



CAMPUS SAFETY

2021-2022

The Department of Safety exists to provide a safe and secure learning environment that places the priority upon the personal wellbeing of all students, staff, faculty, and visitors. Every member of the University community has a right to pursue academic, spiritual, and social endeavors without interruption or fear for their safety.

The Department is responsible for campus safety of persons and property, vehicle and traffic control, criminal investigations, annual educational and crime prevention programming, department training, and mandated federal and state crime logs, which includes the annual security and fire safety report (ASR). Information can be found on the departmental website, www.messiah.edu/offices/safety/. We ask that students do their part with security by remaining aware of their surroundings. If you see something that does not seem to be right, notify the Department of Safety at 717-691-6005. Please save this number to your cell phone.

PERSONAL EMERGENCY PREPAREDNESS

BLUE-LIGHT EMERGENCY PHONES

The blue-light emergency phones can be used to request an on-campus SAFE WALK/SAFE RIDE, and/or to report an emergency directly to the Dispatch office. Emergency phones are located in the following parking lots: B, C, D, F, G, VV (visitor's lot), WW (faculty lot), P (Starry), and Treona. There are additional phones in front of Fry Apartments, in front of Mellinger Apartments, behind Kelly Apartments, at the front and back of Smith Apartments, and at the Lenhert maintenance building. Greenbriar (Safety office) has an accessible phone on the exterior of the main entrance. Malignant or pranking use of emergency phones is subject to a \$500.00 fine and other disciplinary sanctions.

SAFE WALK, SAFE RIDE

Please call 717-691-6005 from an off campus phone or ext. 6005 from a campus phone to receive a walking/vehicle safety escort between dusk and dawn, or at any time if you have an injury or medical condition.

EMERGENCY TEXT ALERT SYSTEM

All students are strongly encouraged to sign up for the Emergency Text Alert System. The Text Alert is the fastest way to receive emergency messages.

To sign up, go to FalconLink, select the Self-Service card, then Personal Information, then View, and then Maintain Cell Phone Info. Fill in the requested information and then click Submit.

EVACUATION

In certain disaster situations, it may become necessary to evacuate campus. Preparing for an emergency evacuation before there is an imminent danger lessens stress and increases the effectiveness of the evacuation. In preparation for these events, the University relies on the cooperation and proactive planning of every member of the University community.

During a campus-wide evacuation, students are not permitted to remain on campus under any circumstances and the University will cease operations completely. Students are responsible for vacating the University via their own transportation and lodging arrangements.

The University is prepared to assist students who cannot make alternate arrangements however, capacity will be limited, so it is imperative that students who are able to leave on their own commit to their own personal evacuation plan. Detailed information can be found at the following link to help you develop your personal plan:

<http://www.messiah.edu/info/20297/students/1286/evacuation>

FIRE ALARMS

When a fire alarm sounds, all persons are to immediately exit the building. If you discover a fire, you should first 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. You should then immediately notify the Department of Safety. The Department of Safety will determine if the local fire company needs to be called.

Report all fires or smoke conditions no matter how small they may seem, as they can often grow out of control rapidly. If warranted, the Department of Safety will make notification to Residence Life staff of the situation. Individuals, who intentionally cause false fire alarms, tamper with or steal any fire safety equipment or any type of safety signage or do not comply with evacuation procedures will be subject to a \$500 maximum fine and/or other disciplinary actions.

FIRE ALARM EVACUATION PROCEDURES

1. When the alarm sounds, remain calm and close room window(s).
2. Grab only the clothing necessary for existing weather conditions. Do not attempt to salvage personal belongings.
3. Turn off all electrical appliances, including stoves/ovens and room lights.
4. Feel the lock or the top gap between the door and the door frame to see if it is hot. If it is, do not open the door. Instead, if you can

- do so safely, use the window to escape or summon help by yelling. Keep the window closed if smoke enters the room through it.
5. Close but do not lock room/apartment door(s) behind you.
 6. Stay low under smoke and toxic fumes; crawl on your hands and knees, if necessary.
 7. Do not use elevators; use stairways only.
 8. Leave by the nearest exit. Do not run. Leave the building directly from the stairway; do not use your ID card to pass through doors during evacuation.
 9. Remain clear of the building by at least 100 feet; move beyond sidewalks if necessary, but never stand in roadways or in parking lot aisles.
 10. Never re-enter the building for any reason, even if the alarm signals are silenced. Wait until permission is granted by the person in charge of the drill or fire scene, (e.g., Department of Safety officer, drill coordinator, resident director, or the township fire chief).
 11. In an actual EMERGENCY (especially if you are trapped in your room/apartment by smoke or fire), use your cell phone to summon assistance by dialing either:
 - a. Messiah University Department of Safety at 717.691.6005
 - b. Cumberland County Dispatch-911-- You will need to identify that you are calling from Messiah University, your residence hall or apartment, and your section and room number.

