MESSIAH UNIVERSITY

2020

University Security and Fire Safety Report

(Report years 2017, 2018, 2019)
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**Fire Safety Report**

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This information is being provided to you as part of Messiah University’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.
To the Messiah University Community…

We are pleased to provide the 2020 Messiah University Security and Fire Safety Report, as this report is prepared by the Director and the Clery Compliance Coordinator for the Department of Safety, in cooperation with the departments of Residence Life, Student Success & Engagement, Human Resources, University 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 university community of our current educational and resource programs, policies and procedures related to crime awareness and reporting at Messiah University, as well as crime statistics for the past three years.

The men and women of the Messiah University 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 University, in that students, faculty and staff play a critical role in shaping the character of our community. While Messiah University 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.

Regards,

Cindy L. Burger          Kevin Prest          Valerian Curd
Director, Dept. of Safety  Clery Compliance Coordinator  Fire Safety Coordinator
MISSION STATEMENT

In conjunction with the mission of Messiah University, 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 University 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 University. 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, & within the framework of the mission & expectations of the University;
- 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 University; are innovative in their work; and serve the University, division, and their department with integrity and positive attitudes”.

Commitment; Communication; Compassion; Hospitality; Integrity; Stewardship
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 University’s website and the annual University 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.


2020 UNIVERSITY SECURITY REPORT  
(For Years 2017, 2018, 2019)

Introduction:
Enrollment for the 2019-2020 school year: 2,709 undergraduate and 665 graduate. About 81% are resident students; fall semester 2,205 students resided on campus; spring semester 2,089 students resided on campus. No graduate students resided in campus housing. There were approximately 201 full-time instructional faculty, 163 part-time instructional faculty, 635 full-time employees and 314 part-time employees. As a rural campus, the campus covers approximately 363 acres (approximately 1,234,295 square feet) and 50 buildings (includes off-campus buildings). All University buildings and residences are private property of Messiah University 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.

NOTE: Messiah College changed their name to Messiah University effective July 1, 2020. Because information in this report is linked to content on the Messiah webpage, the name change has been reflected in this year’s University Security and Fire Safety report so there is no confusion.

Report Preparation:
This report contains information and crime statistics for the three previous calendar years regarding crimes that occurred on Messiah University campus; in certain off-campus buildings or property owned or controlled by Messiah University; and on public property within, or immediately adjacent to and accessible from the campus. This report 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 Safety and the Clery Compliance Coordinator in consultation with the departments of Residence Life, Human Resources, University 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 the information pertaining to that location since it housed students during the 2017-2018 school year.

Winding Hill Site: In June of 2016, Messiah University 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.

NOTE: Unless otherwise noted, the information provided in the annual 2020 Campus Security and Fire Safety Report is applicable to all Messiah University campuses: Messiah University 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 predominantly an unsworn campus safety and security department. On March 9, 2020, five members of the leadership team within the Safety Department were sworn under Title 22, the Private Police Act, giving these five members law enforcement powers in the jurisdiction of Messiah University only. The Department of Safety is not operating as a police force, they do not carry firearms and they will not exercise their powers of arrest. All other members of the Department of Safety are unsworn campus safety and security officers. 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, 1 Clery Compliance Coordinator, 1 Supervisor of Events and Technology, 1 Supervisor of Investigations and Crime Prevention, 1 Supervisor of Patrol and Field Training, 9 full-time patrol officers, 2 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 Supervisor of Investigations and Crime Prevention is responsible for coordinating crime prevention programs/initiatives on campus. The Department’s Clery Compliance Coordinator is responsible for the compiling of the crime statistics, submitting the statistics to the Department of Education and assisting in the compiling of information for the Annual Security Report. The Department’s Administrative Assistant is responsible for the coordinating of administrative duties and assignments relative to the public safety environment.

Messiah University employs a Compliance Coordinator within the Human Resource Department to insure that the University 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 University Campus. Safety investigates campus criminal incidents for administrative purposes as it relates to its campus judicial process. Safety enforces Messiah University 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 University 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. The Department of Safety maintains a comprehensive
campus map for Clery reporting purposes. The Clery map can be found on the Department of Safety website.

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, “Back Forty” area, 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 University rules.

All Department of Safety officers carry radios enabling direct communication with one another and local law enforcement. Safety officers do not carry firearms but are trained in the use of OC Spray and all officers who pass the training are issued OC to carry. Officers also receive training on the use of handcuffs and are issued a pair of handcuffs upon successful completion of the training.

**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 which is 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 it home for the offices of a number of national businesses. Upper Allen Township is also the home of Messiah University 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 officers to record what he or she is seeing, cellular telephones and mobile data terminals that allow officers to generate e-citations, access records management system, as well as 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). Many of the Officers have highly specialized training, several are certified police instructors and hold University and graduate level degrees.

**Messiah University Department of Safety**

**Department of Safety Training**

Safety Officers/Dispatchers 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, Stop the Bleed certification, 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 dispatchers, 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 in the Northeast Universities Security Association (NECUSA). Messiah University 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 Safe Walk/Safe Ride program, locking up 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 University 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 Safe Walk/Safe Ride program
- 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 your 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 University 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 University 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), to anyone on campus identified as a Campus Security Authority (see Section on CSA’s for list), or to the Title IX Coordinator in the Human Resources Office. 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 Safety Department; the number is 717-691-6005 (off-campus/cell) or x6565 (on-campus phone), or to the local police by dialing 911. 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 Dispatchers 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. 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 (717)691-6005 so the phone can be repaired or replaced as quickly as possible.

**Winding Hill Site**

Members of the Messiah University community attending the Winding Hill site are encouraged to **immediately** report crimes, suspicious activity or other emergencies 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 phone 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

- **Office of Human Resources & Compliance** (Title IX Coordinator – Amanda Coffey)
  - 717-796-5300

**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
13. 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 and/or employees to report crimes without providing their names or other identifying information. The information provided is received by the Director of Safety, and the leadership team. 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: Messiah University does not provide a confidential reporting option for Campus Security Authorities (CSA).

There are two types of individuals who, although they have significant responsibility for student and campus activities, are not campus security authorities under Clery. Those are:

- The University pastor in the University Ministries Office, ext. 6520
- The professional counseling staff in the Counseling Center located in theEngle Center for Counseling and Health Services, ext. 5357

While confidential and anonymous reporting is available by these limited means, the University’s ability to investigate and appropriately address allegations of misconduct will be significantly limited. Crimes reported to the confidential staff listed above are not disclosed in the University’s crime statistics or reporting processes, unless those crimes are reported to the Department of Safety through the facilitated anonymous reporting process. Confidential 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. Confidential 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 University "controls" premises even in international or domestic off-campus settings. If Messiah University 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

Working Relationships with Law Enforcement Agencies

The Department of Safety is predominantly an unsworn campus safety and security department. There are 5 members of the team who are sworn police officers under Title 22, the Private Police Act. The Department is not an acting police force, we do not exercise our powers of arrest nor do we carry firearms. 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. Collaborative meetings and training sessions are occasionally held to review issues and incidents occurring within the multiple local jurisdictions.

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.

Messiah University 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 University’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 University cooperates fully with their efforts. Interaction with other law enforcement entities including the Pennsylvania State Police is also coordinated through local police authorities.

**Written Memoranda of Understanding with Local Police**

There are three written Memorandums of Understanding (MOU) between the Department of Safety and the Upper Allen Township Police Department. These memorandums titled, “Distributing Messiah University Campus Timely Warning Notices and Emergency Notifications”, “Responding to and Investigating Incidents of Sexual Assault/Violence” and “Memorandum of Understanding for Police Services”. These MOU’s provide guidance regarding Title IX requirements, timely warnings and emergency notifications, and Department of Safety expectations under Title 22: Private Police Act. These three MOU’s are maintained by the Department of Safety.

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

When a Messiah University 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 University. 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.

If Upper Allen Township Police Department or Carroll Township Police Department is contacted about criminal activity off-campus involving Messiah University students, the police may notify the Department of Safety. Students in these cases that are arrested by the local police may be subject to University disciplinary proceedings through the Student Affairs Office.
Harrisburg Institute
Students residing at the Harrisburg Institute receive information on notifying Dauphin County Communications 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 University 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.

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 University 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 University 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 University 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 University, click on "Get data for one institution/campus" and enter "Messiah University" into the block entitled "Name of Institution."

Disclosure of Results of Disciplinary Proceedings
Notification of Final Results
Messiah University will, upon written 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 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 (on campus phone). 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 Dean of Students (ext. 7215). 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 – 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 for Compliance
- Director of Athletic Communication
- Director of Fitness Center
- Coordinator for Athletic Training Services
- Athletic Coaches
- Associate Dean, Career and Professional Development Center
- Coordinator for Internships and Special Events
- Director of Student Involvement & Leadership
- Coordinator of Student Involvement & Leadership
- Director of Intercultural Office
- Director of Multicultural Programs
- Director of the Agape Center
- Director of Engle Center
- Student Organization Advisors
- Dean, School of Graduate studies
- Oakes Museum Director
- Human Resources & Compliance Employees
- Executive Assistant to the President’s Office
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 University’s Department of Safety which is responsible for coordinating the University’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 individuals 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_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 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 University 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 sexual misconduct or any type of sexual violence in educational access, programs and activities. Messiah University 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 University 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 University’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. She coordinates support measures via collaboration with the Coordinator for IPV Prevention and Education.

- **The Director of Safety,** 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 facilitating informal processes including support and education measures, as well as serving as an investigator for formal processes. He works closely with Vice President for Human Resources & Compliance to ensure that the University responds effectively to each complaint and addresses concerns related to gender-based discrimination.

- **The Assistant Athletics Director and Head Field Hockey Coach,** Brooke Good, Ext 7359, is responsible for coordinating with athletics compliance and athlete education. She is responsible for ensuring appropriate athletics reporting, and is trained as an investigator for formal processes.

- **The Coordinator for Interpersonal Violence Prevention and Education,** Hannah McBride, Ext. 2608, is responsible for victim support and student education. She works closely with the Title IX Investigators and Coordinator in order to support student choice in process and support measures. As a confidential resource, she is also responsible for coordinating anonymous reporting and providing all students with equal access to support measures, as determined by the Title IX Coordinator.

Together, these coordinators play an integral role in carrying out the University’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 professionals listed above. If you believe that you are a victim of a crime including sexual assault, rape, domestic violence, dating violence, and/or stalking at Messiah University, know that you have these specific Victim Rights. For more information see Victim Rights and Resources brochure.

Security/Access to Campus Facilities/University Residences

Grantham Campus
The campus covers approximately 363 acres (approximately 1.234 million square feet) and 50 buildings (includes off campus buildings/satellite houses). All University buildings and residences are private property of Messiah University. Locations of all campus buildings and roadways may be found by referring to the Messiah University 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, except during open visitation hours, and access is limited to authorized persons. Unauthorized persons who trespass on University 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 University. This card identifies the holder as a member of the University community and is used to gain access to certain University 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 University residential facilities include traditional residence halls and campus apartments for enrolled students. In addition, the University 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 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 28th 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 University related business prior to the campus officially opening residences which occur the day before the 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 and interior 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 University’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 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 Life 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. At least one campus events custodian is assigned to each residence facility.

Student Housing Beyond Grantham:

On and around the perimeter of Messiah University there are five 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 process 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 an access control issue (computer program), 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 University 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 University 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 University 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 University’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 some of the Crime Prevention and Security Awareness programs that were conducted on campus for 2019/2020. This is not an all-inclusive list; a complete compilation of programs are kept with the documents in the file folder.

- Parking Fine posters
- Silent Witness posters
- Parking Boot posters
- Safety Tips door hangers
- Department of Safety informational brochures covering text alert systems, safe walk/safe ride, emergency phone locations, see something/say something, medical amnesty, anonymous reporting, etc.
- Session with International Student parents regarding crime and safety
- Session with all RAs regarding types of crimes and reporting mandates
- Verbal De-escalation for all officers/dispatchers
- Verbal De-escalation for interested students
- Safe Semester bulletin board
- Multiple Active Shooter Classes for students
- Safety Services (mass email to all students and employees)
- Safety Day, with multiple interactive kiosks for student and employee engagement
- Disorderly Conduct (snowballs) posters to RAs for dissemination to all students
- Criminal Mischief (pranks with damages) posters to RAs for dissemination to all students
- Bulletin Board: National Stalking month
- Multiple Active Shooter Classes for employees
- Bulletin Board: National Dating Violence Awareness
- New Employee Orientations: held at the beginning of each semester for new employees; covers scenario based learning to educate new hires of responsibilities, reporting, resources/responses to interpersonal violence on campus
- Inclusivity Training: training for Department of Safety personnel, RA’s, and Student Leaders
- Fire Safety Training: held throughout the year for new and returning RA’s, Department of Safety personnel, RD’s, and all other employees who work with specific job requirements to have this training
- Campus-wide emails with pertinent safety tips, directions on how to access services, etc.
- National Fire Prevention Month: information tables available on campus to raise awareness of fire safety rules on campus & general fire safety tips
- First Aid/CPR/AED Training: numerous certification classes held for employees on campus who are required to have this certification as a part of their job description
- Fire Extinguisher Training: online training and utilization of a Bullex system for hands-on training on use of fire extinguisher; was for employees with specific job requirements
- Crisis Table Top Training on interagency coordination in the event of a potential building collapse.
- S.A.F.E.: Self-Defense Awareness & Familiarization Exchange class for female students
- Cyber Security Awareness Initiative

**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

**Identity Theft/Internet Fraud**

- Click on above for information on how to protect yourself from these two rising crimes

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 cell phone.

**Campus Emergency Telephones:** There are emergency blue light phones located around campus. They are the blue 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.

**Safe Walk/Safe Ride:** The Department of Safety will provide the Safe Walk/Safe Ride service 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 the officer 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 University 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 FALCON link; type in TEXT ALERT SYSTEM in search box; when box comes up, click on box; type in Messiah University and click on continue; complete form.

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

**Amnesty Policy:** Students, regardless of age, will be granted immunity from University disciplinary proceedings for the violation of community conduct standards if the Department of Safety, Residence Life staff, or other University official, becomes aware of the breech 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 University 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](https://www.dhs.gov/if-you-see-something-say-something%E2%84%A2/take-challenge)

**Access Control:** Employees and students can swipe their Messiah University 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 process 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 University 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 University 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.

**Messiah University Compliance Committee:** Messiah University 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 University who meet monthly during fall and spring semesters and monitor the University’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 University.

**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 departments 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 University 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. 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 University’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 University 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 University’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 Falcon Link.
7. Campus Timely Warnings and Emergency Notifications – both forms of these notifications can be used to notify the campus community in the event of a crime-related concern on campus. See more on these two notifications in this document.

Emergency Preparedness Overview

Emergency Response at Messiah University is managed by the University’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 University 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 University and local officials and State and Federal agencies to effectively mitigate any crisis. Finally, it ensures the University administration is ready and able to recover quickly from emergency events in order to keep the operations and business continuity of Messiah University 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 University 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 University’s Emergency Management Plan, University 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 for Student Success and Engagement
- Director of Communications
- Executive Director of Marketing & Communications
- Director of Safety
- 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 Success and Engagement, 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 (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 or other mass notification options 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 University’s website which can be accessed at www.messiah.edu

In situations in which the Vice-President for Operations or Director of Safety is not available, or where any delay to brief these officials would significantly increase the risk to the campus community, the on-call 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 University’s emergency blog at http://messiah911.wordpress.com. They can also go to the University’s website accessed at www.messiah.edu

Messiah University will, without delay and taking into account 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 University’s emergency response plan, including procedures specific to particular types of emergencies, question and answers, and useful links can be found at Messiah University 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 University community, the University 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 University will release information which can be used by students and other University community members to reduce their chances of becoming victims.
The University 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 University Emergency Response](http://messiah911.wordpress.com). An authorized Messiah University 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 University email account. An authorized Messiah University 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 University Emergency Response](http://messiah911.wordpress.com), 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](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.

**Emergency Hotline (717)691-6084**
Can be used to provide more information to the campus community. An authorized Messiah University 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 Committee 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)

What Constitutes Issuance of a Campus Timely Warning Notice (CTWN)?
Campus Timely Warning Notice is specifically related to compliance with the federal Clery Act, which requires campuses and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated—so that campus community members can protect themselves from harm. 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) with significant responsibility for student and campus activities, campus safety, 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.

