operation on all interior stairwell doors, full (100%) coverage fire sprinkler system, 24/7/365 proprietary protective signaling system (in-house by Dispatch Services Office), dry standpipe (F.D. connections) in core stairwell, emergency lighting via generator.

### **SCHRAG (RAFIKI) HOUSE:**

Description: **355 College Ave., Grantham, PA** - Schrag was built in the 1960's and was remodeled in 1997. It is a one-story wood-frame house with basement and brick veneer, and it houses up to seven students.

Fire Safety Equipment: Fire extinguishers in kitchen & furnace/boiler room, 120VAC tandem-wired single-station smoke alarms with strobe lights in each bedroom and on each floor, carbon monoxide detector, 12VDC emergency lighting, door closers.

### **SIMPSON HOUSE:**

Description: **418 W. Lisburn Rd., Mechanicsburg, PA** - Built in the 1960's, Simpson is a one-story wood-frame house with basement. It houses up to five students.

Fire Safety Equipment: Fire extinguishers in kitchen & basement, 9VDC battery-operated single-station smoke alarms in each bedroom and on each floor.

Note: The Simpson House was demolished on December 21, 2015.

### **SMITH RESIDENCE:**

Description: **400 College Ave., Grantham, PA** - Smith is a three-story (with basement only in Section C for laundry facilities) townhouse style building constructed of masonry walls, precast concrete floors, drywall partitions, with wood trusses and a slate roof. It has 36 apartments housing approximately 140 students. It was built in 1979 and completely remodeled in 1999.

Fire Safety Equipment: Fire extinguishers in each apartment kitchen & in all common areas, 120VAC tandem-wired single-station smoke alarms throughout each apartment, automatic fire alarm system (smoke/heat detectors

with manual pull stations), 24/7/365 proprietary protective signaling system (in-house by Dispatch Services Office), emergency lighting via 12VDC battery packs, carbon monoxide detector in mechanical room.

### **SOUTH COMPLEX Section A – Sollenberger Residence:**

*Description:* Originally comprised of two separate dormitories built in 1967 (Sollenberger Residence, or Section A, **360 Center Dr., Grantham, PA**) and 1973 (Bittner Residence, or Section C, **320 College Ave., Grantham, PA**), the original wings were completely remodeled in 1997 and a new wing (Mountain View Residence, or Section B, **370 Center Dr., Grantham, PA**) was added at that time. The original wings have three-stories with basement and are constructed of structural steel framing, masonry walls and partitions, and poured concrete floors. The new wing is constructed of precast concrete floors with masonry walls and partitions, and has four floors with basement plus sub-basement. The entire complex houses approximately 489 students.

*Fire Safety Equipment:* Fire extinguishers in all common areas, automatic fire alarm system (smoke/heat detectors with manual pull stations) with fail-safe operation on all interior stairwell doors, full (100%) coverage fire sprinkler system, 24/7/365 proprietary protective signaling system (in-house by Dispatch Services Office), wet standpipe (F.D. connections) in all stairwells, emergency lighting via generator, door closers only on all Section B resident room doors.

### **SOUTH COMPLEX Section B – Mountain View Residence:**

*Description:* Originally comprised of two separate dormitories built in 1967 (Sollenberger Residence, or Section A, **360 Center Dr., Grantham, PA**) and 1973 (Bittner Residence, or Section C, **320 College Ave., Grantham, PA**), the original wings were completely remodeled in 1997 and a new wing (Mountain View Residence, or Section B, **370 Center Dr., Grantham, PA**) was added at that time. The original wings have three-stories with basement and are constructed of structural steel framing, masonry walls and partitions, and poured concrete floors. The new wing is constructed of precast concrete floors with masonry walls and partitions, and has four floors with basement plus sub-basement. The entire complex houses approximately 489 students.

*Fire Safety Equipment:* Fire extinguishers in all common areas, automatic fire alarm system (smoke/heat detectors with manual pull stations) with fail-safe operation on all interior stairwell doors, full (100%) coverage fire sprinkler system, 24/7/365 proprietary protective signaling system (in-house by Dispatch Services Office), wet standpipe (F.D. connections) in all stairwells, emergency lighting via generator, door closers only on all Section B resident room doors.