FIRE SAFETY

No items (including welcome mats, shoes, sporting equipment, etc.) are to be placed or stored in corridors, stairwell landings, doorways, or exits; these areas are to remain clear at all times. Fire doors should be closed at all times and should not be propped open. Fire doors are physically maintained for the safety of all building occupants; tampering with or disabling the hardware on fire doors is prohibited and may also harm others during an emergency situation.

Under no circumstances should a student tamper with electrical equipment such as lighting, wiring, or switches as the overloading on duplex outlet circuitry is a safety hazard. Use of extension cords is strongly discouraged except for use with minor items such as cell phone chargers and alarm clocks; UL-approved power strips/surge protectors are recommended instead and should never be “daisy-chained” together (plugging one surge protector into another).

The following are all prohibited on campus property: the possession of fireworks or smoke-generating devices; tampering with fire safety

equipment; possession of flammable materials in any quantity; live (or previously living) trees or branches; use of sun lamps, halogen lamps, and space heaters; possession of incense, candles with wicks, lighters or matches; storage of empty cardboard containers and propane tanks.

Wickless candles, electric candle/tart/wax melt warmers are permitted, provided they are not operated unattended.

The possession and use of tiki torches is prohibited, with the exception of Residence Life programs under the direct supervision of a Resident Director.

Township ordinances require permits for open burning - violators will be subject to a fine of up to \$1,000.00. Open burning, such as campfires, bonfires, or trash, is strictly prohibited on campus (this includes the "Back-Forty" area). Organizational bonfire and campfire requests must be scheduled through the Conference Services office.

SHELTER IN PLACE/ACTIVE INTRUDER PROCEDURES

What is a lockdown?

A lockdown is a temporary change in normal operations due to an on-going incident that requires the attention of campus or local law enforcement personnel. Information about a lockdown, and instructions on how to respond, will always be communicated through various emergency communication channels, such as text alerts, social media, etc.

Potential responses during a lockdown:

1. Shelter-in-place

In certain situations, individuals may be given instruction to immediately enter or remain inside a building, known as a shelter-in-place, in an effort to protect themselves from potential danger. Remain in your safe location until directed otherwise by campus safety or law enforcement.

This action might be necessary when evacuation would not be appropriate, such as:

- A severe weather emergency
- Hazardous chemical spills
- Near-campus police activity
- Some active shooter scenarios where fleeing a building would not be safe.

2. Evacuation

Other times, it may be safer to attempt to evacuate a building if you are able or if the situation warrants. This action might be necessary during:

- A bomb threat
- Building fire
- Gas leak

3. Situational Response

Some incidents may require different responses depending on the current situation at hand. A primary example would be a violent or potentially violent person in your building or area. It will be necessary and crucial that you take the following steps to determine the best course of action with the information you know at the time. Information will be provided as it is available by Messiah's crisis response team.

If there is an intruder, you should take the following steps:

GET OUT

- If you are able to leave the area or building without placing yourself or others in danger, exit as quickly as possible.
- Leave quickly and quietly, keeping your hands visible when you exit.
- NEVER sound the fire alarm in a non-fire emergency situation.
- When you get to a safety, call 911 and then the Department of Safety.

HIDE OUT

- If it is safer to shelter-in-place, close, lock and barricade the door if possible.
- Turn off the lights, close any windows and blinds, and remain quiet.
- Hide from view and take cover behind heavy items that may provide protection.
- Silence your phone, but leave it turned on to receive text alerts.
- Call 911 and the Department of Safety if you can without compromising your location or safety.
- Remain in your safe location until directed otherwise by campus safety or law enforcement.
- When the police arrive, keep your arms up, your hands visible, and follow the officer's instructions.

TAKE OUT

- If you are in an imminent life-threatening situation, you may find it necessary to fight to save your life. This is a personal

decision and it may not agree with your faith or other beliefs. You must decide if you are able and willing to take this step.