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 members of the Messiah University community 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 students and employees.** Those Clery Act crimes that occur on Clery geography are:
   - Criminal Homicide
   - Sex Offenses
   - Robbery
   - Aggravated Assault
   - Burglary
   - Motor Vehicle Theft
   - Arson
   - Hate Crimes
   - Domestic Violence/Dating Violence/Stalking

The requirement is not limited to violent crimes, crimes against persons, or just Clery Crimes. A notification may be sent out for other crimes that may pose a serious or continuing threat to the campus community. The decision to issue a notice will be determined based on the above information.

Timing, Content, and Decision Criteria for a Campus Timely Warning Notice:
The warning should be issued in a timely manner and as soon as pertinent information is available, that withholding the names of victims as confidential and that will aid in the prevention of similar occurrences. 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 must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

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 type of crime, date/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;
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 University’s Crisis Controller or alternate.

**Decision Team:**
- Vice-President for Operations
- Vice-President for Human Resources and Compliance
- Vice-Provost of Student Success and Engagement (or alternate)
- Executive Director of Marketing & Communications (or alternate)
- Director of Safety (or alternate)
- Associate Dean of Students
- Director of Communications
Note: The decision to issue a Campus Timely Warning Notice shall include a specific designation of the University office and/or person to be responsible for writing and developing the message and for overseeing the dissemination of the warning.

**How Campus Timely Warning Notices are issued:**

1. Campus Timely Warning notices will be issued for any Clery Act crime committed on our Clery geography that is reported to any Campus Security Authority (CSA), the Department of Safety, or a local law enforcement agency, and that is considered to represent a serious or continuing threat to students and employees.
2. Upon receiving pertinent information of an emergency situation that requires an immediate response, the Decision Team will communicate and/or convene without delay to implement the notification process. In an extreme emergency, the notification process will be implemented at the sole direction of the University’s Crisis Controller or alternate.
3. This information may be disseminated to campus community members via a variety of mechanisms or mediums. Messiah University will use one or more of the following means:
   - Electronic mail messages
   - Text messaging to cell phones of those enrolled in the University’s text message alert service
   - Emergency blog ([http://messiah911.wordpress.com](http://messiah911.wordpress.com))
   - Emergency website ([www.messiah.edu/emergency](http://www.messiah.edu/emergency))
   - Department of Safety website
   - Public announcements
   - Public address system (mega phones)
   - Postings and signage in residence halls and other highly visible locations throughout campus including staff/faculty lounges
   - Other methods deemed necessary that may be used in the information dissemination process.

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 University community, a representative of UAPD will notify Department of Safety as soon as practical 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 University community. UAPD will assist the University in its response to a crime that affects the University community, as deemed appropriate.

**Emergency Notifications (EN)**

**What Constitutes Issuance of an Emergency Notification/Safety Alert?**

Messiah University uses an Emergency Notification to notify students and employees in a timely manner when it is determined 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. An Emergency Notification will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information will 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 University’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
   - Extreme Weather Conditions
   - Flooding/Water Emergencies with Yellow Brechees Creek
   - 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 University 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.

When an emergency notification (EN) is activated, University 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. University 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.

**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:**
- Vice-President for Operations
- Vice-Provost of Student Success and Engagement
- Vice-President for Human Resources and Compliance (or alternate)
- Executive Director of Marketing & Communications (or alternate)
- Director of Safety (or alternate)
- Associate Dean of Students
- Director of Communications

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

**How Emergency Notifications are Issued:**

1. Emergency Notification messages will be issued to students and employees upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area.

2. Upon confirmation of an emergency situation that requires an immediate response, the Decision Team will communicate and/or convene without delay to implement the notification process. In an extreme emergency, the notification process will be implemented at the sole direction of the University’s Crisis Controller or alternate.

3. This information may be disseminated to campus community members via a variety of mechanisms or mediums. Messiah University will use one or more of the following means:
   - Electronic mail messages
   - Text messaging to cell phones of those enrolled in the service
   - Safe Connect Access Control system – messages through the use of University’s computer network system
   - Emergency blog ([http://messiah911.wordpress.com](http://messiah911.wordpress.com))
   - Emergency website ([www.messiah.edu/emergency](http://www.messiah.edu/emergency))
   - Department of Safety web site*
   - Public announcements
   - Public address system (mega phone)
   - Postings and signage in residence halls and other highly visible locations throughout campus including staff/faculty lounges
   - Other methods deemed necessary that may be used in the information dissemination process.

4. Unlike a Timely Warning Notice which must be sent campus wide, an Emergency Notification may be segmented to a specific group of individuals in a designated building/area. If an Emergency Notification is issued, there is no need to issue a Timely Warning for the same circumstance.

**Note:** If an emergency or incident is reported directly to UAPD that could pose an immediate threat to the health and safety of Messiah University community, a representative of UAPD will notify Department of Safety as soon as practicable about the incident/situation and will provide sufficient detail to allow Department of Safety to assess the incident/situation to determine if an emergency notification should be distributed to the Messiah University community. UAPD will assist the University in its response to an emergency on campus, as deemed appropriate.

**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 University’s procedures for disseminating emergency information to the larger community will include making pertinent information available on the University 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 University will provide emergency information to the media as appropriate.

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 trained in basic first aid, CPR, using an AED, and applying a tourniquet and are trained to provide basic 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. The Department of Safety has several Safety Officers who are certified as EMT’s (Emergency Medical Technicians). They assist at all medical calls when they are working on shift.

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 student EMT’s are “on call” and are notified by the Dispatch Office through the use of cell phones. Student EMT’s attend bi-weekly meetings to keep their credentials and certifications current.

AED’s (Automated External Defibulators) and tourniquets 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 University Crisis Management Committee operates an “all hazards” approach and is responsible for the notification to the campus community of an evacuation in the event of a significant emergency situation; i.e. 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 university, 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 University 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 University’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 University Emergency Response. Separate links pertaining to procedures for employees, students, and parents/families are included on this site.

**Evacuation Plan**

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

- The primary focus of an evacuation is to move members of the University community to safety.
- The University 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 University encourages proactive planning on the part of the entire university 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 University 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 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 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 University 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. 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. It is important to have a class roster available at all times (ex., hard copy, iPad, iPhone, etc.). Once students are accounted for, they are to report any missing students and their last known location to emergency responders.
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 University’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 University 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
- Emergency Blog
- Email
- Phone calls (Campus phones & cell phones)

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 University community, the university 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 University 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 University 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 University 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 semester 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 University officials. These tests can be either announced or unannounced.

**Winding Hill Site:** There was one emergency evacuation drill/exercise done at this site during the 2019/2020 year; that was on 9/16/19 at the Winding Hill Site.

**Messiah University Site:**
For 2019/2020 school year, Messiah University held the following tests (drills/exercises/planning sessions):

<table>
<thead>
<tr>
<th>Type of Test: Drill – D</th>
<th>Date Of Drill or Exercise</th>
<th>Time Of Test or Exercise</th>
<th>Was Test Announced: AN Or Unannounced: UA</th>
<th>Description of Test or Exercise including any Follow-Through Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Sessions</td>
<td>9/6/19</td>
<td>Varied</td>
<td>AN</td>
<td>Crisis Management Team and Committee Planning Sessions for school year</td>
</tr>
<tr>
<td></td>
<td>11/1/19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>9/14/19</td>
<td>3:00pm - 4:00pm</td>
<td>AN</td>
<td>Round Table Scenario exercises with Res Life and Safety Staff</td>
</tr>
<tr>
<td>E</td>
<td>8/26/19</td>
<td>2:00pm – 3:30pm</td>
<td>AN</td>
<td>Tabletop exercise with the RA/RD staff on how to respond to a crisis situation</td>
</tr>
<tr>
<td>E</td>
<td>8/27/19</td>
<td>3:00pm - 4:00pm</td>
<td>AN</td>
<td>Tabletop training on how to send text alert messages on crisis situations; was with Crisis team members</td>
</tr>
<tr>
<td>D</td>
<td>9/16/19</td>
<td>5:01am</td>
<td>AN</td>
<td>Test of the Text Alert system; campus wide email sent out to all subscribers signed up for the alert system</td>
</tr>
<tr>
<td>D</td>
<td>9/24/19</td>
<td>Various Times</td>
<td>UA</td>
<td>Fire exit/evacuation drills of residential buildings on campus</td>
</tr>
<tr>
<td></td>
<td>9/25/19</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>9/26/19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>9/25/19</td>
<td>8:00am - 9:00am</td>
<td>AN</td>
<td>Roundtable scenario tabletop exercise with Press &amp; Postal employees on proper</td>
</tr>
</tbody>
</table>
Planning Sessions 9/26, 10/8, 10/24, 11/21, 12/5, 12/12/19 and 2/13/20 7:30pm – 9:00pm AN Emergency Medical Services planning sessions for EMT’s on campus; responding to campus crisis situations

D 1/9/20 5:03am AN Test of the Text Alert system; campus wide email sent out to all subscribers signed up for the alert system

E 1/27/20 1:00pm - 3:00pm AN Training exercise with Safety and Res Life on active shooter and going into lock-down

D 5/27/20 5/28/20 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 University works to provide a drug-free workplace for all University 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 University policies.

**Alcohol and Other Drugs (AOD) Education and Outreach Programs Offered 2019/2020:**

<table>
<thead>
<tr>
<th>Date/time</th>
<th>Location</th>
<th>Program</th>
<th>Dept. Collaborated with</th>
<th>Target population</th>
<th>Number of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/14/19 11-12pm</td>
<td>Larsen 237</td>
<td>RD training on-call incident training</td>
<td>Res Life</td>
<td>RD staff</td>
<td>10</td>
</tr>
<tr>
<td>8/22/19 1:30-3:30pm</td>
<td>Boyer 130</td>
<td>RA inclusivity training</td>
<td>Intercultural office</td>
<td>Students</td>
<td>64</td>
</tr>
<tr>
<td>8/23/19 10:30-12pm</td>
<td>Boyer 131</td>
<td>Admissions staff training-Cultural Awareness</td>
<td>Administrative Staff</td>
<td>Admissions Staff</td>
<td>28</td>
</tr>
<tr>
<td>Date</td>
<td>Location</td>
<td>Event Description</td>
<td>Organizer</td>
<td>Attendees</td>
<td></td>
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</tr>
<tr>
<td>8/26/19</td>
<td>Parmer Cinema</td>
<td>Student Leader Inclusivity training</td>
<td>Intercultural office</td>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>3:30-5:00</td>
<td></td>
<td>International student orientation – Mental health services</td>
<td>Intercultural office</td>
<td>International Students</td>
<td></td>
</tr>
<tr>
<td>8/26/19</td>
<td>Parmer Cinema</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:30-5:00</td>
<td>Boyer 131</td>
<td>RA  D&amp;A training</td>
<td>Res. life</td>
<td>RA’s</td>
<td></td>
</tr>
<tr>
<td>8/27/19</td>
<td>Hostetetter Chapel</td>
<td>Staying healthy in College</td>
<td>Intercultural Office</td>
<td>Students</td>
<td></td>
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<tr>
<td>1:30-2:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>9/25/19</td>
<td>Kline 327</td>
<td>Academic Strategies classroom presentation on Wellness</td>
<td>Faculty</td>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>1-2pm</td>
<td></td>
<td></td>
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<tr>
<td>10/08/19</td>
<td>GEST Class</td>
<td>D&amp;A use from a cultural perspective</td>
<td>Intercultural office &amp; RD Staff</td>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>4-5 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/14/19</td>
<td>Library 123</td>
<td>Mystery guest on cultural &amp; learning journey</td>
<td>Library staff</td>
<td>Library staff</td>
<td></td>
</tr>
<tr>
<td>10:00-10:30</td>
<td></td>
<td></td>
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<tr>
<td>10/24/19</td>
<td>LSU237</td>
<td>RA focus group on underrepresented RA student experiences</td>
<td>Res. Life Staff</td>
<td>RA</td>
<td></td>
</tr>
<tr>
<td>12-1pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>10/29/19</td>
<td>Parmer Cinema</td>
<td>Understanding Implicit Bias</td>
<td>Human Resources</td>
<td>Supervisor series/staff</td>
<td></td>
</tr>
<tr>
<td>1:30-3:30</td>
<td></td>
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<td></td>
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<tr>
<td>11/14/19</td>
<td>Boyer 131</td>
<td>Chapel on Mental health stigma</td>
<td>MCC &amp; Mind’s Matters</td>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>9:30-10:15am</td>
<td></td>
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<tr>
<td>12/04/19</td>
<td>Boyer 330</td>
<td>Classroom presentation on substance use and treatment</td>
<td>Faculty</td>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>12-1pm</td>
<td></td>
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<tr>
<td>12/05/19</td>
<td>Fry 144</td>
<td>Academic Strategies classroom presentation on Wellness</td>
<td>Faculty</td>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>11:55-12:45pm</td>
<td></td>
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<tr>
<td>12/10/19</td>
<td>Larsen 237</td>
<td>Civil Rights Bus tour Book club on The Sun Does Shine</td>
<td>Office of Diversity affairs</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>1/14/20</td>
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<tr>
<td>1/21/20</td>
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<tr>
<td>1/28/20</td>
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<tr>
<td>2/4/20</td>
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<td></td>
</tr>
<tr>
<td>12-1pm</td>
<td></td>
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<tr>
<td>2/24/20</td>
<td>Parmer Hall</td>
<td>Parent Panel for Multicultural student support</td>
<td>Admissions</td>
<td>Parents</td>
<td></td>
</tr>
<tr>
<td>2/28/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-12:30</td>
<td></td>
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<tr>
<td>3/3/20</td>
<td>2 in MCC Office</td>
<td>Women of Color support group</td>
<td>Intercultural Office</td>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>3/10/20</td>
<td></td>
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<td></td>
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<tr>
<td>4/16/20</td>
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<tr>
<td>4/23/20</td>
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</table>
### Drug and Alcohol Policy

Messiah University 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 University 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 University property, or as part of any campus activity. Disciplinary action may be instituted against the violator through the University 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 University will deal with those students through the counseling process, rather than through disciplinary processes, if the student comes for help voluntarily.

The University’s Department of Safety reports violations of law to the appropriate University 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 University.

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.

University 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 University’s web site. More information on the University’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 Success and Engagement.
The most recent version of Messiah University’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 Associate Dean of Students Office, located in the Eisenhower Campus Center, 2nd 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 University policy. Messiah University 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](https://www.messiah.edu/info/22490/living_in_community/3723/drug_and_alcohol_abuse_prevention_programs), a record of disciplinary sanctions is kept on file in Student Affairs while the student is at Messiah. University 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 University 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 University 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 University’s Department of Safety reports violations of law to the appropriate University 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 University, 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.)

<table>
<thead>
<tr>
<th></th>
<th>Possession of Illegal Drugs</th>
<th>Sale of Illegal Drugs</th>
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<tbody>
<tr>
<td>1st Offense</td>
<td>1 Year from Date of Conviction</td>
<td>2 Years from Date of Conviction</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 Years from Date of Conviction</td>
<td>Indefinite Period</td>
</tr>
<tr>
<td>3+ Offenses</td>
<td>Indefinite Period</td>
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Amnesty Policy
While the University expects all students to behave in accordance with our community standards, health and safety of Messiah University 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 University disciplinary proceedings for the violation of community conduct standards if the Department of Safety, Residence Life staff or other University 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 University 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 University 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 University 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 University 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 University to inform each student of the following information regarding missing student notification:
If a member of Messiah University 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 University student may identify a confidential contact to be notified not more than 24 hours after the student is determined missing.

Steps:
1. Log into Falcon Link
2. Click on "Self Service Main Menu"
3. Click on "Personal Information" Tab
4. Click on "Emergency Contacts - Student" 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 University 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 University. The offer is withdrawn if a satisfactory report is not received. University 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 University seeks to provide a safe campus environment by instituting policies, procedures, and guidelines to further define the University’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 University’s daily operations. Visitors come to Messiah University 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 University 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 University.

Weapons/Firearms Policy
Weapons and Firearms (any pistol, revolver, shotgun, or rifle) are prohibited on University 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 University deems potentially harmful to the University 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.

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 University 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/](http://www.pameganslaw.state.pa.us/).

Local police agencies having jurisdiction for portions of the Messiah University 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/](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 University 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 University 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 University 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 complainant 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 university campuses—VAWA and Title IX are federal mandates that support our institution’s care for our community members.