### **SOUTH COMPLEX Section C – Bittner Residence:**

*Description:* Originally comprised of two separate dormitories built in 1967 (Sollenberger Residence, or Section A, **360 Center Dr., Grantham, PA**) and 1973 (Bittner Residence, or Section C, **320 College Ave., Grantham, PA**), the original wings were completely remodeled in 1997 and a new wing (Mountain View Residence, or Section B, **370 Center Dr., Grantham, PA**) was added at that time. The original wings have three-stories with basement and are constructed of structural steel framing, masonry walls and partitions, and poured concrete floors. The new wing is constructed of precast concrete floors with masonry walls and partitions, and has four floors with basement plus sub-basement. The entire complex houses approximately 489 students.

*Fire Safety Equipment:* Fire extinguishers in all common areas, automatic fire alarm system (smoke/heat detectors with manual pull stations) with fail-safe operation on all interior stairwell doors, full (100%) coverage fire sprinkler system, 24/7/365 proprietary protective signaling system (in-house by Dispatch Services Office), wet standpipe (F.D. connections) in all stairwells, emergency lighting via generator, door closers only on all Section B resident room doors.

### **WITMER RESIDENCE:**

*Description:* **355 Creekside Dr., Grantham, PA** - Built in 1987, Witmer is a four-story with basement dormitory style building constructed of masonry walls, precast concrete floors, masonry partitions, with wood trusses and a slate roof. It has housing for approximately 307 students.

*Fire Safety Equipment:* Fire extinguishers in all common areas, automatic fire alarm system (smoke/heat detectors with manual pull stations) with fail-safe operation on all interior stairwell doors, smoke detectors connected to the fire alarm system in each room, partial (~25%) coverage fire sprinkler system, 24/7/365 proprietary protective signaling system (in-house by Dispatch Services Office), dry standpipes (F.D. connections) in all stairwells,



emergency lighting via generator, door closers on all resident room doors, carbon monoxide detector in mechanical room.

### **WOODLAND HOUSE:**

*Description:* **310 College Ave., Grantham, PA** - Woodland was built in 1973 and remodeled in 1995. It is a one-story wood-frame house with basement, and houses up to nine students and one staff adviser.

*Fire Safety Equipment:* Fire extinguishers in kitchen/laundry room & basement, 9VDC battery-operated single-station smoke alarms in each bedroom and on each floor.

### **Number of Fire Drills – 2015**

Fire exit drills are held on our **Grantham Campus** at least once a semester in each of our traditional dormitories and townhouse-style apartment residences; we currently do not hold fire drills in our single-family-style housing. During 2015 there were a total of sixteen fire drills held in our student residences – one per semester for each of the major residences.

No fire drills were held at the Messiah College Harrisburg Institute in 2015.

### **Number of Fire Drills – 2016**

Fire exit drills are held on our **Grantham Campus** at least once a semester in each of our traditional dormitories and townhouse-style apartment residences; we currently do not hold fire drills in our single-family-style housing. During 2016 there were a total of sixteen fire drills held in our student residences – one per semester for each of the major residences.

No fire drills were held at the Messiah College Harrisburg Institute in 2016.

### **Number of Fire Drills – 2017**

Fire exit drills are held on our **Grantham Campus** at least once a semester in each of our traditional dormitories and townhouse-style apartment residences; we currently do not hold fire drills in our single-family-style housing. During 2017 there were a total of sixteen fire drills held in our student residences – one per semester for each of the major residences.

No fire drills were held at the Messiah College Harrisburg Institute in 2017.

### **Institutional Policies on Portable Electrical Appliances, Smoking, and Open Flames in a Student Housing Facility**

The use of electrical appliances is limited for safety reasons. Only small appliances with enclosed coils are permitted (i.e., corn poppers, coffee pots). Restricted appliances include hotplates, refrigerators of more than 5 cubic feet, and 5-light floor and desk plastic five shade lamps. Cooking of meals must be confined to apartment residence kitchens. Stove burners, toaster ovens, tabletop grills, toasters, and other appliances that heat up should never be left unattended. Counters should be kept clear and small appliances unplugged after use. Kitchens in residence halls are not intended to be used for regular meal preparations without prior approval of residence director and in conjunction with an approved meal plan exemption. Student-owned refrigerators are permitted if

they are less than five cubic feet in capacity. The use of supplemental air conditioners, window fans, sun lamps, halogen lamps and supplemental heaters are prohibited in all residences. Any questions about the electrical capabilities of satellite housing should be directed to Facility Services. Students who damage the circuitry by overloading it may be responsible for the cost to restore the system.

