The Department of Safety is responsible for campus safety, vehicle and traffic control, and security of campus buildings. Safety may issue parking/traffic tickets and other citations. Students bear part of the responsibility for security on campus. Refusing to cooperate with a Safety Officer or an investigation may be grounds for College discipline.

The Department of Safety publishes safety and security information and maintains required crime logs. These crime statistics are available on the Department of Safety website at www.messiah.edu/offices/safety/.

EMERGENCY PROCEDURES

EMERGENCY TEXT ALERT SYSTEM
All students are strongly encouraged to sign up for the Emergency Text Alert System. The only cost incurred will be the cost of the text message (this cost is determined by your service provider). This system will alert students if there are any emergencies on campus. This system will provide information that will also be available on the Messiah homepage, via e-mail, and announcements. The Text Alert is the fastest way to retrieve emergency messages.
To sign up, go to the MC Square Home page. On the upper left hand corner there is a title box “Need to Know”, click on Text Alert System and type in your cell phone number (here you can add, modify, or delete your number). Also, pick your cell phone provider from the drop down list. Then click on Submit. You will now be registered to receive emergency text messages.

ESCORT SERVICE/EMERGENCY PHONES
On–campus safety escorts are available for anyone from dusk to dawn. The emergency phones can be used to request an on–campus escort. Emergency phones are located in B, C, D, F, VV, and Treona Lots; at Jordan/Kline, Starry Field, Lenhert Building, and Safety House; and in front of Fry, Mellinger, and Smith Residences. Please call 691–6005 from off campus or ext. 6005 for an escort. Emergency phones are for emergencies. Malicious false alarm activations are subject to a posted $500.00 fine and other disciplinary actions.

EVACUATION
Although unlikely, in certain disaster situations it could become necessary to evacuate campus. Preparing for an emergency evacuation before there is an eminent danger will lessen stress and increase the effectiveness of the evacuation. In preparation, the College relies on the cooperation and proactive planning of every member of the College community.
During a campus evacuation, students will not be allowed to remain on campus under any circumstances and the College will cease operations completely. Students are responsible for vacating the College via their own transportation and lodging arrangements. The College is prepared to assist students who cannot make alternate arrangements. However, capacity will be limited, so it’s imperative that students who are able to leave on their own commit to their own personal evacuation plan. Detailed information can be found here to help you develop your personal plan:
http://www.messiah.edu/info/200440/emergency_response/127/students/3

FIRE DRILL EVACUATION PROCEDURES
- 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 or top gap between door and frame to see if it is hot. If it is, don’t open the door. Instead, if you can do so safely, use the window to escape or summon help by yelling. Keep the window closed if smoke enters the 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 50–100 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, (e.g., Department 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/apartment by smoke or fire), use the phone in that room/apartment to summon assistance by dialing either:
  - Messiah College Dispatch Services—ext. 6565 or ext. 6005;
  - Cumberland County Dispatch—9-911 (dialing 9 first gets you an outside line).
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 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.

FIRE SAFETY
Safety is always a concern in College residence halls. Under no circumstances should a student tamper with electrical equipment such as lighting, wiring, or switches. Overload on duplex outlet circuitry is a safety hazard. Excessive use of extension cords is discouraged. Corridors, stairwell landings, doorways, and exits are to be kept clear at all times. Nothing should be placed in these areas at any time. Fire doors must be kept closed at all times; tampering with or disabling the hardware on fire doors is prohibited.

The possession of fireworks or smoke-generating devices, tampering with fire safety equipment, possession of flammable materials in any quantity, live Christmas trees or branches, and use of sun lamps, halogen lamps, and space heaters is prohibited. Possession of incense is prohibited. Possession of candles with wicks is prohibited. Wickless candles, electric candle warmers, and electric tart burners are permitted, provided they are not operated unattended.

Open burning, such as campfires, bonfires, or trash, is strictly prohibited on campus (this includes the “Back-Forty” area). Township ordinances require permits for open burning – violators will be subject to a fine of up to $1,000.00. For this reason, organizational bonfire and campfire requests must be scheduled through the Conference Services office. The possession and use of tiki torches is prohibited; exception – torches that have been purchased by Residence Life are permitted to be used only for approved Residence Life programs under the direct supervision of a Resident Director. Likewise, the storage of empty cardboard containers and propane tanks is not permitted.
SHELTER IN PLACE PROCEDURES
Some emergencies may require students, employees and campus visitors to take shelter inside buildings. Incidents such as a hostile intruder, severe weather, or a hazardous material release are examples of times the campus might be asked to stay in a specific area.

If there is a need for students, employees and visitors to shelter in place, communication will occur through text messaging, Safe Connect Emergency broadcast (computer), emails, phone mail, staff making personal contact, and the Messiah College Emergency blog and/or website.

If you are inside a classroom, residence, or office:
1. Close, lock, and/or barricade doors
2. Close windows and window coverings
3. Turn off the lights
4. Ask everyone to silence their cell phones and to remain silent themselves
5. Crouch down away from doors and windows
6. If the fire alarm sounds unexpectedly during lockdown mode, do not evacuate the building unless:
   a. You have firsthand knowledge that there is a fire in the building
   b. You are in imminent danger
   c. You have been instructed by a safety officer or the police to evacuate the building
7. Remain in this mode until evacuated / instructed otherwise by a safety officer or the police.