Messiah University 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 University 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 university community. Toward that end, Messiah University issues this statement of policy to inform the campus community of our programs to address interpersonal violence, harassment, sexual assault, and stalking. Messiah University also affirms this statement of procedures and options for response, for institutional disciplinary action, and for support measures in cases of alleged interpersonal violence, harassment, sexual assault and/or stalking, to be made available regardless of whether the incident occurs on or off campus when it is reported to a University official. Messiah University’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 University 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
- hazing that may include instances of sexual harm or violence

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 complainants, services provided both on and off campus, disciplinary proceedings, appeals, outcomes, and standards of conduct, please see the policy on the next page.
**Messiah University**  
**Interim Interpersonal Violence and Sexual Misconduct Policy**  
**Effective August 14, 2020**

This 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 University policies prohibit all forms of power-based violence.

The Messiah University Interim Interpersonal Violence and Sexual Misconduct Policy includes protocols to prevent, address, and remedy the following:

**Interpersonal Violence and Sexual Misconduct** (i.e., Sexual Assault; Sexual Exploitation; Stalking; Dating Violence; Domestic Violence; Sex and/or Gender-Based Discrimination and/or Harassment; Sex and/or Gender-Based Hazing; Retaliation).

**Title IX Misconduct** (i.e., *Quid Pro Quo* Sexual Harassment; Severe, Pervasive and Objectively Offensive Sexual Harassment; Sexual Assault; and Sex-Based Dating Violence, Domestic Violence, and/or Stalking; as defined by and within the scope of Title IX).

The University must define and respond to Title IX Misconduct as required by regulations issued in May 2020 by the U.S. Department of Education to implement Title IX of the Education Amendments of 1972. (See Appendix A for definition of Title IX Misconduct.)

As permitted by the Title IX Regulations, Messiah University defines and regulates prohibited conduct that does not meet the definition of Title IX Misconduct, but which the University is committed to addressing as potential violations of University policy and/or as required by other applicable law, such as VAWA and the Clery Act (see below).

Accordingly, Messiah University’s Policy prohibiting Interpersonal Violence and Misconduct and Title IX Misconduct is consistent with the Title IX Regulations, as well as the University’s mission and commitment to ensuring a safe and non-discriminatory campus community.

**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 complainant 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 university campuses—VAWA and Title IX are federal mandates that support our institution’s care for our community members.
Messiah University 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 listed below:

**Title IX Coordinator**  
Amanda Coffey, Vice President for HR & Compliance  
Old Main 2nd Floor  
ACoffey@messiah.edu, 717-796-5300

**Title IX Deputy Coordinator**  
Doug Wood, Associate Dean of Students  
Eisenhower Campus Center 205  
DWood@messiah.edu, 717-796-1800 ext. 3200

**Coordinator for Interpersonal Violence Prevention & Education**  
Hannah McBride  
Old Main 2nd Floor  
hmcbride@messiah.edu, 717-796-1800, ext. 2608

**Title IX Deputy Coordinator**  
Cindy Burger, Director of Safety  
Greenbriar Building  
CBurger@messiah.edu, 717-691-6005

**Title IX Deputy Coordinator**  
Brooke Good, Head Coach, Asst. Athletics Director  
Sollenberger Sports Center, Suite 4501  
good@messiah.edu, 717-796-1800 ext. 7359

**Our Community Standard**

Messiah University prohibits the offenses of interpersonal violence—including dating or domestic violence, harassment, hazing, 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 university community. Toward that end, Messiah University issues this statement of policy to inform the campus community of our programs to address interpersonal violence, harassment, hazing, sexual assault and stalking. Messiah University also affirms this statement of procedures for institutional disciplinary action in cases of alleged interpersonal violence, harassment, hazing, sexual assault and/or stalking, when it is reported to a University official. Messiah University’s responsibilities to address such behavior are broader than the law enforcement classifications of crimes and therefore our policy uses broader definitions. The University community follows the definitions outlined in Appendix A of this policy.

These behaviors are demeaning and interfere with the rights of others to pursue their education in an atmosphere that is safe and respectful. Messiah University 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 this 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
Messiah University seeks to provide a consistent, caring, and timely response when a sexual assault or any violation of this policy occurs within our university community. Specifically, this policy defines the coordinated campus-wide efforts to provide an appropriate and effective institutional response to incidents of harassment, stalking, hazing, sexual misconduct, and/or sexual violence. Our protocol is designed to do the following:

- Establish and cultivate community involvement in sexual interpersonal violence prevention.
- Create a university environment that expedites and encourages the prompt reporting of interpersonal violence.
- Facilitate the recovery of a complainant by providing prompt and compassionate support services. The University provides crisis intervention, advocacy and referral services to students impacted by interpersonal violence.
- Investigate reports of interpersonal violence, harassment, hazing, sexual assault and/or stalking, promptly and thoroughly.
- Take timely and effective steps reasonably calculated to end the interpersonal violence, harassment, hazing, sexual assault and/or stalking, prevent its recurrence, and as appropriate, remedy its effects.
- Where appropriate, assist local law enforcement.

Procedures for Complainants of Interpersonal Violence, Harassment, Hazing, Sexual Assault and/or Stalking

The term “Complainant” is used to refer to a member of the Messiah University community who has potentially experienced harm or prohibited conduct and wishes to participate in a process to address the report of this harm or prohibited conduct. In some instances, the person who is reported to have experienced harm or prohibited conduct may not wish to participate in a resolution process. In such cases, under Title IX Misconduct only, a third party may report on behalf of the complainant, becoming the complainant in the resolution process. This includes instances where the University may choose to pursue a resolution process under this policy without a participating complainant.

For continuity, “Complainant” will also be used throughout this policy and resolution process documents to refer generally to an individual who is reported to have experienced harm or prohibited conduct, even if they do not participate in any related process.

The term “Respondent” refers to an individual (or individuals) that have been accused of causing harm under the Messiah University Interpersonal Violence and Sexual Misconduct Policy. In Title IX Misconduct, a respondent is specifically someone who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

All complainants of interpersonal violence, harassment, hazing, sexual assault and/or stalking are encouraged to contact a support person of their choosing or an advocate (can be contacted at the YWCA Carlisle or Harrisburg) for support during any of the following processes. Advocates are free, confidential resources trained and available to meet complainants at the hospital or on campus; advocates are equipped to explain procedures and rights within the medical examination and criminal investigation process to assist complainants in choosing a course of action.
After an incident of interpersonal violence and/or sexual assault, complainants should consider seeking medical attention as soon as possible at any of the following hospitals: Harrisburg Hospital, West Shore Pinnacle Hospital, Carlisle Regional Medical Center or Holy Spirit Hospital. All four hospitals have trained professional staff who specifically handle sexual assaults. In PA, evidence may be collected even if you chose not to make a report to law enforcement.

Cumberland County, which includes Upper Allen Township and the area the university encompasses, has established an anonymous reporting protocol for complainants of sexual assault. “Anonymous Reporting” is the name for the forensic evidence collected during a sexual assault examination for a complainant who chooses to remain anonymous. An Anonymous Report enables a complainant to have forensic evidence collected without revealing identifying information. Complainants 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 complainants to seek services and to have evidence collected without immediately deciding whether or not to report to the police. This way the evidence is properly preserved and may be used in a physical evidence-based prosecution when/if the complainant 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 the Title IX Coordinator or the Coordinator for Interpersonal Violence Prevention and Education.

It is important that a complainant of sexual assault not bathe, wash, douche, smoke, change clothing, or clean the bed/linen/upholstery/area where the assault took place if the offense occurred within the past 96 hours. This is so that evidence may be preserved. Preserving evidence may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order.

Health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections in circumstances of sexual assault, even if complainants do not opt for forensic evidence collection.

Complainants of interpersonal violence, harassment, sexual assault and/or stalking are also encouraged to save text messages, instant messages, social networking pages, other communications, pictures, letters, logs, or other copies of documents that would be useful to University 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 complainant chooses to not make a complaint regarding an incident, they should still consider preserving evidence in the event that they decide to report the incident to law enforcement or the University at a later date.

The Institution's Responsibilities and Complainant Rights to Protective Measures

Messiah University 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 Title IX Coordinator. A complainant may then meet with the Department of Safety, or the Coordinator for Interpersonal Violence Prevention and Education, to
develop a Safety Action Plan, which is a plan to reduce the 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 work site location, changing classes 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 University cannot apply for a legal order of protection, no contact order or restraining order for a complainant from the applicable jurisdiction(s); this is the complainant’s responsibility. If a complainant is interested in receiving University support through this process, the complainant may contact the Coordinator for Interpersonal Violence Prevention and Education for assistance.

In Pennsylvania, a complainant of interpersonal violence, sexual assault and/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 complainant’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 complainant 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.

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

**Additional Complainant’s Rights**

Students have the right to choose whether to report, receive support, and/or file a formal complaint leading to resolution process.

Students have the right under federal law (Title IX) and University policy to expect that reports of interpersonal violence, harassment, hazing, sexual assault, and/or stalking will be taken seriously by the University. At the request of the student making the report or when deemed necessary to protect the interests of the university community, reports will be investigated and properly resolved through administrative procedures. Officials of the university, such as the Residence Life staff, the Deans, Title IX Coordinator/Deputy Coordinators or other administrators, shall be available to any student seeking
information or wishing to report an incident of interpersonal violence, harassment, hazing, sexual assault, and/or stalking.

Messiah University must conduct an adequate, reliable and impartial investigation.

*A comprehensive review of complainant’s rights is found in Appendix B of this policy.*

**University Issued Supportive Measures to Complainants and Respondents**

While not the same as a state-mandated protection order, the University can issue a “No Contact Mandate” at the request of either the complainant or the respondent. This includes, but is not limited to, written, verbal and/or physical communication. Written communication includes all electronic means of communication: including, but not limited to, email, instant messaging, text messaging and social media. Verbal communication includes phone calls and voice mail messages. A ”No Contact Mandate” may include additional restrictions and terms.

The Associate Dean of Students, Title IX Coordinator, and/or the Director of Safety issues this directive. If the University receives a report that an institutional “No Contact Mandate” has been violated, the University will initiate disciplinary proceedings appropriate to the status of the respondent and will impose sanctions if the respondent is found responsible for violating the “No Contact Mandate”. If a student at the University is interested in receiving information or support regarding the “No Contact Mandate” process, the complainant may contact the Coordinator for Interpersonal Violence Prevention and Education, the Department of Safety, or the Associate Dean of Students for assistance.

If the person in question and requiring a “No Contact Mandate” is not a Messiah University community member, the University will work with local police departments to pursue other measures of protection.

Messiah University will provide complainants and respondents with prompt supportive measures, even before an investigation is completed. Upon receipt of a report of interpersonal violence, harassment, hazing, sexual assault and/or stalking, Messiah University is prepared to implement measures that facilitate the complainant’s sense of safety and the University’s due process which includes equitable access to supportive measures to all parties.

The University will provide written notification to students about accommodations available to them, via the Title IX Coordinator and/or designee, including supportive measures affecting their academic, living, transportation, and working situations. The written notification will include the following information: who to contact to request accommodations, the accommodation options available and how to obtain assistance with requesting accommodations.

Supportive measures are confidential to those that must be notified, free of charge when provided at/by the University, made available at any time, and provided at the approval of the Title IX Coordinator.

At the student’s request, and to the extent of the student’s cooperation and consent, University offices will work cooperatively to assist the concerned parties in obtaining accommodations.

If reasonably available, a complainant may also be offered changes to academic, living, working or transportation situations regardless of whether the complainant chooses to report the alleged crime in a formal complaint to campus officials or local law enforcement. Some of the accommodations and protective measures available are:
- Transfer to a different section of a class
- Withdrawal from a class (if there is no option for moving to a different section)
- Move to a different room or residence hall
- Change in work schedule
- Change in parking assignment
- Safety escort for campus

Supportive measures may include changes or restrictions imposed on another student (such as the respondent) including:

- Change in residential assignment
- Campus restrictions
- Loss of Grantham Campus or 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 supportive measures

To receive assistance in obtaining such supportive measures or to request accommodations, a student should contact any of the following:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Title IX Deputy Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Coffey, Vice President for HR &amp; Compliance</td>
<td>Doug Wood, Associate Dean of Students</td>
</tr>
<tr>
<td>Old Main 2nd Floor</td>
<td>Eisenhower Campus Center 205</td>
</tr>
<tr>
<td><a href="mailto:ACoffey@messiah.edu">ACoffey@messiah.edu</a>, 717-796-5300</td>
<td><a href="mailto:DWood@messiah.edu">DWood@messiah.edu</a>, 717-796-1800 ext. 3200</td>
</tr>
<tr>
<td>Coordinator for Interpersonal Violence Prevention &amp;</td>
<td>Title IX Deputy Coordinator</td>
</tr>
<tr>
<td>Education</td>
<td>Cindy Burger, Director of Safety</td>
</tr>
<tr>
<td>Hannah McBride</td>
<td>Greenbriar Building</td>
</tr>
<tr>
<td>Old Main 2nd Floor</td>
<td><a href="mailto:CBurger@messiah.edu">CBurger@messiah.edu</a>, 717-691-6005</td>
</tr>
<tr>
<td><a href="mailto:hmcbride@messiah.edu">hmcbride@messiah.edu</a>, 717-796-1800, ext. 2608</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Title IX Deputy Coordinator</td>
</tr>
<tr>
<td></td>
<td>Brooke Good, Head Coach, Asst. Athletics Director</td>
</tr>
<tr>
<td></td>
<td>Sollenberger Sports Center, Suite 4501</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:good@messiah.edu">good@messiah.edu</a>, 717-796-1800 ext. 7359</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Messiah University has designated personnel who can help students to understand, evaluate and choose among the services outlined in this protocol, and help ensure continuity of services by offering follow-up contact. Students should be offered a preference of gender in personnel, determining which personnel will assist in any given matter. The following serve as designated campus personnel for responding to inquiries regarding supportive measures:

- Vice Provost for Student Success and Engagement
- Dean of Students
- Director/Department of Safety – Title IX Deputy Coordinator
- Associate Dean of Students – Title IX Deputy Coordinator
- Engle Center for Health and Counseling Services (Confidential resource)
- VP of Human Resources and Compliance – Title IX Coordinator
- Coordinator for Interpersonal Violence Prevention and Education (Confidential resource)
Amnesty

Students, regardless of age, will be granted immunity from university disciplinary proceedings for the violation of community conduct standards if the Department of Safety, Residence Life staff or other University 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 or she is the first to call for assistance, must use his/her own name with authorities, and must stay with the individual needing medical assistance until help arrives.**

Amnesty includes, but is not limited to, drug and/or alcohol possession and/or consumption, consensual sexual conduct and/or inappropriate use of institutional property. Amnesty is never granted for instances of abuse, violence, assault or egregious behavior to another person.

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

5. The only way University 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, in good faith based on a reasonable belief that another person was in need of immediate medical attention to prevent death, serious injury or trauma.

6. The student reasonably believed she/he was the first person to make a 911 call, or a call to Dispatch/Department of Safety, police or emergency services, and report that a person needed immediate medical attention to prevent death, serious injury or trauma.

7. The student provided his/her own name to the 911 operator or equivalent campus safety, police, or emergency officer.

8. The student remained with the person needing medical assistance until emergency health care providers arrived and the need for his/her presence had ended.

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

Statement on Confidentiality and Privacy

Complainants of interpersonal violence have the right to choose whether they share their experience in a formal complaint to pursue investigation and resolution, in an informal or adaptable resolution process to pursue resolution, or with a confidential resource that will not pursue a resolution process without the complainant’s request, but will still offer support.

The University encourages complainants to talk to somebody about what happened in order to receive the support they need and so the University can respond appropriately. Nonetheless, complainants have the right to talk with University officials about protecting their privacy and to report a violation of this policy in confidence.

Complainants may request that directory information on file with the University be withheld by request. This request should be made to the Registrar’s Office in person by visiting that office located in Old Main.

Different employees on campus have different abilities to maintain a complainant’s confidentiality. All employees are expected to keep reports and personal information private—that is, to be respectful and discreet. If a formal report is necessary, all employees are expected to report only to campus officials that
need to know information in order to follow due process. Employees are required to report all the details of an incident (including the identities of both the complainant and respondent) to the Department of Safety, the Title IX Coordinator (or a Deputy Coordinator), or the Coordinator for Interpersonal Violence Prevention and Education.