- If you choose to fight, overpower the subject with a group of people if possible.
- Utilize any objects available as a weapon—this may be a chair, letter opener, scissors, fire extinguisher, or laptop to strike or stab the subject. If it is possible to restrain the subject, hold and bind with tape, belts, or computer or electrical cords. Do not pick up the weapon. Instead, place a trash can or chair over it and notify the police of the location when they arrive.
- Call 911 and then the Department of Safety when you are safe and able.

SILENT WITNESS

The Department of Safety maintains a “silent witness” feature (anonymous report form) which allows students or employees to report crimes without providing their names or other identifying information. Anonymous reporting is only for crimes; it is not intended for non-criminal code-of-conduct-violations (smoking, visitation violations, etc.) If these types of behaviors are occurring, please contact your RA and/or RD.

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. Call 911 and then the Department of Safety in life threatening situations.**

Silent Witness is intended to foster and maintain a safe and caring community. Therefore, if it is discovered this system is being used to harass or to retaliate against members of the Messiah University community, behavioral conduct consequences will be pursued.

The link to the Silent Witness reporting is found at:

https://www.messiah.edu/forms/form/164/en/silent_witness

FIREARMS AND WEAPONS

Weapons considered lethal, potentially dangerous, or harmful, are prohibited anywhere on Messiah-owned property. This includes, but is not limited to, the following: firearms, ammunition, bows and arrows, crossbows, knives, machetes, slingshots, clubs, expandable batons, whips, spears, swords, martial arts weapons, paintball guns, BB guns, CO2 guns, pellet guns, water balloon launchers, tasers/stun guns, brass knuckles, explosives, fireworks, or any other item the University deems potentially harmful to the University community. **If in doubt, whether or not something you possess is considered a weapon by the University, contact the Department of Safety.** When prohibited weapons are discovered, the Department of Safety will immediately confiscate these items and keep them in a locked room until the student returns home. Occasionally, some weapons stated above may be required for classroom use (i.e., bows). If this is the case, approval from the professor must be sent in writing to the Department of Safety, and the weapon for classroom usage must be registered and stored with the Department of Safety until needed for class purposes, and then must be removed from campus. Pepper spray can be possessed on campus for personal safety only. Brandishing or discharging pepper spray for other than emergency situations will be a violation of this policy.

DIRECTIONS TO LOCAL HOSPITALS

CARLISLE REGIONAL MEDICAL CENTER (approx. 15 miles)

361 Alexander Spring Road, Carlisle, PA 17015

(717) 249-1212

Leave campus by the main entrance opposite Smith Residence. Follow signs to Route 15. Take Route 15 SOUTH, turn RIGHT onto Route 74 towards Carlisle. Take a LEFT turn onto Interstate 81 South towards Chambersburg. Take Exit 45, University Street, at the end of the exit ramp at the traffic light, take a LEFT. At the second traffic light, turn RIGHT onto Alexander Spring Rd. Carlisle Medical Regional Center will be on your LEFT in less than a mile.

HARRISBURG HOSPITAL (approx. 12 miles)

111 South Front Street, Harrisburg, PA 17101

(717) 782-3131

Leave campus by the main entrance opposite Smith Residence. Follow signs to Route 15. Take Route 15 North to Camp Hill, approximately 7 miles. Follow signs to Harvey Taylor Bridge. Cross bridge and turn right on Front Street. The hospital is on the left approximately 1 mile.

HOLY SPIRIT HOSPITAL (approx. 9 miles)

503 N. 21st Street, Camp Hill, PA 17011

(717) 763-2100

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

PINNACLE HEALTH WEST SHORE HOSPITAL (approx 15 miles)

1995 Technology Pkwy, Mechanicsburg, PA 17050

(717) 791-2400

Leave campus by the main entrance opposite Smith Residence. Follow signs to Route 15. Take 15 North. Approximately 6 miles use the left lane to merge onto PA-581 W/US-11 S. Continue for approximately 3 miles. Merge onto I-81 N and continue for 1 mile. Take exit 61 for PA-944/Wertzville Rd. At the end of the off ramp, take a right onto Wertzville Rd. At the first stop light, make a right onto Technology Pkwy. Drive for 0.6 miles and the hospital is on the left.

SECURITY OF PROPRETY

In order to protect the loss of property, students are encouraged to keep their rooms, bicycles, and vehicles locked at all times. Keys and ID cards should never be loaned to anyone else. Lost keys or ID cards should be reported immediately to prevent someone else from using them. Valuable items should never be left unattended. If theft is suspected, the Department of Safety should be notified immediately.