If a Hostile Intruder or Active Shooter incident:
Apply the “3 Out” response:
1. Get Out: if you can safely do so, evacuate the area in which you are in and go to someplace safe.
2. Lock Out: if you cannot get out of the area you are in, then lock/barricade the door with whatever means you have available and follow the steps stated above for a Shelter in Place.
3. Take Out: if you cannot get out or lock out, and are confronted with the intruder/shooter, you may be faced with taking out the intruder yourself. This is a judgment call and only you can decide if this option is your only available option for you at the given time.
Sometimes individuals are reluctant to report information because of self incrimination, retaliation or other reasons. This program allows students or employees to report crimes without providing their names or other identifying information. It is hoped that this program will make students feel more comfortable reporting concerns to the Department of Safety. The link to the Silent Witness reporting is found at http://www.messiah.edu/offices/safety/silent-witness.html. However you are still encouraged to report information in person or by phone at extension 6005 if you feel comfortable doing so.

**FIREARMS AND WEAPONS**

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: 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 for consideration.

**DIRECTIONS TO LOCAL HOSPITALS**

**CARLISLE REGIONAL MEDICAL CENTER (approx. 15 miles)**

45 Sprint Drive, Carlisle, PA 17013
249-1212

Leave campus by the main entrance opposite Smith Residence. Follow signs to Route 15. Take Route 15 SOUTH, turn RIGHT onto Route 74 towards Carlisle. Take a LEFT turn onto Route 81 South towards Chambersburg. Take Exit 45, College Street, at the end of the exit ramp at the traffic light, take a LEFT. At the second traffic light, turn RIGHT onto Alexander Spring Rd. Carlisle Medical Regional Center will be on your LEFT in less than a mile.
HARRISBURG HOSPITAL (approx. 12 miles)
111 South Front Street, Harrisburg, PA 17101
782-3131
Leave campus by the main entrance opposite Smith Residence. Follow
signs to Route 15. Take Route 15 North to Camp Hill, approximately 7
miles. Follow signs to Harvey Taylor Bridge. Cross bridge and turn right
on Front Street. The hospital is on the left approximately 1 mile.

HOLY SPIRIT HOSPITAL (approx. 9 miles)
503 N. 21st Street, Camp Hill, PA 17011
763-2100
Leave campus by the main entrance opposite Smith Residence. Follow
signs to Route 15. Take 15 North to Camp Hill, approximately 7 miles.
Route 15 North has a series of 6 traffic lights in Camp Hill. Keep left after
passing through the 5th light. The 6th light is located at the junction of
Route 15 and N. 21st Street. Take the left turn lane and proceed on North
21st Street for 0.2 miles. The hospital is on the right.

THEFT
In light of biblical principle not to steal (Exodus 20:15) and Pennsylvania
state law, stealing is prohibited. Toward preventing theft, students should
keep residence room doors locked when they are out of the room and
should notify the Department of Safety of anyone appearing or acting
suspicious in College residences. All theft, no matter how small, should be
reported to the Department of Safety. The College assumes no liability for
the loss of items from students’ rooms, athletics or music lockers, or
campus buildings.

VEHICLES
Messiah College vehicle rules and regulations have been developed for the
safety and welfare of students, faculty, staff and visitors, for the protection
and maintenance of college property, and to govern traffic on the campus.
Motor vehicle regulations are in effect at all times throughout the year. In
addition to these rules, all driving and parking regulations of the
Pennsylvania Vehicle Code apply on campus roadways. It is your
responsibility to know and abide by all rules and regulations. This code is
subject to change throughout the year. Any changes will be posted on the
Department of Safety website. All students who bring motor vehicles to
the campus MUST register their cars and motorcycles with the Falcon
Exchange by completing a Student Parking Registration Form. Upon
approval of the Student Parking Registration Form, a display
decal/permit is issued and the student is charged for the parking permit.
The decal/permit must be affixed on the left hand corner of the rear
window behind the driver.

New First-Year Students: Parking applications must be pre-approved
before the student brings a vehicle to campus. First-year students can
apply for a parking permit for the following reasons:

1. They are 21 years old by the start of the semester.
2. A medical condition. Student needs to provide documentation
from their physician verifying health issues, which necessitates
the use of a car.
3. Lives more than 250 miles from Messiah College. To verify this
information, we refer to www.mapquest.com.
4. Employment purposes. Students must meet the following
employment qualifications: must work at least one day a week
for majority of weeks during semester; the job must be in a 40-
mile radius of the campus; the approval is for one semester at a
time; and proof of ongoing employment must accompany the
registration application.
5. Transfer Students – if the student is transferring into Messiah
College from another college.

Messiah College is a pedestrian campus. Any vehicles parked in Fire Lanes
will be ticketed and may be towed at the owner’s expense. Students must
park in their assigned lot. Any vehicles parked in an unassigned area may
be ticketed.

Motorcycles must have a valid Messiah College parking permit and must
be parked in the proper parking area for motorcycles. Motorcycles must
comply with all parking and traffic regulations. Motorized vehicles may
not be stored in any College building or apartment patios. Electric- or gas-
powered motorized scooters are prohibited.

Citations
Various fines are issued for different offenses and are published in the
Campus Traffic Code found on the Department of Safety website at
www.messiah.edu/offices/safety. A copy can also be obtained at the
Dispatch Office. The College reserves the right to change the assigned
parking location of those exceeding the number of citations a person can
receive.

Visitors/Guests
All visitors must obtain a Visitor’s parking permit from the Falcon
Exchange Office or Dispatch in the Eisenhower Campus Center. Dispatch
is available 24 hours, 7 days a week. Visitor parking is located in the Visitor Lot (VV lot by Old Main) on College Avenue near Hess Dorm, behind Kelly Apartments, and in WW lot. All visitor locations are clearly marked.

**Parking Signup**

In late spring an on-line parking registration process is held for all current students. Each student will be assigned a specific time slot based on number of credit hours previously earned plus the current semester’s credit hours and class schedule. Registration is conducted via MCSquare and the Bosscars parking software. Please note your parking assignment is subject to change up until the time the permit is issued. Final deadline for returning students to sign up for parking is July 31 to avoid a late signup fee.