The University cannot access or use a party’s medical, psychological, or similar treatment records without the party’s voluntary, written consent to do so.

**Actual Knowledge and Deliberate Indifference**

Messiah University commits to responding to all reports of prohibited conduct, including alleged incidents of interpersonal violence, harassment, hazing, sexual assault, and/or stalking. The University’s obligation to respond is triggered only after the University has “actual knowledge” of the alleged prohibited conduct.

“Actual Knowledge,” as defined by the Title IX Regulations, refers to once the Title IX Coordinator or “any official of the recipient [University] who has authority to institute corrective measures on behalf of the recipient [University]” is made aware of the alleged prohibited conduct and/or complaint via a formal report.

Failure to act on Actual Knowledge results in discrimination and “Deliberate Indifference,” and a violation of federal law (Title IX).

As such, a report to employees constitutes a report to the University and generally obligates the University to investigate the incident and take appropriate steps to address the situation.

**Confidential Resources**

Some employees are required to maintain near complete confidentiality, and talking to them is sometimes called a “privileged communication.” If any person—complainant or respondent—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 Health Center (ext.
- A nurse in the Engle Health Center (ext. 6035)
- Coordinator for Interpersonal Violence Prevention & Education (ext. 2608)

Confidential staff 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 complainants will be contained and/or released within any published record without the complainant’s consent.

The University does not publish the name of crime complainants or other identifiable information regarding complainants 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
interpersonal violence, harassment, hazing, sexual assault and/or stalking, the name of the complainant and other personally identifiable information about the complainant will be withheld. This information could include the specific location where an incident is reported to have occurred when reporting the location could inadvertently identify the complainant.

Members of the Engle Counseling/Health Services staff and the Coordinator for IPV Prevention & Education 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 in the university’s Annual Security and Fire Safety report. Please note the University is required by law to use any information included in an anonymous report of sexual misconduct and/or assault to investigate the report. If you include personally identifiable information in an anonymous report, it will be used in an investigation.

A complainant who reports confidentially to the Coordinator for Interpersonal Violence Prevention and Education or staff in the Counseling Center or Health Center needs to understand that, if the complainant wants to maintain confidentiality, the University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the respondent.

Even so, confidential staff members will still assist the complainant in receiving other necessary protection and support, such as complainant advocacy, academic support or accommodations, disability, health or mental health services, changes to living assignment and adjustments to working or course schedules.

A complainant who at first requests confidentiality may later decide to file a formal complaint with the University or report the incident to local law enforcement, and thus have the incident fully investigated. The counselors and advocates will provide the complainant with assistance if the complainant wishes to do so.

If the University determines that the respondent poses a serious and immediate threat to the University community, University officials may be called upon to issue a timely warning to the community, per federal guidance (The Clery Act). Any such warning should not include any information that identifies the complainant.

**Off-campus Counselors and Advocates**

Off-campus counselors and advocates will also maintain confidentiality and not share information with the University unless the complainant requests the disclosure and signs a consent or waiver form.

Health care professionals may not be able to maintain levels of confidentiality because law enforcement may be contacted simultaneously or insurance companies must be billed for services rendered outside a sexual assault examination.

Law enforcement will not maintain confidentiality.

The following is contact information for these off-campus resources:
OFF CAMPUS

<table>
<thead>
<tr>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling: Messiah University Engle Health &amp; Counseling Ctr. Phone: 717-691-6035 (Can make recommendations for local confidential counseling &amp; psychiatric services in the local area)</td>
</tr>
<tr>
<td>Medical Harrisburg Hospital 717-221-6250 West Shore Pinnacle Hospital: 717-791-2600 Carlisle Regional Medical Ctr. 717-249-1212 Holy Spirit Hospital 717-763-2100 *All have trained professional staff who specifically handle sexual assaults</td>
</tr>
<tr>
<td>Cumb Cty Rape Crisis Services Office 1-888-727-2877 Hotline: 717-258-4324 or 717-258-1143</td>
</tr>
<tr>
<td>YWCA Rape Crisis Domestic Violence Services in Hbg. Open 24 Hours/7 Days Week 1-800-654-1211 717-238-7273</td>
</tr>
<tr>
<td>YWCA of York Complainant Assistance 1-800-422-3204 717-854-3131</td>
</tr>
<tr>
<td>Complainant Advocacy Complainant Services of Cumberland County Phone: 717-761-5599</td>
</tr>
<tr>
<td>Domestic Violence Services Services of Cumberland &amp; Perry Counties Hotline: 1-800-852-2102</td>
</tr>
<tr>
<td>Legal Assistance Cumberland County District Attorney’s Office Phone: 717-240-6220</td>
</tr>
<tr>
<td>Visa and Immigration Assistance 30 N. 41st Street; Philadelphia, PA 19104 Phone: 1-800-375-5283</td>
</tr>
<tr>
<td>Upper Allen Police Carroll Twp Police Cumberland County Emergency Center: 911 York County 717-766-0249</td>
</tr>
</tbody>
</table>

Sexual Misconduct Response Team

If the Vice Provost, Associate Dean of Students and/or Title IX Coordinator determines that a reported incident of interpersonal violence, harassment, hazing, sexual assault and/or stalking represents a potential danger to the campus community, they will convene the Sexual Misconduct Response Team. A potential danger to the community includes but is not limited to the following:

- A pattern of acquaintance sexual assault;
- A stranger assault;
- A violent or sadistic assault;
- Gang rape;
Random and troubling stalking patterns

The Sexual Misconduct Response Team will be composed of at least the following:

- Vice Provost for Student Success and Engagement, Facilitator
- Title IX Coordinator/VP for Human Resources & Compliance
- Director for the Department of Safety
- Associate Dean of Students
- Coordinator for Interpersonal Violence Prevention and Education
- Director of Health and Counseling Services
- University Counsel

When appropriate, the Sexual Misconduct Response Team will work in conjunction with the mobilization of the university’s Crisis Management Team. The purpose of the Sexual Misconduct Response Team is to address the safety needs of the community while protecting the complainant’s right to privacy and insuring the integrity of university response. If a threat to the community is determined, a warning will be released and other steps to ensure campus safety will be considered. The Vice Provost/Dean of Students (VP/DOS) will be responsible for the release of information, and will do so in consultation with the Director of Public Relations. The VP/DOS will notify the President and Provost of the concern and response.

The complainant will not be present at the Team meetings and the complainant’s rights to confidentiality will be respected by all team members. The VP/DOS will keep the complainant informed of the Team’s actions, either directly or indirectly through the contact person who reported the assault to the VP/DOS.

Emergency Removal

In the event that an individual (complainant or respondent) may be of concern to the Sexual Misconduct Response Team as a threat to the physical health or safety to themselves or others in the community, an emergency removal protocol may be engaged. Emergency removal protocol includes an individualized safety and risk analysis initiated by the Title IX Coordinator or the Associate Dean of Students (or a designee) and may result in immediate suspension of the student in question. A post-removal opportunity for a meeting will be offered and except in extraordinary circumstances, that meeting will be scheduled as soon as possible, typically within three (3) calendar days.

At this meeting, the student will be informed of the nature of the emergency removal, presented with available evidence, and given the opportunity to make a statement and present evidence. If the suspension remains in place following the meeting, the student will be offered a hearing option to challenge the decision as soon as practicable, typically within ten (10) calendar days, as per the misconduct appeal process at Messiah University.

Reporting a Violation

A complainant may choose to report an incident of interpersonal violence or sexual misconduct but not file a formal complaint with the University. For resolution processes available to a student—filing a confidential report, seeking an informal or adaptable resolution process, or pursuing an investigative or Title IX resolution process—see Grievance Procedures.
When a complainant tells any employee not clearly identified as sources of confidentiality as outlined above about an incident of interpersonal violence or sexual misconduct, the complainant has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

There are several options for reporting:

<table>
<thead>
<tr>
<th>OFFICIAL REPORTING</th>
<th>CONFIDENTIAL REPORTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Report the incident to the Title IX Coordinator or a Deputy Coordinator via:</td>
<td>• Report the incident to a confidential support person on campus:</td>
</tr>
<tr>
<td>Coordinator for Interpersonal Violence Prevention &amp; Education (also a confidential resource) Hannah McBride Old Main 2nd Floor <a href="mailto:hmcbride@messiah.edu">hmcbride@messiah.edu</a>, 717-796-1800, ext. 2608</td>
<td>• Counselor (Engle Center) ext. 5357</td>
</tr>
<tr>
<td>Title IX Coordinator Amanda Coffey, Vice President for HR &amp; Compliance Old Main 2nd Floor <a href="mailto:ACoffey@messiah.edu">ACoffey@messiah.edu</a>, 717-796-5300</td>
<td>• Coord. For IPV Prevention &amp; Education ext. 2608</td>
</tr>
<tr>
<td>Title IX Deputy Coordinator Doug Wood, Associate Dean of Students Eisenhower Campus Center 205 <a href="mailto:DWood@messiah.edu">DWood@messiah.edu</a>, 717-796-1800 ext. 3200</td>
<td>• Nurse (Engle Center) ext. 6035</td>
</tr>
<tr>
<td>Title IX Deputy Coordinator Brooke Good, Head Coach, Asst. Athletics Director Sollenberger Sports Center, Suite 4501 <a href="mailto:good@messiah.edu">good@messiah.edu</a>, 717-796-1800 ext. 7359</td>
<td>• Report the incident to a confidential support person off campus:</td>
</tr>
<tr>
<td>Residence Directors may be contacted, but will be required to report to a Title IX Coordinator</td>
<td>Advocacy &amp; Rape Crisis—</td>
</tr>
<tr>
<td>• Report the incident to the Department of Safety:</td>
<td>• 24/7HOTLINE:</td>
</tr>
<tr>
<td>Title IX Deputy Coordinator Cindy Burger, Director of Safety Greenbriar Building <a href="mailto:CBurger@messiah.edu">CBurger@messiah.edu</a>, 717-691-6005</td>
<td>• 1-888-727-2877</td>
</tr>
<tr>
<td>Health and Medical Care—</td>
<td>• YWCA of Carlisle – Sexual Assault/Rape Crisis Services 717-258-4324</td>
</tr>
<tr>
<td>• Harrisburg Hospital: 717-221-6250 *</td>
<td>• YWCA of Harrisburg – Violence Intervention 1 (800) 654-1211 or (717) 238-7273</td>
</tr>
<tr>
<td>• Holy Spirit Hospital: 717-763-2100*</td>
<td>*provide professional staff who specifically handle sexual assaults</td>
</tr>
</tbody>
</table>

If a situation is of a life threatening nature or immediate care & response is required, please dial 911 or 9-911 if using a campus phone.
An array of safety, medical, psychological, administrative and resolution services are in place and immediately available to students reporting interpersonal violence. The University is committed to supporting a complainant’s right to exercise his or her informed choice among these services and to insuring as reasonably possible his or her confidentiality, if confidential support is requested. Messiah University will provide counseling and health services regardless of whether the complainant elects to pursue university disciplinary action or criminal prosecution. The Student Handbook describes rights of the respondent in campus discipline.

**LGBT+ Rights:**

Reporting an incident of harassment or assault is never easy or simple.

Seeking support takes courage and vulnerability; for members of the Messiah University community who identify as LGBT+ or non-gender conforming, this can be especially true. We want to acknowledge the complexity of finding help in a situation already full of anxiety, trauma and possible physical injury. The same resources and measures of support are available to Messiah University students and employees regardless of gender or sexual orientation.

We value safety and care for our community members. If you or someone you know has experienced same-sex assault or harassment, or identify as a member of the LGBT+ community and experienced interpersonal violence of any nature, we encourage you to seek help from these resources.

**Retaliation**

Retaliation against someone who files a complaint or who participates in the investigation of a complaint is strictly prohibited by University policy and by law. Retaliation can occur in many forms. The following list illustrates some (not all) examples of behavior that would be considered retaliation:

1. Asking a complainant why they complained. Likewise, asking a witness why they were willing to make a statement.
2. Asking a complainant to rescind their statement. Having friends ask the complainant to rescind their statement.
3. Threatening the complainant or witness in any manner.
4. Cyber-bullying the complainant or using social media to criticize, harass, demean or aggravate the complainant/witness.
5. Excluding the complainant from team meetings or other such events to which the complainant is a rightful participant.

Respondents need to be careful to avoid behaviors that could be experienced as retaliation. If you are unclear as to how to proceed in a particular situation, excuse yourself and seek counsel from Student Success and Engagement, Human Resources or the Department of Safety.

**Education and Support**

All campus departments who would be in a position to provide an immediate support network for a student reporting incidents of interpersonal violence, harassment, hazing, sexual assault and/or stalking need to be familiar with:

- Boundaries of confidentiality
- Services offered by the University and specific departments
• Reporting options and choices available to the complainant
• Resources available on and off campus of support
• Trauma-informed response

Programming and prevention for students and employees addressing the issues of interpersonal violence, harassment, hazing, sexual assault and stalking will be addressed in several venues:

• Policy and reporting obligations education for all incoming students and new employees.
• Primary prevention and awareness programs for all incoming students and new employees.
• Prevention and response will be addressed annually in all Residence Life staff training.
• An educational pamphlet addressing interpersonal violence policies and processes will be distributed annually.
• Hazing prevention and response education.
• Healthy and unhealthy relationship programming (such as OneLove).
• Stalking prevention, education and response.
• Trauma-informed response.
• Safe and positive options for bystander intervention.
• Ongoing prevention and awareness programs for students and employees
• A rape, aggression and defense class (RAD or SAFE) is available upon request.

Primary Prevention and Awareness Programs
The University 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 University offered the following primary prevention and awareness programs for all incoming students in the 2019/2020 academic year:

<table>
<thead>
<tr>
<th>NAME OF EDUCATION</th>
<th>EDUCATION DESCRIPTION</th>
<th>DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spilling the Tea Session for Incoming Athletes</td>
<td>Title IX, Clery, and VAWA provisions for protection, reporting options, confidential resources, prohibited behavior, and university response</td>
<td>8/19/19</td>
<td>Frey 110</td>
</tr>
<tr>
<td>Spilling the Tea Session for Incoming Students</td>
<td>Title IX, Clery, and VAWA provisions for protection, reporting options, confidential resources, prohibited behavior, and university response</td>
<td>8/31/19</td>
<td>Parmer Hall</td>
</tr>
<tr>
<td>Baby, It’s Cold Outside Winter Orientation</td>
<td>Title IX, Clery, and VAWA provisions for protection, reporting options, confidential resources, prohibited behavior, and university response</td>
<td>1/31/20 2/05/20</td>
<td>Boyer 131 Boyer 130</td>
</tr>
</tbody>
</table>
for Transfer Students and university response

| Summer Student Orientation | Title IX, Clery, and VAWA provisions for protection, reporting options, confidential resources, prohibited behavior, and university response | N/A Due to COVID | N/A Due to COVID |

The University offered the following **primary prevention and awareness programs** for all **new employees** in the 2019/2020 academic year:

<table>
<thead>
<tr>
<th>NAME OF EDUCATION</th>
<th>DESCRIPTION</th>
<th>DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Adjunct Orientations and New Faculty Orientation</td>
<td>Legal requirements, reporting obligations, amnesty and no retaliation policies, resources, confidential resources, and trauma-informed care related to Domestic Violence, Dating Violence, Stalking, Sexual Assault and Hazing</td>
<td>8/29/19 1/30/20 8/20</td>
<td>Boyer 131 Parmer Cinema Online via Canvas due to COVID</td>
</tr>
<tr>
<td>New Employee Orientations</td>
<td>Legal requirements, reporting obligations, amnesty and no retaliation policies, resources, confidential resources, and trauma-informed care related to Domestic Violence, Dating Violence, Stalking, Sexual Assault and Hazing</td>
<td>9/09/19 11/8/19 2/21/20 9/21/20</td>
<td>McBeth Conference Room (3) Online via Zoom and Canvas due to COVID</td>
</tr>
</tbody>
</table>