Safety steps to prevent and reduce the risk of electrical fires in student housing include:

- Purchase and use only UL-rated electrical appliances and power cords. (Do not bring “home-made” cords)
- Do not “piggy-back” or “daisy-chain” extension cords.
- Use power strips with an over-current protector that will shut off power automatically if there is too much current being drawn.
- Never “piggy-back” or “daisy-chain” power strips by plugging one into another.
- Power strips must be directly plugged into the wall outlet.
- Do not tack or nail an electrical cord to any surface, or run cords across traffic paths, under rugs or furniture.
- Use light bulbs with the correct wattage for lamps. If no indication is on the product, do not use a bulb with more than 60 watts.
- Keep all electrical appliances and cords safely away from bedding, curtains and other flammable material.
- Unplug small household appliances when not in use and all electronics when away for extended periods.
- No triple adapters or cube adapters are permitted. They do not have the appropriate over-current protection or reset capabilities.

Older wiring and outlets in student housing may not be able to handle the increased electrical demand of today’s college student. If use of a device frequently causes power to trip off, or if its power cord or the outlet feels hot, it should be disconnected immediately and the condition reported to the Department of Facility Services immediately (ext. 6011). Never attempt to alter a three-prong plug to fit in a two-prong outlet. Doing so can result in severe injury and damage to your appliance.

Messiah College is a smoke free/tobacco free campus, and as such, smoking is not permitted anywhere within our campus facilities. Additionally, the consumption of any form of alcoholic beverage is strictly prohibited. Resident students who violate these regulations will be referred to the Student Affairs Office and will be counseled for their actions, as well be sanctioned according to the severity of the violation.

As provided by section 308.3.8 of the *International Fire Code (2006 ed.)*, and as adopted by the local authority having jurisdiction (i.e., Upper Allen Township), candles, incense, and similar open-flame-producing items are prohibited in sleeping units in dormitory occupancies. Messiah College has expanded this regulation to prohibit the above items anywhere within a student residence (except within the residence directors’ apartments).

When used as part of a religious service, and not involving the handling of individual candles by the participants/congregation, a permit does not need to be secured in advance from the Township Fire Marshal; however, any other use requires an “operational permit” to be obtained by requesting it at least two weeks in advance of the event.

No recreational fires are permitted, but bonfires (see [Bonfire/Campfire Policy](#)) are allowed only by authorization from the Conference Services Office -- even this is dependent upon weather conditions and other restrictions as established by local and state governments' fire hazard declarations.

Resident students are not permitted to bring charcoal or gas grills to campus due to the inherent fire and carbon monoxide poisoning hazards they present. However, Messiah College has provided several permanently installed charcoal grills safely located in the vicinity of the dormitories for anyone's use. See the College's [Guidelines and Policy for the Safe Use of Outdoor Grills](#). Large groups/organizations can reserve the use of the college's large portable charcoal grill through the Dining Services Office.

Procedures are established and published for safe student use of [Tiki Torches](#).

All residents are required to familiarize themselves with, and comply with all aspects of the college's safety and decorating guidelines, found in the [Messiah College Student Handbook](#).

## **Fire Safety Education and Training Programs**

Residence Life policies related to fire safety can be found in the [Messiah College Student Handbook](#). Mandatory informational sessions about residence hall regulations are held at the beginning of each fall semester for all residents.

The Fire and Safety Systems Coordinator provides fire safety training to several groups of staff and students within areas or departments where the potential for a fire would have a devastating effect, or the persons or those they are in charge of are considered to be at somewhat higher risk than the rest of the campus community. Some of these areas include Resident Assistants and Daycare staff. This training is usually comprised of a PowerPoint Presentation in a classroom setting, occasionally followed by a tour of the work site while pointing out the fire protection systems and how to use them. This training is sometimes accompanied by hands-on fire extinguisher training for all participants.

Residents are required to keep hallways, stairwells, and all common areas clear of trash, storage, bicycles, etc. All trash/recyclables are to be placed in the trash dumpsters/bins located outside of each of the residence halls.