VEHICLES

Messiah University vehicle rules and regulations were developed for the safety and welfare of students, employees, and visitors; for the protection and maintenance of university property, and to govern traffic on the campus. Motor vehicle regulations are in effect at all times throughout the year. Driving and parking regulations of the Pennsylvania Vehicle Code apply on campus roadways at all times. It is your responsibility to know and abide by all rules and regulations. The Messiah University Traffic Code is subject to change throughout the year. The complete Traffic Code can be found on the Messiah University website. **All vehicles must have a valid state license plate/registration.** All studnets who bring motor/electric

vehicles to the campus MUST register during the Spring online registration period or at the Box Office by completing a Student Parking Registration Form. Upon approval of the Student Parking Registration Form, the student is charged for the parking permit and a display permit is issued. The permit must be affixed inside the vehicle on the left hand corner of the rear window behind the driver or in a suitable visible location on a motorcycle/scooter. Motorcycles/mechanized scooters may not be stored in any University building, sidewalk, or patio. A parking lot is assigned to all students. The visitor lot and visitor parking spaces are for guests' usage only.

New First-Year Students: Student Parking Registration Forms must be pre-approved before the student brings a vehicle to campus. First-year students will be approved for parking for the following reasons only:

1. Student is 21 years of age by the start of the semester.
2. A medical accommodation. Student and physician must complete and submit the Medical Parking Permit Application with a wet ink signature as well as a Student Parking Registration Form. Approval is granted for no more than eight weeks during the academic year. Special medical accommodation for parking beyond an eight week period requires the student to obtain a government issued handicapped placard. Handicapped placards must be registered with the Box Office.
3. Student lives more than 250 miles from Messiah University. To verify this information, we refer to www.mapquest.com.
4. Employment purposes. Student must meet the following employment qualifications-must work at least 10 hours per week; the job must be in a 40-mile radius of the campus; the approval is for no more than six weeks at a time. Employer and student must complete and submit the Employment Verification – First Year Student form with a wet ink signature as well as a Student Parking Registration Form.
5. Student transfers into Messiah University as an upper-class student.
6. Student not residing on campus and is a commuter.

Visitors/Guests

All student visitors must obtain a visitor's parking permit from the Box Office during normal business hours or from the Dispatch Office in the Eisenhower Campus Center after business hours.

Parking Signup

In late summer, an on-line parking registration process is held for all current students. Each student is assigned a specific time slot based on

number of credit hours previously earned plus the current semester's credit hours and their class schedule. AP and IB credits are not included in this total. Please note your parking assignment is subject to change. The online registration deadline is August 2nd.

Parking Violations

The Department of Safety issues citations for parking violations. Vehicle immobilization devices (boots) are used for habitual, repeated violations of campus parking regulations. These devices will be placed on vehicles after the fifth citation or upon the first instance of parking in a handicapped space or fire lane without proper authorization.

Boot Removal

Boot Removal Requirements: The removal of a boot placed on a vehicle will occur only after the vehicle operator has paid a \$50 boot-removal fee. To pay the fee:

- a. Click on this link: <https://commerce.cashnet.com/BootFine>
- b. Fill out the information requested. You must have the following information: Student ID number, make and model of car that is booted, license plate number, and state that the car is registered in.
- c. An email will be sent to the Department of Safety upon payment of your fee
- d. When completed, go to the Dispatch Office located in the Eisenhower Campus Center, 1st floor behind the receptionist area
- e. Let the dispatcher know you just paid the boot fee; the dispatcher will look up the receipt and then will call for an officer to meet you at your vehicle to remove the boot.

Timeframe of Attached Boot

The operator of any booted vehicle will have 48 hours in which to contact the Department of Safety office for boot removal. After 48 hours, the vehicle may be subject to towing at the owner's expense.

Vehicle Maintenance/Repairs on Campus

Messiah University recognizes that the cost for professional vehicle maintenance/repairs can be challenging. It is understandable, therefore, that members of the campus community may prefer to personally complete these tasks. For safety and environmental reasons, the following are **prohibited:** (1) Work that presents a risk for discharge of fluids or other contaminants into the air or onto the ground/pavement, such as changing oil, painting, flushing antifreeze, fixing brakes, etc. (2) Work that is prolonged or that requires disengagement from the scene, such as jacking up a vehicle and leaving it unattended. (3) Work that presents a risk for injury/death, such as being underneath an elevated vehicle or having one's

body extended into a travel lane. The following is **permitted**: Routine maintenance, such as changing an air filter, replacing wiper blades, refilling the washer reservoir, replacing a light bulb, changing a flat tire, replacing a belt, etc.