**Ongoing Prevention and Awareness Campaigns**
The University 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, hazing, 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 University offered the following **ongoing awareness and prevention programs** for **students AND employees** in the 2019/2020 academic year:
<table>
<thead>
<tr>
<th>NAME OF EDUCATION</th>
<th>EDUCATION DESCRIPTION</th>
<th>DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSA, Title IX, Clery and VAWA Training for Graduate Assistants</td>
<td>Legal requirements, reporting obligations, amnesty and no retaliation policies, resources, confidential resources, and trauma-informed care related to Domestic Violence, Dating Violence, Stalking, Sexual Assault and Hazing</td>
<td>8/12/19</td>
<td>Boyer 138</td>
</tr>
<tr>
<td>CSA, Title IX, Clery and VAWA Training for Resident Directors and the Department of Safety</td>
<td>Legal requirements, reporting obligations, amnesty and no retaliation policies, resources, confidential resources, and trauma-informed care related to Domestic Violence, Dating Violence, Stalking, Sexual Assault and Hazing</td>
<td>8/14/19</td>
<td>Kline 120</td>
</tr>
<tr>
<td>Spilling the Tea for First Year Fall Athletes</td>
<td>Messiah University context for legal requirements, reporting options, confidential resources, definitions of harassment, interpersonal violence (including dating and/or domestic violence and hazing), stalking, and sexual assault</td>
<td>8/19/19</td>
<td>Frey 110</td>
</tr>
<tr>
<td>Hazed and Confused for Upperclassmen Fall Athletes</td>
<td>Scenario based workshop on confidential resources, university policies, reporting options, etc. focused on hazing, including sexual assault, dating violence, and stalking</td>
<td>8/19/19, 8/27/19, 9/05/19, 9/06/19, and 9/12/19</td>
<td>Frey 110</td>
</tr>
<tr>
<td>Inclusivity Training for Student Leaders: Invisible Identities</td>
<td>Sexual minorities discrimination and gender based harassment resourcing</td>
<td>8/22/19 &amp; 8/26/19</td>
<td>Parmer Hall</td>
</tr>
<tr>
<td>CSA, Title IX, Clery and VAWA Training for Resident Assistants</td>
<td>Legal requirements, reporting obligations, amnesty and no retaliation policies, resources, confidential resources, and trauma-informed care related to Domestic Violence, Dating Violence, Stalking, Sexual Assault and Hazing</td>
<td>8/26/19</td>
<td>Boyer 131</td>
</tr>
<tr>
<td>Diplomacy in Leadership: SGA Cabinet Education</td>
<td>Sexual minorities discrimination and gender based harassment resourcing</td>
<td>8/27/19</td>
<td>SAGE Office</td>
</tr>
<tr>
<td>Event Description</td>
<td>Details</td>
<td>Date(s)</td>
<td>Location</td>
</tr>
<tr>
<td>-------------------</td>
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<td>----------</td>
</tr>
<tr>
<td>Healthy Relationships: Ethics &amp; Leadership for RAs</td>
<td>Resourcing, education and personal reflection workshop for student leaders around healthy and unhealthy intimacy</td>
<td>8/28/19</td>
<td>Parmer Cinema</td>
</tr>
<tr>
<td>Spilling the Tea for All First Year Students</td>
<td>Messiah University context for legal requirements, reporting options, confidential resources, definitions of harassment, interpersonal violence (including dating and/or domestic violence and hazing), stalking, and sexual assault</td>
<td>8/31/19</td>
<td>Parmer Hall</td>
</tr>
<tr>
<td>S.A.F.E.</td>
<td>Self-defense Awareness &amp; Familiarization Exchange for Female students/employees</td>
<td>9/19-3/20</td>
<td>The Connection Sub Station</td>
</tr>
<tr>
<td>The Changing Landscape of Harassment &amp; Harm for Employees</td>
<td>Scenario-based discussion session training employees in leadership roles; focusing on Messiah University context for upcoming legal changes in requirements, reporting options, confidential resources, definitions of and responses to harm</td>
<td>9/03/19</td>
<td>Parmer Cinema</td>
</tr>
<tr>
<td>One Love Chapel Series</td>
<td>Discussion-based chapel series exploring components of and responses to healthy and unhealthy relationships</td>
<td>9/12/19-10/24/19</td>
<td>Boyer 231</td>
</tr>
<tr>
<td>CSA, Title IX, Clery and VAWA Training for Athletic Staff</td>
<td>Legal requirements, reporting obligations, amnesty and no retaliation policies, resources, confidential resources, and trauma-informed care related to Domestic Violence, Dating Violence, Stalking, Sexual Assault and Hazing</td>
<td>9/13/19</td>
<td>Frey 110</td>
</tr>
<tr>
<td>Gender Concerns Committee</td>
<td>Collaborative committee, meeting monthly to consider gender inequity, discrimination and violence on campus to plan appropriate responses</td>
<td>9/19-3/20</td>
<td>Boyer 102</td>
</tr>
<tr>
<td>WOMEN.</td>
<td>Ongoing weekly therapeutic group for female identifying students engaging in supportive reflection and resourcing for unwanted or confusing sexual experiences.</td>
<td>9/19-5/20</td>
<td>Boyer 134 &amp; Boyer 102 (Online after 3/20)</td>
</tr>
<tr>
<td>Bystander Intervention</td>
<td>Class for resident assistants in Bystander Intervention techniques in incidents of concern focused on sexual assault, hazing, dating violence, and stalking</td>
<td>10/01/19 10/02/19 10/24/19</td>
<td>Mountain View Classroom</td>
</tr>
<tr>
<td>GEST 140: Class Presentation</td>
<td>Deciphering and navigating healthy and unhealthy relationships in the U.S. for international students</td>
<td>10/15/19</td>
<td>Boyer 330</td>
</tr>
<tr>
<td>Event Title</td>
<td>Description</td>
<td>Date(s)</td>
<td>Location</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>Consent with First Year Students</td>
<td>Educational workshop on components of consent and practical tools for identifying and practicing consent</td>
<td>10/15/19</td>
<td>Mountain View Classroom</td>
</tr>
<tr>
<td>Fish Love</td>
<td>Discussion based programming around self-advocacy, healthy relationships, and self-awareness</td>
<td>11/19-2/20</td>
<td>Witmer Hall, Naugle Hall, Bittner Hall &amp; Mountain View Hall</td>
</tr>
<tr>
<td>Consent Education and Workshop for LGBT+ group</td>
<td>Educational workshop on components of consent and practical tools for identifying and practicing consent</td>
<td>11/17/19</td>
<td>The Agape Center</td>
</tr>
<tr>
<td>Supervisor Series: Education for Employees</td>
<td>Scenario-based discussion session training employees that supervise students, focusing on Messiah University context for upcoming legal changes in requirements, reporting options, confidential resources, definitions of and responses to harm</td>
<td>11/19/19, 3/10/20</td>
<td>Parmer Cinema</td>
</tr>
<tr>
<td>Home is Hard</td>
<td>A program for domestic violence survivors to identify common forms of abuse and to develop safety and coping strategies for returning to abusive situations over the holidays</td>
<td>12/10/19</td>
<td>Parmer Cinema</td>
</tr>
<tr>
<td>Stalking is Not Cute</td>
<td>Education session on identifying the components of stalking, the dangerous intersections between stalking and other behaviors, prevention and intervention methodology, and the role of technology and stalking</td>
<td>1/14/20</td>
<td>Mountain View Classroom</td>
</tr>
<tr>
<td>CSA Training</td>
<td>Education session for Campus Security Authorities on reporting obligations, university protocol, and response</td>
<td>1/16/20</td>
<td>Old Main Conference Room</td>
</tr>
<tr>
<td>Baby, It’s Cold Outside</td>
<td>Messiah University context for legal requirements, reporting options, confidential resources, definitions of harassment, interpersonal violence (including dating and/or domestic violence and hazing), stalking, and sexual assault</td>
<td>1/31/20, 2/05/20</td>
<td>Boyer 131, Boyer 130</td>
</tr>
<tr>
<td>Human Trafficking in Our Community</td>
<td>Messiah University context for human trafficking, information about at-risk populations and response options for students</td>
<td>2/27/20</td>
<td>Jordan 152</td>
</tr>
<tr>
<td>Women in Sport: Inclusivity Session</td>
<td>Title IX collaborative programming supporting female-identifying athletes</td>
<td>2/29/20</td>
<td>Hostetter Chapel</td>
</tr>
<tr>
<td>How to Help a</td>
<td>SAGE and Minds Matter collaborative</td>
<td>3/05/20</td>
<td>Frey 110</td>
</tr>
</tbody>
</table>
**Recent resources utilized for Interpersonal Violence and Sexual Misconduct education or training for decision-makers, Title IX investigators, and informal or adaptable resolution facilitators include:**

- **Trauma Informed Investigation Training**—Tom Tremblay, consultant  
  *Content subject to copyright.* [https://www.tomtremblayconsulting.com/](https://www.tomtremblayconsulting.com/)  
  Sample of research and training: [https://www.youtube.com/watch?time_continue=1&v=gtWD1XJrhNo&feature=emb_logo](https://www.youtube.com/watch?time_continue=1&v=gtWD1XJrhNo&feature=emb_logo)

- **Stalking Recognition and Response Training**—SPARC  
  Stalking and the Use of Technology Education—SPARC  
  *Content subject to copyright, intended for education.* [https://www.stalkingawareness.org/](https://www.stalkingawareness.org/)  
  Material access: [https://www.stalkingawareness.org/love-it-name-it-stop-it/](https://www.stalkingawareness.org/love-it-name-it-stop-it/)

- **Title IX Investigator Training**—D. Stafford and Associates  
  *Content subject to copyright, intended for training professionals.* [https://www.dstaffordandassociates.com/](https://www.dstaffordandassociates.com/)  
  Material summary access available upon request.

- **Title IX Training**—TrainED  
  *Content subject to copyright.*  
  CCCU Title IX Training – Part One  

  CCCU Title IX Training – Part Two  

- **Restorative Justice Training**—American Bar Association  
  *Content subject to copyright.*
The Grievance Process

Reporting

If this is an emergency, please dial 9-1-1 or the Department of Safety’s emergency extension 6565.

Complainants of interpersonal violence, harassment, hazing, sexual assault and/or stalking are encouraged to begin the process by talking with whomever they feel comfortable. This could include employees such as a Residence Director, Coach, Faculty Member, Director of Multicultural Programs, Director of International Student Programs, Director of Student Involvement and Leadership Programs, Vice President of Human Resources and Compliance, Campus Ministries, Work Study supervisor, Director of the Department of Safety, Associate Dean of Students and/or the Vice Provost/Dean of Students.

Students should be aware that all employees, with the exception of nurses and counselors, who are notified about an incident, are expected to report it to the Department of Safety, the Associate Dean of Students, Deputy Title IX Coordinators, Coordinator for Interpersonal Violence Prevention and Education, or the Title IX Coordinator.

Reporting does not mean a formal complaint has been filed, nor an investigation must be launched without a request by or permission of the complainant.

A report begins the process of offering complainants options for supportive measures and/or resolution processes.

Once a report has been received, the Coordinator for Interpersonal Violence Prevention and Education will contact the complainant to provide options regarding resources, resolution processes available, and supportive measures.

Confidential Reporting

Confidential reporting is available through the Coordinator for Interpersonal Violence Prevention and Education and the Engle Center.

Students do have the option of remaining anonymous by reporting via silent witness: https://www.messiah.edu/forms/form/164/en/silent_witness.

(This option does minimize the investigation and the potential for subsequent outcomes or resolution.)

Supportive measures are made available to complainants choosing to report confidentially.
Grievance Procedures

Federal law requires the University to offer resolution processes, including investigative processes, in response to reported incidents of interpersonal violence, harassment, hazing, sexual assault and/or stalking in which the complainant files a formal complaint. Once made aware of a formal complaint, Messiah University is committed to addressing it and establishing a resolution.

Grievance processes include informal resolution processes and adaptable resolution processes, the investigation and hearing processes associated with any investigative resolution process (including Title IX Misconduct or the University’s conduct proceedings), and any criminal processes related to the grievance. The Messiah University community understands that all parties involved in the report of a violation of the sexual misconduct policy experience significant distress, whether they are the complainant, the respondent, or any other individual associated with the report. All parties involved are expected to be treated with respect and dignity.

Although the University’s general grievance procedures allows for an informal resolution process, an informal process is not appropriate for most violations of the Interpersonal Violence, Harassment, Hazing, Sexual Assault and/or Stalking Policy. Most complaints are offered a full range of resolution processes, and every complainant has the right to request an investigative process and once they have filed a formal complaint. *There is no expectation that the complainant meet with or ‘work things out’ with the respondent.*

Independent and Non-Biased Participants within the Grievance Process

University personnel already active in a resolution process will maintain independence from other resolution processes and roles, in regards to the same formal complaint. For example, a facilitator for an informal resolution process will not also act as a Title IX Investigator should the same complainant(s) and respondent(s) request an investigatory process in addition to an informal resolution process.

Likewise, the Title IX Coordinator will not act as Chair of the Grievance Review Board for a hearing.

In an effort to best serve the community needs and the sensitive nature of providing a resolution process for both the complainant and respondent, once a formal complaint has been provided and the resolution process requested, the Title IX Coordinator and/or designee initiates an anti-discrimination or bias review for the personnel required for participation. Those who conduct the investigation, provide facilitation of a resolution process, participate in a Grievance Review Board, or act as Chair (decision-maker) should be without a conflict of interest and anyone with a conflict of interest will be removed from the resolution process.

Informal Resolution Process

*This process is not always an appropriate option for violations of the Interpersonal Violence, Harassment, Hazing, Sexual Assault and/or Stalking Policy*

The Informal Resolution Process is a voluntary process within Messiah University’s Interpersonal Violence and Sexual Misconduct Policy that is focused on providing remedies and supportive measures to both complainants and respondents. It is considered at the request of the complainant and requires
approval by the Title IX Coordinator.

The informal resolution process is designed to eliminate the prohibited conduct, prevent its recurrence, and remedy its effects in a manner that meets the needs of the complainant while still maintaining the safety of the overall campus community.

1. The Associate Dean of Students and/or a designee will determine and schedule the appropriate meetings to discuss the allegation. Normally, this officer will meet separately with the complainant and the respondent; 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 respondent, the Associate Dean of Students and/or the Title IX Coordinator 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 be assessed to move to an Investigative Resolution Process. Complainants will have the opportunity at any time to request an Investigative Resolution Process.

Supportive measures are made available to complainants choosing to pursue an Informal Resolution Process, and participating respondents.

**Adaptable Resolution Process**

*This process is not always an appropriate option for violations of the Interpersonal Violence, Harassment, Hazing, Sexual Assault and/or Stalking Policy*

The Adaptable Resolution Process is a voluntary process within Messiah University’s Interpersonal Violence and Sexual Misconduct Policy that is grounded in Restorative Justice and allows respondents to accept responsibility for their behavior and/or potential harm. It is considered at the request of the complainant, the approval of the Title IX Coordinator, and the agreement of the respondent.

By fully participating in this process the respondent will not be charged with a violation of University Policy.

The adaptable resolution process is designed to eliminate the prohibited conduct, prevent its recurrence, and remedy its effects in a manner that meets the needs of the complainant while still maintaining the safety of the overall campus community.

The adaptable resolution process may only be used at the request of the complainant and at the agreement of both the complainant and respondent, under the direction of the Title IX Office. In order for the adaptable resolution process to be appropriate both parties must have an understanding and agree on the necessary elements of the process. Both the complainant and respondent will have to agree to the following terms should they wish to participate in the alternative resolution process:

- Participation in this process is voluntary and either party can choose to end the process at any time prior to signing the resolution agreement;
- Mediation, even if voluntary, may not be appropriate or used in certain cases such as cases involving sexual assault;
- Both the complainant and respondent must participate in individual conference meetings with appropriate staff to learn more about the adaptable resolution process prior to participating;
• The process can only be used once and will not be considered if requested by a repeat respondent under the University’s Interpersonal Violence and Sexual Misconduct Policy;
• The complainant and respondent must agree to all recommendations laid out in the formal agreement or the case reverts to an investigative resolution process;
• Information documented during this process can be subpoenaed if a criminal investigation is initiated at any time;
• Participation in this process does not constitute a responsible finding of a policy violation and therefore is not reflected on a student’s disciplinary record;
• If the respondent is documented and found responsible for any violations in the future this agreement can be used only in the sanctioning phase; and
• The respondent may be charged with Failure to Comply with a Directive of a University Official for failure to meet the requirements laid out in the agreement.

In addition, the University reserves the right to deny, suspend or terminate this resolution option at any time, prior to both parties formally agreeing to the terms in the contract, and revert back to the investigative resolution process.