Students are made aware that under *Pennsylvania Crimes Code, Sec. 4905, False Alarms to Agencies of Public Safety*, "a person who knowingly causes a false alarm of fire or other emergency to be transmitted to or within any organization, official, or volunteer, for dealing with emergencies involving danger to life or property commits a misdemeanor of the first degree." Depending on the severity of the circumstances, any student who causes a false alarm will be referred to the Student Affairs Office for sanctioning, with the possibility of having the local police becoming involved.

## **Fire Drill/Emergency Evacuation Procedures – Grantham Campus**

Fire drills are held in each residence hall during the first few weeks of the Fall Semester and during the midpoint of the Spring Semester. The drills are announced to staff but not to the resident student body as to the time and date. Drills are conducted by the Fire and Safety Systems Coordinator (who is part of the Department of Safety) in conjunction with residence directors, other Department of Safety officers, and Campus Events personnel. A

detailed report on each drill is kept on file in the Fire and Safety Systems office, and an incident report is filed within the Department of Safety's electronic reporting system.

Students who fail to evacuate in a timely manner or do not cooperate with staff in a reasonable manner are referred to the Residence Life Office for disciplinary hearings. Students are counseled regarding the importance of evacuating and are sanctioned under the provisions of the Messiah College Student Handbook. A maximum fine of up to \$500.00 may be applied in the case of repeat offenders.

A copy of the [Emergency and Fire Drill Evacuation Procedures](#) is posted by the exit from every sleeping room or apartment in the student residences.

It is important to know evacuation procedures and emergency exit locations in the event of a fire. Fire alarms should always be taken seriously, never ignored or taken casually as a drill. Smoke detectors should never be disabled and sprinklers should never be tampered with. If a fire alarm sounds, residents should calmly and quickly follow practiced procedures and immediately exit the building. Doors should be closed behind to prevent fire spread.

## **FIRE ALARMS**

When a fire alarm sounds, all persons are required to immediately exit the building. If you discover a fire, first proceed to and activate the nearest fire alarm pull station (usually located near an EXIT or stairway door), and then immediately leave the building via the nearest EXIT. Second, immediately notify Dispatch Services at the emergency phone extension 6565 (or 717-691-6005 via cell phone) from a safe location outside of the building in alarm. Report all fires or smoke conditions no matter how small they may seem, since they often grow out of control rapidly. If warranted, Dispatch Services will make notifications to Residence Life staff of the situation. Individuals found responsible for intentionally causing false fire alarms, for tampering with or theft of any fire safety equipment or any type of safety signage, or for non-compliance with evacuation procedures will be subject to a \$500 maximum fine and/or other disciplinary actions.

- When alarm sounds, remain calm and close room window(s).
- Grab only the clothing necessary for existing weather conditions. Do not attempt to salvage personal belongings.
- Turn off all electrical appliances, including stoves/ovens and room lights.
- Feel lock and/or top gap between door and frame to see if it is hot. If it is, don't open it - instead, if you can do so safely, use window to escape or summon help by yelling. Keep window closed if smoke enters room through it.
- Close but do not lock room/apartment door(s) behind you.
- Stay low under smoke and toxic fumes, crawl on hands and knees, if necessary.
- Do not use elevators; use stairways only.
- Leave by the nearest EXIT. Do not run. Leave building directly from stairway; do not use your ID card to pass through doors during evacuation.
- Remain clear of building by at least 50 to 100 feet; move beyond sidewalks if necessary, but never stand on roadways or in parking lot aisles.

- Never re-enter building for any reason, even if alarm signals are silenced. Wait until permission is granted by person in charge of drill or fire scene, (i.e., Dept. of Safety Officer, drill coordinator, resident director, or ultimately, the township Fire Chief).
- In an actual EMERGENCY (especially if you are trapped in your room by smoke or fire), use the phone in that room/apartment to summon assistance by dialing:
  - Messiah College Dispatch Services – extension 6565, or extension 6005 (717-691-6005 via cell phone), or,
  - Cumberland County Dispatch - 9-911 (dialing 9 first gets you an outside line from a campus phone).

Please direct any questions regarding the above information to the Department of Safety (extension 6005), or to the Fire & Safety Systems Coordinator in the Department of Safety (extension 6747).

## **Fire Drill/Emergency Evacuation Procedures – Harrisburg Institute**

Fire drills are conducted in order to familiarize residents with proper exit procedure and to establish the conduct of the drill as a matter of routine. Emphasis, therefore, is placed upon orderly evacuation under proper discipline rather than upon speed. Non-participation in a fire drill is tantamount to pulling a false alarm or unnecessarily discharging a fire extinguisher, and will be treated as a disciplinary offense.