The Associate Dean of Students and/or the Title IX Coordinator and/or a designee will determine and schedule the appropriate meetings to discuss the allegation. Normally, this officer will meet separately with the complainant and the respondent; consult with other advisors as needed and determine a resolution based on these discussions.

If the resolution is agreed to by both the complainant and the respondent, the Associate Dean of Students and/or the Title IX Coordinator and/or designee will follow up to ensure that the outcomes are met.

If the outcomes are not accepted by one or both parties, the resolution process will be assessed to move to an Investigative Resolution Process. Complainants will have the opportunity at any time to request an Investigative Resolution Process.

Supportive measures are made available to complainants choosing to pursue an Adaptable Resolution Process, and participating respondents.

Grievance Review Board

The Grievance Review Board is a University hearing board trained to respond to community conduct violations, grievances, and violations of the Sexual Misconduct and Interpersonal Violence Policy, including Title IX Misconduct.
This board is comprised of a minimum of 6 members, representative of University staff, faculty, and administrators. The members of the GRB are convened in discrete committees, according to due process of conduct hearing and appeal.

The hearing subcommittee is comprised of a minimum of 3 GRB members and a Chair (decision-maker). The appeal subcommittee is comprised of a minimum of 3 GRB members and a Chair (decision-maker).

GRB members do not serve simultaneously on both the hearing and appeal subcommittees during any given case, but may rotate between committees on separate cases. If there is a conflict of interest for a
GRB member or a specific, viable request to withdraw from a particular case, the GRB in question is excused from that proceeding.

Investigative Resolution Process

The goal of the grievance process is to provide complainants with a process that is reparative, fair and facilitates a sense of safety and personal justice. Where appropriate, the process should also support a behavioral change in the respondent. Once the University receives a formal complaint of a violation of this policy and a request for an Investigative Resolution Process, the University will conduct an investigation.

1. The complainant will file a formal complaint. This can be done through one of the following individuals/departments:

   Amanda Coffey, Title IX Coordinator, VP for Human Resources and Compliance
   Old Main 2nd Floor
   717-796-5300
   ACoffey@messiah.edu

   Doug Wood, Associate Dean of Students, Title IX Deputy Coordinator
   Eisenhower Campus Center 205
   717-796-1800 ext. 3200
   DWood@messiah.edu

   Cindy Burger, Director of Safety, Title IX Deputy Coordinator
   Staff in the Department of Safety
   Greenbriar Building
   717-691-6005 (or ext. 6005 on campus)
   Emergency: 717-796-1800 ext. 6565 (or just ext. 6565 on campus)

   Brooke Good, Head Coach, Asst. Athletics Director, Title IX Deputy Investigator
   Sollenberger Sports Center, Suite 4501
   717-796-1800 ext. 7359
   Good@messiah.edu

   Hannah McBride, Coordinator for Interpersonal Violence Prevention & Education
   Old Main 2nd Floor
   717-796-1800, ext. 2608
   hmcbride@messiah.edu

A formal complaint constitutes any written notification by a complainant to the professional staff listed above, signed by the complainant and the Title IX Coordinator, indicating interest in pursuing a non-confidential resolution process at the University.

2. The respondent is notified of the complaint and provided with the complaint statement for review. The respondent’s response is documented. The respondent is provided with an opportunity to either approve or correct the response statement.
3. In response to the formal complaint, an investigation will begin. Two of the University investigators/Title IX Deputy Coordinators will serve as investigators at the approval of the Title IX Coordinator. The investigation will include interviewing the complainant and the respondent in separate interviews. During this process, the investigators will advise both the complainant and the respondent that they may request to have a support person present. The investigation may also include interviewing other individuals. 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.

The complainant always has the right to decline to participate in an investigation. However, should another individual who has been invited to participate in the investigation refuse or fail to cooperate fully with an investigation, they may be subject to disciplinary action, which may include suspension of enrollment.

4. The investigators will share preliminary findings and all evidence with the Title IX team, hearing sub-committee of the GRB, and all parties involved.

5. All parties have the ability to provide written statements within ten (10) business days that include additional information in response to these initial findings to further the investigation process.

6. Additional inquiries made if necessary by investigator(s).

7. The hearing subcommittee of the GRB may request and receive education relevant to the content of the allegation under consideration via the Chair (decision-maker).

8. At the conclusion of the investigation, the hearing subcommittee of the GRB will convene. The GRB is responsible for reviewing all materials and determining outcomes. These outcomes will be rendered in writing with recommendations for resolution and sanction. This statement of outcomes will be provided to both the complainant(s) and the respondent(s), simultaneously.

   a. 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.) The credibility of the evidence (firsthand knowledge, corroborating witnesses, consistency, etc.) is considered seriously in the review of the investigation.

   b. The Grievance Review Board Chair’s written decision confirmed by the Title IX Coordinator and/or designee will reflect either a determination that the allegations cannot be substantiated, or a determination that they can be substantiated and the terms of the prescribed resolution including any disciplinary action deemed appropriate.

9. All parties are provided with the opportunity to review the determination and recommendations for sanctions.

10. The response of all parties is documented. Both the complainant and the respondent are provided with an opportunity to approve or appeal the outcome. Specific appeal criteria must be met.

   See Appeal Process below.
11. If any party chooses to appeal the outcome, they must file a written statement of appeal within ten (10) business days, asserting their reasons for appeal and any new evidence to be taken into account.

12. The other party/parties then has/have an opportunity to review the appeal and offer a written statement in response.

13. Both the appeal and response, along with the initial investigation information, outcomes and sanctions, will be given to the appeal subcommittee of the GRB for consideration. Absent a procedural error or new evidence, the determination of responsibility cannot be overturned. Only severity of sanctions may be subject to alteration.

14. The appeal subcommittee of the GRB will then make the final determination of outcomes based on all information.

15. The complainant and respondent parties will be notified of the final outcomes and sanctions.

In the investigatory process the University investigators are responsible for the following:
   a. Meeting with both parties.
   b. Establishing an appropriate timeline and investigatory partner(s) for processing the grievance.
   c. Meeting with resource representatives.
   d. Organizing, implementing, and/or partnering in 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 Vice Provost / Dean of Students, Title IX Coordinator and resource representatives.
   g. Rendering and/or reviewing a written decision and resolution recommendation with investigatory partner(s).
   h. Closing and retaining the investigation file.

**Title IX Resolution Process**

The goal of the Title IX Resolution Process is to provide participants with a process that is reparative, fair, and facilitates a sense of safety and personal justice. Once the University receives a formal complaint of a violation of this policy and a request for an Investigative Resolution Process, the University will conduct an investigation and assess whether or not the hearing process will meet the standards for Title IX Misconduct, in which case the proceedings follow our investigative model with the addition of Title IX specified hearing components.

1. The complainant will file a formal complaint. This can be done through one of the following individuals/departments:

   Amanda Coffey, Title IX Coordinator, VP for Human Resources and Compliance
   Old Main 2nd Floor
   717-796-5300
   ACoffey@messiah.edu
A formal complaint constitutes any written notification by a complainant to the professional staff listed above, signed by the complainant and the Title IX Coordinator, indicating interest in pursuing a non-confidential resolution process at the University.

2. The respondent is notified of the complaint and provided with the complaint statement for review. The respondent’s response is documented. The respondent is provided with an opportunity to either approve or correct the response statement.

3. In response to the formal complaint, an investigation will begin. Two of the University investigators/Title IX Deputy Coordinators will serve as investigators at the approval of the Title IX Coordinator. The investigation will include interviewing the complainant and the respondent in separate interviews. During this process, the investigators will advise both the complainant and the respondent that they may request to have a support person present. The investigation may also include interviewing other individuals. 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.

The complainant always has the right to decline to participate in an investigation. However, should another individual who has been invited to participate in the investigation refuse or fail to cooperate fully with an investigation, they may be subject to disciplinary action, which may include suspension of enrollment.

4. The investigators will share preliminary findings and all evidence with the Title IX Coordinator, hearing sub-committee of the GRB, and all parties involved.
5. All parties have the ability to provide written statements within ten (10) business days that include additional information in response to these initial findings to further the investigation process.

6. Additional inquiries made if necessary by investigator(s).

7. The hearing subcommittee of the GRB may request and receive education relevant to the content of the allegation under consideration via the Chair (decision-maker).

8. At the conclusion of the investigation, the hearing subcommittee of the GRB will convene for a live hearing.
   
a. The complainant and respondent will each be permitted the presence an advisor of their choice (who may be an attorney, but need not be) in their hearing, for the intention of providing cross-examination via the Chair (decision-maker) in the hearing. The Chair will determine relevancy of the advisor’s cross-examination and may choose to allow or disallow the question(s) to be put to the opposing party.

   If a complainant or respondent does not provide their own advisor, they have the right to be provided an approved University advisor at no fee or charge to the complainant or respondent.

   b. In the evaluation of question relevancy, the provision of Rape Shield Protections for Complainants deems questions and evidence regarding the complainant’s prior sexual behavior irrelevant (unless used to prove someone responsible other than the respondent or to prove consent).

   c. At the request of either party, or the discretion of the University, the University will provide for the entire live hearing (including cross-examination) to occur in separate spaces, utilizing technology for parties to see and hear one another but maintain physical distance.

   d. If a party or witness does not attend the live hearing, or does not submit to cross-examination at the live hearing, the GRB and the Chair (decision-maker) must not rely on any statement of that party or witness in providing a determination, nor draw any inference regarding responsibility based on the absence of participation by that party or witness.

   e. The hearing will be audio or audio visually recorded and the recording retained.

9. The GRB is responsible for reviewing all materials and determining outcomes. These outcomes will be rendered in writing with recommendations for resolution and sanction. This statement of outcomes will be provided to both the complainant(s) and the respondent(s), simultaneously.

   a. 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.) The credibility of the evidence (firsthand knowledge, corroborating witnesses, consistency, etc.) is considered seriously in the review of the investigation.

   b. The Grievance Review Board Chair’s written decision confirmed by the Title IX Coordinator and/or designee will reflect either a determination that the allegations cannot be substantiated, or a determination that they can be substantiated and the terms of the prescribed resolution including any disciplinary action deemed appropriate.
10. All parties are provided with the opportunity to review the determination and recommendations for sanctions. All parties are informed the hearing recording will be made available to them at their request.

11. The response of all parties is documented. Both the complainant and the respondent are provided with an opportunity to approve or appeal the outcome. Specific appeal criteria must be met. See Appeal Process below.

12. If a violation is determined and any party chooses to appeal the outcome, they must file a written statement of appeal within ten (10) business days, asserting their reasons for appeal and any new evidence to be taken into account.

13. The other party/parties then has/have an opportunity to review the appeal and offer a written statement in response.

14. Both the appeal and response, along with the initial investigation information, outcomes and sanctions, will be given to the appeal subcommittee of the GRB for consideration. Absent a procedural error or new evidence, the determination of responsibility cannot be overturned. Only severity of sanctions may be subject to alteration.

15. The appeal subcommittee of the GRB will then make the final determination of outcomes based on all information.

16. The complainant and respondent parties will be notified of the final outcomes and sanctions.

In the Title IX investigatory process the University investigators are responsible for the following:
   a. Meeting with both parties.
   b. Establishing an appropriate timeline and investigatory partner(s) for processing the grievance.
   c. Meeting with resource representatives.
   d. Organizing, implementing, and/or partnering in 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 Vice Provost / Dean of Students, Title IX Coordinator and resource representatives.
   g. Rendering and/or reviewing a written decision and resolution recommendation with investigatory partner(s).
   h. Closing and retaining the investigation file.

Mandatory and Discretionary Dismissals

The May 2020 Title IX regulations define instances where the Title IX Coordinator must or may dismiss a Title IX Resolution process for a formal complaint.

The following outlines circumstances for both mandatory and discretionary dismissals:
1. The Title IX Coordinator is obligated to dismiss a formal Title IX complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:
   - The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy hereinabove, even if proved; and/or
   - The conduct did not occur in an educational program or activity controlled by Messiah University (including buildings or property controlled by recognized student organizations), and/or Messiah University does not have control of the Respondent; and/or
   - The conduct did not occur against a person in the United States; and/or
   - At the time of filing a formal complaint, a Complainant is not participating in or attempting to participate in the education program or activity of the recipient.

2. The Title IX Coordinator has the discretion to dismiss a formal Title IX complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:
   - A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
   - The Respondent is no longer enrolled in or employed by the recipient; or
   - Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon initiating either mandatory or discretionary dismissal, for any reason, the Title IX Coordinator will promptly send written notice of the dismissal and the rationale for doing so. The letter will be sent simultaneously to the parties.

This dismissal decision is appealable by any participating party under the procedures for grievance appeal listed below. The decision not to dismiss is also appealable by any party claiming that a dismissal is appropriate.

If a complainant or respondent would like to appeal, they must submit a request for appeal in writing to the Title IX Coordinator within five (5) days of the decision to dismiss (or the decision not to dismiss). If they do not submit their request for appeal within the five (5) days, they will lose their right to appeal.

The request for appeal will be reviewed by the appeal subcommittee of the Grievance Review Board who will communicate the decision to grant or deny the appeal to the requesting party within five (5) days of the request for appeal being received by the appeal subcommittee; the Chair (decision-maker) will provide the other party (parties) and the Title IX Coordinator a copy of the appeal decision.

Sanctions

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

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, Title IX Coordinator and/or Grievance 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 University activity, in registration of vehicle, in visitation, or other matter. Graduating senior students who violate University 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, and 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 University officials: University-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 University 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 University 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 University 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 University 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 University. A permanent record will be kept in University disciplinary and academic files.

**Grievance Appeal Process**

The Grievance Process includes an option to appeal the determination.
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 outcome(s)
2. Previously unavailable evidence is produced that could impact the outcome(s); and/or
3. The investigators or Title IX personnel had conflict of interest or bias that impacted the outcome(s)

If either the complainant or the respondent has the ability to produce new evidence, believes a procedural error has occurred or believes the outcomes were impacted by a conflict of interest or bias, they may prepare a written summary of appeal and request a Grievance Review Board examination and hearing in response to the investigation determination. This request must be made through the Associate Dean of Students within ten (10) business days of the date of the written decision.

The Associate Dean of Students will confirm receipt of the written statement of appeal within five (5) business days. The complainant or respondent will be notified at that time that an appeal has been received, and they will be notified of the written statement. The opposing party will then have an opportunity to offer a written statement in response to the appeal statement.

The Associate Dean and/or the Title IX Coordinator will convene the appeal subcommittee of the Grievance Review Board and schedule an examination of the matter (which may include a review of the written summary of the complaint and response, 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 complainant and respondent may be assisted during resolution hearings and related meetings by a support person of their choice. The complainant and respondent may present witnesses and may produce other evidence for consideration by the appeal subcommittee of the Grievance Review Board. The complainant and respondent are responsible for presenting evidence on their own behalf. Support persons may speak privately to their party during the proceeding. Either party may request a brief recess to consult with their support person which will be granted at the discretion of the Assistant Dean of Students, Title IX Coordinator or designee. Support persons for the respondent and complainant may not present evidence or question witnesses.

In the event that an appeal hearing is granted during a Title IX Misconduct investigative process, the complainant and respondent will each be permitted the presence an advisor of their choice (who may be an attorney, but need not be) in their appeal hearing, for the intention of providing cross-examination via the Chair (decision-maker) in the hearing. The Chair will determine relevancy of the advisor’s cross-examination and may choose to allow or disallow the question(s) to be put to the opposing party.

If a complainant or respondent does not provide their own advisor, they have the right to be provided an approved University advisor.

Evidence to be presented by complainant(s) and respondent(s) during any hearing on the charges must be shared with the opposing party at least ten (10) business days in advance of the scheduled hearing. The Chair (decision-maker) presiding at and/or hearing the case may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The Chair (decision-maker) presiding at and/or hearing the case will make the final decision relating to the admissibility of all evidence.
Absent a procedural error or new evidence, the determination of responsibility cannot be overturned. Only severity of sanctions may be subject to alterations.

The appeal subcommittee of the Grievance Review Board will inform the individuals involved of its decision concerning the appeal and any recommendations within seven (7) business days of the conclusion of the deliberative process. The decision of the Grievance Review Board will be final. Copies of the decision will be shared with both parties, all investigators, the Title IX Coordinator, and the Vice Provost for Student Success and Engagement and the Dean of Students.
Appendix A – Definitions of Terms

Advisor:
Advisor refers to an individual allowed (or provided) to a complainant or respondent only in the Title IX Misconduct hearing process for the purpose of providing questions for cross-examination. An advisor may be an attorney, but need not be.

Amnesty:
Amnesty refers to an exemption from institutional disciplinary or state legal proceedings in a violation of the student code of conduct; amnesty offers punitive immunity based on medical and/or safety concerns for the community members reporting and/or affected. Students, regardless of age, will be granted immunity from university disciplinary proceedings for the violation of community conduct standards if the Department of Safety, Residence Life staff or other University official becomes aware of the breach in community behavior standards because the individual was seeking medical assistance for someone else. Refer to policy for full description of qualifications for granting amnesty.

Bystander Intervention:
Research on the causes of sexual violence and evaluation of prevention efforts indicate that bystanders (also referred to as witnesses, defenders, or up-standers) are a key element in preventing sexual violence. A sense of responsibility gives the bystander motivation to step in and take action. Bystander intervention typically needs to be actively cultivated as a social norm on university and university campuses through education programs and peer mentoring.

Coercion:
Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that violates the norms of the community, such that the application of pressure or oppression causes the recipient of the behavior to engage in unwanted sexual behavior. Coercion may be differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, environmental factors such as isolation, and the initiator's knowledge that the pressure is unwanted.

Complainant:
Complainant is used to refer to a member of the Messiah University community who has potentially experienced harm or prohibited conduct and wishes to participate in a process to address the report of this harm or prohibited conduct.

In Title IX Misconduct, a complainant is specifically someone who is alleged to be the victim of conduct that could constitute sexual harassment. In some instances, the person who is reported to have experienced harm or prohibited conduct may not wish to participate in a resolution process. In such cases, under Title IX Misconduct only, a third party may report on behalf of the complainant, becoming the complainant in the resolution process. This includes instances where the University may choose to pursue a resolution process under this policy without a participating complainant.

Consent:
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.
Some indicators that an individual is incapacitated due to intoxication may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, or inability to perform other physical or cognitive tasks without assistance.

Consent as a result of coercion, intimidation, threat of force, or force itself is not effective consent. Silence, without actions evidencing permission, or non-communication should never be interpreted as effective consent. The responsibility of obtaining consent rests with the person initiating sexual activity. The initiator of the sexual activity will be found in violation of this policy if he or she did not receive effective consent.

**Course of Conduct:**
A pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct. The term includes lewd, lascivious, threatening or obscene words, language, drawings, caricatures, or actions, either in person or anonymously. Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct. Examples of a course of conduct can include:

1. Following or lying in wait for the complainant
2. Repeated unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or e-mail
3. Damaging the complainant's property
4. Making direct or indirect threats to harm the complainant, the complainant's children, relatives, friends, or pets
5. Repeatedly sending the complainant unwanted gifts
6. Harassment through the Internet, known as cyber-stalking, online stalking, or Internet stalking
7. Securing personal information about the complainant by: accessing public records (land records, phone listings, and driver or voter registration), using Internet search services, hiring private investigators, contacting friends, family, work, or neighbors, going through the complainant's garbage, following the complainant, etc.

**Dating Violence** (Federal Clery Act Definition):
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.

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 and/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.

The state of PA does not have a definition of dating violence.
Deviate Sexual Intercourse:
Deviate sexual intercourse refers to sexual conduct between persons consisting of contact between the sex organs of one person and the mouth or anus of another. There are state specific definitions for the term.

According to 18 Pa.C.S. § 3101 "deviate sexual intercourse" means sexual intercourse per os [mouth] or per anus between human beings and any form of sexual intercourse with an animal. The term also includes penetration, however slight, of the genitals or anus of another person with a foreign object for any purpose other than good faith medical, hygienic or law enforcement procedures.

Domestic Violence (Federal Clery Act Definition):

i. A Felony or misdemeanor crime of violence committed—
   A) By a current or former spouse or intimate partner of the complainant;
   B) By a person with whom the complainant shares a child in common;
   C) By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner;
   D) By a person similarly situated to a spouse of the complainant 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 complainant 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.

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 complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth complainant who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

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

Harassment:
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.
**Incapacitated/Intoxicated:**
Incapacitated means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol [or other drug] is involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed affects a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the respondent student knew, or a sober, reasonable person in the position of the respondent student should have known, that the complainant was incapacitated. Because incapacitation may be difficult to discern, students are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is incapacitated and, therefore, unable to give effective consent. Being intoxicated or drunk is not a defense to a complaint of sexual misconduct under this policy.

**Incest:**
Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

1. Who is or has been in a social relationship of a romantic or intimate nature with the complainant; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
   a. The length of the relationship;
   b. The type of relationship;
   c. The frequency of interaction between the persons involved in the relationship.

**Interpersonal violence** (Center for Disease Control and Prevention Definition):
The intentional use of physical force or power, threatened or actual, against another person or against a group or community that results in or has a high likelihood of resulting in injury, death, psychological harm, mal-development, or deprivation. Includes all forms of sexual misconduct and harm, as well as hazing, dating and domestic violence.

**Minor:**
Under Pennsylvania law, a minor is defined as anyone under the age of 16. Consent may never be given by a minor.

**Nudity/Public Indecency** (Title 18: Chapter 31, Section 3127 and Chapter 59, Section 5901):
Messiah University adheres to the Pennsylvania Crimes Code prohibiting public indecency, indecent exposure, and open lewdness. As a Christian community, we desire to promote behavior that is consistent with finding the right balance between personal freedom and community obligation. Therefore, nudity outside of the student’s bedroom, restroom, or locker room, is considered public nudity and will not be tolerated. Any student engaging in public nudity will be subject to disciplinary action.

**Rape** (Title 18, Chapter 31, Subsection 3121):
A person who engages in sexual intercourse (however slight) 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. Where the person has a mental disability or difference which renders the complainant incapable of consent.

**Respondent:**
Respondent refers to an individual (or individuals) that have been accused of causing harm under the Messiah University Interpersonal Violence and Sexual Misconduct Policy.

In Title IX Misconduct, a respondent is specifically someone who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Sexual Assault** (Federal Clery Act Definition):
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 complainant, including instances where the complainant is incapable of giving consent.”

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 complainant. Statutory offenses (no force used – complainant under age of consent) are excluded.

**Sexual Exploitation:**
Sexual exploitation occurs when an individual takes non-consensual, unjust, or abusive sexual advantage of another for his/her own advantage or to benefit others. Examples include, but are not limited to, non-consensual audio or video recording of sexual activity, streaming, voyeurism, and prostitution of self or others.

**Sexual Harassment:**
Any type of sexually oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating an employment or academic environment that is hostile, offensive, or coercive to a reasonable woman or man. Includes any unwelcome sexual advances or threats, deliberate or careless use of offensive or demeaning terms that have sexual connotations or are gender-based, repeated and unwelcome requests for sexual favors or a romantic relationship, repeated and unwelcome letters, phone calls, or e-mails of a sexual or romantic nature, sexually motivated physical contact, or other verbal, electronic, or physical conduct or communication of a sexual nature.

Under Title IX Misconduct, Sexual Harassment is defined as any instance of *quid pro quo* harassment by an employee of the University; or when a student, employee, or third party engages in unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies another person equal access to a University program or activity; or any instance of sexual assault, dating violence, domestic violence, or stalking.
Reported sexual harassment that meets this standard will have access to a Title IX resolution process (see below, under Title IX Misconduct).

**Sexual Intercourse:**
In addition to its ordinary meaning, includes intercourse per os [mouth] or per anus, with some penetration however slight; emission is not required. Sexual penetration includes vaginal or anal penetration by a penis, object, tongue or finger or oral copulation by mouth to genital contact or genital to mouth contact.

**Sexual Misconduct:**
The following lists behaviors that constitute sexual misconduct:
1. Any intentional indecent contact, however slight, with any object without effective consent. Indecent Contact includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another or any other bodily contact in a sexual manner.
2. Any unwanted inappropriate disrobing of another person or purposeful exposure of one’s genitals to another without one’s consent.
3. Any attempt to force any other person to engage in sexual activity of any kind without his or her consent.

**Sexually Inappropriate Behavior:**
Includes behavior that violates the Messiah University Code of Conduct which may not rise to the level of a Title IX offense, or any of the above definitions but is still sexual in nature and causes alarm, concern, and is inappropriate in nature and that violates the sanctity of the human body and spirit.

**Stalking (Federal Clery Act Definition):**
   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 complainant.
      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.

- The state of PA defines stalking when a person either:
  o (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.

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

**Title IX Misconduct:**
When reported behavior meets the following definition, it may constitute Title IX Misconduct and will be addressed under the procedures applicable to Title IX Misconduct, even if the behavior also may constitute Interpersonal Violence and/or Sexual Misconduct.

If at any point the University determines that the matter does not meet the definition of Title IX Misconduct, the matter may continue to be addressed under the University’s Policy as Interpersonal Violence and/or Sexual Misconduct.

Conversely, if the University is investigating reported Interpersonal Violence and/or Sexual Misconduct and receives information that indicates the behavior at issue meets the definition of Title IX Misconduct, the matter will continue under the procedures applicable to Title IX Misconduct.

In order for a reported behavior to be considered for Title IX Misconduct resolution it must meet the following:

- Occurs in the United States;
- Occurs in a University Program or Activity; and
- A Formal Complaint (non-anonymous) must also be filed.

Is conduct on the basis of sex in which:

- An Employee conditions the provision of a University aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;
- A Student, Employee, or Third Party engages in unwelcome conduct determined by a Reasonable Person to be so severe, pervasive, and objectively offensive that it effectively denies another person equal access to a University Program or Activity; or
- A Student, Employee, or Third Party engages in: Sex or Gender-Based Stalking (Stalking defined above); Dating Violence (defined above); Domestic Violence (defined above); or Sexual Assault (defined above).
Appendix B – Complainant’s Rights

Any student who believes they have experienced discrimination, including any type of interpersonal violence, harassment, hazing, sexual assault or stalking is urged to report the matter and students who report the matter have certain rights under Title IX and VAWA.

Right to Choose:

1. You have the right to choose when and where you report a violation of the Interpersonal Violence and Sexual Misconduct Policy.
2. You have the right to information about services designed to assist you in the reporting and recovery process.
3. You have the right to speak confidentially to an advocate, counselor or pastor.
4. You have the right to seek or have sought on your behalf counseling and medical attention at the Engle Center or elsewhere as needed—including at the nearest hospital emergency room.
5. You have the right to a support person to accompany you to all hearings and interviews.
6. You have the right to request that an advocate join you in attending appointments.
7. You have the right to an advisor of choice in a Title IX Misconduct hearing.

Right to Response:

1. You have the right to report a violation of the Interpersonal Violence and Sexual Misconduct Policy and have Messiah University investigate your complaint promptly.
2. You have the right to report the crime to the Department of Safety and/or to a law enforcement agency.
3. You have the right to obtain legal representation.

Right to Supportive Measures:

1. You have the right to receive reasonable measures of protection.
2. You have the right to request changes in your academic schedule, work schedule and/or location and residence hall or apartment.
3. You have the right to request that the University implement a “No Contact Directive” with the respondent.
4. You have the right to all University policies, including “amnesty” and “no retaliation.”
5. You have the right to a support person of your choice to be present.
6. You have the right to an accessible process; including accommodations to navigate the physical, emotional, and mental spaces an investigation requires.
7. You have the right to language translation services for materials, support services, or investigatory interactions.
8. You have the right to free medical exams or tests that are relevant such as rape kits, STI or pregnancy tests.
9. You have the right to free mental health services that are relevant, through the University or local advocacy centers (when available).
Right to a Reliable and Impartial Process:

1. You have the right to request the response process most appropriate for your own circumstances, including no investigatory process.
2. You have the right to be notified of the timeline for all major stages of the investigation.
3. You have the right to request the presence of, or interviews by, another investigator.
4. You have the right to present witnesses and evidence in support of your complaint.
5. You have the right to review any proceedings documented, including written findings of fact, transcripts or audio recordings.
6. You have the right to a resolution of your complaint based on what University officials believe is more likely than not to have happened based upon an investigation (this is called a preponderance-of-the-evidence standard of proof). Messiah University will not use a higher standard of proof.
7. You have the right to be informed of the outcome of any disciplinary proceeding held.
8. You have the right to be notified in writing of the outcome of your complaint and any appeal, including any sanctions that directly relate to you.
9. The appeal process is equally available for both parties.
10. You have the right to recover your losses—to the extent possible—through restitution and the return of property that was seized as evidence when it is no longer needed.
Appendix C – Respondent’s Rights

Any student who accused of discrimination, including any type of interpersonal violence, harassment, sexual assault or stalking is offered certain rights under Title IX and VAWA.

Right to Response:

1. You have the right to information about services designed to support you if you are accused of a violation of the Interpersonal Violence and Sexual Misconduct Policy.
2. You have the right to speak confidentially to a counselor or pastor.
3. You have the right to seek or have sought on your behalf counseling and medical attention at the Engle Center or elsewhere as needed—including at the nearest hospital emergency room.
4. You have the right to a support person to accompany you to all hearings and interviews.
5. You have the right to obtain legal representation.
6. You have a right to an advisor of choice in a Title IX Misconduct hearing.

Right to Supportive Measures:

1. You have the right to receive reasonable measures of protection.
2. You have the right to request changes in your academic schedule, work schedule and/or location and residence hall or apartment.
3. You have the right to request that the University implement a “No Contact Directive” with the complainant.
4. You have the right to a support person of your choice to be present.
5. You have the right to an accessible process; including accommodations to navigate the physical, emotional, and mental spaces an investigation requires.
6. You have the right to language translation services for materials, support services, or investigatory interactions.

Right to a Reliable and Impartial Process:

1. You have the right to be notified of the timeline for all major stages of the investigation.
2. You have the right to present witnesses and evidence in support of your defense.
3. You have the right to review any proceedings documented, including written findings of fact, transcripts or audio recordings.
4. You have the right to request the presence of, or interviews by, another investigator.
5. You have the right to a resolution process based on what University officials believe is more likely than not to have happened based upon an investigation (this is called a preponderance-of-the-evidence standard of proof). Messiah University will not use a higher standard of proof.
6. You have the right to be informed of the outcome of any disciplinary proceeding held.
7. You have the right to be notified in writing of the outcome of your case and any appeal, including any sanctions that directly relate to you.
8. The appeal process is equally available for both parties.
9. You have the right to recover your losses—to the extent possible—through restitution and the return of property that was seized as evidence when it is no longer needed.

Further information regarding student rights, services and links may be found in our Title IX Brochure at https://www.messiah.edu/download/downloads/id/1247/Title_IX_Card.pdf
Grievance Processes
The below information for Students and Employees refer to the processes that are available for any situation outside of the Interpersonal Violence policy listed above.

GRIEVANCE PROCESS FOR STUDENTS
In foundational documents that outline the University’s mission, university-wide educational objectives, foundational values, and strategic plan, the University 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 University 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 University or students, is contrary to the ideals of Christian ethics, Christian community, and our educational mission.

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, University Ministries, Work Study supervisor, Director of Safety, Associate Dean of Students and the 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_Reportin.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.

GRIEVANCE PROCEDURES
Federal law requires University to investigate reported incidents of interpersonal violence, harassment, sexual assault and/or stalking. Once made aware of a grievance, Messiah University is committed to addressing it and establishing a resolution.

Grievance processes include the investigation, the University’s conduct proceedings and any criminal processes related to the grievance. The Messiah University community understands that all parties involved in the report of a violation of the sexual misconduct policy experience significant distress, whether they are the victim, the respondent or any other individual associated with the report. All parties involved are expected to be treated with respect and dignity.

Once a report has been received, the Associate Dean of Students will review the report in partnership with the Department of Safety and the Title IX Coordinator.

Although the University’s general grievance procedures allows for an informal resolution process, an informal process is not appropriate for most violations of the Interpersonal Violence, Harassment, Sexual Assault and/or Stalking Policy. Most complaints are referred to the formal resolution process immediately, and every victim has the right to skip the informal process and move directly to a formal complaint.

There is no expectation that the victim meet with or ‘work things out’ with the respondent.
GRIEVANCE REVIEW BOARD
The Grievance Review Board is a University hearing board trained to respond to community conduct violations, grievances, and violations of the Sexual Misconduct and Interpersonal Violence Policy. This board is comprised of a minimum of 6 members, representative of University staff, faculty, and administrators. The members of the GRB are convened in discrete committees, according to due process of conduct hearing and appeal.