When the fire alarm sounds (for a drill or otherwise), residents should simply stop whatever it is that they are doing, turn off any electric appliances, and leave the building. The last person to leave a room should be certain that the door is closed, but not locked. Residents should be responsible for one another; that is, persons who are sleeping, showering, or who have any sort of handicap which may make their participation in a fire drill difficult, should be aided by their fellow residents.

Once outside, participants should remain quiet and orderly so that any special instructions from staff persons may be easily heard and understood. Once it has been determined that all residents have fully participated (i.e., that no one has tried to “hide out” inside the building) the drill should be considered complete and residents will be permitted re-entry by the attending staff person.

### **Procedure**

- 1) The Harristown Property Services and the Messiah College Department of Safety should be called to inform their personnel of the intent to conduct fire drills and drills should be scheduled in collaboration with these offices. This procedure is important to ensure the fire department is not called to respond to the alarm.
- 2) The director of community life and two other representatives from the Messiah College Department of safety, in addition to the appropriate Harristown Property Services staff should be present for the drill: one on the sidewalk to record exit conduct and maintain order, one to operate and silence the alarm, and one to check through the building(s) to ensure proper participation.
- 3) The alarm should be sounded by engaging the manual “pull station” nearest the fire alarm control panel.

4) As residents are exiting, a staff person should move throughout the building(s), ensuring that residents are complying with the drill procedure. Once the staff person is satisfied that all residents have exited, he/she should notify the staff person at the alarm panel, who should then silence and reset the alarm.

5) Throughout this operation, the staff person on the sidewalk should record the starting time (when the alarm began), the ending time (when the alarm was silenced), the number of participants, and any special notes regarding resident conduct. A form shall be provided for the recording of all drill information.

After all drills have been completed and all alarm panels have been properly silenced **and** reset, the Harristown property services should be notified and informed that the drills have concluded.

## **Reporting a Fire – Grantham Campus**

All fires on campus, no matter how small, even if they have been extinguished by the reporting person(s), must be reported to:

**MESSIAH COLLEGE DISPATCH SERVICES** – dial extension 6565, or extension 6005 (717-691-6005 via cell phone), or, **CUMBERLAND COUNTY DISPATCH** – from a campus phone dial 9, then 911.

Dispatch Services will immediately initiate their emergency response procedures and dispatch officers to the scene to assess the situation. If a caller reports either fire or smoke within a building, the dispatcher is to automatically phone Cumberland County Dispatch (911) to request a fire department response.

## **Future Fire Safety Plans**

In recent years, Messiah College has installed an updated and improved fire alarm monitoring system that receives fire alarm signals from any of twenty-six buildings, including all dormitories, on campus in virtually seconds after a fire alarm system has been activated. This system is monitored 24/7 (including holidays) by Department of Safety personnel located in the Dispatch Services Office in the Eisenhower Campus Center.

During the summer of 2013 the fire alarm system and 120VAC single-station smoke alarms in the dorm rooms of Witmer Residence were replaced with a new addressable system that includes addressable smoke detectors in every dorm room. These detectors are monitored by the fire alarm system and report directly to the Dispatch Services Office via the proprietary protective signaling system.

During the summer of 2016, Mellinger Residence's fire alarm system and its apartments' 120VAC single-station smoke alarms were replaced with a new addressable system that includes addressable smoke detectors with sounder bases in all of those apartments. These detectors are monitored by the fire alarm system and indicate any activation from within the apartments, sending alarm signals directly to our Dispatch Services Office via the proprietary protective signaling system.

Messiah College is continuously seeking improved technology to better warn the community of fires and potential fire situations. Because all of our systems are in compliance with the appropriate local, state, and federal fire codes, we are hopeful that funding for future automatic sprinkler systems will be forthcoming for those buildings

without such protection, although we have no definitive plans for our student residences at this time. Messiah College is also constantly evaluating the state and condition of the automatic fire alarm systems in each campus building, and we continue to update/renovate our systems as necessary.

### **Messiah College Fire Safety Website Link**

Further information and policies regarding fire safety are found at [Fire and Safety Systems](#), which is a part of the Department of Safety.

Maintained by: Valerian Curd, Fire & Safety Systems Coordinator

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