The hearing subcommittee is comprised of a minimum of 3 GRB members and a Chair. The appeal subcommittee is comprised of a minimum of 3 GRB members and a Chair.

GRB members do not serve simultaneously on both the hearing and appeal subcommittees during any given case, but may rotate between committees on separate cases. If there is a conflict of interest for a GRB member or a specific, viable request to withdraw from a particular case, the GRB in question is excused from that proceeding.

INFORMAL RESOLUTION PROCESS
This process is rarely an option for violations of the Interpersonal Violence, Harassment, Sexual Assault and/or Stalking Policy
1. The Associate Dean of Students and/or the Title IX Coordinator and/or a designee will determine and schedule the appropriate meetings to discuss the allegation. Normally, this officer will meet separately with the victim and the respondent; consult with other advisors as needed and determine a resolution based on these discussions.
2. If the resolution is agreed to by both the victim and the respondent, the Associate Dean of Students and/or the Title IX Coordinator 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
The goal of the grievance process is to provide victims with a process that is reparative, fair and facilitates a sense of safety and personal justice. Where appropriate, the process should also support a behavioral change in the respondent. Once the University receives a report or complaint of a violation of this policy, the University will conduct an investigation.
1. The victim will file a formal complaint. This can be done through one of the following individuals/departments:

Amanda Coffey, Title IX Coordinator, VP for Human Resources and Compliance
Old Main 2nd Floor
717-796-5300
ACoffey@messiah.edu

Doug Wood, Associate Dean of Students
Eisenhower Campus Center 205
717-796-1800 ext. 3200
DWood@messiah.edu

Department of Safety
Greenbriar Building
717-691-6005 (or ext. 6005 on campus)
Emergency: 717-796-1800 ext. 6565 (or just ext. 6565 on campus)
2. The respondent is notified of the complaint and provided with the opportunity to review the complaint statement. The respondent’s response is documented. The respondent is provided with an opportunity to either approve or correct the response statement.

3. In response to the report, an investigation will begin. The Associate Dean of Students in partnership with the Title IX Coordinator and the Department of Safety will conduct a formal investigation into the complaint. The investigation will include interviewing the victim and the respondent. During this process, the Associate Dean of Students and/or the Title IX Coordinator will advise both the victim and the respondent that they may request to have a support person present. The investigation may also include interviewing other individuals. 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.

The victim always has the right to decline to participate in an investigation. However, should another individual who has been invited to participate in the investigation refuse or fail to cooperate fully with an investigation, he or she may be subject to disciplinary action, which may include suspension of enrollment.

4. The investigators will share preliminary findings with the Title IX team, hearing subcommittee of the GRB, and all parties involved.

5. All parties have the ability to provide written statements (within 3-5 business days) that include additional information in response to these initial findings to further the investigation process.

6. Additional inquiries made if necessary by investigator(s).

7. At the conclusion of the investigation, the hearing subcommittee of the GRB will convene. The GRB is responsible for reviewing all materials and determining outcomes. These outcomes will be rendered in writing with recommendations for resolution and sanction. This statement of outcomes will be provided to both the victim(s) and the respondent(s).

   a. 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.) The credibility of the evidence (firsthand knowledge, corroborating witnesses, consistency, etc.) is considered seriously in the review of the investigation.

   b. The Grievance Review Board’s written decision confirmed by the Associate Dean of Students and/or the Title IX Coordinator will reflect either a determination that the allegations cannot be substantiated, or a determination that they can be substantiated and the terms of the prescribed resolution including any disciplinary action deemed appropriate.

8. All parties are provided with the opportunity to review the determination and recommendations for sanctions.
9. The response of all parties is documented. Both the victim and the respondent are provided with an opportunity to approve or appeal the outcome. Specific appeal criteria must be met. See Appeal Process guideline in this policy, page 19.

10. If any party chooses to appeal the outcome, they must file a written statement of appeal (within 5 business days) asserting their reasons for appeal and any new evidence to be taken into account.

11. The other party/parties then has/have an opportunity to review the appeal and offer a written statement in response.

12. Both the appeal and response, along with the initial investigation information, outcomes and sanctions, will be given to the appeal subcommittee of the GRB for consideration. Absent a procedural error or new evidence, the determination of responsibility cannot be overturned. Only severity of sanctions may be subject to alteration.

13. The appeal subcommittee of the GRB will then make the final determination of outcomes based on all information.

14. The victim and respondent parties will be notified of the final outcomes and sanctions. In the conduct process the Associate Dean of Students and/or the Title IX Coordinator is responsible for the following:
   a. Meeting with both parties.
   b. Establishing an appropriate timeline and investigatory partner(s) for processing the grievance.
   c. Meeting with resource representatives.
   d. Organizing, implementing, and/or partnering in 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 Vice Provost / Dean of Students, Title IX Coordinator and resource representatives.
   g. Rendering and/or reviewing a written decision and resolution recommendation with investigatory partner(s).
   h. Closing and retaining the confidential investigation file.

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

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 University 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 University activity, in registration of vehicle, in visitation, or other matter. Graduating senior students who violate University 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 University officials: University-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 University 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 University 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 University 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 University 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.

9. **Expulsion:** Permanent separation of the student from the University. A permanent record will be kept in University 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 appeal subcommittee of the Grievance 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 appeal subcommittee of the Grievance Review Board will be final. Copies of the decision will be shared with both parties, their Residence Directors (if necessary), and the Vice Provost for Student Success and Engagement and the Dean of Students.

GRIEVANCE PROCESS FOR EMPLOYEES

In foundational documents that outline the University’s mission, university-wide educational objectives, foundational values, and strategic plan, the University 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 University 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 University or students, is contrary to the ideals of Christian ethics, Christian community, and our educational mission.

This means that the University 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 including employees are not typically addressed through an informal process. See Sexual Harassment 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 University employees are employed at-will and as such, the University 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 University’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 University’s terms of employment. All employees, including faculty, are subject to the University’s willful misconduct policy: https://messiah-employee.policystat.com/policy/7884019/latest/
Per the University’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 University uses a progressive discipline protocol: https://messiah-employee.policystat.com/policy/7884027/latest/ The University reserves the right to skip steps in the progressive discipline protocol if the matters being addressed warrant a more pronounced response. In addition, the University also reserves the right to suspend an employee, whether to investigate a matter or to discipline an employee. The University’s suspension policy is available online: https://messiah-employee.policystat.com/policy/7884027/latest/

Once made aware of a grievance, Messiah University 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 University 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; and
5. 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 or not appropriate for an informal process (such as complaints concerning sexual misconduct), 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.
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 University 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 University 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, the Clery Compliance Coordinator, and the Fire Safety Coordinator. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: Messiah University Department of Safety, Upper Allen Township Police Department, Carroll Township Police Department, Harrisburg City Police Department, Pennsylvania State Police, Fish and Boat Commission, Cumberland County Sheriff’s Office, York County Sheriff’s Office, 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 Interpersonal Violence & Sexual Misconduct Policy. Anonymous reports of Clery Act crimes are included in the University’s annual crime statistics.

All statistics are gathered, compiled, and reported to the University community via this report, entitled the “University 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 “University 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 University 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 University 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. The Clery map can be found on the Department of Safety website.
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 University’s Full Time Equivalent (FTE) students and employees.

The statistics in Table One reflect the number of incidents reported to the University’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 University students in Harrisburg, PA, at the Harrisburg Institute insofar as accurate information has been furnished to Messiah University 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 University by the Upper Allen Police Department.

Please note that the State crime classifications for which the University 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 University 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 University or any building or property owned or controlled by the University 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 University.

**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 unfound a crime.

On March 9, 2020, five Officers of the Department of Safety were commissioned by the Commonwealth of Pennsylvania and took the oath of a University Police Officer under the Private Police Act. As such, any of these five Officers are authorized to “unfound” a crime that occurs on Messiah University property. The disclosure of Unfounded crimes is in the Clery reportable crime statistics charts on the following pages.
The Pennsylvania Uniform Crime Reporting Act-Table One
Calendar years 2017-2019

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 2017, 2018, & 2019 were established using unduplicated population figures for the 2019 calendar year of 4,104 total members of the community (standard rounding rules are applied).

<table>
<thead>
<tr>
<th>Calendar Years</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACTUAL EVENTS</td>
<td>INDEX EVENTS</td>
<td>ACTUAL EVENTS</td>
</tr>
<tr>
<td><strong>Part I Offenses</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Murder &amp; Non-Negligent Manslaughter</td>
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<td>0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
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<tr>
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<tr>
<td><strong>Part II Offenses</strong></td>
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<tr>
<td>Other Assault</td>
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<td>Counterfeiting &amp; Forgery</td>
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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 University:**
In 2019, no reported cases of hate crimes for the calendar year.
In 2018, no reported cases of hate crimes for the calendar year.
In 2017, no reported cases of hate crimes for the calendar year.

*All other offenses is defined as all violations of state or local laws not specifically identified as Part I or Part II offenses, except traffic violations.
The Pennsylvania Uniform Crime Reporting Act-Table One  
Calendar years 2017-2019 Winding Hill Campus

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 2017, 2018, & 2019 were established using unduplicated population figures for the 2019 calendar year of 4,104 total members of the community (standard rounding rules are applied).

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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 University:**
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*All other offenses is defined as all violations of state or local laws not specifically identified as Part I or Part II offenses, except traffic violations.
## Grantham Main Campus Crime Statistics for Messiah University (Table Two)
(Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act)
Calendar Years 2017-2019

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Hate Crime Statistics for Messiah University:
In 2019, no reported cases of hate crimes for the calendar year
In 2018, no reported cases of hate crimes for the calendar year
In 2017, no reported cases of hate crimes for the calendar year

Statement on Unfounded Cases: There were no unfounded criminal incidents.
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**Hate Crime Statistics for Messiah University:**

In 2019, no reported cases of hate crimes for the calendar year.

In 2018, no reported cases of hate crimes for the calendar year.

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

**Statement on Unfounded Cases:** There were no unfounded criminal incidents.
Clery Designated Crime Definitions

Messiah University 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:
  o The length of the relationship;
  o The type of relationship;
  o 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 University and University Security Information Act,* Messiah University 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 University.

The Uniform Crime Reporting (UCR) program divides offenses into two groups, Part I and Part II crimes. Each month the Messiah University 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 University’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 the Clery Compliance Coordinator 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 University Legal Counsel, the Office of Student Affairs, Fire Safety, and the Office of Human Resources.

NOTE: Messiah College changed their name to Messiah University effective July 1, 2020. Because information in this report is linked to content on the Messiah webpage, the name change has been reflected in this year’s Annual Security and Fire Safety report so there is no confusion.

Introduction
The following information, including statistics on fires in Messiah University’s on-campus student housing facilities for the calendar years indicated, is provided as part of the University’s annual Clery Act Compliance. This report will be revised as necessary by October 1 of each year and made available on the University’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 University 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 at http://www.messiah.edu/info/20572/fire_safety_office. 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 University 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 University 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 University 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 at http://www.messiah.edu/info/20572/fire_safety_office.

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.

**Fire Safety Systems in Student Housing**

As shown in the “Fire Safety Systems in Campus Residential Facilities” chart below, campus housing facilities are equipped with a variety of fire safety systems including automatic fire alarm and sprinkler systems. Detailed information on all fire safety systems is listed for each campus residential building.

All automatic fire alarm systems are monitored 24 hours/day, 7 days/week, by the Department of Safety Dispatch Office. Upon receiving an alarm signal, a safety officer is dispatched to investigate and determine if a call to the local fire department is necessary.

All fire safety systems are tested and inspected in accordance with local and national compliance codes.
to ensure that everything is in good working order. This includes annual functional inspections for automatic fire alarm systems, quarterly inspections for sprinkler systems, and annual service and inspection for all campus fire extinguishers.

### Fire Safety Systems in Campus Residential Facilities

<table>
<thead>
<tr>
<th>Facility</th>
<th>Clery Classification</th>
<th>Fire Alarm Monitoring Done on Site by DoS</th>
<th>Fully Sprinklered</th>
<th>Smoke Detection</th>
<th>Fire Extinguishers</th>
<th>Evacuation Placards</th>
<th>Number of Evacuation (Fire) Drills Each Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bertram House</td>
<td>On-Campus</td>
<td>Local smoke alarms - not monitored by DoS</td>
<td>No sprinklers</td>
<td>X</td>
<td>X</td>
<td>None</td>
<td>0</td>
</tr>
<tr>
<td>Bittner Residence</td>
<td>On-Campus</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Foreman House</td>
<td>On-Campus</td>
<td>Local smoke alarms - not monitored by DoS</td>
<td>No sprinklers</td>
<td>X</td>
<td>X</td>
<td>None</td>
<td>0</td>
</tr>
<tr>
<td>Fry Residence</td>
<td>On-Campus</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Grantham Residence</td>
<td>On-Campus</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>None</td>
<td>2</td>
</tr>
<tr>
<td>Harrisburg Institute</td>
<td>Off-Campus</td>
<td>Monitored by outside agency - not monitored by DoS</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>None</td>
<td>0</td>
</tr>
<tr>
<td>Hess Residence</td>
<td>On-Campus</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Hill House</td>
<td>On-Campus</td>
<td>Local smoke alarms - not monitored by DoS</td>
<td>No sprinklers</td>
<td>X</td>
<td>X</td>
<td>None</td>
<td>0</td>
</tr>
<tr>
<td>Kelly Residence</td>
<td>On-Campus</td>
<td>X</td>
<td>No sprinklers</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Melhorn House</td>
<td>On-Campus</td>
<td>Local smoke alarms - not monitored by DoS</td>
<td>No sprinklers</td>
<td>X</td>
<td>X</td>
<td>None</td>
<td>0</td>
</tr>
<tr>
<td>Mellinger Residence</td>
<td>On-Campus</td>
<td>X</td>
<td>No sprinklers</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Miller Residence</td>
<td>On-Campus</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Mountain View Residence</td>
<td>On-Campus</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Naugle Residence</td>
<td>On-Campus</td>
<td>X</td>
<td>Partially sprinklered</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
</tbody>
</table>
### 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 University 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 Residence Life 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 University 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, and bonfires are allowed only with authorization from the Student Programs 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 University has provided several permanently installed charcoal grills safely located in the vicinity of the dormitories for anyone’s use. Large groups/organizations can reserve the use of the University’s large portable charcoal grill through the Dining Services Office.

More information on the above policies (bonfire/campfire, outdoor grills) can be found on the Fire Safety website at http://www.messiah.edu/info/20572/fire_safety_office.

All residents are required to familiarize themselves and comply with all aspects of the University’s safety/decorating guidelines, found in the Messiah University Student Handbook.
Fire Safety Education and Training Programs
Residence Life policies related to fire safety can be found in the Messiah University 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 Residence Life Office for sanctioning, with the possibility of having the local police become 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.

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 instruction from staff personnel 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 inside the building) the drill should be considered complete and residents will be permitted re-entry by the attending staff person.

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 University 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 University 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**

**Procedure**

1) The Harristown Property Services and the Messiah University 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 University 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.
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 University Harrisburg Institute in 2017.

Number of Fire Drills – 2018
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 2018 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 University Harrisburg Institute in 2018.

Number of Fire Drills – 2019
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 2019 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 University Harrisburg Institute in 2019.

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 UNIVERSITY 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
Messiah University is continuously seeking improved technology to better warn the community of fires and potential fire situations. Because all of our systems are currently 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 University 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 University Fire Safety Website Link**
Further information and policies regarding fire safety are found on the Fire Safety website at [http://www.messiah.edu/info/20572/fire_safety_office](http://www.messiah.edu/info/20572/fire_safety_office), which is a part of the Department of Safety.

**Messiah University Fire Statistics**
Fire statistics for the calendar years 2017, 2018, and 2019 are listed on the next few pages.
## 2017 Fire Statistics

<table>
<thead>
<tr>
<th>Facility</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bertram House</td>
<td>236 N. Grantham Rd. Dillsburg, PA</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
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<td>N/A</td>
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</tr>
<tr>
<td>Harrisburg Institute</td>
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<td>N/A</td>
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## 2018 Fire Statistics

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<th>Facility</th>
<th>Total Fires in Each Building</th>
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<th>Time</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
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## 2019 Fire Statistics

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<th>Total Fires in Each Building</th>
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<th>Date</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
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This information prepared by: Valerian Curd, Fire & Safety Systems Coordinator
Date: September 2020